

# KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

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## AGENDA

A Special Meeting (Closed Session) of the Board of Directors of the Kensington Police Protection and Community Services District will be held **Thursday, May 8, 2014, at 6:30 P.M.**, at the Community Center, 59 Arlington Avenue, Kensington, California. The Board will commence its monthly Regular Meeting in open session at **7:30 P.M.** If further Closed Door Session is required, the Board will return to Closed Door Session following the end of the Regular Meeting.

Roll Call  
Public Comments

### SPECIAL MEETING; CLOSED SESSION 6:30 P.M.

1. Conference with Legal Counsel- Existing Litigation (Government Code Section 54956.9(a))  
Leonard Schwartzburd v. Kensington Police Protection and Community Services District (Case Number N12-1625).
2. Conference with Labor Negotiators (Government Code Section 54957.6)  
Agency Representatives: Patricia Gillette and Chuck Toombs  
Employee Organization: Kensington Police Officers Association
3. Pursuant to California Government Code Section 54957b:
  - a. The Board will enter into closed session to discuss the General Manager/ Chief of Police performance review pursuant to California Government Code Section 54957b.
  - b. The Board will discuss the possible contract extension and terms of the extension of the General Manager/ Chief of Police.
  - c. The Board will discuss personnel appointment, employment, and evaluation of performance of District personnel.

### REGULAR MEETING; OPEN SESSION 7:30 P.M.

The Board will return to Open Session at approximately 7:25 PM and report out on the Closed Door Session.

A Regular Meeting of the Board of Directors of the Kensington Police Protection and Community Services District will be held **Thursday, May 8, 2013, at 7:30 P.M.**, at the Community Center, 59 Arlington Avenue, Kensington, California.

Note: All proceedings of the open session meeting will be videotaped.

Roll Call  
Public Comments  
Board Member/ Staff Comments

### APPROVAL OF CONSENT CALENDAR

- a) Minutes of the Special & Regular Meeting April 10, 2014, Page 3
- b) Profit & Loss Budget Performance for April 2014, Page 10
- c) Park Revenue & Expenses Report for April 2014, Page 16
- d) Board Member Reports- None
- e) Training & Reimbursement Reports, Page 26
- f) Correspondence, Page 30
- g) Police Department Update, Page 33
- h) Monthly Calendar, Page 43
- i) Recreation Report, Page 45
- j) General Manager's Report, Page 46

### DISTRICT - NEW BUSINESS

1. General Manager/ Chief of Police Greg Harman will present for discussion and possible approval, Kensington Police Protection & Community Services District Resolution 2014-05; Confirming the Assessment and Ordering the Levy for the Kensington Park Assessment District for Fiscal Year 2014/15. Board Action. Page 49
2. General Manager/ Chief of Police Greg Harman will present for discussion and approval the Amendment to the Agreement between All City Management Services, Inc. and the District for crossing guard services for Fiscal Year 2014/15. The cost of the service for Fiscal Year 2014/15 not to exceed \$10,515.00. Board Action. Page 52

3. General Manager/ Chief of Police Greg Harman will present for a first reading the Preliminary Operational Budget for Fiscal Year 2014/2015. Board Action. Page 54
4. KPPCSD Board President Len Welsh and General Manager/ Chief of Police Greg Harman will call for a second round of board and public discussion on the Request for Proposal process involving identifying the next service provider for solid waste refuse and recycling service to begin in September 2015. Discussion to include the types of service to be requested and costs associated with these identified types of service. Possible Board Action.
5. General Manager/ Chief of Police Greg Harman will ask permission of the Board to attend the California Special Districts Association's "General Manager Leadership Summit" being held June 22-24, 2014, at the Resort at Squaw Creek, North Lake Tahoe. The total cost to attend the training is \$1165.00. Board Action. Page 137
6. District Administrator Lynn Wolter will present a proposal for a new copier five year lease with Smile Business Products at a monthly cost of \$388 and a total cost, over five years, of \$23,280 for Board discussion and approval. Board Action. Page 145
7. District Administrator Lynn Wolter will present a proposal for a possible new website for Board discussion and possible action. Page 156

(If needed, the Board will return to Closed Session following the end of the Regular 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](http://www.kensingtoncalifornia.org)  
Complete agenda packets are available at the Public Safety Building and the Library.

All public records that relate to an open session item of a meeting of the Kensington Police Protection & Community Services District that are distributed to a majority of the Board less than 72 hours before the meeting, excluding records that are exempt from disclosure pursuant to the California Public Records Act, will be available for inspection at the District offices, 217 Arlington Ave, Kensington, CA 94707 at the same time that those records are distributed or made available to a majority of the Board.

## Meeting Minutes for 4/10/14

A Special Meeting (Closed Session) of the Board of Directors of the Kensington Police Protection and Community Services District was held Thursday, April 10, 2014, at 6:30 P.M. at the Community Center, 59 Arlington Avenue, Kensington, California. The Regular Meeting of the Board of Directors (BOD) of the Kensington Police Protection and Community Services District (KPPCSD) followed.

### ATTENDEES

<u>Elected Members</u>	<u>Members of the Public/Presenters</u>
Len Welsh, President	John Stein
Linda Lipscomb, Vice President	Barbara Steinburg
Chuck Toombs, Director	Nick Day
Pat Gillette, Director	Gayle Tapscott
	Katie Gluck
<u>Staff Members</u>	Simon Braufman
GM/COP Gregory Harman	Leonard Schwartzburd
Sgt. Kevin Hui (on duty)	Ray Barraza
Lynn Wolter, District Administrator	A. Stevens Delk
Sgt. Keith Barrow (own time)	Rosary Matteson
	Karl Kruger
<u>Press</u>	Celia Concus
Joel Koosed, Outlook	Elena Caruthers
	Anthony Knight

Board President Len Welsh called the meeting to order at 6:38 PM and took roll call. Vice President Lipscomb, Director Toombs, Director Gillette, President Welsh, General Manager/Chief of Police Harman, and District Administrator Wolter were present. Director Lloyd was absent.

### PUBLIC COMMENTS

None

The Board entered into Closed Session at 6:39 P.M. to:

1. Confer with Labor Negotiators (Government Code Section 54957.6)  
     Agency Representatives: Patricia Gillette and Chuck Toombs  
     Employee Organization: Kensington Police Officers Association
2. Pursuant to Government Code Section 54957b  
     Discuss the General Manager/Chief of Police performance review

Discuss the possible contract extension and terms of the extension of the General Manager/Chief of Police  
Discuss personnel appointment, employment, and evaluation of performance of District personnel

The Board came back into Open Session at 7:36 P.M.

President Welsh reported that no action was taken on any of the Closed Session items.

President Welsh took roll call. President Welsh, Vice President Lipscomb, Directors Gillette and Toombs, GM/COP Harman and District Administrator Wolter were present. Director Lloyd was absent.

### **PUBLIC COMMENTS**

There were no Public Comments.

### **BOARD COMMENTS**

Director Toombs said he was sorry to have missed the March meeting.

Vice President Lipscomb reported that there would be a Policy Committee meeting on April 22 and that she hoped a final draft would be ready for the June meeting. She reported that she was waiting to hear from Supervisor Gioia's office about the date of the final Arlington Avenue streetlights meeting. She also reported that she had received a letter from EBMUD, asking that the community reduce water usage by 20%.

President Welsh reported that a request had been made of the Fire District to allow the KPPCSD to rent space in the Public Safety Building for \$1.00 per year. He said the Fire District Board had met the previous night, that no action had been taken, and that he expected action to be taken soon.

### **STAFF COMMENTS**

GM/COP Harman reported that Park Buildings Committee member, Lisa Caronna, had let him know that the District's website had been updated to include Community Center Safety Project documents.

District Administrator Wolter let the Board know that the Transmittal Sheet would be ready for signatures the next day.

## CONSENT CALENDAR

The Board amended the December 12, 2013 minutes. Under District Old Business, the minutes read, "Another resident said she objected to the substantial increases in the mini-can rate. She cited that there had been a 20% increase in mini-can subscription since its introduction, that the franchise agreement was a problem and that she would prefer the Board to adopt the Option 2 proposed rates." The last phrase was corrected to read, "Option 2 is counter-productive."

Director Toombs asked to pull Items F and H. He noted that many of the expense reimbursement forms included in the packet would be reimbursed by POST. GM/COP Harman replied that POST reimbursements had been suspended in January but that, when funding is available in the future, the requests for reimbursement would be submitted to POST. Director Toombs asked if an item contained in the Police Department Update constituted a citizen filing a false police report. GM/COP replied it did not.

**MOTION: Vice President Lipscomb moved, and Director Gillette seconded, that the Board approve the Consent Calendar.  
Motion passed 4 to 0.**

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

## DISTRICT NEW BUSINESS

1. General Manager/Chief of Police Harman presented, for discussion and possible approval, Kensington Police Protection & Community Services District Resolution 2014-02, initiating proceedings for the Levy and Collection of Assessments for the Kensington Park Assessment District for Fiscal Year 2014/15.
2. General Manager/Chief of Police Harman presented, for discussion and possible approval, Kensington Police Protection & Community Services District Resolution 2014-03, approving the Annual Report for the Kensington Park Assessment District for Fiscal Year 2014/15.
3. General Manager/Chief of Police Harman presented, for discussion and possible approval, Kensington Police Protection & Community Services District Resolution 2014-04, declaring its intention to levy and collect assessments for the Kensington Park Assessment District for Fiscal Year 2014/15

GM/COP Harman reviewed the memo he had prepared for the Board packet. He reported that every year the Board needed to approve resolutions, prepared by NBS, to initiate the process of collecting the park tax assessment pursuant to the Landscaping and Lighting Act of 1972 that established the Kensington Park Assessment District.

- Step one: Approval of Resolution 2014-02, initiating proceedings for the levy and collection of the assessments for the Kensington Park Assessment District for Fiscal Year 2014/15
- Step two: Approval of Resolution 2014-03, approving the Annual Report for the Kensington Park Assessment District for Fiscal Year 2014/15.
- Step three: Approval of Resolution 2014-04, declaring the Board's intention to levy and collect assessments for the Kensington Park Assessment District for Fiscal Year 2014/15 and to set the public hearing for Thursday, May 8<sup>th</sup> at 7:30 PM.

Were the Board to approve these resolutions, Resolution 2014-04 would need to be published in the local paper at least 10 days prior to the May 8<sup>th</sup> public meeting.

The total proposed assessment to each dwelling unit would be \$15.24, which would be an increase from \$14.87 the prior year. The total balance to levy would be \$34,334.92, and this revenue could be used only for maintenance of the "New Park".

President Welsh asked if the resolutions were to be adopted at this meeting or at the May meeting. GM/COP Harman replied that they were to be adopted at this meeting.

Vice President Lipscomb asked if this assessment would continue in perpetuity. GM/COP Harman affirmed this and clarified that revenue generated by this assessment could be used only for the "New Park". He also said that the cost of maintaining the park exceeded the amount of revenue collected for this purpose.

Anthony Knight asked what expenses were covered by the \$34,000. GM/COP Harman replied that this amount was used to pay the gardener, clean the restroom, and pay for irrigation and trimming/removing trees.

Karl Kruger asked why all parcels were listed, generating a report many pages long. Director Toombs replied that the engineer's report required this.

**MOTION: Director Gillette moved, and Director Toombs seconded, that the Board adopt Resolution 2014-02.**

**Motion passed 4 to 0.**

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

**MOTION: Vice President Lipscomb moved, and President Welsh seconded, that the Board adopt Resolution 2014-03.**

**Motion passed 4 to 0.**

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

**MOTION: Director Toombs moved, and Director Gillette seconded, that the Board adopt Resolution 2014-04**

**Motion passed 4 to 0**

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

4. KPPCSD Board President Len Welsh and General Manager/Chief of Police Harman called for board and public discussion of the Request for Proposal process involving identifying the next service provider for solid waste refuse and recycling service to begin in September 2015. Discussion included the types of service to be requested and costs associated with these identified types of service.

President Welsh introduced the item, saying that the current contract would expire September 1, 2015 and that the District needed to begin the RFP process. He asked Board members and the public to comment about the types of service they would like to see and said that the solicitation for input would be repeated at the May meeting.

Director Toombs responded that a lot of people would love to see composting.

Director Gillette said she would like to explore ways to motivate people to put less in their garbage cans and ways to allow residents who generate less than a full can of garbage each week to combine their garbage with that of their neighbors into a single can.

Vice President Lipscomb said she would like to see composting, food soil recyclables (such as napkins), backyard service as an option with an associated fee, and a better plan for toxics.

GM/COP Harman said that the current household hazardous waste site, located in Richmond, was supposed to be used on a permit-issued basis and, therefore, it made sense for neighbors to combine their materials for drop-offs.

President Welsh asked what was the industry norm. GM/COP Harman replied that each county has its own hazardous waste sites and that, if the community wanted to explore having hazardous materials pick-up, this could be incorporated into the RFP.

Director Toombs asked about the timeline. GM/COP Harman said that, during a recent telephone conference with HF&H and Hanson Bridgett, it was determined that two timelines would be developed: one that would complete the process this year one that would complete the process next year.

Director Gillette asked who would be negotiating the contract. GM/COP Harman replied that a small subcommittee would do so and then the Board would make the final decision.

Karl Kruger spoke in favor of Bay View because it allowed customers to select the type of can they wanted. He said he didn't like cans in front of houses and questioned why the District had paid \$25,000 for rate reviews.

GM/COP Harman replied that the purpose of rate reviews was to ensure that expenses were in line with industry standards, noting that the service provider's profit was based upon certain expenses.

Director Toombs clarified that an RFP was required.

President Welsh said that competitive bidding would be the best way to get a low price.

Rosary Matteson said that Bay View was wonderful and that the Board wasn't listening.

Director Toombs reiterated that the District must put this out to public bid and that the District couldn't pick a service provider just because the District liked them.

President Welsh said that Bay View would be welcome to bid and that the Board would be compelled to select the lowest responsible bidder.

Leonard Schwartzburd asked if there would be a cost associated with the RFP. Director Toombs replied that it would cost time and money and that the RFP would establish parameters with respect to rates and services.

GM/COP Harman said that the RFP would provide the opportunity to get expanded services and that this would be the first time in 20 years that the District would receive competitive bids. He said that haulers would bid based on what the community sought.

Leonard Schwartzburd asked why the District needed to prepare and pay for an RFP. Director Gillette replied that this was the standard process for soliciting bids and that the District was obligated to follow the process.

Anthony Knight said that the Board bent over backwards to listen to the community. He said that, with respect to the RFP, he would like to see comingled recyclables continue. He also noted that some area paint stores accept unused paint as part of a hazardous waste program.

Barbara Steinburg was supportive of backyard service.

Simon Braufman asked the cost of the RFP. GM/COP Harman replied that the amount was not yet known.

A. Stevens Delk thanked the Board for the correction of the December minutes and said she was pleased by the ample time allowed for full and fair debate. She said she would



like to see incentives to recycle and reduce solid waste and suggested that the Board conduct a community survey.

Following a brief discussion of the potential merits of a survey, Director Gillette asked GM/COP Harman to look into the possibility of conducting one.

Celia Concus said she valued mixed recycling and that she would like the RFP to define the times of day and the days of the week for service. She also said that she would like rate reviews not to be called for in a new contract and that she was very satisfied with Bay View's workers.

Ray Barraza complimented Bay View's staff. He said he would like to keep backyard service and that he would like to see more frequent green waste pick-ups.

John Stein said that the RFP should address possible changes in management and a succession plan to clarify what would happen in the event of the owner's death or the sale of the service provider. He asked what services other communities were receiving and what they were paying for them. And, he noted that hazardous waste pick-ups posed a challenge: What if a hazardous spill occurred?

**MOTION: Director Toombs moved, and Vice President Lipscomb seconded, that the meeting be adjourned.**

**Motion passed 4 to 0**

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

The meeting was adjourned at 8:56 PM.

# Memorandum

Kensington Police Department



**To:** KPPCSD Board of Directors

APPROVED YES NO

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

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FORWARDED TO:

**Date:** Friday, May 02, 2014

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

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

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

**KPPCSD**  
**Unaudited Profit & Loss Budget Performance**  
 April 2014

	<u>Apr 14</u>	<u>Budget</u>	<u>Jul '13 - Apr 14</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>400 · Police Activities R...</b>					
401 · Levy Tax	0.00	0.00	1,320,564.65	1,286,000.00	1,286,000.00
402 · Special Tax-Police	0.00		681,390.00	680,000.00	680,000.00
403 · Misc Tax-Police	0.00		66.70	0.00	0.00
404 · Measure G Supp...	0.00		488,102.86	486,986.00	486,986.00
410 · Police Fees/Serv...	215.35	0.00	1,611.30	1,125.00	1,500.00
414 · POST Reimburs...	482.55		5,454.53	1,000.00	2,000.00
415 · Grants-Police	8,152.82	0.00	37,032.13	0.00	0.00
416 · Interest-Police	0.00	750.00	820.76	2,250.00	3,000.00
417 · Police Asset Sale	0.00		0.00	0.00	0.00
418 · Misc Police Inco...	3,522.44	1,500.00	16,666.74	15,000.00	18,000.00
419 · Supplemental W...	0.00		0.00	0.00	0.00
<b>Total 400 · Police Activit...</b>	<u>12,373.16</u>	<u>2,250.00</u>	<u>2,551,709.67</u>	<u>2,472,361.00</u>	<u>2,477,486.00</u>
<b>420 · Park/Rec Activities...</b>					
424 · Special Tax-L&L	0.00		33,495.74	33,000.00	33,000.00
426 · Park Donations	0.00		0.00	0.00	0.00
427 · Community Cent...	3,265.00	2,000.00	22,835.50	20,400.00	25,000.00
435 · Grants-Park/Rec	0.00		0.00	0.00	0.00
436 · Interest-Park/Rec	0.00	50.00	0.00	150.00	200.00
438 · Misc Park/Rec Rev	40.00	50.00	440.00	400.00	500.00
<b>Total 420 · Park/Rec Act...</b>	<u>3,305.00</u>	<u>2,100.00</u>	<u>56,771.24</u>	<u>53,950.00</u>	<u>58,700.00</u>
<b>440 · District Activities ...</b>					
448 · Franchise Fees	0.00		14,597.99	14,000.00	21,000.00
456 · Interest-District	0.00	125.00	0.00	375.00	500.00
458 · Misc District Re...	0.00		0.00	0.00	0.00
<b>Total 440 · District Activ...</b>	<u>0.00</u>	<u>125.00</u>	<u>14,597.99</u>	<u>14,375.00</u>	<u>21,500.00</u>
<b>Total Income</b>	<u>15,678.16</u>	<u>4,475.00</u>	<u>2,623,078.90</u>	<u>2,540,686.00</u>	<u>2,557,686.00</u>
<b>Expense</b>					

**KPPCSD**  
**Unaudited Profit & Loss Budget Performance**  
 April 2014

	Apr 14	Budget	Jul '13 - Apr 14	YTD Budget	Annual Budget
<b>500 · Police Sal &amp; Ben</b>					
502 · Salary - Officers	82,925.80	78,002.75	807,116.80	780,027.50	936,033.00
504 · Compensated A...	0.00		8,207.67	10,000.00	10,000.00
506 · Overtime	4,764.98	3,333.33	47,665.71	33,333.34	40,000.00
508 · Salary - Non-Sw...	4,897.63	4,333.33	47,579.30	43,333.34	52,000.00
516 · Uniform Allowan...	666.60	666.67	6,666.00	6,666.66	8,000.00
518 · Safety Equipment	0.00		0.00	1,875.00	2,500.00
521-A · Medical/Vision...	18,522.63	14,800.25	165,299.10	148,002.50	177,603.00
521-R · Medical/Vision...	11,012.36	13,902.42	123,723.88	139,024.16	166,829.00
521-T · Medical/Vision...	0.00		42,818.00		-21,109.00
522 · Insurance - Police	245.00	436.67	4,489.30	4,366.66	5,240.00
523 · Social Security/...	1,360.09	1,263.91	11,684.23	12,639.18	15,167.00
524 · Social Security -...	337.39	268.67	3,120.77	2,686.66	3,224.00
527 · PERS - District P...	30,494.97	28,696.16	297,398.35	286,961.68	344,354.00
528 · PERS - Officers ...	7,523.33	7,080.25	73,240.23	70,802.50	84,963.00
530 · Workers Comp	0.00		41,208.00	46,000.00	46,000.00
540 · Advanced Indust...	0.00		0.00	0.00	0.00
<b>Total 500 · Police Sal &amp; ...</b>	<b>162,750.78</b>	<b>152,784.41</b>	<b>1,680,217.34</b>	<b>1,585,719.18</b>	<b>1,870,804.00</b>
<b>550 · Other Police Expe...</b>					
552 · Expendable Poli...	0.00	125.00	386.65	1,250.00	1,500.00
553 · Range/Ammuniti...	0.00	250.00	2,229.47	2,500.00	3,000.00
560 · Crossing Guard	1,397.38	1,006.10	7,881.24	8,048.80	10,061.00
562 · Vehicle Operation	5,015.64	5,000.00	35,233.74	50,000.00	60,000.00
564 · Communication...	0.00	10,000.00	71,106.42	129,460.00	154,460.00
566 · Radio Maintenanc...	181.69	159.09	20,864.45	21,431.82	21,750.00
568 · Prisoner/Case E...	1,378.00	450.00	5,181.07	4,500.00	5,400.00
570 · Training	937.00	833.33	9,322.30	8,333.34	10,000.00
572 · Recruiting	0.00	541.67	1,085.00	5,416.66	6,500.00
574 · Reserve Officers	0.00	337.50	124.04	3,375.00	4,050.00
576 · Misc. Dues, Meal...	0.00		2,573.43	2,075.00	2,075.00
580 · Utilities - Police	1,223.14	716.67	6,762.22	7,166.66	8,600.00
581 · Bldg Repairs/Ma...	0.00		993.46	500.00	500.00
582 · Expendable Offi...	577.45	500.00	5,059.94	5,000.00	6,000.00

**KPPCSD**  
**Unaudited Profit & Loss Budget Performance**  
April 2014

	Apr 14	Budget	Jul '13 - Apr 14	YTD Budget	Annual Budget
586 · Machine Mainte...	0.00		0.00	0.00	0.00
588 · Telephone(+Ric...	555.29	712.00	6,843.32	7,120.00	8,544.00
590 · Housekeeping	343.68	333.33	3,286.19	3,333.34	4,000.00
592 · Publications	50.00	183.33	2,058.30	1,833.34	2,200.00
594 · Community Poli...	742.08		940.22	1,800.00	2,000.00
596 · WEST-NET/CAL ...	0.00		13,386.00	13,386.00	13,386.00
598 · COPS Special F...	0.00		0.00	0.00	0.00
599 · Police Taxes Ad...	0.00	825.00	3,298.47	3,300.00	3,300.00
<b>Total 550 · Other Police ...</b>	<b>12,401.35</b>	<b>21,973.02</b>	<b>198,615.93</b>	<b>279,829.96</b>	<b>327,326.00</b>
600 · Park/Rec Sal & Ben					
601 · Park & Rec Admi...	544.00	541.67	5,527.25	5,416.66	6,500.00
602 · Custodian	1,750.00	1,750.00	17,500.00	17,500.00	21,000.00
623 · Social Security/...	0.00	41.42	212.05	414.16	497.00
<b>Total 600 · Park/Rec Sal ...</b>	<b>2,294.00</b>	<b>2,333.09</b>	<b>23,239.30</b>	<b>23,330.82</b>	<b>27,997.00</b>
635 · Park/Recreation E...					
640 · Community Cent...					
642 · Utilities-Com...	405.68	448.00	3,837.53	4,480.00	5,376.00
643 · Janitorial Sup...	540.12	100.00	1,302.81	700.00	750.00
646 · Community Ce...	325.00	500.00	3,150.12	1,500.00	2,000.00
<b>Total 640 · Communit...</b>	<b>1,270.80</b>	<b>1,048.00</b>	<b>8,290.46</b>	<b>6,680.00</b>	<b>8,126.00</b>
660 · Annex Expenses					
662 · Utilities - Annex	0.00		0.00	0.00	0.00
666 · Annex Repairs	0.00		0.00	0.00	0.00
668 · Misc Annex Ex...	0.00		0.00	0.00	0.00
<b>Total 660 · Annex Exp...</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
672 · Kensington Park...	425.00	7,369.33	60,703.64	73,693.34	88,432.00
678 · Misc Park/Rec E...	480.00		650.00	0.00	0.00
<b>Total 635 · Park/Recreat...</b>	<b>2,175.80</b>	<b>8,417.33</b>	<b>69,644.10</b>	<b>80,373.34</b>	<b>96,558.00</b>
800 · District Expenses					

**KPPCSD**  
**Unaudited Profit & Loss Budget Performance**  
April 2014

	Apr 14	Budget	Jul '13 - Apr 14	YTD Budget	Annual Budget
810 · Computer Maint...	1,089.00	2,292.00	23,719.14	22,920.00	27,504.00
820 · Cannon Copier ...	420.25	475.00	4,464.11	4,750.00	5,700.00
830 · Legal (District/P...	46,717.44	5,833.33	180,721.70	58,333.34	70,000.00
835 · Consulting	0.00		25,800.00	2,000.00	3,000.00
840 · Accounting	1,153.75	4,062.50	36,569.28	40,625.00	48,750.00
850 · Insurance	762.84		29,285.10	30,000.00	30,000.00
860 · Election	0.00		0.00	0.00	0.00
865 · Police Bldg. Lease	0.00		31,514.00	31,514.00	31,514.00
870 · County Expendit...	0.00		7,499.23	19,900.00	19,900.00
890 · Waste/Recycle	294.24	4,500.00	57,924.48	45,000.00	54,000.00
898 · Misc. Expenses	0.00	858.33	10,352.19	8,583.34	10,300.00
899 · Depreciation Ex...	-728.00		-728.00		
<b>Total 800 · District Expe...</b>	<b>49,709.52</b>	<b>18,021.16</b>	<b>407,121.23</b>	<b>263,625.68</b>	<b>300,668.00</b>
<b>950 · Capital Outlay</b>					
961 · Police Bldg Impr...	0.00		1,395.00		
962 · Patrol Cars	0.00		33,192.03	25,000.00	25,000.00
963 · Patrol Car Acces...	0.00		15,403.74	10,000.00	10,000.00
969 · Computer Equip...	487.17		21,553.99	16,250.00	16,250.00
972 · Park Buildings l...	2,699.54		7,834.04		
<b>Total 950 · Capital Outlay</b>	<b>3,186.71</b>		<b>79,378.80</b>	<b>51,250.00</b>	<b>51,250.00</b>
<b>Total Expense</b>	<b>232,518.16</b>	<b>203,529.01</b>	<b>2,458,216.70</b>	<b>2,284,128.98</b>	<b>2,674,603.00</b>
<b>Net Ordinary Income</b>	<b>-216,840.00</b>	<b>-199,054.01</b>	<b>164,862.20</b>	<b>256,557.02</b>	<b>-116,917.00</b>
<b>Other Income/Expense</b>					
<b>Other Expense</b>					
700 · Bond Issue Expen...					
701 · Bond Proceeds	0.00		-178,144.40		
710 · Bond Admin.	0.00		11,607.86		
715 · Bond Interest In...	0.00		-120.64		
720 · Bond Principal	0.00		120,230.37		
730 · Bond Interest	0.00		23,161.56		

**KPPCSD**  
**Unaudited Profit & Loss Budget Performance**  
 April 2014

	<u>Apr 14</u>	<u>Budget</u>	<u>Jul '13 - Apr 14</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Total 700 · Bond Issue E...	0.00		-23,265.25		
995 · Loss/(Gain) - Asse...	0.00		-154.00		
<b>Total Other Expense</b>	<u>0.00</u>		<u>-23,419.25</u>		
<b>Net Other Income</b>	<u>0.00</u>	<u>0.00</u>	<u>23,419.25</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Income</b>	<u><b>-216,840.00</b></u>	<u><b>-199,054.01</b></u>	<u><b>188,281.45</b></u>	<u><b>256,557.02</b></u>	<u><b>-116,917.00</b></u>

12

# Memorandum

Kensington Police Department



**To:** KPPCSD Board of Directors

APPROVED

YES

NO

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

\_\_\_\_\_

FORWARDED TO:

**Date:** Friday, May 02, 2014

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**Subject:** Consent Calendar Item C- Park Revenue & Expenses

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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 April 30, 2014 are attached to this memo.



KPPCSD  
**Account QuickReport**  
 July 1, 2013 through May 2, 2014

Type	Date	Num	Name	Memo	Split	Amount
<b>420 · Park/Rec Activities Revenue</b>						
<b>424 · Special Tax-L&amp;L</b>						
General Journal	10/1/2013	JV07...	CCC Taxes-LLD	SP ASSESS ...	146 · Advance...	33,495.74
Total 424 · Special Tax-L&L						33,495.74
<b>427 · Community Center Revenue</b>						
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	9/5/2013	2962		Wake Up to ...	112 · General ...	45.00
Deposit	9/5/2013	1053		CC Rental 9-...	112 · General ...	1,100.00
Deposit	9/5/2013	1118		East Bay Coll...	112 · General ...	598.00
Deposit	9/30/2013	2977		Wake Up to ...	112 · General ...	45.00
Deposit	10/22/2013	382		CC Rental on...	112 · General ...	450.00
Deposit	10/22/2013	2342		CC Rental 10...	112 · General ...	450.00
Deposit	10/22/2013	3209...		Alanon Mtg ...	112 · General ...	45.00
Deposit	12/5/2013	6266		CC Rental	112 · General ...	750.00
Deposit	12/5/2013	110		CC Rental	112 · General ...	300.00
Deposit	12/5/2013	5118		CC Rental	112 · General ...	487.50
Deposit	12/5/2013	1388		CC Rental	112 · General ...	225.00
Deposit	12/5/2013	983		CC Rental	112 · General ...	250.00
Deposit	12/5/2013	224		CC Rental	112 · General ...	250.00
Deposit	12/5/2013	2793		CC Rental	112 · General ...	525.00
Deposit	12/5/2013	1436		CC Rental	112 · General ...	450.00
Deposit	12/5/2013	40609		CC Rental	112 · General ...	300.00
Deposit	12/5/2013	2995		Wake Up to ...	112 · General ...	45.00
Deposit	1/10/2014	3009		Wake Up to ...	112 · General ...	45.00
Deposit	1/10/2014			CC Rental 12...	112 · General ...	500.00
Deposit	1/10/2014	2805		CC Rental 1-...	112 · General ...	300.00
Deposit	1/10/2014	129		CC Rental 12...	112 · General ...	300.00
Deposit	1/10/2014	7141		1st Half of re...	112 · General ...	7,500.00

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12:30 PM  
 05/02/14  
 Accrual Basis

**KPPCSD**  
**Account QuickReport**  
 July 1, 2013 through May 2, 2014

Type	Date	Num	Name	Memo	Split	Amount
Deposit	1/10/2014	2664		CC Rental 1-...	112 · General ...	750.00
Deposit	3/10/2014	4060		CC Rental 3-...	112 · General ...	300.00
Deposit	3/10/2014	096		Alanon paym...	112 · General ...	45.00
Deposit	3/10/2014	3024		Alanon paym...	112 · General ...	45.00
Deposit	4/22/2014	353		CC Rental 4-...	112 · General ...	300.00
Deposit	4/22/2014			CC Rental 3-...	112 · General ...	600.00
Deposit	4/22/2014	7032		CC Rental 3-...	112 · General ...	675.00
Deposit	4/22/2014	3852		CC Rental 6-...	112 · General ...	700.00
Deposit	4/22/2014			CC Rental 4-...	112 · General ...	900.00
Deposit	4/22/2014	102		March 2014 ...	112 · General ...	45.00
Deposit	4/22/2014	101		April 2014 Re...	112 · General ...	45.00
Total 427 · Community Center Revenue						22,835.50
<b>438 · Misc Park/Rec Rev</b>						
Deposit	7/12/2013	3898		Tennis Court ...	112 · General ...	40.00
Deposit	9/5/2013	4025		Tennis Court ...	112 · General ...	40.00
Deposit	9/5/2013	3358		Tennis Court ...	112 · General ...	64.00
Deposit	10/22/2013	3369		Tennis Court ...	112 · General ...	112.00
Deposit	12/5/2013	4087		Tennis Court ...	112 · General ...	40.00
Deposit	3/10/2014	3386		Tennis Court ...	112 · General ...	64.00
Deposit	3/10/2014	4149		Tennis Court ...	112 · General ...	40.00
Deposit	4/22/2014	4224		Tennis Court ...	112 · General ...	40.00
Total 438 · Misc Park/Rec Rev						440.00
Total 420 · Park/Rec Activities Revenue						56,771.24
<b>TOTAL</b>						<b>56,771.24</b>

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KPPCSD  
 Account QuickReport  
 July 1, 2013 through May 2, 2014

Type	Date	Num	Name	Memo	Split	Amount
<b>600 · Park/Rec Sal &amp; Ben</b>						
<b>601 · Park &amp; Rec Administrator</b>						
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
Paycheck	9/13/2013		Di Napoli, Andrea		112 · General ...	283.25
Paycheck	9/30/2013		Di Napoli, Andrea		112 · General ...	57.00
Paycheck	10/15/2013		Di Napoli, Andrea		112 · General ...	333.00
Paycheck	10/30/2013		Di Napoli, Andrea		112 · General ...	346.00
Paycheck	11/15/2013		Di Napoli, Andrea		112 · General ...	290.25
Paycheck	11/29/2013		Di Napoli, Andrea		112 · General ...	284.50
Paycheck	12/13/2013		Di Napoli, Andrea		112 · General ...	270.75
Paycheck	12/30/2013		Di Napoli, Andrea		112 · General ...	266.50
Paycheck	1/15/2014		Di Napoli, Andrea		112 · General ...	251.50
Paycheck	1/30/2014		Di Napoli, Andrea		112 · General ...	309.00
Paycheck	2/14/2014		Di Napoli, Andrea		112 · General ...	285.25
Paycheck	2/28/2014		Di Napoli, Andrea		112 · General ...	242.50
Paycheck	3/14/2014		Di Napoli, Andrea		112 · General ...	271.50
Paycheck	3/28/2014		Di Napoli, Andrea		112 · General ...	314.75
Paycheck	4/15/2014		Di Napoli, Andrea		112 · General ...	285.25
Paycheck	4/29/2014		Di Napoli, Andrea		112 · General ...	258.75
Total 601 · Park & Rec Administrator						5,527.25
<b>602 · Custodian</b>						
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
Check	9/13/2013	14955	William Driscoll	Community C...	112 · General ...	875.00
Check	9/30/2013	14990	William Driscoll	Community C...	112 · General ...	875.00
Check	10/15/2013	15035	William Driscoll	Community C...	112 · General ...	875.00
Check	10/30/2013	15062	William Driscoll	Community C...	112 · General ...	875.00
Check	11/15/2013	15104	William Driscoll	Community C...	112 · General ...	875.00
Check	11/29/2013	15193	William Driscoll	Community C...	112 · General ...	875.00

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**KPPCSD**  
**Account QuickReport**  
 July 1, 2013 through May 2, 2014

Type	Date	Num	Name	Memo	Split	Amount
Check	12/13/2013	15226	William Driscoll	Community C...	112 · General ...	875.00
Check	12/30/2013	15247	William Driscoll	Community C...	112 · General ...	875.00
Check	1/15/2014	15286	William Driscoll	Community C...	112 · General ...	875.00
Check	1/30/2014	15310	William Driscoll	Community C...	112 · General ...	875.00
Check	2/14/2014	15345	William Driscoll	Community C...	112 · General ...	875.00
Check	2/28/2014	15389	William Driscoll	Community C...	112 · General ...	875.00
Check	3/14/2014	15417	William Driscoll	Community C...	112 · General ...	875.00
Check	3/28/2014	15457	William Driscoll	Community C...	112 · General ...	875.00
Check	4/15/2014	15486	William Driscoll	Community C...	112 · General ...	875.00
Check	4/30/2014	15525	William Driscoll	Community C...	112 · General ...	875.00
Total 602 · Custodian						17,500.00
<b>623 · Social Security/Medicare - Dist</b>						
General Journal	7/15/2013	SS A...		07/01-07/15/13	523 · Social S...	21.21
General Journal	7/30/2013	SS A...		07/16-07/31/13	523 · Social S...	24.94
General Journal	8/15/2013	SS A...		08/01-08/15/13	523 · Social S...	22.42
General Journal	8/30/2013	SS A...		08/16-08/31/13	523 · Social S...	21.52
General Journal	9/15/2013	SS A...		09/01-09/15/13	523 · Social S...	21.67
General Journal	9/30/2013	SS A...		09/16-09/30/13	523 · Social S...	4.36
General Journal	10/15/2013	SS A...		10/01-10/15/13	523 · Social S...	25.48
General Journal	10/30/2013	SS A...		10/16-10/31/13	523 · Social S...	26.47
General Journal	11/15/2013	SS A...		11/01-11/15/13	523 · Social S...	22.21
General Journal	11/30/2013	SS A...		11/16-11/30/13	523 · Social S...	21.77
Total 623 · Social Security/Medicare - Dist						212.05
Total 600 · Park/Rec Sal & Ben						23,239.30
<b>TOTAL</b>						<b>23,239.30</b>

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**KPPCSD**  
**Account QuickReport**  
 July 1, 2013 through May 2, 2014

Type	Date	Num	Name	Memo	Split	Amount
<b>635 · Park/Recreation Expenses</b>						
<b>640 · Community Center Expenses</b>						
<b>642 · Utilities-Community Center</b>						
General Journal	7/1/2013	REV ...	CCC Treasurer's Of...		210 · Account...	-668.26
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
Check	9/13/2013	14958	Pacific Telemanage...	Pay Phone C...	112 · General ...	78.00
Check	9/13/2013	14964	Olivero Plumbing Co.	Com. Center ...	112 · General ...	115.00
Check	9/30/2013	14993	PG&E	Community C...	112 · General ...	197.03
Check	10/15/2013	15038	Pacific Telemanage...	Pay Phone C...	112 · General ...	78.00
Check	10/30/2013	15061	EBMUD	2 Arlmont 8/1...	112 · General ...	304.58
Check	10/30/2013	15068	PG&E	Community C...	112 · General ...	197.85
Check	11/15/2013	15105	Pacific Telemanage...	Pay Phone N...	112 · General ...	78.00
Check	11/15/2013	15182	EBMUD	840 Coventry	112 · General ...	29.34
Check	11/15/2013	15185	PG&E	Community C...	112 · General ...	209.50
Check	11/29/2013	15214	Pacific Telemanage...	Pay Phone D...	112 · General ...	78.00
Check	12/30/2013	15248	EBMUD	2 Arlmont 10/...	112 · General ...	234.50
Check	12/30/2013	15249	PG&E	Community C...	112 · General ...	240.06
Check	1/15/2014	15282	Pacific Telemanage...	Pay Phone J...	112 · General ...	78.00
Check	1/15/2014	15305	PG&E	Community C...	112 · General ...	274.57
Check	1/30/2014	15309	EBMUD	840 Coventry...	112 · General ...	29.34
Check	2/14/2014	15351	Pacific Telemanage...	CC Pay Phon...	112 · General ...	78.00
Check	2/28/2014	15385	PG&E	Community C...	112 · General ...	252.84
Check	2/28/2014	15405	EBMUD	2 Arlmont (C...	112 · General ...	158.58
Check	3/14/2014	15424	Pacific Telemanage...	CC Pay Phon...	112 · General ...	78.00
Check	3/28/2014	15453	EBMUD	840 Coventry	112 · General ...	29.34
Check	3/28/2014	15466	PG&E	Community C...	112 · General ...	253.77
Check	4/15/2014	15488	Pacific Telemanage...	CC Pay Phon...	112 · General ...	78.00
Check	4/15/2014	15515	PG&E	Community C...	112 · General ...	221.66
Check	4/30/2014	15523	EBMUD	2 Arlmont	112 · General ...	106.02

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**KPPCSD**  
**Account QuickReport**  
 July 1, 2013 through May 2, 2014

Type	Date	Num	Name	Memo	Split	Amount
Total 642 · Utilities-Community Center						3,837.53
<b>643 · Janitorial Supplies</b>						
General Journal	7/1/2013	REV ...	CCC Treasurer's Of...		210 · Account...	-185.23
Check	7/15/2013	14839	UBS	Janitorial sup...	112 · General ...	185.23
Check	9/30/2013	15008	UBS	Com. Center ...	112 · General ...	582.72
Check	12/13/2013	15231	Kensington Home a...	Trash bags	112 · General ...	15.18
Check	3/14/2014	15434	Kensington Home a...	Flour. bulbs ...	112 · General ...	164.79
Check	4/15/2014	15498	UBS	Com. Center ...	112 · General ...	497.86
Check	4/15/2014	15501	Kensington Home a...	Various suppl...	112 · General ...	42.26
Total 643 · Janitorial Supplies						1,302.81
<b>646 · Community Center Repairs</b>						
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
Check	9/30/2013	15025	Summer Rain Land...	Tree trimmin...	112 · General ...	180.00
Check	10/30/2013	15083	Summer Rain Land...	Tree trimmin...	112 · General ...	65.00
Check	11/15/2013	15177	Kensington Home a...	9/28/13 - 10/...	112 · General ...	23.85
Check	11/15/2013	15180	Summer Rain Land...	Repaiars to ir...	112 · General ...	95.00
Check	11/29/2013	15192	KEL-AIRE	service call, r...	112 · General ...	248.91
Check	11/29/2013	15217	Summer Rain Land...	Brush remov...	112 · General ...	380.00
Check	12/13/2013	15231	Kensington Home a...	Plumbing rep...	112 · General ...	47.15
Check	3/14/2014	15434	Kensington Home a...	Various mino...	112 · General ...	35.21
Check	3/28/2014	15474	Summer Rain Land...	Tree trimmin...	112 · General ...	150.00
Check	4/15/2014	15516	Summer Rain Land...	Sump Pump ...	112 · General ...	325.00
Total 646 · Community Center Repairs						3,150.12
Total 640 · Community Center Expenses						8,290.46
<b>660 · Annex Expenses</b>						
<b>662 · Utilities - Annex</b>						
General Journal	7/1/2013	REV ...	CCC Treasurer's Of...		210 · Account...	-94.15
Check	7/30/2013	14862	EBMUD	A/p 12/13	112 · General ...	94.15
Total 662 · Utilities - Annex						0.00

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**KPPCSD**  
**Account QuickReport**  
 July 1, 2013 through May 2, 2014

Type	Date	Num	Name	Memo	Split	Amount
Total 660 · Annex Expenses						0.00
<b>672 · Kensington Park O&amp;M</b>						
General Journal	7/1/2013	NBS	NBS Government Fi...	JUL-SEP 2013	710 · Bond Ad...	1,073.29
General Journal	7/1/2013	REV ...	CCC Treasurer's Of...		210 · Account...	-1,113.80
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 (Ir...	112 · General ...	1,363.60
Check	7/30/2013	14862	EBMUD	1 Windsor (S...	112 · General ...	94.15
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
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
Check	9/13/2013	14963	Summer Rain Land...	Park Monthly...	112 · General ...	2,050.00
Check	9/13/2013	14976	Kensington Home a...	Park restroom	112 · General ...	13.48
Check	9/30/2013	14990	William Driscoll	Park Restro...	112 · General ...	425.00
Check	9/30/2013	14996	EBMUD	840 Coventry...	112 · General ...	29.34
Check	9/30/2013	14996	EBMUD	1 Windsor - Ir...	112 · General ...	1,390.74
Check	9/30/2013	14996	EBMUD	1 Windsor - ...	112 · General ...	230.54
Check	9/30/2013	15011	NBS Government Fi...	Inv. #913000...	112 · General ...	1,098.83
Check	9/30/2013	15025	Summer Rain Land...	Park Monthly...	112 · General ...	2,260.00
Check	10/30/2013	15062	William Driscoll	Park Rest. M...	112 · General ...	425.00
Check	10/30/2013	15083	Summer Rain Land...	Park Monthly...	112 · General ...	3,980.00
Check	11/15/2013	15180	Summer Rain Land...	Repairs to fie...	112 · General ...	185.00
Check	11/15/2013	15182	EBMUD	1 Windsor - ir...	112 · General ...	1,592.62
Check	11/15/2013	15182	EBMUD	1 Windsor - s...	112 · General ...	183.82
Check	11/29/2013	15193	William Driscoll	Park Restroo...	112 · General ...	425.00
Check	11/29/2013	15217	Summer Rain Land...	Tree Remova...	112 · General ...	780.00

**KPPCSD**  
**Account QuickReport**  
 July 1, 2013 through May 2, 2014

Type	Date	Num	Name	Memo	Split	Amount
Check	11/29/2013	15217	Summer Rain Land...	Monthly fee - ...	112 · General ...	2,050.00
Check	12/30/2013	15247	William Driscoll	Restroom Cl...	112 · General ...	425.00
Check	1/15/2014	15275	NBS Government Fi...	Inv. #121301...	112 · General ...	1,091.96
Check	1/15/2014	15277	Summer Rain Land...	Irrigation rep...	112 · General ...	165.00
Check	1/15/2014	15277	Summer Rain Land...	Monthly fee - ...	112 · General ...	2,050.00
Check	1/15/2014	15296	E. R. A. Constructio...	Storm drain i...	112 · General ...	17,500.00
Check	1/15/2014	15296	E. R. A. Constructio...	Storm dain i...	112 · General ...	1,400.00
Check	1/15/2014	15304	EBMUD	1 Windsor - ...	112 · General ...	196.18
Check	1/30/2014	15309	EBMUD	1 Windsor - ir...	112 · General ...	904.58
Check	1/30/2014	15310	William Driscoll	Park Restroo...	112 · General ...	425.00
Check	1/30/2014	15339	Summer Rain Land...	Irrigation rep...	112 · General ...	200.00
Check	1/30/2014	15339	Summer Rain Land...	Monthly fee - ...	112 · General ...	2,050.00
Check	1/30/2014	15339	Summer Rain Land...	Road repair n...	112 · General ...	720.00
Check	1/30/2014	15339	Summer Rain Land...	Tree trimmin...	112 · General ...	145.00
Check	2/14/2014	15357	Mighetto Electric	Inv. # 2657 P...	112 · General ...	295.45
Check	2/14/2014	15379	Summer Rain Land...	Repair Tenni...	112 · General ...	380.00
Check	2/14/2014	15379	Summer Rain Land...	Mulch Restro...	112 · General ...	420.00
Check	2/14/2014	15379	Summer Rain Land...	Remove Tree...	112 · General ...	2,100.00
Check	2/28/2014	15389	William Driscoll	Park Restroo...	112 · General ...	425.00
Check	3/14/2014	15418	Summer Rain Land...	Feb. Park Ma...	112 · General ...	2,050.00
Check	3/14/2014	15427	E. R. A. Constructio...	Additional Pe...	112 · General ...	321.06
Check	3/28/2014	15453	EBMUD	1 Windsor - ...	112 · General ...	167.34
Check	3/28/2014	15453	EBMUD	1 Windsor - Ir...	112 · General ...	249.50
Check	3/28/2014	15457	William Driscoll	Park Restroo...	112 · General ...	425.00
Check	3/28/2014	15474	Summer Rain Land...	Mar. Park Ma...	112 · General ...	2,050.00
Check	3/28/2014	15476	NBS Government Fi...	Quarterly ad...	112 · General ...	1,091.96
Check	4/30/2014	15525	William Driscoll	Park Restroo...	112 · General ...	425.00
Total 672 · Kensington Park O&M						60,703.64
<b>678 · Misc Park/Rec Expense</b>						
General Journal	7/1/2013	REV ...	CCC Treasurer's Of...		210 · Account...	-24.69
Check	7/15/2013	14844	BPXpress	Copies of Par...	112 · General ...	24.69
Check	10/30/2013	15081	California Park & R...	Membership t...	112 · General ...	170.00
Check	4/15/2014	15516	Summer Rain Land...	GS Project Irr...	112 · General ...	480.00



12:31 PM  
05/02/14  
Accrual Basis

KPPCSD  
Account QuickReport  
July 1, 2013 through May 2, 2014

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
Total 678 · Misc Park/Rec Expense						<u>650.00</u>
Total 635 · Park/Recreation Expenses						<u>69,644.10</u>
<b>TOTAL</b>						<b><u>69,644.10</u></b>

25

# Memorandum

Kensington Police Department



**To:** KPPCSD Board of Directors

APPROVED      YES      NO

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

\_\_\_\_\_

FORWARDED TO:

**Date:** Friday, May 02, 2014

\_\_\_\_\_

**Subject:** Consent Calendar Item # E- Training & Reimbursement Reports

---

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

APPENDIX A - EXPENSE PREPAYMENT/REIMBURSEMENT FORM

Name: GREG HARKMAN

Event/Activity: 2014 LAW ENFORCEMENT LEGISLATIVE DAY

Location of Event/Activity: SSCRDMG-TO 040314

Approved by Board of Directors on: \_\_\_\_\_

	Prepay	Reimburse
1. Event/Activity Registration Fee	\$ <u>145</u>	\$ _____
2. Transportation		
• Airfare	\$ _____	\$ _____
• Car Rental (\$ _____ per day for _____ days)	\$ _____	\$ _____
• Car Mileage (\$ _____ per mile for _____ miles)	\$ _____	\$ _____
• Taxi	\$ _____	\$ _____
• Parking	\$ _____	\$ <u>21.00</u>
3. Lodging (\$ _____ per night for _____ nights)	\$ _____	\$ _____
4. Meals (Complete information requested on next page of form)		
a. Breakfast	\$ _____	\$ _____
b. Lunch	\$ _____	\$ _____
c. Dinner	\$ _____	\$ _____
5. Other (Explain details of request)	\$ _____	\$ _____
Total Requested	\$ <u>145.00</u>	\$ <u>21.00</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]

Approved by: \_\_\_\_\_

Date: 040314

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



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## Shopping Cart

You cannot purchase a CPOA membership and enroll or renew in the Legal Services Program (LSP) within the same transaction. You must first purchase your CPOA membership and then please click this link to enroll in the Legal Services Program.

The "Proceed to the Check out" button MUST be clicked if there are any line items show below (including zero balance items), and the "Submit" button must be clicked to complete your transaction.

### Confirmation

[Print this Confirmation](#)



## California Peace Officers' Association

555 Capitol Mall, Suite 1495, Sacramento, CA 95814  
P: 916.263.0541 • F: 916.520.2277  
E: cpoa@cpoa.org • W: www.cpoa.org

Andrea Di Napoli  
Kensington Police Department  
217 Arlington Ave.  
Kensington, CA 94707

Invoice	
Number: 2684476	
DATE	CONTACT
3/26/2014	304554

Items	Quantity	Price	Total	Paid	Due
2014 Legislative Day Registration 303-14	1	\$145.00	\$145.00	\$145.00	\$0.00
Send: Gregory Harman To: Kensington Police Department 217 Arlington Ave. Kensington, CA 94707					

Order Subtotal:	\$145.00
Payment Received:	\$145.00
<b>Total Due:</b>	<b>\$0.00</b>

#### CPOA OFFICE

555 Capitol Mall, Suite 1495  
Sacramento, CA 95814  
P: 916.263.0541  
F: 916.263.6090  
E: cpoa@cpoa.org

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APPENDIX A - EXPENSE PREPAYMENT/REIMBURSEMENT FORM

Name: Lynn Walter  
 Event/Activity: Contra Costa County Police Chiefs' Association  
2014 Admin. Professional's Day 4/24/14  
 Location of Event/Activity: Diablo Valley College, Pleasant Hill  
 Approved by Board of Directors on: \_\_\_\_\_

	Prepay	Reimburse
1. Event/Activity Registration Fee	\$ _____	\$ _____
2. Transportation		
• Airfare	\$ _____	\$ _____
• Car Rental (\$ _____ per day for _____ days)	\$ _____	\$ _____
• Car Mileage (\$0.56 per mile for <u>53.22</u> miles)	\$ _____	\$ <u>29.80</u>
• Taxi	\$ _____	\$ _____
• Parking	\$ _____	\$ _____
3. Lodging (\$ _____ per night for _____ nights)	\$ _____	\$ _____
4. Meals (Complete information requested on next page of form)		
a. Breakfast	\$ _____	\$ _____
b. Lunch	\$ _____	\$ _____
c. Dinner	\$ _____	\$ _____
5. Other (Explain details of request)	\$ _____	\$ _____
Total Requested	\$ _____	\$ <u>29.80</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: Lynn Walter Approved by: [Signature]  
 Date: 4/29/14 Signed: [Signature]  
 Print Name: [Signature]  
 Date: 04/30/14

# Memorandum

Kensington Police Department



**To:** KPPCSD Board of Directors

APPROVED YES NO

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

\_\_\_\_\_

**Date:** Friday, May 02, 2014

FORWARDED TO:  
\_\_\_\_\_

**Subject:** Consent Calendar Item F- Correspondence

---

The District correspondence received for the month of April.

Item #1- April 7th- Letter from Barbara Steinberg requesting backyard service be included in the new contract for a solid waste contractor.

Item #2- April 7th- Letter from Mary Hammond thanking the police department.

Kensington Cal. 94707  
April 07, 2014

Dear Chief Harman;

I learned from the outlook, that the contract for Bay View Recycling/Reuse Co. will be over by 2015. I gather you will be reviewing other contracts.

I very much hope that you will include backyard service in the contract. Kensington has alot of Seniors who would not be able to cope with only curbside service. I would certainly support a small up fee for those of us who want backyard service.

Bay View Reuse/Recycling Co. has done an excellent service - very responsible to their customers.

Thanks so much for your work on this.

Sincerely,  
Barbara Steinberg



Mary Amundsen Hammond  
131 Arlington Avenue  
Kensington, CA 94707  
(510)527-1373

April 7, 2014

Greg Harmon, Chief of Police and General Manager  
Kensington Police Department  
217 Arlington Avenue  
Kensington, CA 94707  
(510)526-4141

Dear Chief Harmon:

This letter is to thank you for providing such well-trained, professional and compassionate officers as Sgt. Keith Barrow, Officer Doug Wilson, Officer Rodney Martinez and Master Sargent Ricky Hull and the others who came to the rescue in our recent family crisis.

Their kind yet very professional demeanor showed that they were indeed well-trained and highly skilled officers.

I am extremely grateful for their prompt and thorough service and follow-up for this emergency and, in addition, for their assistance when I slipped and fell.

It is comforting to know that you and your staff are so willing to go the extra mile to provide this high level of service for the residents of Kensington.

I hope your contract is renewed and that you are able to continue to guide your officers for the next seven years.

Sincerely yours,

Mary Amundsen Hammond

cc: Keith Barrow  
Doug Wilson ✓  
Rodney Martinez  
Ricky Hull  
Kevin Hui  
Juan Ramos  
Eric Stegman  
My apologies if I have omitted anyone  
Also, my thanks to the office staff for your assistance

*4/9/14*  
*Dear Officer Wilson,*  
*Thank you so much for your help here last month. I appreciated your tireless, thorough assistance and the follow-up as well. Jeff is in rehab + attends AA every day! Here's here is to better days!*  
*Sincerely,*  
*Mary Hammond*



# April 2014 Police Department Report

May 2, 2014

- Department Personnel
  - We are fully staffed at 10 sworn positions with two reserve officers.  
  
We are now in the background process with three potential reserve officer candidates.
- Commendations and Correspondence
  - On April 7<sup>th</sup>, we received a thank you letter from Mary Hammond, which is attached to the KPPCSD Board Packet under the Correspondence Section.
- Investigation of Alleged Misconduct
  - On February 24<sup>th</sup>, Citizen's Complaint 2014-02 was initiated on an allegation that an officer failed to perform their duty. The investigation was completed by Master Sergeant Hull and the officer was exonerated of any wrong doing.
- 9-1-1 / Richmond Communication Center Information.
  - We have been notified by the Dispatch Supervisor that the Ring Time Report for April will be late and unavailable until after May 8<sup>th</sup>, and therefore will have to be a part of the May Monthly Report.
- Community Networking
  - On 4-02-14, Chief Harman attended the California Police Officers Association Legislative Day in Sacramento, and following the morning presentations, met with staff from Senator Hancock and DeSaulnier's offices, and Assembly member's Skinner and Bonilla offices.
  - On 4-12-14, Chief Harman attended a fund raiser for Assembly Member Susan Bonilla, who is running for re-election and election to the State Senate. He also met with Pittsburg Mayor Sal Evola, who is employed by Garaventa Enterprises, to discuss our upcoming RFP for solid waste and recycling services.

- On 4-14-14, Corporal Stegman attended the KCC meeting.
- On 4-26-14, Corporal Stegman monitored our “Drug Take Back Day” at the station, in which 125.3 pounds of unused pharmaceuticals less the packaging, was turned in for safe destruction.
- On 4-29-14, Officer Wilson presented a fingerprinting class to Boy Scout Troop 100.

Officer Turner attended the KMAC meeting, in which another cell site was discussed.

- Community Criminal Activity

- This section of the Watch Commanders Reports are prepared by Corporal Stegman for Team One, Sergeant Hui for Team Two, and Sergeant Barrow for Investigations.

- Watch Commander Reports

- **Corporal Stegman**

### Team 1 Statistics

Officer:	Ramos (0800 - 1800)	Turner (0600- 1800)	Wilson (1800- 0600)
<b>Days Worked</b>	12	15	16
<b>Traffic Stops</b>	18	23	15
<b>Moving Citations</b>	13	14	11
<b>Parking Citations</b>	0	1	3
<b>Vacation</b>			
<b>Security Checks</b>	10	35	48
<b>Field Interviews</b>	0	0	0
<b>Traffic Collision Reports</b>	2	1	0
<b>Cases</b>	1	4	1
<b>Arrests</b>	0	1	0
<b>Calls for Service</b>	27	68	23

## BRIEFING/TRAINING:

Public Information Disclosure and Personal Cell Phones  
Firearm Donations  
Youth Bicycle Helmet Law

## SERGEANT'S SUMMARY:

Officer Wilson has asked that I discuss the KPD Vacation Watch program. Of specific concern to him is *when* people notify KPD they will be out of town. Certainly not all travel can be well planned out ahead of time, and we realize things come up. In those cases we understand not much can be done. However the problem is, it has become somewhat common for people to submit requests to be put on the vacation list a day, or even hours before they are leaving.

Our vacation watch list is not automated or updated in real time by a computer program. As a result Officer Wilson manually updates the list weekly and it can be a time consuming process. Another thing to remember is Officer Wilson is not at work seven days a week.

We of course want to get everyone on the list while they are away so when time provides we can do proactive checks, but this is not possible without a little more advanced warning. So that we may provide better service, we ask that requests to be put on the Vacation Watch list be submitted at least a week before you leave. Thank you for your help.

## SIGNIFICANT EVENTS:

- 2014-1447 – On 4/1/14, Officers Turner and Ramos responded to the unit block of Marchant Gardens on a report of a deceased elderly female. The case was initially investigated as a possible homicide, as a result Sgt. Barrow and I became involved in the investigation. It was eventually determined the subject died of natural causes.
- 2014-1462 – On 4/2/14, Officers Turner and Ramos took a report of a possible elder abuse/ check fraud that occurred in the 200 block of Arlington Ave. Through follow up investigation it was determined no crime occurred.
- 2014-1560 – On 4/6/14, Master Sgt. Hull and Officer Armanino, responded to the 200 block of Willamette Ave. for a death investigation.
- 2014-1571 – On 4/7/14, Officer Ramos responded to a hit and run on the 700 Block of Coventry Rd.

- 2014-1573 – On 4/7/14, Officer Turner arrested a subject for possession of narcotics inside their vehicle.
- 2014-1704 – On 4/13/14, Officer Turner responded to the unit block of Marguerita Rd. for a report of a burglary.
- 2014-1706 – On 4/13/14, Officer Wilson responded to the unit block of Marchant Ct. for a report of a vehicle theft.
- 2014-1712 – On 4/14/14, Officer Turner located a stolen vehicle on the 400 block of Coventry Rd.
- 2014-1751 – On 4/16/14, Officer Turner took a vandalism report on the unit block of Oberlin Ave.
- 2014-1828 – On 4/20/14, Officer Turner took a vandalism report on the unit block of Garden Dr.
- 2014-1829 – On 4/20/14, Officer Turner took a vandalism report on the unit block of Highgate Rd.
- 2014-1859 – On 4/22/14, Officer Turner took a report of a non-injury accident on the 300 block of Colusa Ave.
- 2014-1963 – On 4/27/14, Officer Turner responded to a natural death on the 300 block of Colusa Ave.

#### TRAFFIC STATISTICS:

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

23 moving citations were issued on Arlington Ave.  
 13 moving citations were issued on Colusa Ave.  
 1 moving citation were issued on Franciscan Way.  
 1 moving citation were issued on Coventry Rd.

#### •• **Sergeant Hui**

#### TEAM #2 STATISTICS

Sergeant Hui (K42) - Issued 14 moving citations this month.  
 (1600-0400)

Master Sergeant Hull (K17) – issued 11 moving citations and 2 parking citations this month.

Officer:	Martinez (K31) (0600-1800)	Wilkens (K50) (1800-0600)
Days Worked	11	14
Traffic Stops	11	18
Moving Citations	6	13
Parking Citations	2	2
Vacation/Security Checks	26	81
Cases	4	0
Arrests	0	0
Traffic Accident Reports	0	1
Calls for Service	44	31

- Sergeant Hui recovered 12 hours of comp time.
- Officer Martinez took three days of vacation.

#### BRIEFING/TRAINING:

- Public Information Disclosure and Personal Cell Phones
- Firearms Donations
- Youth Bicycle Helmet Law

#### SERGEANT'S SUMMARY:

This past month was National Distracted Driving Awareness Month. As KPD increase our enforcement efforts on distracted driving enforcement, I must admit that I was mildly impressed with how few hands-free driving violations I was able to observe. Specifically, I noticed a decrease in the number of people violating 23123(a) CVC, which states that a person shall not drive a motor vehicle while using a wireless telephone unless that telephone is specifically designed and configured to allow hands-free listening and talking, and is used in that manner while driving. This law essentially requires that the driver of a vehicle must use a headset or speakerphone if they desire to use their cell phone while driving.

One area that I would like to discuss is the use of the built-in speakerphone available on many of the cell phones that we use today. Using the speakerphone feature on your cell phone satisfies the requirements of 23123(a)CVC only if you are not holding the phone while driving. I stopped several drivers this past month who were talking on their cell phone via the speaker phone, but they were holding their phone in their hand approximately 12 to 18 inches away from their face. Using the speakerphone in this manner does not comply with the hands-free law since you are still using your hand to hold your phone.

One distracted driving violation that I did notice an increase in was 27400 CVC. 27400 CVC states that a person operating a motor vehicle or bicycle may not wear a headset covering, or earplugs in, both ears. I observed many drivers

driving down the road with both ear buds of their headset in their ears. Most people I spoke with regarding this violation were not aware that it was a violation. Please be aware that if you are using a headset, you can only have one ear covered. The purpose of this is so that the driver is still able to hear what is happening around him or her.

Overall, I was rather pleased that more drivers were complying with the hands-free cell phone use requirements. Some people would believe that police officers issue citations to be punitive, but our goal is to facilitate a safer environment. Two additional items I wanted to conclude with are:

- Recent case law has now clarified that the driver of a vehicle may use the navigation application on their cell phone while driving without being in violation of 23123(a) CVC.
- I unfortunately noticed a significant number of drivers who were not wearing their seatbelts. Please remember to buckle up!

#### SIGNIFICANT EVENTS:

- 2014-1472– On 4/03/2014, Officer Martinez responded to the unit blk of Lenox Ave on a report of an identity theft.
- 2014-1505– On 4/04/2014, Officer Martinez responded to the 200 blk of Lake Dr on a report of an identity theft.
- 2014-1165– On 3/20/2014, Officer Martinez responded to the 400 blk of Colusa Ave on a report of a commercial burglary.
- 2014-1177– On 3/20/2014, Officer Martinez responded to the unit blk of Lam Ct on a report of an identity theft.

Reserve Officer:	Armanino (K47)
Days Worked	2
Traffic Stops	2
Moving Citations	0
Parking Citations	0
Vacation/Security	2
Checks	
Cases	0
Arrests	0
Traffic Accident Reports	0
Calls for Service	1

Traffic Totals for Team 2 – includes Master Sergeant Hull

32 citations were issued on Arlington Ave  
7 citations were issued on Colusa Ave  
3 citations was issued on Grizzly Peak Blvd  
2 citations were issued on Franciscan Way

•• **Detective Sergeant Barrow**

**SIGNIFICANT EVENTS:**

**2014-1447 Coroners Case.**

On 4/1/2014, Officers responded to an elderly female, not breathing. When they arrived the female had been deceased for several days. The scene had been disturbed prior to the officer's arrival. Certain aspects of the scene led to this incident being investigated as a suspicious death. Later it was determined after an autopsy that the female had died of natural causes. No further action is to be taken in this incident.

**2014-1462 Elder Abuse.**

On 4/2/2014, Officers responded to Mechanics Bank for a possible forged check. Prior to officer's arrival the suspects had left the area. The suspects have been identified and this case is still under investigation.

**2014-1849 / 2014- 1864 Civil.**

Husband-Wife dispute over settlement of marital assets and a court order. The interpretation of the court order by opposing parties and of their lawyers was unclear. I met with the judge who had signed the order to gain a clearer understanding of what the Department's role would be in this incident. It was determined that this is only a civil matter and that both parties would have to return to civil court to take any further action. KPD will not take any enforcement action in this incident and would only standby if needed. No further action will be taken.

**2014-1850 Warrant Arrest.**

On 4/21/2014, while standing in front of the Police Department I noticed a female trying to break into a locked vehicle that had been parked in front of the neighbors residence. I contacted the female who was later transported to the county hospital for a mental health evaluation as she had been running away from, "several bears." I contacted several of her friends nearby and learned one of them was wanted on a no bail warrant out of Alameda County for PC 484 (a) / 666 -2 counts and PC 594 (a). I arrested the subject on the outstanding warrant without incident.

**2014-1860 Warrant Arrest.**

On 4/18/2014, Officer Wilkens responded to a restraining order violation call in the subject had already left the scene. Subject had stop by restraining parties home but did not make a physical or verbal threats but his mere presence had violated the terms of the order. On 4/22/2014, I obtained an Arrest Warrant for the subject and arrested him at his place of residence in City of Berkeley without incident.

## KPD INVESTIGATIONS

- I made court runs to file cases, have a search warrant signed, retrieve court notifications, and have an arrest warrant signed.
- I updated the KPD Case Review Log.
- I review all cases and incidents to ascertain if any further follow up is warranted.
- I reviewed the "Trak Flyer" messages and maintained the flyer board.
- I assisted WestNet in serving several search warrants for suspects. We also served other search warrants in relationship to other ongoing WestNET investigations.

I took several days off to attend a training conference that was not paid for by the District.

## KPD Monthly Crime Statistics

April 2014

Part 1 Crimes	Reported	Open/ Pending	Suspended	Closed	Arrest
Homicide	0	0	0	0	0
Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Assault	0	0	0	0	0
Residential Burglary	1	0	1	0	0
Larceny Theft	0	0	0	0	0
Vehicle Theft	1	1	0	0	0
Arson	0	0	0	0	0
<b>Part 1 Totals</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>

### Other Crimes

Auto Burglary	0	0	0	0	0
Identity Theft	2	1	1	0	0
Fraud	1	0	1	0	0
Forgeries	0	0	0	0	0
Restraining Order Violations/ Stalking/ Criminal Threats	1	0	0	1	1
Sex Crimes (other)	0	0	0	0	0
Assault/ Battery (other)	0	0	0	0	0
Vandalism	3	0	3	0	0
Drugs	1	0	0	1	1
Warrant	2	0	0	2	2
Hit and Run Felony	0	0	0	0	0
Hit and Run Misdemeanor	2	0	2	0	0
Other Misdemeanor Traffic	1	0	0	1	1



Other Crime Totals	13	1	7	5	5
<b>All Crime Totals</b>	<b>15</b>	<b>2</b>	<b>8</b>	<b>5</b>	<b>5</b>


Traffic Accidents (Non-Injury) 4  
Traffic Accidents (Injury) 0

### KPD Crime Statistics

YTD 2014

Part 1 Crimes	Reported	Open/ Pending	Suspended	Closed	Arrest
Homicide	0	1*	0	0	0
Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Assault	3	0	0	3	1
Residential Burglary	3	2	1	0	0
Larceny Theft	8	1	6	1	0
Vehicle Theft	3	3	0	0	0
Arson	0	0	0	0	0
<b>Part 1 Totals</b>	<b>17</b>	<b>6</b>	<b>7</b>	<b>4</b>	<b>1</b>

Other Crimes	Reported	Open/ Pending	Suspended	Closed	Arrest
Auto Burglary	0	0	0	0	0
Identity Theft	11	4	7	0	0
Fraud	3	1	2	0	0
Forgeries	0	0	0	0	0
Restraining Order Violations/ Stalking/ Criminal Threats	1	0	0	1	1
Sex Crimes (other)	0	0	0	0	0
Assault/ Battery (other)	1	0	0	1	0
Vandalism	3	0	3	0	0
Drugs	3	0	0	3	3
Warrant	7	0	0	7	7
Hit and Run Felony	0	0	0	0	0
Hit and Run Misdemeanor	6	2	4	0	0
Other Misdemeanor Traffic	5	0	0	5	5
<b>Other Crime Totals</b>	<b>40</b>	<b>7</b>	<b>16</b>	<b>17</b>	<b>16</b>
<b>All Crime Totals</b>	<b>57</b>	<b>13</b>	<b>23</b>	<b>21</b>	<b>17</b>



Traffic Accidents (Non-Injury)	15
Traffic Accidents (Injury)	1

\* 2011 case

•• **Chief Harman**

I really hate to jinx this, but in reviewing April crime statistics, we had a really good month. As for Part One crimes, there was only one residential burglary and one auto theft reported for the month.

What makes this really impressive is the fact that spring break occurred during the month, and during spring break there is usually an increase in criminal activity.

I know the members of the police department have been working hard to reduce criminal activity, and the community has really assisted us by calling in unusual or suspicious activity. Let's keep up the good work!

# May 2014

May 2014						
Su	Mo	Tu	We	Th	Fr	Sa
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

June 2014						
Su	Mo	Tu	We	Th	Fr	Sa
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
Apr 27	28	29	30	May 1 7:15pm EBC (CC1)	2	3 3:00pm CC Rental (CCM)
4	5 7:00pm *Cub-Scouts (CCM) 7:30pm *KCC (CC3)	6 7:30pm *Troop 100 (CCM)	7	8 6:30pm KPSC (CCM)	9 3:00pm Friends of the Kensington Library (CCM)	10 Barnes of Kensington (CCM)
11 Friends of Kensington (CCM)	12 4:00pm **Brownies** (CCM) 6:00pm KPSC (CC3) 7:00pm *Cub-Scouts 7:30pm *KARO (CC3)	13 7:30pm *Troop 100 (CCM)	14 6:00pm GPF (CCM) 6:30pm Park & Rec (CCM)	15 6:30pm KPSC PRESENTATION (CCM) 7:15pm EBC (CC1)	16	17 10:00am Gymnastics 11:00am Snow-Cast (CCM)
18 5:00pm Community Family Orchestra (CCM)	19 7:00pm *Cub-Scouts (CCM)	20 7:30pm *Troop 100 (CCM)	21	22	23	24 10:00am CC Rental (CCM)
25	26 7:00pm *Cub-Scouts (CCM) 7:30pm *KIC (CC3)	27 7:30pm *Troop 100 (CCM) 7:30pm *KIC (CC3)	28 6:30pm Park & Rec (CCM)	29	30 3:00pm Hilltop Graduation and Dance (CCM)	31 5:00pm Dads Club (CCM)

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# June 2014

June 2014						
Su	Mo	Tu	We	Th	Fr	Sa
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					

July 2014						
Su	Mo	Tu	We	Th	Fr	Sa
		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		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>Jun 1</b> 5:00pm Madiera 6th Graduation Dance (CCM)	<b>2</b> 7:00pm *Cub-Scouts (CCM) 7:50pm *KCC (CC3)	<b>3</b> 7:30pm *Troop 100 (CCM)	<b>4</b>	<b>5</b> 7:15pm EBC (CC1)	<b>6</b> 5:00pm Troop 100 BBQ (CCM)	<b>7</b>
<b>8</b> 5:00pm Community Family Orchestra (CCM)	<b>9</b> 6:00pm KPSC (CC3) 7:00pm *Cub-Scouts (CCM) 7:30pm *KARO (CC3)	<b>10</b> 7:30pm *Troop 100 (CCM)	<b>11</b> 6:00pm GPF (CCM)	<b>12</b> 6:00pm *KPSD Mtg (CCM)	<b>13</b>	<b>14</b>
<b>15</b> 6:00pm *CC Rental (CCM)	<b>16</b> 7:00pm *Cub-Scouts (CCM)	<b>17</b> 7:30pm *Troop 100 (CCM)	<b>18</b>	<b>19</b> 6:30pm *KSC PRESENTATION (CCM) 7:15pm EBC (CC1)	<b>20</b>	<b>21</b> 6:00pm *KPOA Mtg (CCM)
<b>22</b>	<b>23</b> 7:30pm *KCC (CC3)	<b>24</b> 7:30pm *KVV (CC3)	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b> 11:00am *CC Rental (CCM)
<b>29</b> 10:00am *CC Rental (CCM)	<b>30</b>	<b>Jul 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

Handwritten initials

Office Report prepared by Marty Westby, Administrator  
Kensington Community Council Board Meeting  
May 5, 2014

**KASEP:**

KASEP Spring session ends Friday, May 30<sup>st</sup>. KCC Office will be closed Monday, May 26<sup>th</sup> in honor of Memorial Day. Teacher meeting was held April 22<sup>rd</sup>: end of year KASEP close-out process, deadlines for KASEP fall classes, and review of medical procedures for children attending KASEP classes were discussed.

KCC Board Members, Oversight Committee Members and Neighborhood School staff are invited to join KASEP teachers in our annual end-of-year celebration, Monday, May 19, 12:30 – 2:00pm.

Oversight Committee Members are scheduled to meet with KCC May 15<sup>th</sup> to review KCC's survey results. KCC's program /customer satisfaction survey was sent out in April (electronically) to Kensington Hilltop parents.

**KCC Classes and Events:**

Jazzercise class taught by Kevin Knickerbocker on Monday-Wednesday-Fridays, 8:15 – 9:15ams continues as an on-going program at the community center. Body Sculpting is taught Tuesday-Thursdays from 9:00am – 10:00am. Both classes will continue at the community center over the summer, same dates and times.

Acrylic artists will take a break for the summer, ending May 28<sup>th</sup> and resume September. QiGong will be taking a break this summer, and plans to continue in the fall.

**KCC Summer Day Camp**

KCC Summer Day Camp on-line registration continues. The system is running smoothly, and families are enrolling without human intervention from KCC office staff. As of April 30<sup>th</sup>, 90 families enrolled their children in KCC summer camp, filling 300 spaces out of a total of 600 spaces. 50% full. Last year enrollment, in comparison – our first year rolling out automation: (during this same time period) 73 families enrolled their children filling 237 spaces.

Summer Camp counselors were interviewed by a KCC Board member, the Camp Director and KCC Administrator. There are 7 returning counselors and four new counselors. Ethan Houser has returned as Camp Director and Emiliano Carrasco-Zanini will be Head Counselor.

Counselor Orientation is Sunday, June 8<sup>th</sup> and camp starts Monday, June 9<sup>th</sup>. Dr. Brunetti will present an hour long discussion on first aid, camp injuries and prevention.

**KCC Administrative:**

KCC Movie Night is Saturday, June 7<sup>th</sup> — join us on the large grassy area in front of the Recreation Building. Movie starts at sunset. This is a free family event; hot dogs, soda and coffee will be available for a fee.

Tradition continues as the annual "Senior High School Graduate" photo will take place Sunday, May 4<sup>th</sup>. The graduating class of 2014 group photo will be published in the June Outlook.

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# General Manager April 2014 Report

## Budget

The only variance in this month's budget is in the District's legal fees. For the month of March, we had expensed \$46,717 in legal fees, of which nearly \$18,000 was for the Schwartzburd Writ of Mandate lawsuit.

The good news is that on April 1<sup>st</sup>, the California Court of Appeals heard oral arguments on the case and their decision was announced on April 30<sup>th</sup>. This should now reduce the amount the District will be spending on legal fees moving forward through the final months of the fiscal year.

## Kensington Park

### **Community Center & Annex**

At the February 13<sup>th</sup> KPPCSD Board meeting, the Board voted to move forward with a June 2014 election ballot measure for the approval of general obligation bonds to fund building safety improvements and renovations to the Community Center.

The Park Buildings Committee presented educational materials on the Community Center Safety Project to the Board for approval at the March 13<sup>th</sup> KPPCSD Board meeting. Since approved, these materials will be distributed to the public with the first and second letters having been sent out in April and they have been posted on the District's website.

### **Park Repairs**

In April, the following additional maintenance items to the park were completed:

Sump pump repaired at the Community Center, \$325

Drip irrigation system installed in the area of the Community Center, \$480

\*Please note that most of the repairs that we make in the park are the result of vandalism. If you see vandalism being committed, please call the police department immediately.

## Emergency Preparedness

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

The KPSC will host a workshop on "Water Conservation" on Thursday, May 15<sup>th</sup>.

The next meeting of the Kensington Public Safety Council will take place Monday, May 12<sup>th</sup>, 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.

### **Other District Items of Interest**

#### **Public Works Issues**

##### **Street Lights**

On November 12<sup>th</sup>, we received a letter from Public Works updating the progress of the Arlington Street Light Project. A copy of that letter is available on the website.

On March 13<sup>th</sup>, John Gioia held another ad-hoc committee meeting on the street light project which was attended by KPPCSD Director Linda Lipscomb. Director Lipscomb reported the results of that meeting at the KPPCSD meeting later that evening. (Please see the minutes of the March 13<sup>th</sup> meeting for further information)

##### **Paths**

On August 19<sup>th</sup>, former KPPCSD President Tony Lloyd, new Board President Len Welsh, and I had a meeting with County Supervisor 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.

At the KIC meeting October 26, County Supervisor John Gioia again stated his support and assistance in the District's attempts to acquire the paths.

In January, KPPCSD Board President Len Welsh met with County Supervisor John Gioia to inspect several paths and discuss the proposed acquisition process. President Welsh discussed this meeting at the February 13<sup>th</sup> KPPCSD Board. The process is slowly moving 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](http://www.kensingtoncalifornia.org)

Additionally, KPPCSD District Administrator Lynn Wolter is currently working on identifying a vendor to update the website. In the meantime, Sergeant Kevin Hui has been working to clean up the current version of the website.

**Drug Take Back Day**

On Saturday, April 26<sup>th</sup>, Corporal Stegman collected 125.3 pounds (not including packaging) of unwanted pharmaceuticals for safe disposal during our National Drug Take Back Day.



# Memorandum

Kensington Police Department



**To:** KPPCSD Board of Directors

APPROVED YES NO

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

\_\_\_\_\_

**Date:** Thursday, May 01, 2014

FORWARDED TO:  
\_\_\_\_\_

**Subject:** New Business Items #1 Resolution 2014-05 Ordering Park Assessment

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

The first step of that process was the approval of Resolution 2014-02; the initiation of proceedings for the levy and collection of the assessments for the Kensington Park Assessment District for Fiscal Year 2014/2015.

The total assessment to each dwelling unit is \$15.24, with a total of 2,288 parcels to be assessed.

The second step in the process was the approval of Resolution 2014-03; the approval of the Annual Report for the Kensington Park Assessment District for Fiscal Year 2014/2015.

The third step was the approval of Resolution 2014-04; the Board's declaring its intention to levy and collect assessments for the Kensington Park Assessment District for Fiscal Year 2014/2015 and setting the public hearing for Thursday, May 8<sup>th</sup>, at 7:30 PM. Resolution 2014-04 was passed at the April 10<sup>th</sup> KPPCSD Board meeting and was published in the April 19, 2014 issue of the West County Times. This met the requirement that the May 8<sup>th</sup> meeting be noticed at least 10 days prior the public meeting date.

The final step in the process is the holding of the public meeting on May 8<sup>th</sup> and the approval of Resolution 2014-05.

Greg Harman  
General Manager/ Chief of Police

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RESOLUTION NO. 2014-05

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT,  
CONFIRMING THE ASSESSMENT AND ORDERING THE LEVY FOR  
THE KENSINGTON PARK ASSESSMENT DISTRICT  
FOR FISCAL YEAR 2014/15

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

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

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

**WHEREAS**, the Board of Directors has, by previous resolution, declared its intention to hold a Public Hearing concerning the levy and collection of assessments within the Assessment District; and

**WHEREAS**, a Public Hearing has been held and concluded and notice thereof was duly given in accordance with Section 22626 of the Act; and

**WHEREAS**, at the time and place specified in the Resolution of Intention the Board of Directors conducted such hearing and considered all objections to the assessment.

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

- 1. Confirmation of Assessment and Diagram:** The Board of Directors hereby confirms the assessment and the diagram as is described in full detail in the Annual Report on file with the Secretary.
- 2. Levy of Assessment:** Pursuant to Section 22631 of the Act, the adoption of this resolution shall constitute the levy of an assessment for the fiscal year commencing July 1, 2014 and ending June 30, 2015.
- 3. Ordering of the Levy:** The Board of Directors hereby orders NBS to prepare and submit the levy of assessments to Contra Costa County for placement on the Fiscal Year 2014/15 secured property tax roll.

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District on Thursday, the 8th day of May, 2014, by the following vote to wit:

AYES:

\_\_\_\_\_  
Len Welsh, President

NOES:

\_\_\_\_\_  
Linda Lipscomb, Vice President

ABSENT:

\_\_\_\_\_  
Tony Lloyd, Director

\_\_\_\_\_  
Chuck Toombs, Director

\_\_\_\_\_  
Pat Gillette, Director

I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on Thursday, the 8th day of May, 2014.

\_\_\_\_\_  
District General Manager

# Memorandum

Kensington Police Department



**To:** KPPCSD Board of Directors

APPROVED YES NO

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

\_\_\_\_\_

FORWARDED TO:

**Date:** Thursday, May 01, 2014

\_\_\_\_\_

**Subject:** New Business Item # 2 Contract Extension with ACMS for Crossing Guard

I am requesting the Board approve the Amendment to the Agreement between All City Management Services (ACMS) and KPPCSD to continue to provide crossing guard services at the intersection of Arlington Avenue and Kensington Park for Fiscal Year 2014/15.

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

ACMS is requesting an increase in fees of \$15.97 per hour to \$16.69 per hour, for 630 hours of service and not to exceed \$10,515. Our current fiscal year agreement is budgeted for fees not to exceed \$10,061. This rate increase of 4.5% was due in part to the California Minimum Wage increase and ACMS desire to maintain a \$1.00 to \$1.50 spread between their wages and the Minimum Wage rate.

The new rate has been incorporated into the 2014/15 KPPCSD Operating Budget.

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

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



# ALL CITY MANAGEMENT SERVICES

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

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

- Item #1**      The District and the Contractor agree to extend the term of this Agreement for the 2014-2015 fiscal year beginning July 1, 2014 through June 30, 2015.
  
- Item #17**     The District agrees to pay Contractor for services rendered pursuant to the Agreement the sum of Sixteen Dollars and Sixty-Nine Cents, (\$16.69) per hour of guard service provided with a three and a half (3.50) hour minimum billing per day. It is understood that the cost of providing Six Hundred and Thirty (630) hours of service shall not exceed Ten-Thousand, Five Hundred and Fifteen Dollars (\$10,515.00).

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

**Kensington Police Protection  
And Community Services District**

**All City Management Services, Inc.**

By \_\_\_\_\_  
Signature

By   
Demetra Farwell, Corporate Secretary

\_\_\_\_\_  
Print Name and Title

Date \_\_\_\_\_

Date April 24, 2014

# Memorandum

Kensington Police Department



**To:** KPPCSD Board of Directors

APPROVED

NO

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

**Date:** May 2, 2014

FORWARDED TO:

**Subject:** New Business Item #3- First Reading of the Preliminary KPPCSD Operational Budget for Fiscal Year 2014/2015

On April 23, 2014, the Finance Committee met to review and discuss the draft of the Preliminary KPPCSD Operational Budget for Fiscal Year 2014/2015.

Highlights of the Preliminary KPPCSD Operational Budget for Fiscal Year 2014/2015 are as follows:

Total estimated revenues for the fiscal year are \$2,667,450, plus an additional \$100,000 in COPS Grant funding.

Total estimated expenses for the fiscal year are \$2,997,657. This represents an increase of \$323,054 in expenses over that of Fiscal Year 2013/2014. This increase is primarily a result of increases in several items including;

The 3% increase in officer's salaries per MOU signed this year, for \$44,950.

An increase of \$29,900 for non- sworn salary adjustments.

A \$79,167 increase in the amount budgeted for the retiree's medical trust as a result of the recent actuarial report completed in August 2013.

An \$80,000 increase in the budgeted amount for legal fees.

An addition \$50,000 budgeted for the request for proposal process for the solid waste and recycling contract.

The total estimated shortfall for the 2014/2015 Fiscal Year is projected to be \$230,207.

This budgeted shortfall could be reduced by the following actions;

KPPCSD acceptance of up to \$50,000 in funding from the West Contra Costa Unified School District.

Adopting the Finance Committee recommendation of reducing the budgeted amount for legal fees from \$150,000 to \$75,000.

Increasing the estimated amount collected from property taxes from a 4% increase resulting in an estimated collection of \$1,380,000, to a 5% increase resulting in an estimated collection of \$1,396,000, for an additional \$16,000.

These three actions would reduce the estimated projected shortfall to \$89,000, however, this would not be my recommendation to the board.

It is my recommendation to the Board that the Board accept the Preliminary KPPCSD Operational Budget for Fiscal Year 2014/2015 as presented, and that we work together to reduce the costs of legal fees and the cost of the solid waste and recycling request for proposal process during the next fiscal year.

**KENSINGTON POLICE PROTECTION  
&  
COMMUNITY SERVICES DISTRICT**

**PRELIMINARY  
OPERATING BUDGET  
FISCAL YEAR 2014/2015**

**Len Welsh, President-Chair Finance Committee**

**Linda Lipscomb, Vice President**

**Tony Lloyd, Director/Finance Committee**

**Chuck Toombs, Director**

**Patricia Gillette, Director**

**Greg Harman, General Manager/ Chief of Police**

**First Reading**

**May 8, 2014**



CODE	CLASSIFICATION	2013/2014		2013/2014	PERCENT	2014/2015	BUDGET
		BUDGET	EXPENDITURES 03/31/13				
<b>POLICE SALARIES AND BENEFITS</b>							
502	Salary - Police	\$936,033	\$724,191	\$211,842	77.37%	\$980,983	\$44,950
504	Compensation Cash-Out	\$10,000	\$8,208	\$1,792	82.08%	\$8,800	(\$1,200)
506	Overtime	\$40,000	\$42,901	(\$2,901)	107.25%	\$45,000	\$5,000
508	Salary/Non-Sworn	\$52,000	\$42,682	\$9,318	82.08%	\$81,900	\$29,900
516	Uniform Allowance	\$8,000	\$5,999	\$2,001	74.99%	\$8,000	\$0
518	Safety Equipment	\$2,500	\$0	\$2,500	0.00%	\$2,500	\$0
521A	Medical Insurance - Active	\$177,603	\$148,237	\$29,366	83.47%	\$190,306	\$12,703
521R	Medical Insurance - Retired	\$166,829	\$113,993	\$52,836	68.33%	\$135,748	(\$31,081)
521T	Medical Insurance - Trust	(\$21,109)	\$42,818	(\$63,927)	-202.84%	\$58,058	\$79,167
522	Disab. & Life Insurance	\$5,240	\$4,244	\$996	81.00%	\$5,240	\$0
523	Medicare 1.45% (District)	\$15,167	\$10,324	\$4,843	68.07%	\$16,308	\$1,141
524	Social Security(6.2%)/Non-Sworn	\$3,224	\$2,783	\$441	86.33%	\$5,078	\$1,854
527	P.E.R.S. - District	\$344,354	\$266,903	\$77,451	77.51%	\$378,780	\$34,426
528	P.E.R.S. - Officers Portion	\$84,963	\$65,717	\$19,246	77.35%	\$89,008	\$4,045
530	Workers Compensation	\$46,000	\$41,208	\$4,792	89.58%	\$50,000	\$4,000
540	Advanced Industrial Disability	\$0	\$0	\$0	0.00%	\$0	\$0
SUB-TOTAL		\$1,870,804	\$1,520,208	\$350,596	81.26%	\$2,055,710	\$184,906
<b>POLICE EXPENSES</b>							
552	Expendable Police Supplies	\$1,500	\$387	\$1,113	25.78%	\$1,500	\$0
553	Range/Ammunition	\$3,000	\$2,229	\$771	74.32%	\$3,000	\$0
560	Crossing Guard	\$10,061	\$6,484	\$3,577	64.45%	\$10,515	\$454
562	Vehicle Operation	\$60,000	\$30,218	\$29,782	50.36%	\$60,000	\$0
564	Communications	\$154,460	\$71,106	\$83,354	46.04%	\$156,070	\$1,610
566	Radio Maintenance	\$21,750	\$20,683	\$1,067	95.09%	\$21,750	(\$0)
568	Prisoner/Case Expenses/Bookings	\$5,400	\$3,803	\$1,597	70.43%	\$5,400	\$0
570	Training	\$10,000	\$8,385	\$1,615	83.85%	\$10,000	\$0
572	Recruiting	\$6,500	\$1,085	\$5,415	16.69%	\$6,500	\$0
574	Reserve Officers	\$4,050	\$124	\$3,926	3.06%	\$4,050	\$0
576	Misc. Dues, Meals.Travel	\$2,075	\$2,573	(\$498)	124.02%	\$3,140	\$1,065
580	Utilities - Police	\$8,600	\$5,539	\$3,061	64.41%	\$8,960	\$360
581	Bldg. Repair/Maint	\$500	\$993	(\$493)	198.69%	\$1,000	\$500
582	Office Supplies	\$6,000	\$4,482	\$1,518	74.71%	\$6,000	\$0
588	Telephones	\$8,544	\$6,351	\$2,193	74.33%	\$8,904	\$360
590	Housekeeping	\$4,000	\$2,943	\$1,057	73.56%	\$4,000	\$0
592	Publications	\$2,200	\$2,008	\$192	91.29%	\$2,200	\$0
594	Comm. Policing	\$2,000	\$198	\$1,802	9.91%	\$2,000	\$0
596	CAL-ID/WEST-NET	\$13,386	\$13,386	\$0	100.00%	\$13,925	\$539
598	COPS Special Fund	\$0	\$0	\$0	0.00%	\$0	\$0
599	Police Taxes Administration	\$3,300	\$3,298	\$2	99.95%	\$3,300	\$0
SUB-TOTAL		\$327,326	\$186,278	\$141,048	56.91%	\$332,213	\$4,887
<b>RECREATION SALARIES AND BENEFITS</b>							
601	Park and Rec. Admin.	\$6,500	\$4,983	\$1,517	76.67%	\$7,800	\$1,300
602	Custodian	\$21,000	\$15,750	\$5,250	75.00%	\$22,750	\$1,750
623	Social Security (7.65%) /District	\$497	\$212	\$285	42.67%	\$597	\$100
SUB-TOTAL		\$27,997	\$20,945	\$7,052	74.81%	\$31,147	\$3,150
<b>RECREATION EXPENSES</b>							
640	<b>Community Center Expenses</b>						
642	Community Center Utilities	\$5,376	\$3,539	\$1,837	65.83%	\$5,616	\$240
643	Janitorial Supplies	\$750	\$763	(\$13)	101.69%	\$800	\$50
646	Community Center Repairs	\$2,000	\$2,825	(\$825)	141.26%	\$3,000	\$1,000
650	<b>Building E Expenses</b>						
656	Building E Repairs	\$0	\$0	\$0	0.00%	\$0	\$0
660	<b>Annex Expenses</b>						
662	Annex - Utilities	\$0	\$0	\$0	0.00%	\$0	\$0
666	Annex Repairs	\$0	\$0	\$0	0.00%	\$0	\$0
668	Annex - Misc. Exp	\$0	\$0	\$0	0.00%	\$0	\$0
670	Gardening Supplies	\$0	\$0	\$0	0.00%	\$0	\$0
672	Park O&M	\$88,432	\$60,279	\$28,153	68.16%	\$79,524	(\$8,908)
674	Park Construction Expense	\$0	\$0	\$0	0.00%	\$0	\$0
678	Misc. Park/Rec Expense	\$0	\$170	(\$170)	0.00%	\$0	\$0
SUB-TOTAL		\$96,558	\$67,576	\$28,982	69.98%	\$88,940	(\$7,618)

CODE	CLASSIFICATION	2013/2014		2013/2014	PERCENT	2014/2015	BUDGET
		BUDGET	EXPENDITURES 03/31/13				
<b>DISTRICT EXPENSES</b>							
810	Computer	\$27,504	\$22,630	\$4,874	82.28%	\$24,288	(\$3,216)
820	Canon Copier Contract	\$5,700	\$4,044	\$1,656	70.94%	\$5,700	\$0
830	Legal	\$70,000	\$134,004	(\$64,004)	191.43%	\$150,000	\$80,000
835	Consultant	\$3,000	\$25,800	(\$22,800)	860.00%	\$0	(\$3,000)
840	Accounting	\$48,750	\$35,416	\$13,334	72.65%	\$35,750	(\$13,000)
850	Insurance	\$30,000	\$28,522	\$1,478	95.07%	\$30,000	\$0
860	Election	\$0	\$0	\$0	0.00%	\$10,000	\$10,000
865	Police Bldg Lease	\$31,514	\$31,514	\$0	100.00%	\$32,459	\$945
870	County Expenditures	\$19,900	\$7,499	\$12,401	37.68%	\$22,300	\$2,400
890	Waste/Recycle Expenses	\$54,000	\$57,630	(\$3,630)	106.72%	\$104,600	\$50,600
898	Miscellaneous Expenses	\$10,300	\$10,352	(\$52)	100.51%	\$12,300	\$2,000
	<b>SUB-TOTAL</b>	<b>\$300,668</b>	<b>\$357,412</b>	<b>(\$56,744)</b>	<b>118.87%</b>	<b>\$427,397</b>	<b>\$126,729</b>
	<b>Operating Expense TOTAL</b>	<b>\$2,623,353</b>	<b>\$2,152,418</b>	<b>\$470,935</b>	<b>82.05%</b>	<b>\$2,935,407</b>	<b>\$312,054</b>
<b>CAPITAL OUTLAY</b>							
961	Police Bldg. Improvements	\$0	\$1,395	(\$1,395)	0.00%	\$0	\$0
962	Patrol Cars	\$25,000	\$33,192	(\$8,192)	132.77%	\$30,000	\$5,000
963	Patrol Car Accessories	\$10,000	\$15,404	(\$5,404)	154.04%	\$16,000	\$6,000
965	Weapons / Radios	\$0	\$0	\$0	0.00%	\$0	\$0
967	Station Equipment	\$0	\$0	\$0	0.00%	\$0	\$0
968	Office Furn. & Equip.	\$0	\$0	\$0	0.00%	\$0	\$0
969	Computer Equipment	\$16,250	\$21,067	(\$4,817)	129.64%	\$16,250	\$0
971	Park Land	\$0	\$0	\$0	0.00%	\$0	\$0
972	Park Bldgs. Improvements	\$0	\$5,135	(\$5,135)	0.00%	\$0	\$0
973	Park Construct. Fund	\$0	\$0	\$0	0.00%	\$0	\$0
974	Other Park Improvements	\$0	\$0	\$0	0.00%	\$0	\$0
978	Park/Rec. Furniture & Equipment	\$0	\$0	\$0	0.00%	\$0	\$0
	<b>Capital Outlay SUB-TOTAL</b>	<b>\$51,250</b>	<b>\$76,192</b>	<b>(\$24,942)</b>	<b>148.67%</b>	<b>\$62,250</b>	<b>\$11,000</b>
	<b>BUDGET GRAND TOTAL</b>	<b>\$2,674,603</b>	<b>\$2,228,610</b>	<b>\$445,993</b>	<b>83.32%</b>	<b>\$2,997,657</b>	<b>\$323,054</b>

**KPPCSD  
Revenue Projection  
2014/2015**

	Estimated Actual 2013/2014	Projected 2014/2015
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>400 · Police Activities Revenue</b>		
401 · Levy Tax	\$1,329,306.00	\$1,380,000.00
HomeOwners' Tax	12,560.00	12,500.00
402 · Special Tax-Police	681,390.00	680,000.00
403 · Misc Tax-Police	0.00	0.00
404 · Measure G Supplemental Tax Rev	488,103.00	488,000.00
410 · Police Fees/Service Charges	1,600.00	1,500.00
414 · POST Reimbursement	4,972.00	0.00
415 · Grants-Police	100,000.00	0.00
416 · Interest-Police	2,750.00	2,500.00
418 · Misc Police Income	17,500.00	18,000.00
419 · Supplemental W/C Reimb (4850)	<u>0.00</u>	<u>0.00</u>
<b>Total 400 · Police Activities Revenue</b>	<b>\$2,638,181.00</b>	<b>\$2,582,500.00</b>
<b>420 · Park/Rec Activities Revenue</b>		
424 · Taxes-L&L	\$33,496.00	\$33,000.00
426 · Park Donations	0.00	0.00
427 · Community Center Revenue	30,000.00	30,000.00
435 · Grants-Park/Rec	0.00	0.00
436 · Interest-Park/Rec	150.00	100.00
438 · Misc Park/Rec Rev	<u>500.00</u>	<u>500.00</u>
<b>Total 420 · Park/Rec Activities Revenue</b>	<b>\$64,146.00</b>	<b>\$63,600.00</b>
<b>440 · District Activities Revenue</b>		
448 · Franchise Fees	\$21,500.00	\$21,000.00
456 · Interest-District	500.00	350.00
458 · Misc District Revenue	<u>0.00</u>	<u>0.00</u>
<b>Total 440 · District Activities Revenue</b>	<b><u>\$22,000.00</u></b>	<b><u>\$21,350.00</u></b>
<b>Total Income</b>	<b>\$2,724,327.00</b>	<b>\$2,667,450.00</b>

**KPPCSD**  
**Projected Revenue and Expense**  
**2014/2015**

**Budgeted Revenues 2014/2015**

400 · Police Activities Revenue	
<b>Total 400 · Police Activities Revenue</b>	\$2,582,500
<b>Total 420 · Park/Rec Activities Revenue</b>	63,600
440 · District Activities Revenue	
448 · Franchise Fees	21,000
456 · Interest-District	<u>350</u>
<b>Total 440 · District Activities Revenue</b>	<u>21,350</u>

**Total Revenues** \$2,667,450

**Budgeted Expenditures 2014/2015**

500 · Police Sal & Ben	
<b>Total 500 · Police Sal &amp; Ben</b>	\$2,055,710
<b>Total 550 · Other Police Expenses</b>	332,213
<b>Total 600 · Park/Rec Sal &amp; Ben</b>	31,147
<b>Total 635 · Park/Recreation Expenses</b>	88,940
<b>Total 800 · District Expenses</b>	427,397
<b>Total 950 · Capital Outlay</b>	<u>62,250</u>
<b>Total Expenditures</b>	<u>\$2,997,657</u>

**Excess of Revenue over Expense 2014/2015** -\$330,207

**Previously Allocated Funds**

**Total Allocated Funds Used** 0

**Excess Funding over Expenses 2014/2015** -330,207

**Cash Carryovers 2013/2014** \$1,484,311

**Estimated Fund Carryovers into 2015/2016** \$1,154,104

**Future Allowances:**

Allowance for Mandated Contingencies (10% of Total Expenditures)	\$299,766
Allowance for Est'd Vacation/Comp Liab	80,000
Allowance for Notes Payable - District Portion of Bond	92,830
Allowance for Park Bldgs Replacement (Originally Stated)	241,500
Expenditure for Annex Renovation in Current Year	<u>0</u>

**Total Allowances** \$714,096

**Available Funds Net of Future Allowances and Allocations** \$440,008

KF ID  
**Estimated Available Cash 6/30/14**

	<u>03/31/14</u>	Incoming Tx Advance	Incoming Grant/Reimb	Apr Exp	May Exp	June Exp	Transfer between funds	06/30/14 Est
<b>ASSETS</b>								
<b>Current Assets</b>								
<b>Checking/Savings</b>								
100 · Petty Cash	100.00							100
110 · CCC Cash Accts								
112 · General Fund	20,026.53	1,085,224.00		-260,000.00	-260,000.00	-268,797.00	-278,208.49	38,245
113 · Capital Fund-Cash	26,788.27							26,788
114 · Land & Light-Park O&M	48,413.88	13,527.00					-61,941.00	0
excluded 116 · PB Admin-Cash	134,113.97	73,884.00					-9,850.51	198,147 excluded
excluded 117 · PB Resv-Cash	18,268.50							18,269 excluded
Total 110 · CCC Cash Accts	<u>247,611.15</u>							\$65,033
<b>134 · CCC LAIF Accounts</b>								
134a · General LAIF	788,975.64			0.00	0.00	79,108.44	350,000.00	1,218,084
134b · COPS LAIF	1,085.44		71,121.00			-72,206.44		0
134c · Park LAIF	0.00							0
134d · Garbage/Bay View LAIF	0.00	6,902.00				-6,902.00		100,547
134e · Capital LAIF	100,546.83							100,547
Total 134 · CCC LAIF Accounts	<u>890,607.91</u>							<u>\$1,419,178</u>
<b>Total Checking/Savings</b>	\$1,138,319	\$1,179,537	\$71,121	-\$260,000	-\$260,000	-\$268,797	\$0	\$1,484,311 KPPCSD 1,600,180 including Bond \$

FISCAL YEAR 2014/2015		
CODE 502	CLASSIFICATION: Salary - Police	
	2013/2014 Budget	\$936,033
	Cumulative as of	\$724,191.00
	3/31/2014	
ITEM		AMOUNT
Officers Base pay		\$972,875
Holiday pay		\$3,371
Longevity Pay	1 x 1600	\$1,700
Incentive Pay		\$3,037
\$44,950	Total	\$980,983

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**KPPCSD Officers' Salaries - Fiscal 2014/2015**

Officer Name	Grade	Date Hired	Date in Grade	Date in Step	Months in Step	Monthly Base	Holiday Pay	Incentive	Monthly Salary	Pay Period	Hourly Base	Hourly	Longevity Pay	Annual Total
Harman, G	Chief	9/4/2007	9/4/2007	07/01/13	12.000	\$ 13,118.47			13,118.47	\$ 6,559.23	\$ 75.68	\$ 75.68		\$ 157,421.64
Hull, R	MS/Step 2	10/16/97	03/16/13	03/16/13	12.000	\$ 8,077.74	\$ 434.93	\$605.83	9,118.50	\$ 4,559.25	\$ 46.60	\$ 52.61	\$ 1,700.00	\$ 111,122.01
Barrow, K.	Sgt/Step 3	09/16/05	03/16/13	03/16/14	8.500	7,321.19	\$ 394.24	\$366.06	8,081.49	\$ 4,040.74	\$ 42.24	\$ 46.62		\$ 68,692.66
	Sgt/Step 4			03/16/15	3.500	7,614.05	\$ 410.01	\$380.70	8,404.76	\$ 4,202.38	\$ 43.93	\$ 48.49		\$ 29,416.67
Hui, K	Sgt/Step 3	04/17/10	03/16/13	03/16/14	8.500	7,321.19	\$ 394.24	\$366.06	8,081.49	\$ 4,040.74	\$ 42.24	\$ 46.62		\$ 68,692.66
	Sgt/Step 4			03/16/15	3.500	7,614.05	\$ 410.01	\$380.70	8,404.76	\$ 4,202.38	\$ 43.93	\$ 48.49		\$ 29,416.67
Stegman, E	Corp/Step 1	09/01/12	09/01/12	09/01/12	12.000	\$ 6,774.01	\$ 364.75	\$508.05	7,646.81	\$ 3,823.41	\$ 39.08	\$ 44.12		\$ 91,761.73
Martinez, R	Step 5	01/01/06	01/01/06	01/01/10	12.000	6,641.18	\$ 357.56	\$498.09	7,496.83	\$ 3,748.41	\$ 38.31	\$ 43.25		\$ 89,961.94
Wilson, D	Step 5	05/19/08	05/19/08	05/19/10	12.000	6,641.18	\$ 357.56	\$332.06	7,330.80	\$ 3,665.40	\$ 38.31	\$ 42.29		\$ 87,969.59
Ramos, J	Step 5	09/16/09	09/16/09	09/16/11	12.000	6,641.18	\$ 357.56		6,998.74	\$ 3,499.37	\$ 38.31	\$ 40.38		\$ 83,984.88
Turner, C	Step 5	10/03/11	10/03/11	10/03/13	12.000	\$ 6,641.18	\$ 357.56	\$332.06	7,330.80	\$ 3,665.40	\$ 38.31	\$ 42.29		\$ 87,969.59
Wilkins, S	Step 2	09/17/12	09/17/12	09/17/13	2.500	\$ 5,650.89	\$ 304.27		5,955.16	\$ 2,977.58	\$ 32.60	\$ 34.36		\$ 14,887.90
	Step 3			9/17/2014	9.500	\$ 5,961.69	\$ 320.97		6,282.66	\$ 3,141.33	\$ 34.39	\$ 36.25		\$ 59,685.27
							\$ 3,370.91	\$3,037.49					\$ 1,700.00	\$ 980,983.21

**Total BasePay Minus Holiday, Incentive, & Longevity: \$ 972,874.81**

	Mo. Base	Holiday	Mo. Total	HrlyBase	HrlyTot		Mo. Base	Holiday	Mo. Total	HrlyBase	HrlyTot
<b>Sergeants</b>						<b>Officers</b>					
Step#1	6,834.57	368.01	7,202.58	39.43	41.55	Step#1	5,356.29	\$288.40	5,644.69	30.90	32.57
Step#2	7,107.95	382.76	7,490.71	41.01	43.22	Step#2	5,650.89	\$304.27	5,955.16	32.60	34.36
						Step#3	5,961.69	\$320.97	6,282.66	34.39	36.25
Step#3	7,321.19	394.24	7,715.43	42.24	44.51	Step#4	6,289.58	\$338.71	6,628.29	36.29	38.24
Step#4	7,614.05	410.01	8,024.06	43.93	46.29	Step#5	6,641.18	\$357.56	6,998.74	38.31	40.38
<b>Master Sgts</b>						<b>Corporal</b>					
Step#1	7842.47	422.33	8,264.80	45.25	47.68	Step #1	6774.01	\$364.75	7,138.76	39.08	41.19
Step #2	8077.74	434.93	8,512.67	46.60	49.11						

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FISCAL YEAR 2014/2015		
CODE 504	CLASSIFICATION:	Compensation Time Cash-Out
	2013/2014 Budget	\$10,000
	Cumulative as of 3/31/2014	\$8,207.67
ITEM		AMOUNT
Compensation Time Cash-Out	Officers est - 03/31/14	
	averg \$44 x 200 hrs	\$8,800
	adjusted to probability	
(\$1,200)	Total	\$8,800

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FISCAL YEAR 2014/2015		
CODE 506	CLASSIFICATION: Overtime	
	2013/2014 Budget	\$40,000
	Cumulative as of	\$42,900.73
	3/31/2014	
ITEM		AMOUNT
Overtime For:	Cover Training	\$45,000
	Court Time	
	Sick/Vacation Coverage	
	Case Coverage	
\$5,000	Total	\$45,000





FISCAL YEAR 2014/2015	0		
CODE 518	CLASSIFICATION:	Safety Equipment	
	2013/2014 Budget	\$2,500	
	Cumulative as of	\$0.00	
	3/31/2014		
ITEM		AMOUNT	
Safety Equipment/Reimbursement	\$250 x 10	\$2,500	2014/2015
Carry Over Reimbursements -		\$0	
\$0	TOTAL	\$2,500	

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FISCAL YEAR 2014/2015	0		
CODE 522	CLASSIFICATION: Disab. & Life Insurance		
	2013/2014 Budget	\$5,240	
	Cumulative as of 3/31/2014	\$4,244.30	
ITEM		AMOUNT	
LTD Insurance	\$24.50x10 employees x 12	\$2,940	
Life Insurance	\$200x9 employees	\$1,800	
	\$500x1	\$500	
\$0	TOTAL	\$5,240	



FISCAL YEAR 2014/2015		0
CODE 523	CLASSIFICATION:	Medicare 1.45% (District)
	2013/2014 Budget	\$15,167
10 Officers	Cumulative as of	\$10,324.14
	3/31/2014	
ITEM		AMOUNT
\$980,983 x 1.45%		\$14,224
\$8800 x 1.45%		\$128
Overtime \$45,000 x 1.45%		\$653
\$81900 x 1.45%		\$1,188
\$8000 x 1.45%		\$116
Total Officers	\$1,042,783	
Total Non-Sworn	\$81,900	
\$1,141	TOTAL	\$16,308



FISCAL YEAR 2014/2015	0	
		P.E.R.S.
CODE 527	CLASSIFICATION:	P.E.R.S. - District
	2013/2014 Budget	\$344,354
1 Chief	Cumulative as of	\$266,903.38
	3/31/2014	
ITEM		AMOUNT
Salary: \$980,983 x 38.3%		\$375,716
Uniform: \$8000 x 38.3%		\$3,064
PERS rate increased from 36.477% to 38.3% for FY 14/15		
PERS projected FY 15/16 rate is unknown.		
\$34,426	TOTAL	\$378,780





FISCAL YEAR 2014/2015

0

CODE 540

CLASSIFICATION: Advanced Industrial Disability

2013/2014 Budget: \$0

Cumulative as of 3/31/2014 \$0.00

ITEM

AMOUNT

Advanced Industrial Disability

\$0

\$0

TOTAL

\$0

FISCAL YEAR 2014/2015	0	
CODE 552	CLASSIFICATION:	Expendable Police Supplies
	2013/2014 Budget	\$1,500
	Cumulative as of 3/31/2014	\$386.65
ITEM		AMOUNT
SUPPLIES FOR I.D. FUNCTION		\$1,500
INCLUDES: PENS, GLOVES, BAGS, FILM, BRUSHES, ETC.		
Miscellaneous	200	
\$0	TOTAL	\$1,500





FISCAL YEAR 2014/2015	0		
CODE 560	CLASSIFICATION: Crossing Guard		
	2013/2014 Budget	\$10,061	
	Cumulative as of 3/31/2014	\$6,483.86	
ITEM		AMOUNT	
Crossing Guard - per contract		\$10,515	
\$454	TOTAL	\$10,515	

FISCAL YEAR 2014/2015		0
CODE 562	CLASSIFICATION:	Vehicle Operation
	2013/2014 Budget	\$60,000
	Cumulative as of 3/31/2014	\$30,218.10
ITEM		AMOUNT
Gasoline - Patrol Cars	Est.7000 gallons @ \$4.30	\$30,000
Vehicle Maintenance: Includes all servicing and equipment		\$30,000
\$0	TOTAL	\$60,000

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FISCAL YEAR 2014/2015		0
CODE 564	CLASSIFICATION:	Communications (Richmond Police)
	2013/2014 Budget	\$154,460
	Cumulative as of	\$71,106.42
	3/31/2014	
ITEM		AMOUNT
Communications-Dispatch Fees	City of Richmond-Outside Agencies	\$125,400
New World Software		\$14,650
Records Management	City of Richmond-Outside Agencies	\$6,900
EBRCS	\$40/mo 19 radios	\$9,120
\$1,610	TOTAL	\$156,070



FISCAL YEAR 2014/2015		0
CODE 568	CLASSIFICATION:	Prisoner/Case Expenses/Bookings
	2013/2014 Budget	\$5,400
	Cumulative as of 3/31/2014	\$3,803.07
ITEM		AMOUNT
County Booking Fee	10 @ \$0	\$0
Crime Lab:		\$4,000
Drug Testing		
Alcohol Testing		
Fingerprint Comparisons		
Childrens Interview Center		\$500
Evidence Room Monitored Alarm		\$900
\$0	TOTAL	\$5,400
Currently State of CA reimburses Booking Fees		

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FISCAL YEAR 2014/2015		0
		Law Enforcement
CODE 570	CLASSIFICATION:	Training
	2013/2014 Budget	\$10,000
	Cumulative as of	\$8,385.30
	3/31/2014	
ITEM		AMOUNT
INCLUDES:		
ALL ASPECTS OF OFFICER		
TRAINING		\$5,000
SCHOOL, TUITION, BOOKS, ETC	\$500 PER OFFICER	\$5,000
\$0	TOTAL	\$10,000

FISCAL YEAR 2014/2015	0	
CODE 572	CLASSIFICATION:	Recruiting
	2013/2014 Budget	\$6,500
	Cumulative as of 3/31/2014	\$1,085.00
ITEM		AMOUNT
Medical	2 @ \$750	\$1,500
Psychological Assessment	2 @ \$550	\$1,100
Polygraph	5 @ \$300	\$1,500
Background Investigation	3 @ 800	\$2,400
\$0	TOTAL	\$6,500

FISCAL YEAR 2014/2015	0	
CODE 574	CLASSIFICATION:	Reserve Officers
	2013/2014 Budget	\$4,050
	Cumulative as of	\$124.04
	3/31/2014	
ITEM		AMOUNT
Reserve Officers:	Training	
	Uniforms	
	Insurance Coverage	
	Safety Equipment	
	Total	\$3,750
Misc. Reserve Costs		\$300
	Proposed to Finance Comm	
	8,100	
\$0	TOTAL	\$4,050



FISCAL YEAR 2014/2015	0	
CODE 576	CLASSIFICATION:	Misc. Dues, Meals.Travel
	2013/2014 Budget	\$2,075
	Cumulative as of	\$2,573.43
	3/31/2014	
ITEM		AMOUNT
INCLUDES: Chief's meetings, CPOA dues, PORAC General Membership, etc.		
CCC Chief's Association		\$650
CPOA/\$125.00x10		\$1,250
Cal Chiefs \$300/\$125	Chief Harman/Sgt. Hull	\$425
CAPE		\$45
FBI-LEEDA		\$50
Int'l Assn of Chiefs of Police		\$120
Miscellaneous - Meeting Supplies		\$600
\$1,065	TOTAL	\$3,140









FISCAL YEAR 2014/2015		0
CODE 590	CLASSIFICATION:	Housekeeping
	2013/2014 Budget	\$4,000
	Cumulative as of	\$2,942.51
	3/31/2014	
ITEM		AMOUNT
INCLUDES:		
Toilet paper, paper towels, Soaps, light bulbs, cleaning supplies, rug cleaning (\$250), trash bags and coffee, sugar, creamer		
	Estimated Total	\$1,120
Custodial Service	\$200 x 12	\$2,400
Drinking Water	Avg. \$40 x 12	\$480
\$0	TOTAL	\$4,000

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FISCAL YEAR 2014/2015	0	
CODE 596	CLASSIFICATION:	CAL-ID/WEST-NET
	2013/2014 Budget	\$13,386
	Cumulative as of	\$13,386.00
	3/31/2014	
ITEM		AMOUNT
CAL-ID expenses		\$5,925
WEST-NET expenses		\$8,000
\$539	TOTAL	\$13,925



FISCAL YEAR 2014/2015	0	
CODE 599	CLASSIFICATION: Police Taxes Administration	
	2013/2014 Budget	\$3,300
	Cumulative as of 3/31/2014	\$3,298.47
ITEM		AMOUNT
NBS Admin Fees		\$1,650
NBS Administration	Original Police Tax	\$1,650
\$0	TOTAL	\$3,300

FISCAL YEAR 2014/2015		0	
CODE 601	CLASSIFICATION: Park and Rec. Admin.		
	2013/2014 Budget	\$6,500	
	Cumulative as of 3/31/2014	\$4,983.25	
ITEM		AMOUNT	
P. & R. Admin. Salary	\$30.00 x 260 hours	\$7,800	
\$1,300	TOTAL	\$7,800	

FISCAL YEAR 2014/2015	0	
CODE 602	CLASSIFICATION: Custodian	
	2013/2014 Budget	\$21,000
	Cumulative as of	\$15,750.00
	3/31/2014	
ITEM		AMOUNT
600/Custodian	Community Center	\$22,750
Park Restroom Custodian	see G/L Acct #672	
\$1,750	TOTAL	\$22,750

FISCAL YEAR 2014/2015	0	
CODE 623	CLASSIFICATION:	Social Security (7.65%) /District
	2013/2014 Budget	\$497
	Cumulative as of 3/31/2014	\$212.05
ITEM		AMOUNT
P&R Admin. \$7800 x 7.65%		\$597
\$100	TOTAL	\$597

FISCAL YEAR 2014/2015		0
CODE 642	CLASSIFICATION: Community Center Ut	
	2013/2014 Budget	\$5,376
	Cumulative as of	\$3,539.19
	3/31/2014	
ITEM		AMOUNT
EBMUD Community Center	\$140 x 12	\$1,680
EBMUD Gore Lot	\$15 x 12	\$180
PG&E Community Center	\$235 avg. x 12	\$2,820
Telephone Community Center	\$78 avg. x 12	\$936
\$240	Total	\$5,616

FISCAL YEAR 2014/2015	0	
CODE 643	CLASSIFICATION:	Janitorial Supplies
	2013/2014 Budget	\$750
	Cumulative as of	\$762.69
	3/31/2014	
ITEM		AMOUNT
Community Center		
Janitorial Supplies, paper towels, light bulbs, etc.		\$800
Annex		
Janitorial Supplies, paper towels, light bulbs, etc.		\$0
\$50	Total	\$800





FISCAL YEAR 2014/2015		0
CODE 656	CLASSIFICATION:	Building E Repairs
	2013/2014 Budget	\$0
	Cumulative as of	\$0.00
	3/31/2014	
ITEM		AMOUNT
Miscellaneous		\$0
\$0	Total	\$0

FISCAL YEAR 2014/2015	0	
CODE 662	CLASSIFICATION:	Annex - Utilities
	2013/2014 Budget	\$0
	Cumulative as of	\$0.00
	3/31/2014	
ITEM		AMOUNT
Utilities		\$0
See G/L #642 for PG&E		
See G/L #672 for EBMUD - Water		
\$0	Total	\$0

FISCAL YEAR 2014/2015		0
CODE 666	CLASSIFICATION:	Annex Repairs
	2013/2014 Budget	\$0
	Cumulative as of	\$0.00
	3/31/2014	
ITEM		AMOUNT
\$0	Total	\$0

108

FISCAL YEAR 2014/2015	0	
CODE 668	CLASSIFICATION: Annex - Misc. Exp	
	2013/2014 Budget	\$0
	Cumulative as of	\$0.00
	3/31/2014	
ITEM		AMOUNT
Miscellaneous Expenses		\$0
\$0	Total	\$0

FISCAL YEAR 2014/2015		0
CODE 670	CLASSIFICATION:	Gardening Supplies
	2013/2014 Budget	\$0
	Cumulative as of	\$0.00
	3/31/2014	
ITEM		AMOUNT
Plantings		\$0
	Proposed to Finance Comm	
	\$1,000.00	
\$0	Total	\$0

FISCAL YEAR 2014/2015	0	
CODE 672	CLASSIFICATION	Park O&M
	2013/2014 Budget	\$88,432
	Cumulative as of	\$60,278.64
	3/31/2014	
ITEM		
Operations/Maintenance Park Property		
Maintenance Contract	(O&M Funding)	\$27,000
Park Maintenance Repairs	(O&M Funding)	\$10,000
Utilities	Water	\$5,000
Drain Clearing		\$1,000
Incidental Expenses		<u>\$2,000</u>
	Shared Expense Total	\$49,000
Old Park Allocated Exp	40% of Shared Expenses	\$19,600
Old Park Tree Pruning		<u>\$2,000</u>
	Old Park Total	\$21,600
New Park Allocated Exp	60% of Shared Expenses	\$29,400
Levy Fees	(County)	\$4,400
Engineer's Annual Report/Admin Services		\$9,024
Park Restroom Custodian		<u>\$5,100</u>
	New Park Sub-Total	\$47,924
New Park Tree Pruning/Removal		\$10,000
	New Park Total	\$57,924
(\$8,908) Total		\$79,524

FISCAL YEAR 2014/2015		0	
CODE 674	CLASSIFICATION	Park Construction	Expense
	2013/2014 Budget	\$0	
	Cumulative as of	\$0.00	
	3/31/2014		
ITEM			
Misc. Expenses		\$0	
\$0	Total	\$0	



FISCAL YEAR 2014/2015	0	
CODE 678	CLASSIFICATION:	Misc. Park/Rec Expense
	2013/2014 Budget	\$0
	Cumulative as of	\$170.00
	3/31/2014	
ITEM	AMOUNT	
Miscellaneous Projects / Eagle Scout		\$0
\$0	Total	\$0



FISCAL YEAR 2014/2015	0	
CODE 820	CLASSIFICATION:	Canon Copier Contract
	2013/2014 Budget	\$5,700
	Cumulative as of	\$4,043.86
	3/31/2014	
ITEM		AMOUNT
IMAGER NR 330S NQJ45065	Lease \$325 x 12	\$3,900
Overage Charges	\$150 x 12 average	\$1,800
Outside Reproduction		\$0
\$0	TOTAL	\$5,700

FISCAL YEAR 2014/2015	0	
CODE 830	CLASSIFICATION:	Legal
		(Dist./Personnel)
	2013/2014 Budget	\$70,000
	Cumulative as of	\$134,004.26
	3/31/2014	
ITEM		AMOUNT
Legal Expenses		\$150,000
\$80,000	Total	\$150,000





FISCAL YEAR 2014/2015		0
CODE 850	CLASSIFICATION:	Insurance
	2013/2014 Budget	\$30,000
	Cumulative as of	\$28,522.26
	3/31/2014	
ITEM		AMOUNT
Special District Risk Management/\$5,000,000 (District General Liability, Auto Liability Property, Floater, Employee Blanket Bond, Error & Omissions, Flood Protection, Personal liability Board Members) Kensington Park/Property Police Liability Included		\$30,000
\$0	TOTAL	\$30,000

FISCAL YEAR 2014/2015	0	
CODE 860	CLASSIFICATION:	Election
	2013/2014 Budget	\$0
	Cumulative as of	\$0.00
	3/31/2014	
	ITEM	AMOUNT
Directors (3), etc.		\$10,000
\$10,000	TOTAL	\$10,000





FISCAL YEAR 2014/2015		0
Code 870	CLASSIFICATION:	County Expenditures
	2013/2014 Budget	\$19,900
	Cumulative as of	\$7,499.23
	3/31/2014	
ITEM		AMOUNT
Property Tax Administration costs		
Senate Bill 2557 (Chapter 466 of 1990)		
\$1,300,000 x 1.5%		\$19,800
Miscellaneous		
Fees, Assessments, Interest, etc		\$2,500
\$2,400	Total	\$22,300

FISCAL YEAR 2014/2015	0		
		Franchise Fees	
CODE 890	CLASSIFICATION:	Waste/Recycle Expenses	
	2013/2014 Budget	\$54,000	
	Cumulative as of 3/31/2014	\$57,630.24	
ITEM		AMOUNT	
Garbage Related Expenses	Public Education, etc.	\$1,000	
Public Garbage Pick-Up	\$300 x 12	\$3,600	
Legal Fees - RFP		\$50,000	
Rate Review Consultant - RFP		\$50,000	
\$50,600	TOTAL	\$104,600	

FISCAL YEAR 2014/2015	0	
CODE 898	CLASSIFICATION:	Miscellaneous Expenses
	2013/2014 Budget	\$10,300
	Cumulative as of 3/31/2014	\$10,352.19
ITEM		AMOUNT
LAFCO		\$1,200
Service Pins/Charms		\$0
Seminars/Directors		\$2,000
CSDA/CCSDA Membership		\$4,600
Miscellaneous		\$0
Annual Conference		\$4,000
Governance Days		\$500
\$2,000	TOTAL	\$12,300











FISCAL YEAR 2014/2015		0
CODE 967	CLASSIFICATION:	Station Equipment
Former 504		
	2013/2014 Budget	\$0
	Cumulative as of	\$0.00
	3/31/2014	
ITEM		AMOUNT
\$0	TOTAL	\$0

FISCAL YEAR 2014/2015	0	
CODE 968	CLASSIFICATION: Office Furn. & Equip.	
Former 504		
	2013/2014 Budget	\$0
	Cumulative as of	\$0.00
	3/31/2014	
ITEM		AMOUNT
\$0	TOTAL	\$0

FISCAL YEAR 2014/2015	0	
CODE 969	CLASSIFICATION:	Computer Equipment
Former 800		
	2013/2014 Budget	\$16,250
	Cumulative as of	\$21,066.82
	3/31/2014	
ITEM		AMOUNT
Replacement Server		\$8,000
11 Computers @ \$750		\$8,250
\$0	TOTAL	\$16,250

FISCAL YEAR 2014/2015	0	
CODE 971	CLASSIFICATION:	Park Land
	2013/2014 Budget	\$0
	Cumulative as of	\$0.00
	3/31/2014	
ITEM		AMOUNT
\$0	TOTAL	\$0





FISCAL YEAR 2014/2015

0

CODE 974

CLASSIFICATION Other Park Improvements

2013/2014 Budget

\$0

Cumulative as of  
3/31/2014

\$0.00

ITEM

\$0 Total

\$0





# Memorandum

Kensington Police Department



**To:** KPPCSD Board of Directors

APPROVED

NO

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

**Date:** May 1, 2014

FORWARDED TO:

**Subject:** New Business # 5- CSDA General Manager Leadership Summit

I would like to request that I be allowed to attend the California Special District Association's "General Manager Leadership Summit" being held June 22-24, 2014, at the Resort at Squaw Creek, North Lake Tahoe.

The total cost to attend the training would be \$1,165.00.

Attached to this memo you will find a description of the training and a cost breakdown that appears on an Expense Prepayment/ Reimbursement Form.

Thank you.



## **The General Manager Leadership Summit, now in its third year, is always full of new content and material.**

Your job as a **general manager** or emerging leader of a special district demands that you stay current on governance best practices, state laws, human resource issues, pension reform issues, budgeting, risk management, policies and procedures and much more!

### **Why You Should Attend:**

- Access sessions that offer specific information and content to your position as a general manager or emerging leader of a special district.
- Network with others who hold your same position and take home ideas that you can immediately apply in your district.
- Plan for the future by hearing about important legislation that could impact your district.
- Learn how to reduce your legal exposure by becoming informed about human resource issues and risk management.
- Learn how to work better and more effectively with your board and staff.
- Invest the time to advance your career and your district.

### **Others who would benefit from attending:**

Operation Managers | Board Clerks | Office Managers | District Administrators |  
Finance Officers | Legal Counsel | Other District Management Staff | Business Managers



#### **SDRMA Credit Incentive Points**

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points can be earned based on an agency's attendance at the General Manager Leadership Summit.

## A Program Designed for District Managers

SUNDAY, JUNE 22

4:00 – 6:00 p.m.  
Registration

5:30 – 7:00 p.m.  
Welcome Reception

MONDAY, JUNE 23

8:00 a.m.  
Registration Opens

8:00 – 9:00 a.m.  
General Session Room Open for Coffee  
with Exhibitors

9:00 - 10:30 a.m.  
OPENING KEYNOTE AND CONTINENTAL  
BREAKFAST

**John Spence, strategist, consultant,  
speaker and author  
“Awesomely Simple”**

This opening session will reveal the six key strategies that create a foundation for achieving excellence in your district: Vivid Vision, Best People, Robust Communication, A Sense of Urgency, Disciplined Execution, and Extreme Customer Focus. Full of stories, anecdotes and lots of real world application, John will help attendees understand what they must focus on taking their district to the next level and keep it moving forward.

10:45 a.m. – 12:00 p.m

<<< BREAKOUT SESSION OPTIONS >>>

### **Crafting and Using Killer Key Messages**

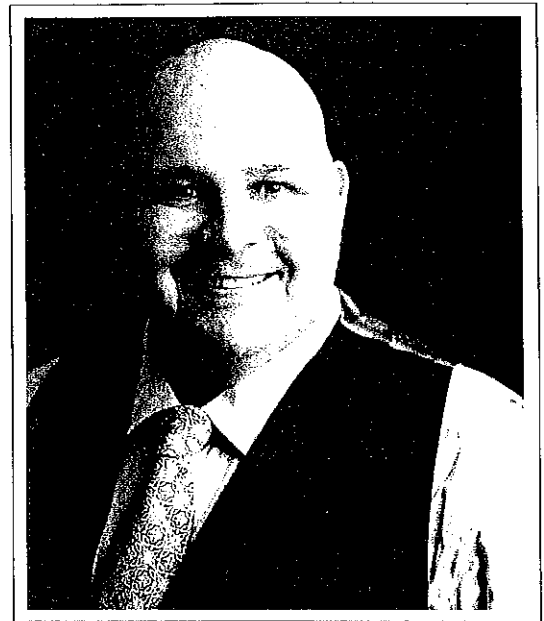
*Marty Boyer, Communication Advantage*

The DNA of great public outreach and media relations is to know how to craft and deliver concise, clear messages that resonate with the public and other stakeholders. This session will share the formula for creating great messages, and the “dos” and “don’ts” for using those messages with the media or in public forums.

### **Really Bad, In A Good Way: Performance Evaluations, Employee Discipline and Effective Documentation**

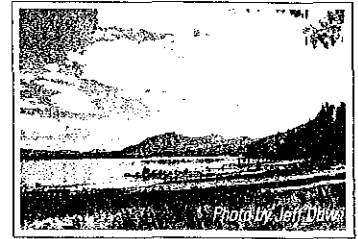
*Traci Park and Kelly Trainer, Burke Williams & Sorensen, LLP*

Two of the most challenging things managers and human resource professionals are tasked with are conducting performance evaluations and disciplining errant employees. All too often, supervisors don’t want to deliver a difficult message about an employee’s performance, so performance evaluations are either ignored or inaccurate. Similarly, disciplining employees can be a dreaded task. However, failing to take employee performance evaluations and discipline seriously can lead to catastrophic consequences in subsequent litigation on these issues.



**John Spence**

*making the very complex...awesomely simple*



## MONDAY, JUNE 23 CONTINUED

**12:15 – 1:15 p.m.**

**Networking Lunch with Exhibitors**

**1:30 – 3:00 p.m.**

<<< BREAKOUT SESSION OPTIONS >>>

**Crisis Mode: Practical Advice for Handling Board Disputes**

*John E. Brown and Brooke Miller, Best Best & Krieger LLP*

Public sector group dynamics, especially amongst elected officials, are constantly changing. When it comes to boards of directors, changing composition, political disputes and personality clashes can distract from public business, damage a public agency's image and, in some cases, can even result in litigation. This session provides practical advice for handling board conflicts while staying within the limitations of law.

**Powerful Leadership: Effective Tips for Stellar General Managers**

*Gage Dundy, Liebert Cassidy Whitmore*

This program is designed to help general managers grow and refine their skills to be effective, successful and productive managers. We will discuss the challenges supervisors are facing, including leadership, goal setting, effective communication, performance evaluations, ethics, discipline and specific legal principles. The program will emphasize practice over theory.

**3:00 – 3:30 p.m.**

**Break and Networking with Exhibitors**

**3:30 – 4:30 p.m.**

<<< BREAKOUT SESSION OPTIONS >>>

**Development of Board Governance Guidelines**

*Dennis Timoney, SDRMA*

The development of board policy is critical for the board to understand the legal duty of governance as specified in the Government Code. Discussions will include specific statutory language found in California Special District law on board organization and legislative duty.

**The Fundamentals of Win/Win Negotiations**

*John Spence*

This session is intended as an introduction for individuals who have not previously attended negotiation skills training. The program is based on the work of the Harvard Negotiations Team as well as a number of leading negotiations programs and focuses on giving attendees valuable tools and practical tools for significantly improving their negotiating success.

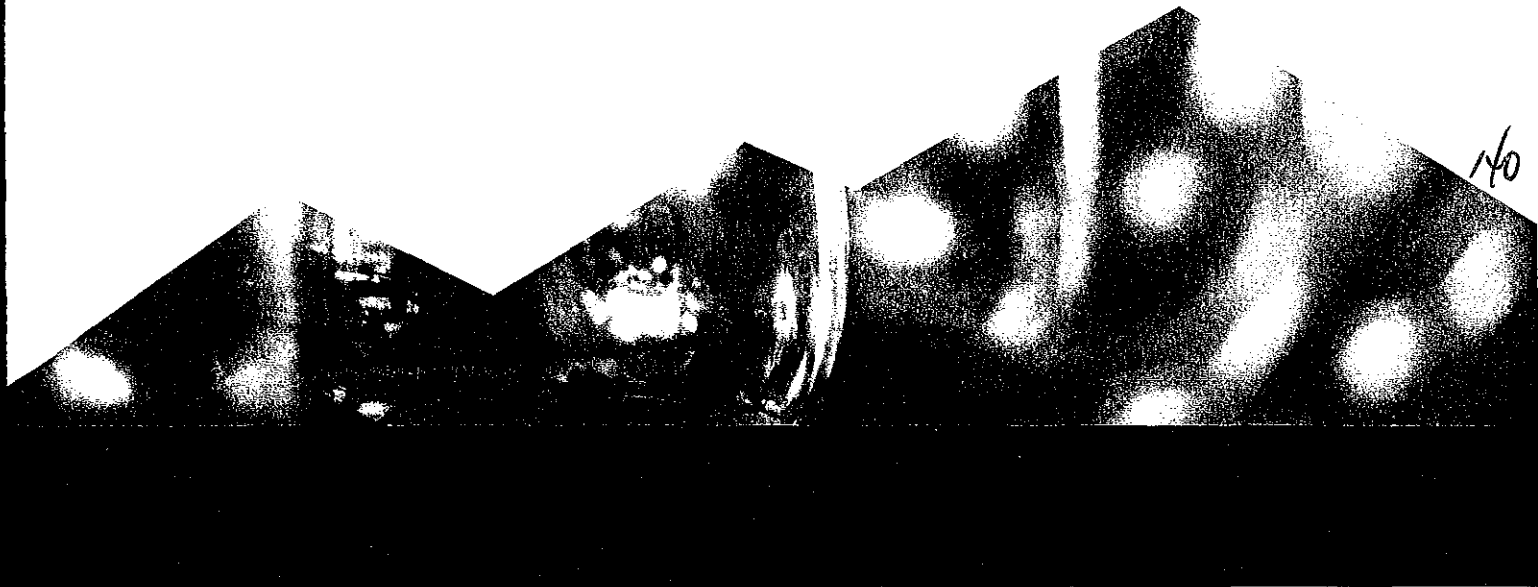
**5:00 – 6:30 p.m.**

**Food & Wine Experience Reception**

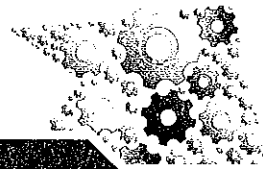


*Sponsored by the Special District Risk Management Authority*

Join us for this culinary exploration. The Resort at Squaw Creek will feature great food and wine pairings at this not-to-be-missed reception!



**GENERAL SESSION KEYNOTE**  
**Developing Your Leadership**  
**Playbook! Sponsored by**  
**the Special District**  
**Leadership Foundation.**



TUESDAY, JUNE 24

8:30 – 9:00 a.m.

General Session Room Open for Coffee with Exhibitors



9:00 - 10:15 a.m.  
**GENERAL SESSION KEYNOTE**  
**Developing Your Leadership**  
**Playbook!**  
*Patrick Ibarra,*  
*The Mejorado Group*  
*Sponsored by the Special District*  
*Leadership Foundation (SDLF)*



As catalysts for continuous improvement, government leaders are facing significant challenges during these uncertain times and are searching for a simple, powerful and productive approach to leadership in the 21st Century. Using football as the basis, Your Leadership Playbook provides a series of synchronized leadership practices that enable leaders to propel their organization and workforce forward in all directions.

Session objectives:

- Apply the principles of a forward-thinking strategy (Game Plan);
- Identify and use the Five Practices of Great Leaders (Offense);
- Utilize proven approaches to leading change (Defense);
- Implement leading edge practices for effective execution of services (Xs and Os);
- Successfully use methods of managing employee performance (Play Calling);
- Utilize techniques to develop future leaders (Team Players);
- Foster a leadership culture (the Field);
- Pursue a leadership competency (Touchdown);
- Digitally engage the public (Fans);
- Celebrate success (Tailgating).

SDLF



**SPECIAL DISTRICT**  
**LEADERSHIP FOUNDATION**



FOR GENERAL MANAGERS AND TOP MANAGEMENT  
**SPECIAL DISTRICT ADMINISTRATOR**  
**CERTIFICATION**

**Become a Certified Leader in Special Districts**

The Special District Administrator (SDA) Certification is a voluntary designation sought by individuals who strive to be the best in their field. Administrators with various academic and professional backgrounds can be candidates for the program.

The certification examination and study guide were developed through the participation of over 100 volunteer subject matter experts who know about special district administration. Guided by the SDLF Board, Certification and Audit Advisory Committee and under direction by a professional examination development firm, this certification gives successful candidates recognition unmatched by any other program.

The two hour exam covers all key aspects of special district administration including: Governance, Legal Requirements, Policy Development, Ethics in Public Service, Strategic Planning, Public Finance and more. To find out the requirements for taking the Special District Administrator examination visit [www.sdlf.org](http://www.sdlf.org) or call 916-231-2939.

The General Manager Leadership Summit qualifies for 16 hours of continuing education toward the Special District Administrator (SDA) Certification.

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## TUESDAY, JUNE 24 CONTINUED

10:15 – 10:45 a.m.

**Break and Networking with the Exhibitors**

11:00 a.m. – 12:15 p.m.

<<< BREAKOUT SESSION OPTIONS >>>

**Social Media and Local Government: Basic Rules to Minimize Your Agency's Legal Risk Both Internally and Externally**

*Julie Veit and Molly Kaban, Hanson Bridgett*

Social media is everywhere. As it becomes the accepted form of communication in our society, local government increasingly is taking advantage of this easy and effective way to spread information and engage the public. In addition, employees frequently use social media on a personal basis both inside and outside the workplace. But what happens when someone posts something that your agency does not like? Or an employee posts information on his or her personal site implicating a workplace issue? Learn about the legal rules that govern social media. With the legal backdrop in mind, you will be equipped to navigate the risks and enjoy the benefits that social media provides.

**CalPERS Insights: The Future of Retirement Security**

*Robert Udall Glazier, Deputy Executive Officer, CalPERS External Affairs Branch*

The cost of pensions for public employees continues to top policy agendas in California and around the nation. CalPERS has faced its fair share of challenges in this area and has taken a leadership role to ensure its fund is sound and sustainable for generations to come. Robert Glazier, Deputy Executive Officer for CalPERS External Affairs Branch, will share the pension fund's investment and working pension beliefs that articulate CalPERS views on retirement security and investment strategy.

12:30 – 1:30 p.m.

**Networking Lunch**

1:45 – 3:00 p.m.

<<< BREAKOUT SESSION OPTIONS >>>

**The Future of Government: Me and My Career**

*Patrick Ibarra, The Mejorando Group*

Are you a climber or a coaster? Are you a flamethrower or flame starter? Are you hungry to identify ways to reconnect with your passion for public service? This session will cover:

- Trends that show government is experiencing transformational change and how this creates opportunities for entrepreneurial solutions.
- How the "baby boomerang" effect is an opportunity for you to reposition your career.
- Techniques to accelerate your decision-making skills.
- Tools on how to be an idea generator.

**General Manager Performance Evaluations and Contracts: A Strategic Approach that Really Works**

*Martin Rauch, Rauch Communication Consultants and Jack Hughes, Liebert Cassidy Whitmore*

Managers deserve a quality evaluation, but boards tend to fumble, ignore or mishandle this critical activity. This session provides an evaluation process that benefits both managers and boards, provides information on emerging trends in evaluations, and information on what is legally sound regarding manager contracts.

**The Strategy of Integrated Planning**

*Brent Ives, BHI Management Consulting*

There are many methods for optimizing your agency and how it functions. Planning is critical for moving an agency forward. It means looking forward so that we are doing the right things at the right times and there is top to bottom clarity in that forward movement. This session outlines specific strategies for integrated planning. Types, methods and examples will be provided. The session will outline for you why and how good planning is integrated at all levels of the organization and in all that we do as an agency.

Scholarships for registration fees available through the Special District Leadership Foundation. Visit [sdlf.org](http://sdlf.org) for more information.

TUESDAY, JUNE 24 CONTINUED



**3:15 – 4:00 p.m.**  
**CLOSING SESSION**

**Mid-Year Legislative Update**  
*Kyle Packham, CSDA's Advocacy and Public Affairs Director*

Always an attendee favorite, this session will provide the latest details on the hottest legislative topics of 2014. This mid-year legislative overview will include a run-down of the critical legislation and public policy issues impacting special districts' revenue,

governance and operations. Hear about pension system stabilization, infrastructure investments, new opportunities and threats facing property tax revenue and more. Learn what all of this means for your district and how you can work together with CSDA to impact the legislative process in Sacramento.

**4:00 p.m.**  
**Event Adjourns**



Photo by Jeff Dow

APPENDIX A - EXPENSE PREPAYMENT/REIMBURSEMENT FORM

Name: GREG HARMAN

Event/Activity: GM LEADERSHIP SUMMIT

Location of Event/Activity: NORTH LAKE TAHOE

Approved by Board of Directors on: \_\_\_\_\_

	Prepay	Reimburse
1. Event/Activity Registration Fee	\$ <u>1025</u>	\$ _____
2. Transportation		
• Airfare	\$ _____	\$ _____
• Car Rental (\$ _____ per day for _____ days)	\$ _____	\$ _____
• Car Mileage (\$ _____ per mile for _____ miles)	\$ _____	\$ _____
• Taxi	\$ _____	\$ _____
• Parking	\$ _____	\$ _____
3. Lodging (\$ <u>169</u> per night for <u>2</u> nights)	\$ <u>372.02</u>	\$ _____
4. Meals (Complete information requested on next page of form)		
a. Breakfast	\$ _____	\$ <u>24.00</u>
b. Lunch	\$ _____	\$ <u>36.00</u>
c. Dinner	\$ _____	\$ <u>108.00</u>
5. Other (Explain details of request)	\$ _____	\$ _____
Total Requested	\$ <u>997.00</u>	\$ <u>108.00</u> =

\$ 1105.00

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

Signed: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



To: KPPCSD Board of Directors  
From: GM/COP Harman and District Administrator Wolter  
Date: April 30, 2014

Re: New Copier for District Office

Background: The five-year lease for the District's copier will end on June 25, 2014. Staff has spent the last several weeks soliciting proposals from various vendors. We have concluded that the proposal from Smile Business Products is the one we'd like to recommend.

The current five-year lease is comprised of two elements: a monthly fee of \$286 and a per page charge of \$0.007986 per black and white image and \$0.087846 per color copy, which comes to an average monthly cost of \$184. Thus, the total monthly cost has been averaging \$470.

The current copier, a Sharp MX-4101N, can process 41 black and white images per minute.

The proposal from Smile Business Products is for a new Sharp MX-5140N, which can process 51 black and white images or 51 color images per minute.

For a five-year Fair Market Value lease (we would not own the copier at the end of the lease), the monthly fee would be \$193, which would include a per month fee of \$6.61 for a Data Security Kit (encryption). And the monthly per page charge would be \$195, with a page limit of 6,000 black and white images and 2,000 color images. Thus, unless there is a month during which the total number of copies exceeds these limits, the total monthly fee would be \$388.

Note: Overages would be billed at a rate of \$0.0115 for black and white images and a rate of \$0.060 for color copies. The per page costs would be fixed for the term of the contract.

**Recommendation:** That the KPPCSD Board of Directors authorize GM/COP Harman to enter into a contract with Smile Business Products for a five-year (60 month) fair market value lease for a new Sharp MX-5140N copier.



**SHARP MX-5141N COLOR DIGITAL IMAGER**  
**Sharp NJPA Contract #100312-SEC**

**Sharp MX-5141N Includes:**

- Digital Imager - 51 Pages per Minute Black & White, 51 Pages per Minute Color
- 150 Sheet Duplexing Single Pass Feeder (scans both sides of two sided documents in a single pass)
- **Network Color Printing and Color Scanning Standard**
- **"Compact PDF" Scanning Standard**
- **Large 10.1" High-Resolution Color Touch Screen Display with Tilt View**
- Tray-less Duplex Module
- **1200 x 1200 DPI Printing with Sharp's Micro-fine Toner Technology**
- **Award-Winning Retractable Keyboard – Simplifies Scanning Tasks**
- **Real-Time Image Preview with Flick, Tap & Slide Menu Navigation**
- **PIN Code Printing for Confidential Prints**
- 100 Sheet Multi-Purpose Bypass Tray
- **2 x 500 Sheet Paper Drawers Standard - Adjustable up to 11 x 17**
- Up to 110 lb. Index through Paper Drawers, **Up to 140 lb. Index through Bypass Tray**
- **320GB Hard Drive with Thumbnail Display for Document Filing**
- Scan to USB, Print from USB Standard – **USB port located on front panel of machine**
- Reduction and Enlargement 25% - 400%
- Auto-Exposure with **Photo Mode, Map Mode, Copy-of-Copy Mode & Light Original Mode**
- Book Copy, Edge Erase, Margin Shift, **Job Build, Copies Mixed Size Originals**
- Scan-Once-Print-Many Technology
- Web-based Device Management
- **Device Cloning for Easy Network Setup**
- **Security Features – 256 Bit Data Encryption and Up to 7x Data Overwrite, User Authentication, Account Codes, Confidential Printing, Port Management, SSL Encryption and IP/MAC Address Filtering**
- **Wireless/PC6/PCL5c/PS3 Printing Standard with available XPS Options**
- **Fully Customizable Home Screen**



**SHARP MX-5141N COLOR DIGITAL IMAGER**  
**Sharp NJPA Contract #100312-SEC**

**Equipment Pricing:**

- MX-5141N Digital Color Copier/Printer/Scanner
- MX-DE2 500 Sheet Paper Drawers (total of 3)
- MX-FNX9 Stapler Finisher
- MX-PNX1B Hole Punch Module
- AR-D5143NT Surge Protector (120V, ~~20AMP~~)
- 60 month FMV Lease=\$177.05, plus tax

**Options:**

MX-FR42U \*Data Security Kit: \$6.61 more per month  
(hard drive data encryption)

*\*Sharp's Data Security Kit allows for manual hard disk erase and up to 7x data overwrite.  
Price includes delivery and training. Delivery takes approximately 30 days.*

**All-Inclusive Maintenance Agreement Includes per Month**

Black & White-\$69.00 per month Includes 6,000 b/w Images with overages @ 0.0115  
 $\$69.00 \times 35\% \times 9\% = \$2.17$   $\$69.00 + \$2.17 = \$71.17$   $\times 60 \text{ months} = \$4,270.20$   
 Color-\$120.00 per month Includes 2,000 Images with overages @ 0.060  
 $\$120.00 \times 35\% \times 9\% = \$3.78$   $\$120.00 + \$3.78 = \$123.78$   $\times 60 \text{ months} = \$7,426.80$

*35% of the maintenance cost is taxable – base amount and overages. Choose monthly or quarterly billing.  
Maintenance includes all parts, labor and supplies (excludes paper and staples).*

**No price increases for 5 years.**

*Smile Guarantees a FOUR HOUR RESPONSE TIME on down equipment.*

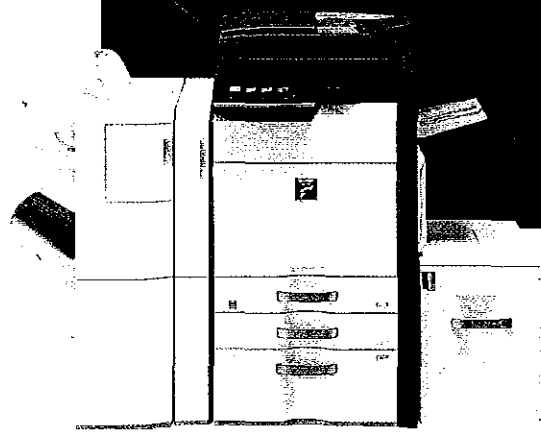
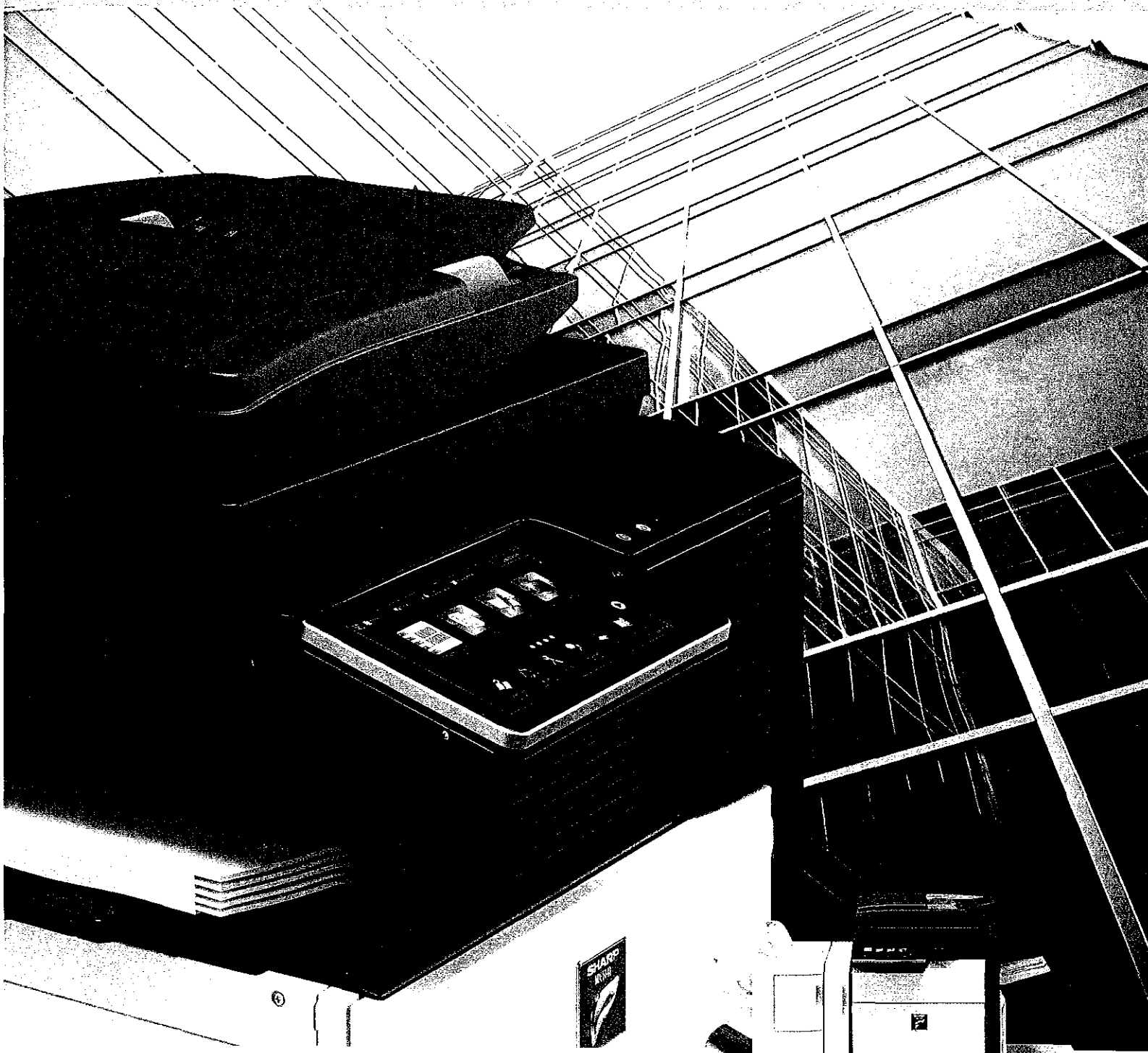
*If you have any questions, please contact Connie Smith at: (209)858-4410 ext. 12209 or [csmith@smilebpi.com](mailto:csmith@smilebpi.com)  
Please fax or email completed PO, Attn: Connie Smith to: (209)858-4407 or [csmith@smilebpi.com](mailto:csmith@smilebpi.com)*

**Please make P.O. out to:**

**Smile Business Products**  
**4525 Auburn Blvd.**  
**Sacramento, CA 95841**

# SHARP®

DYNAMIC PERFORMANCE WITH EXCEPTIONAL OPERABILITY



NEW MODEL MK-4100M  
NEW MODEL MK-5140P

The MX-4140N/4141N/5140N/5141N provides your business with the tools you need to gain the competitive advantage.

## FULL-COLOR LEDGER-SIZE WORKGROUP DOCUMENT SYSTEMS

Sharp's new MX-4140N/4141N/5140N/5141N color series document systems combine the efficiency of touch-screen menu navigation with robust multi-tasking workflow features that enable virtually any office to accomplish more in less time. A large 10.4" (diagonally measured) high-resolution, ultra-thin screen display offers on-demand real-time image preview with intuitive click-and-tap controls to help faster workflow documents are produced efficiently and without waste. This new series also offers many advanced features such as a fully customizable home screen, dynamic color monitor that provides features specific to color, and a full-size retractable keyboard for easy data entry. Plus with Sharp's advanced document coloration microfine toner technology and fine 1200 x 1200 dpi print resolution, this new series can help your business produce professional looking color documents in-house with no additional charge.

Quality that is also economical. The new MX-4140N/4141N/5140N/5141N

color series has been built on the latest Sharp iC3200

development platform, making

integration with network

applications and cloud services

easier than ever. And with Sharp's

industry leading security

platform with secure-to

256-bit data encryption and

overwrite protection, you can

rest assured that your intellectual

property is well protected.



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VERSATILE

MULTI-FUNCTIONAL

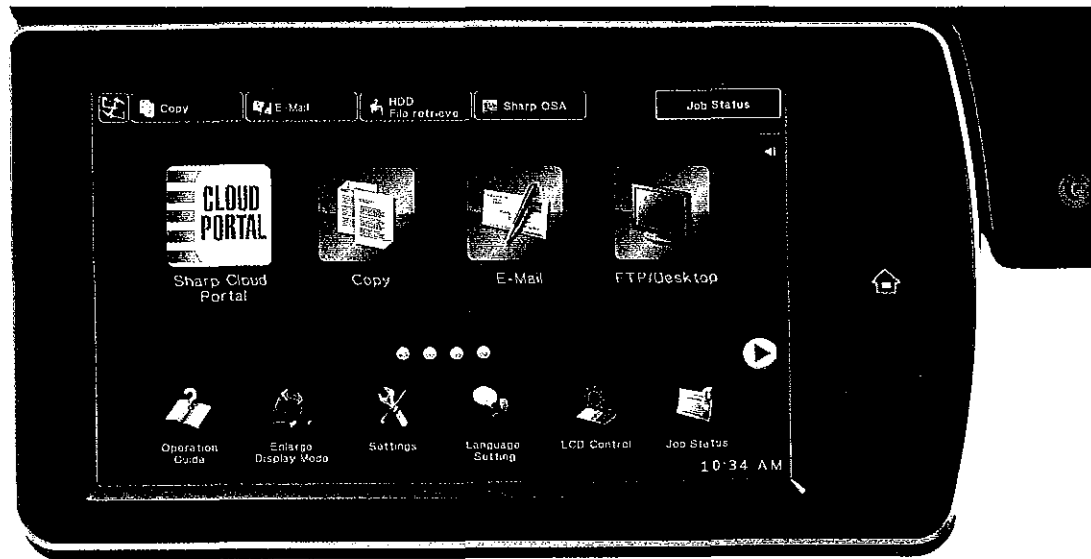
POWERFUL

MULTI-TASKING

INTUITIVE

Advanced features plus multi-functional capability allow you to meet tomorrow's document needs today.

- › Large 10.1" (diagonally measured) high resolution touch-screen display offers real-time image preview feature with flick, tap and slide navigation, and pinch-and-zoom capability to shrink and enlarge images
- › Fully customizable home screen feature enables users to add custom backgrounds and icons, change the display language and more
- › 2,000-sheet tandem paper drawer option expands maximum online paper capacity to 6,600 sheets
- › Flexible paper handling system feeds up to 80 lb. cover through the paper trays and up to 110 lb. cover through the bypass tray

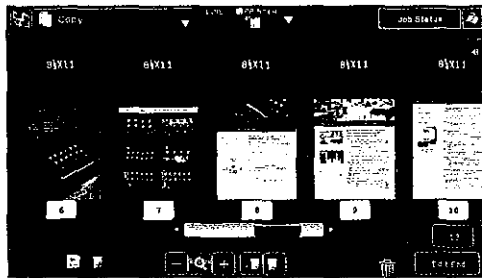


- › Scan both sides of a document in a single pass at up to 170 IPM with the standard 150-sheet duplexing document feeder (standard on the MX-4141N/5141N)
- › Compact PDF feature dramatically reduces the file size of scanned color documents, resulting in decreased network traffic and more efficient use of disk and cloud storage (standard on the MX-4141N/5141N).
- › Full-size, retractable keyboard allows quick, easy and accurate data entry (standard on the MX-4141N/5141N)
- › 1200 x 1200 dpi printing provides clear, crisp images even on jobs with fine detail
- › Network ready PCL®6 and true Adobe® PostScript®3™ printing systems with direct print function and available XPS option (standard on the MX-4141N/5141N)
- › Standard Wireless LAN connects to your network or allows users to print to and scan from the device via Sharpdesk® Mobile
- › Web Browser feature with built in PDF Viewer allows easy access to web-based information and applications (standard on the MX-5141N)
- › Supports the latest Sharp OSA development platform, enabling businesses to easily integrate with network applications and cloud services
- › Supports Sharp's award-winning security platform with standard 256-bit data encryption, up to 7 times overwrite protection, and convenient End-of-Lease feature

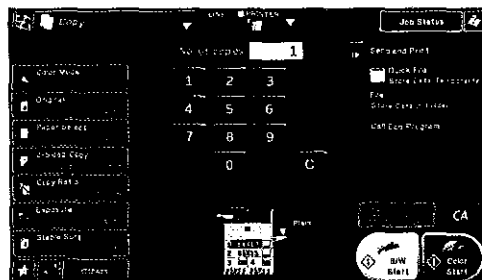
# REVOLUTIONARY MFP FEATURES TO STREAMLINE YOUR WORKFLOW



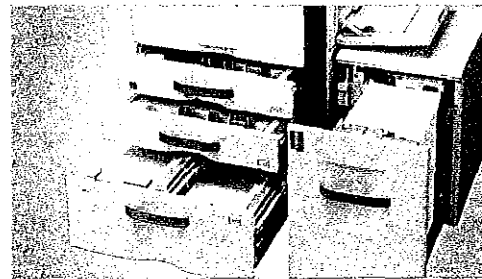
Full-size retractable keyboard simplifies data entry.\*



Easily edit documents in scan preview mode.



Intuitive copy screen shows options on the left and menu guidance on the right.



Available paper capacity stores up to 6,600 sheets.

## Flexible design to meet the needs of your environment.

### A Smart Touch-Screen Helps You Get Your Work Done Fast

The new MX-4140N/4141N/5140N/5141N color workgroup document systems feature a **10.1"** (diagonally measured) **high-resolution LCD** that goes beyond basic touch-screen menu navigation. With advanced features that include **flick, tap, slide, pinch and zoom**, you can quickly access the powerful functions of this new series. In addition, a **tilting display panel** provides enhanced accessibility. A built-in full-size retractable keyboard makes data entry quick and easy.\*

### Easily Check and Edit Your Original Document

Save time and help reduce waste by correctly executing your copy or scan job the first time. With Sharp's **real-time scan preview and edit** functions, you can quickly rotate or delete pages, insert blank sheets, remove artifacts, change the color mode, even check the staple position before executing your job. Dynamic action menus provide **feature-specific guidance**, so it is easy to determine your choices for each operation. For comprehensive, step-by-step instructions on any operation, simply open the **on-line user manual** and navigate to the feature you need.

### High Image Quality You Expect with the Performance You Need

The new MX-4140N/4141N/5140N/5141N color workgroup document systems utilize a powerful multi-tasking controller designed to quickly execute complex copy, print and scan jobs even in busy office environments. Plus, with print speeds of **41 and 51 pages per minute**, this new series can help elevate your office productivity to new heights. With **1200 x 1200 dpi** print resolution and Sharp's enhanced second-generation micro-fine toner technology, your business can produce professional looking color documents with breathtaking image quality.

### Flexible Configurations for Today's Unique Office Environments

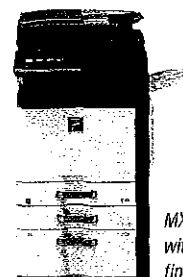
This new series offers a flexible paper handling system that includes an available 2,000-sheet tandem paper drawer. With **rugged paper tray handles** for easy access and available **on-line paper capacity for up to 6,600 sheets**, the machine is ready when you are. A standard 150-sheet duplex single pass feeder (on the MX-4141N/5141N), 100-sheet reversing single pass feeder (on the MX-4140N/5140N) combined with automatic trayless duplexing, electronic sorting and integrated offset stacking, allow you to complete even large jobs in a snap.

### Advanced Finishing Adds the Final Touch

This series offers a choice of **four high-performance finishers** that can give your documents a professional look and feel. Choose from a **compact inner finisher**, a floor-standing 1K **saddle-stitch finisher**, a 4K saddle-stitch finisher or a 4K stacking finisher. All finishers offer three-position stapling and an available 3-hole punch.



MX-5141N shown with saddle-stitch finisher and optional MX-LC11.



MX-5141N shown with compact inner finisher.

\*Standard on the MX-4141N/5141N.

Advanced technologies deliver outstanding output quality and flexible document distribution at your fingertips.

**Exceptional Print Quality with Professional Looking Output**

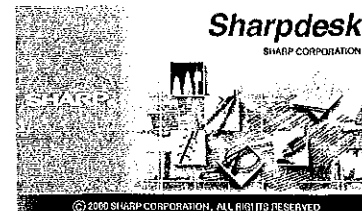
With the MX-4140N/4141N/5140N/5141N color series, your business can produce brilliant, high-color documents, as well as razor-sharp B&W documents. Plus, with **1200 x 1200 dpi resolution**, even documents with fine detail will look great! Easy-to-use print drivers allow you to set up complex jobs with just a few mouse clicks. The standard **Adobe® PostScript® 3™ driver** delivers extensive color control options, so you can manage color consistency right from your desktop. For even more flexibility, add the **optional XPS kit**. With Sharp's **advanced job retention** features, jobs can be stored on the hard disk drive to be reprinted again and again by walk-up users or from the embedded web page.

**Integrated Network Scanning**

With Sharp's powerful **ImageSEND** technology, you get one-touch distribution features that help centralize document workflow, reduce mail costs and save time. With **multiple destinations** including E-mail, Desktop, FTP, Network Folders (SMB and Home Directory), USB, Fax and Internet Fax, getting your document where it needs to go is as easy as pushing a button. High-volume workgroups will appreciate the **Send to Group** mode that allows users to broadcast to a mixed group of E-mail, Fax, and Internet Fax destinations for increased efficiency.\* Convenient **Scan to Me** function lets logged-in users send scanned files to their own E-mail address simply by pressing the Start button, eliminating the need to enter or select an address and thereby preventing documents from being sent to the wrong destination.

**Convenient E-mail Distribution and Document Management**

With Lightweight Directory Access Protocol (LDAP), there's no need to manually enter a recipient's complete E-mail address. Simply enter the first few characters and it automatically searches and displays a list of matching names. And with **Sharpdesk®** personal document management software and the available Sharp **OSA Network Scanner Tool (NST)**, users can easily organize their scanned documents and integrate them into everyday workflow.



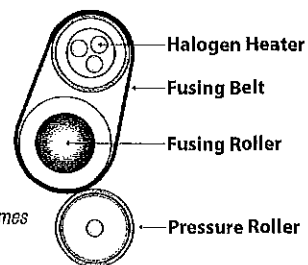
Sharpdesk personal document software

**Innovative Document Filing System for Easy Access**

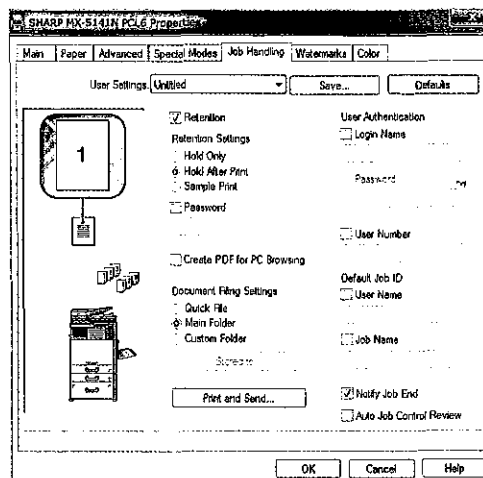
Sharp's easy-to-use **Document Filing System** provides a hard disk drive to **store frequently used files** like forms, templates and reports. With **thumbnail preview** mode, stored jobs can be located and retrieved quickly. An advanced backup system and PIN-access security helps ensure your files are safe. For critical environments, an optional **back-up hard disk drive** is available.

**Advanced Energy Saving Features**

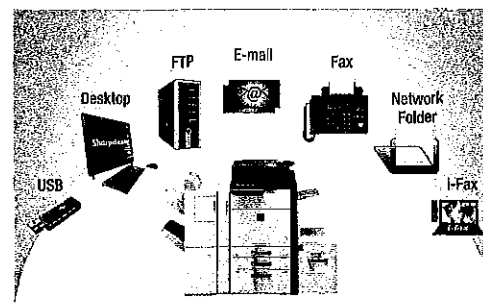
This new color series utilizes several energy efficient technologies to minimize power consumption and maximize energy savings. An **LED exposure lamp** reduces power significantly when compared to conventional exposure lamps. A customizable seven-day power management scheduler allows businesses to define the days and times when power will be turned on and turned off. Also, with Sharp's **Auto Power Management** function the MFP can be set to shut-off automatically based on usage trends. Sharp's **Eco-Scan** mode can **shut off the fuser** when scanning documents, previewing images, faxing and other operations. A state-of-the-art **belt fusing system** consumes less power, shortens warm-up time and helps eliminate roller marks sometimes caused by conventional fusing.



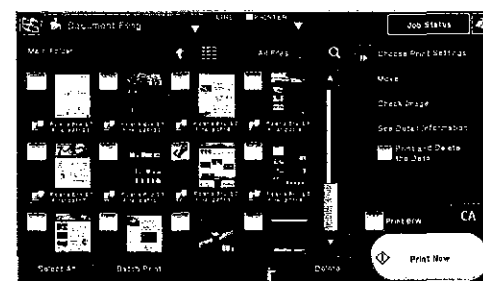
State-of-the-art belt fusing system consumes less power and shortens warm-up time.



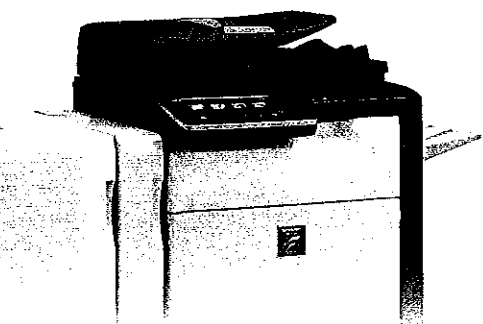
With Sharp's advanced job handling, you can retain print jobs on the hard drive for reprinting at a later date.



Sharp's integrated network scanning offers one-touch document distribution to multiple destinations.



Sharp's Document Filing System with thumbnail preview makes it easy to locate and retrieve stored jobs.



\*Some features require optional equipment.





## Streamline your document workflow and enhance productivity with Sharp OSA technology.

### **Integrating with Network Applications and Cloud Services Has Never Been So Easy**

With standard Application Communication and External Accounting modules, the MX-4140N/4141N/5140N/5141N color series offers **powerful document workflow capabilities** to help businesses leverage their network infrastructure, cloud-enabled services and more.\* While others are limited to a small circle of productivity, the Sharp OSA development platform allows businesses to leverage the power of their network applications, back-end systems, even cloud-enabled services, right from the touch-screen panel of this new series.

### **Save Time, Increase Efficiency**

You'll save time and increase the efficiency of everyday tasks with Sharp OSA technology because it can be virtually seamless to the user. Any MX-4140N/4141N/5140N/5141N anywhere in the organization can display choices that were once only available on a desktop PC. With **one-touch access** to business applications via Sharp OSA integration, you can start and finish a document distribution task without worry.

*\*Some features require optional equipment.*

### **Customized Integration**

Sharp OSA technology also provides **powerful customization**. With the ability to personalize applications and processes specific to your business, Sharp OSA technology can help eliminate redundancy and **streamline workflow**, helping to save time and **optimize productivity**. The latest version of Sharp OSA technology can reach beyond the firewall, enabling cloud-based applications over the Internet. And since Sharp OSA technology utilizes industry-standard network protocols such as SOAP and XHTML, third party software developers can deliver customized solutions to your business faster than ever.

### **The Convenience You Want with the Security You Need**

The MX-4140N/4141N/5140N/5141N color series with the Sharp OSA development platform is the logical choice for providing fast, **flexible access to documents and applications**...no matter where you are in the office. You also get the controlled access and tracking ability you require with tighter integration capabilities for network security and accounting applications.



## ADVANCED DEVICE MANAGEMENT TOOLS MAXIMIZE EFFICIENCY

The MX-4140N/4141N/5140N/5141N color series document systems enhance operational efficiency through versatile device management capabilities.



### **Sharp Remote Device Manager (SRDM)\***

Make management of your MX-4140N/4141N/5140N/5141N simple and straight forward with Sharp Remote Device Manager (SRDM). This easy-to-use software allows you to take control of the versatile system features and simplifies installation and management.

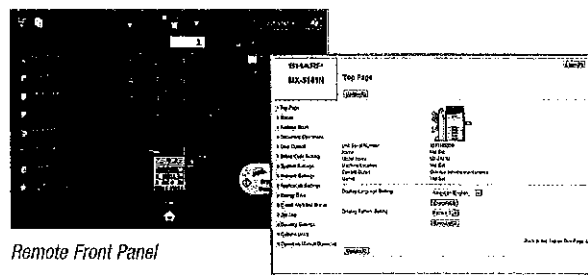
- With **Printer Status Monitor**, network users can view printer conditions, check paper levels, toner, and more, all through an easy-to-use interface.
- With Sharp Remote Device Manager, administrators can easily manage the setup, configuration, device settings, cloning and more. Advanced features such as **Remote Front Panel** allow administrators and support personnel to view and control the LCD panel of the machine remotely from virtually any PC on the network. Plus, with event-driven, real-time service alerts, administrators and supervisors can achieve higher productivity. Now it is easier than ever to view service logs, click counts, history reports and more.
- Experience the convenience of an **Embedded Web Page** right from your desktop. This advanced web-based management tool allows users to create and manage their own network scanning destinations, profiles and web-links. Administrators can access device settings, color control, account information and security settings.

### **Take Charge of Color Usage and Costs**

With Sharp's device management system, administrators and supervisors can **define user groups** on the MX-4140N/4141N/5140N/5141N to manage and restrict features, such as color copying, scanning or printing. Easily set up a custom user group to manage page counts (copy, print, scan or fax operations) for both color and B&W. This helps to simplify cost management of color imaging. The MX-4140N/4141N/5140N/5141N can store profiles for up to 1,000 users.

### **24/7 Training with My Sharp™**

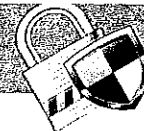
Managing all of the advanced features of your Sharp product is simple and easy. Ask your Authorized Sharp Dealer about the **My Sharp** website. This dedicated customer training website is customized to your MX-4140N/4141N/5140N/5141N and allows you to locate resources and find information specific to your configuration, truly helping you maximize your investment.



Remote Front Panel

Embedded Web Page

*\*Not available at time of launch.*



To help protect your data, the MX-4140N/4141N/5140N/5141N offers several layers of **standard security**, making Sharp the optimum choice to help protect employees' privacy and intellectual property.\* As a leader in office equipment security, Sharp makes it easy for virtually any business or government entity to safely deploy digital copying, printing, scanning and faxing.

## Authority Groups

Advanced account management enables administrators to set authority groups for access to features of the MX-4140N/4141N/5140N/5141N. Administrators can control which department, for instance, has full access to copying, printing, scanning and/or fax. Walk-up users enter a Code, Local Name and Password, or LDAP User Authentication to access the features assigned to their group.

## Data Overwrite and Encryption

To help protect your data, the MX-4140N/4141N/5140N/5141N can encrypt document data using **AES (Advanced Encryption Standard) 256-bit encryption**. The MX-4140N/4141N/5140N/5141N can also erase the temporary memory on the hard drive by overwriting the encrypted data up to seven times, offering an unprecedented level of assurance. A convenient **End-of-Lease** feature overwrites all data, including document filing, user data, job status, date and address book.

## Network Scanning Access Control

To help protect your network from unauthorized E-mail communications, the MX-4140N/4141N/5140N/5141N supports **User Authentication**, requiring users to login before performing any network scanning operations.

## Control Device Access Over the Network

To help restrict access to the device over the network, the MX-4140N/4141N/5140N/5141N offers IPsec, SMB and extended support for **SSL Encryption** (Secure Sockets Layer), **IP/MAC address** filtering, IEEE 802.1x authentication, protocol enable/disable and port management for maximum security.

## Documents Remain Confidential

The MX-4140N/4141N/5140N/5141N offers **Confidential Printing**, which when used, requires users to enter a PIN code in order to print a queued document. To help protect your direct-print documents from unauthorized viewing, the MX-4140N/4141N/5140N/5141N offers encrypted PDF printing and scanning. Additionally, **Secure Fax Release** ensures received fax documents are held in memory until an authorized user enters a PIN code, so that compliance with healthcare regulations such as the Health Insurance Portability and Accountability Act (HIPAA) is easier.

## Tracking and Auditing Information

Legislation and industry policies require companies to be more aware of information flow from their offices. Sharp offers both built-in and additional hardware/software which allows users to control, access and track usage of each device on the network.

## Data Security Kit (Optional)

For maximum protection, the optional data security kit offers additional features, such as Data Overwrite On-demand and at Power Up, Document Filing access control, Incorrect Password Lockout, Restricted Status Display and List Printing.

These scalable security offerings aim to protect your intellectual property, preserve confidential information and help your business to meet regulatory requirements such as HIPAA, and the Gramm-Leach-Bliley Act (GLB). For additional information visit: [www.sharppusa.com/security](http://www.sharppusa.com/security).

\*Some features require optional equipment and/or software.

## ENVIRONMENTAL COMMITMENT



### An Environmentally Responsible Approach to Product Design

The MX-4140N/4141N/5140N/5141N utilizes Sharp's advanced micro-fine toner technology, which offers a lower consumption rate and produces less waste than conventional toners, resulting in longer replacement intervals. Sharp supplies are packaged using fully recyclable materials. Long-life consumable parts help minimize service intervals and down time, resulting in lower operating costs. With two different energy saving modes, power can be reduced or shut off at set intervals. All Sharp document systems are ENERGY STAR® qualified and RoHS compliant to restrict the use of hazardous substances.

### Toner Recycling Program

As part of our commitment to helping preserve the environment, Sharp offers our customers zero-waste-to-landfill recycling for all Sharp consumables, including cartridges, bottles, toner collection containers and drum units. Sharp encourages customers to recycle their used Sharp toner cartridges in bulk by providing a pre-paid Recycling Kit for their return to our facility.

### Environmental Leadership

As a testament to our commitment to the environment, Sharp is a three-time winner of the ENERGY STAR annual Excellence in Energy Proficiency Product Design. Sharp is also a four-time winner of the SmartWay® Excellence Award, which recognizes companies for conserving energy and lowering greenhouse gas emissions in logistics and transportation. Sharp was also a previous recipient of the Excellence in Partnership Green Contractor Award and the Evergreen Award from the General Services Administration (GSA) and the Coalition for Government Procurement. These awards recognize environmentally responsible businesses and their efforts on recycling, waste reduction and affirmative procurement practices.

### Global Initiatives

Sharp is committed to environmental sustainability and corporate responsibility including planning, design, manufacturing, distribution and product end-of-life management. For more information about Sharp's environmental leadership including information about energy efficient products, electronics or toner cartridge recycling, please visit [www.sharppusa.com/environment](http://www.sharppusa.com/environment).

# MX-4140N/4141N/5140N/5141N SPECIFICATIONS

## Main Specifications

<b>MX-4140N/4141N/5140N/5141N</b>	Base models include multitasking controller, 100-sheet RSPF (MX-4140N/5140N)/150-sheet DSPF (MX-4141N/5141N), PCL*6 and Adobe® PostScript® 3™ printing systems, network scanning, auto duplexing, 2 x 500-sheet paper drawers, 100-sheet bypass tray. Black and color developer is included.			
Type	Color multi-function digital document system			
Display	10.1" (diagonally measured) color dot matrix high-resolution touch panel tilting display. 1024 x 600 dots (W-SVGA).			
Functions	Copy, print, network print, network scan, document filing and fax <sup>1</sup>			
Copy System	Dry electrostatic transfer/Dual component developer/Magnetic brush development/OPC drums/Belt type fusing/white LED exposure			
Originals	Sheets and bound documents			
Max Original Size	11" x 17"			
Copy Size	Min. 5 1/2" x 8 1/2", Max. 11" x 17" + 12" x 18"			
Copy Speed	41/61 ppm B&W/Color (8 1/2" x 11")			
Multiple Copy	Max. 999 copies			
First Copy Time	MX-4140N	MX-4141N	MX-5140N	MX-5141N
Seconds <sup>2</sup>	Black Color	Black Color	Black Color	Black Color
	Platen Glass 4.7	6.7	4.1	5.7
	Doc. Feeder 7.7	9.8	7.4	10.3
			7.0	8.8
			6.7	9.2
Warm Up Time	30 seconds or less <sup>3</sup>			
Magnification	25% to 400% in 1% increments (with document feeder 25%-200%)			
Original Feed	MX-4140N/5140N: 100-sheet RSPF/MX-4141N/5141N: 150-sheet DSPF with original size detection.			
Scan Speed	RSPF Copy/Scan: Up to 51 IPM <sup>2</sup> simplex/20 IPM duplex DSPF Copy: Up to 85 IPM <sup>2</sup> duplex (B&W/51 IPM simplex (Color) DSPF Scan: Up to 170 IPM <sup>2</sup> duplex (B&W/Color)			
Original Sizes	5 1/2" x 8 1/2", 8 1/2" x 11", 8 1/2" x 11" R, 8 1/2" x 14", 11" x 17"			
Paper Capacity	Standard: 1,100 Sheets/Maximum: 6,600 Sheets			
Paper Feed System	Standard: (2) 500-sheet paper drawer (letter/legal/ledger/statement size) and 100-sheet bypass tray (letter/legal/ledger/statement/envelope size). Optional: Single or double drawer paper deck (500 or 1,000 sheets), tandem paper drawer (2,000 sheets), letter/legal/ledger/statement size.			
Paper Weights and Types	Paper drawers: 16 lb. bond to 80 lb. cover. Other paper types include plain, pre-printed, recycled, pre-punched, letterhead and color paper. Bypass tray: 16-28 lb. bond (plain paper), 13-16 lb. bond (thin paper), 80-110 lb. cover (heavy paper), 20-24 lb. bond (Monarch/Corn-10 envelope), tab paper (letter). Also label paper, gloss paper, pre-printed, recycled, pre-punched, letterhead, color paper and OHP film.			
Duplexing	Standard automatic duplex copying and printing			
CPU	Up to 1.8 GHz multi-processor design			
Interface	RJ-45 Ethernet (10/100/1000Base-T), USB 2.0 (2 host ports, front and rear), USB 2.0 (1 device port, rear)			
Memory	Standard 4 GB copy/print (shared)/Hard Disk Drive: 320 GB			
Hard Disk Drive	320 GB			
Copy Resolution	Scan: B&W/Color: 600 x 600 dpi; Copy Output: B&W/Color: 600 x 600 dpi			
Color Modes	Auto Color Selection (ACS), Full Color Mode, Monochrome (B/W)			
Exposure Control	Modes: Automatic, Text, Text/Photo, Text/Printed-Photo, Printed-Photo, Photo, Map, Pale-Color Document. Settings: Auto or 9 step manual			
Halftone	256 gradations/2 levels (monochrome)			
Copy Features	Scan-Once Print-Many, electronic sorting, offset-stacking, Auto Color Selection (ACS), Auto Paper Selection (APS), Auto Magnification Selection (AMS), Auto Tray Switching (ATS), black-white reversal, blank page skip, book copy, book divide, card shot, center erase, centering, cover pages, dual page copy, edge erase, image edit, image preview, insert pages, job build, job programs, margin shift, mirror image, mixed size original, multi-page enlargement, original count, pamphlet style, proof copy, repeat layout, reserve copy, related copy, stamp, stamp custom image, suppress background, tab copy, tab-paper insertion, tandem copy, toner save mode, transparency inserts, watermark, 2-in-1/4-in-1/8-in-1 multi shot			
Account Control	Up to 1,000 users. Supports user-number authentication, login name/password or login name/LDAP password			
Output Tray	Main output tray (top): 400 sheets (face down); optional right side exit tray: 100 sheets (face down)			
Capacity	Flash ROM with local (USB), network update capability and firmware management			
Firmware	update 1 to N with SRDM (Sharp Remote Device Manager)			
Management	Web-based management/cloning with user/administrator level login			
Device Setup	Remote front panel, remote access to service logs and clock counts			
Service/Functions	Tilt front panel, adjustment of key touch sound and speed, concave key, document feeder free stop, job programs, remote front panel, universal grip for paper trays, and disable screen timeout			
Accessibility	International Energy Star Program Ver. 2.0, Canadian EcoLogo Program (CCO-035), Blue Angel (RAL-UZ171), European RoHS			
Standards	AC 100-127 VAC, 60 Hz, 16 Amps			
Power	1.92 kW or less			
Power Consumption	MX-4140N/5140N: Approx. 262 lbs./MX-4141N/5141N: 278 lbs.			
Weight	Approx. 25 1/2" (w) x 30" (d) x 38" (h)			
Dimensions				

## Network Printing System

PDL	Standard PCL* compatible 6, PostScript® 3™, optional XPS
Resolution	1200 x 1200 dpi
Print Speed	41/51 pages per minute (8 1/2" x 11")
Print Drivers	Windows XP, Windows XP x64, Windows Server® 2003, Windows Server® 2003 x64, Windows Server® 2008, Windows Server 2008 x64, Windows Vista®, Windows Vista x64, Windows 7, Windows 7 x64, Windows 8, Windows 8 x64, Windows Server 2012 x64, Windows PPD, MAC OSX® (including 10.4 to 10.8), all MAC PPD
Features	Auto configuration, bar code font printing, carbon copy print, chapter inserts, color adjustment settings, color mode, confidential print, continuous printing, custom image registration, different cover page/last page/other page, document control, document filing, duplex printing, electronic sorting, folding, form overlay, hidden pattern print, image rotation, image stamp, image type, job bypass print, job retention, layout print, margin shift, multiple pamphlet, network tandem print, N-up printing, offset stacking, page interleaving, pamphlet style, poster print, proof print, print and send, print mode, punching, stapling, tab paper print, tab printing, toner save mode, transparency inserts, tray status, user authentication, watermarks, zoom print <sup>1</sup>
Direct Printing	File Types: TIFF, JPEG, PCL, PRL, TXT, PDF, Compact PDF, Encrypted PDF, PostScript and XPS. Methods: FTP, SMB, Web page, E-mail and USB memory
Resident Fonts	80 outline fonts (PCL), 136 fonts (P5)
Interface	RJ-45 Ethernet 10/100/1000 Base-T, USB 2.0
Operating Systems	Windows Server 2003, Windows Server 2008, Windows XP, Windows Vista, Windows Systems 7, Windows 8, Mac OS X10.4, X10.5, X10.6, X10.7, X10.8, Novell® NetWare®, UNIX®, Linux® and Citrix® (XenApp 5.0, 6.0, 6.5) and Windows Terminal Services, SAP device types <sup>1</sup>
Network Protocols	TCP/IP (IPv4, IPv6, IPSEC) SSL (HTTP, IFF, FTP), SNMPv3, SMTP, POP3, LDAP, 802.1x for Windows and Unix. LPD and LPR for Unix. IPX/SPX® for Novell environments. EtherTalk®, AppleTalk® for Macintosh® environments. <sup>1</sup>
Printing Protocols	LPR, IPP, IPPS, PAF, Raw TCP (port 9100), FTP, POP3, HTTP, and Novell Pserver/Printer
Network Security	IP/MAC address filtering, protocol filtering, port management, user authentication and document administration <sup>1</sup>
Security Standards	IEEE-2600™-2008, DoD (NSTISSP) #11, CAC/PIV access control <sup>1</sup>
Network Scanning System	Standard: Color, monochrome, grayscale
Scan Modes	Standard: Color, monochrome, grayscale
Max Original Size	11" x 17"
Optical Resolution	600 dpi
Output Modes	600 dpi, 400 dpi, 300 dpi, 200 dpi, 150 dpi, 100 dpi
Image Formats	Monochrome: TIFF, PDF, PDF/A, Encrypted PDF, XPS Color: Grayscale, Color TIFF, JPEG, PDF, PDF/A, Compact PDF, Encrypted PDF, XPS; Internet Fax: TIFF-FX, TIFF-F, TIFF-S <sup>1</sup>
Image	Monochrome Scanning: Uncompressed, G3 (MH), G4 (MR/MMR)
Compression	Color/Grayscale: JPEG (high, middle, low) Internet Fax mode: MMR/MMR (option)
Scan Destinations	E-mail, Desktop, FTP, Folder (SMB), USB, Internet fax (option), Super G3 fax (option)
One-touch Destinations	Up to 2,000 (combined scan destinations)
Group Destinations	Up to 500
Programs	48 (combined)
Max. Jobs	Up to 100
Network Protocols	TCP/IP and SSL (includes HTTP, SMTP, LDAP, FTP, POP3), SMB, ESMTCP and 802.1x
Network Security Software	E-mail server user authentication for LDAP and Active Directory Sharpdesk® desktop personal document management software (1 user license included), Sharpdesk Mobile (download)

## B&W Super G3 Fax Kit (option)

Transmission Mode	Super G3, G3
Modem Speed	33.6 KBPS <sup>3</sup>
Compression	JBIG, MMR, MR, MH
Methods	Sheet fed simplex or duplex or book
Scanning Method	Sheet fed simplex or duplex or book
Max. Resolution	400 dpi
Transmit Speed	Approx. 2 seconds with Super G3/JBIG <sup>4</sup>
Auto Dialing	Up to 2,000 (combined scan destinations)
Group Dial	Up to 500 destinations
Inbound Fax Routing	Forwards received fax data to E-mail, FTP, SMB, Desktop, Fax, 1-Fax <sup>1</sup>
Long Originals	Up to 33 1/4" (for transmission)
Programs	48 (combined)
Memory	1 GB
Halftone	256 levels

## 1K Saddle Stitch Finisher (option)

Type	Console finisher with dual exit trays (mounts on left side of host machine)
Output Trays	Upper tray: Offset stack tray Lower tray: Book tray for saddle stitch
Output Capacity	1,000 sheets (letter/statement size) or 500 sheets (legal, ledger, letter)
Stapling	Up to 50 sheets (letter/statement) or 25 sheets (legal, ledger or mixed)
Output Delivery	Face down
Stapling Media	Plain paper, letter/legal/ledger size or mixed
Stapling Positions	1 front, 1 rear, or both
Saddle Stitch Function	Center stitch/center folding (2 staples)
Saddle Stitch	letter/legal/ledger paper sizes
Max. Sets	Up to 10 sets (11-15 sheets per set/15 sets per set)
Power	Approx. 70 W or less (MX-FN10)/138 W or less (MX-FN18)
Consumption	
Hole Punching	Optional three-hole punch unit MX-PNX5B (MX-FN10)/MX-PNX6B (MX-FN18)
Weight	Approx. 68 lbs. (MX-FN10)/Approx. 161 lbs. (MX-FN18)
Dimensions	MX-FN10 (with tray extended): Approx. 26" (w) x 25" (d) x 39" (h) MX-FN18 (with tray extended): Approx. 30" (w) x 25" (d) x 44" (h)

## 4K Stacking Finisher (option)

Type	Console stacking finisher with dual exit trays (mounts on left side of host machine)
Output Trays	Fixed position upper tray and offset stacking lower tray
Output Capacity	Upper tray: 1,550 sheets (letter size, non-stapled) Lower tray: 2,450 sheets (letter size, non-stapled)
Stapling	Three position; Up to 50 sheets (letter/statement)
Power Consumption	Approx. 140 W
Hole Punching	Optional three-hole punch unit MX-PNX6B
Weight	Approx. 97 lbs.
Dimensions	(MX-FN11): Approx. 20" (w) x 25" (d) x 43" (h)

## Optional Equipment

MX-DE21	Stand + 2,000-sheet Tandem Paper Drawer
MX-DE22	Stand/2 x 500 Sheet Paper Drawer
MX-DE23	Stand/2 x 500 Sheet Paper Drawer
MX-DS18	Deluxe Copier Cabinet
MX-LC11	Large Capacity Tray (requires MX-DS18/DE21/22/23)
MX-LT10	Long Paper Feeding Tray
MX-FNX9	Inner Finisher
MX-PNX1B	3-Hole Punch Unit (requires MX-FNX9)
MX-FN10	1K Saddle Stitch Finisher
MX-PNX5B	3-Hole Punch Unit (requires MX-FN10)
MX-FN11	4K Stacking Finisher
MX-FN18	4K Saddle Stitch Finisher
MX-PNX6B	3-Hole Punch Unit (requires MX-FN11/18)
MX-RB20	Paper Pass Unit (required for MX-FN10/11/18)
MX-SCX1	Staple Cartridge (5,000 staples) (requires MX-FNX9/FN10)
AR-SC2	Staple Cartridge (5,000 staples) (requires MX-FN11/18)
AR-SC3	Staple Cartridge (2,000 staples) (requires MX-FN10/18)
MX-TRX2	Right Exit Tray
MX-TU13	Center Exit Tray
MX-PUX1	XPS Expansion Kit
MX-FX11	Fax Expansion Kit
MX-FWX1	Internet Fax Kit
MX-PF10	Bar Code Font Kit
AR-SU1	Stamp Unit (requires AR-SV1 Stamp Cartridge)
AR-SV1	Stamp Cartridge
MX-KB11N	Keyboard (standard on the MX-4141N/5141N)
MX-EB11	Compact PDF Kit (standard on the MX-4141N/5141N)
MX-EB12N	Mirror Expansion Kit
MX-EC50	CAC Reader (requires Data Security Kit)
MX-AMX1	Application Integration Module
MX-AM10	Web Browsing Expansion Kit (standard on the MX-5141N)
MX-FR2U	Commercial Data Security Kit (not available at time of launch)
DVENDPS	Generic Vendor Interface Kit

## Supplies

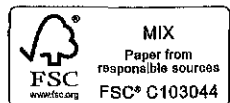
MX-51NTBA	Black Toner Cartridge
MX-51NTCA	Cyan Toner Cartridge
MX-51NTMA	Magenta Toner Cartridge
MX-51NTYA	Yellow Toner Cartridge
MX-51NVBA	Black Developer
MX-51NVSA	Cyan/Magenta/Yellow Developer
MX-31NRSA	Drum
MX-510HB	Toner Collection Container

<sup>1</sup> Some features require optional equipment. See your local dealer.

<sup>2</sup> May vary depending on product configuration, machine settings and operating and/or environmental conditions.

<sup>3</sup> Actual transmission time will vary based on line conditions.

<sup>4</sup> Based on Sharp Standard Test Chart with approximately 700 characters, letter size in standard resolution.



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To: KPPCSD Board of Directors  
From: GM/COP Harman and District Administrator Wolter  
Date: April 30, 2014

Re: New District Website

Background: At its December 2013 meeting, the KPPCSD Board adopted a set of goals and objectives.

Goal #5: "Develop a technology improvement operations plan for the district that can be implemented within the year 1 of the plan." Among the objectives: "Develop a plan including timeline and budget for the complete overhaul of the district website, including resource requirements, file aging, special needs bulletin board, and current 2013 graphics/photographs."

During the past few months, staff has solicited proposals from professionals to create a new District website. Of the proposals received, one stood out: one from Creatability. Creatability was recommended to the District by Rubiconn, the company that recently assisted the District with its computer upgrade.

On April 18, 2014, Paul Wakefield, one of Creatability's owners, came to the District office and made a presentation. A copy of his power point handout is attached. Also attached is a sample contract.

Mr. Wakefield recommended that the District upgrade its website from a Drupal-based system to one created using Wordpress. Wordpress would enable the District to continue to provide the flexibility, volume of information, and security protections it desires. Additionally, with minimal training, all staff would be able to upload information.

Currently, Sergeant Hui is the only staff member who knows how to upload information to the District's (Drupal) website. He has estimated that he spends approximately 10 hours per week uploading documents.

Lastly, Mr. Wakefield provided us with a list of references. Of the eight references provided, we had five responses. All five were extremely positive.

Mr. Wakefield estimates that he would be able to create a new website and train staff for an amount not to exceed \$7,500.

**Recommendation:** Should the Board wish to proceed with this project, that it authorize GM/COP to ask Creatability to prepare a contract for the Board to consider, for possible action, at a future Board meeting.

# Kensington Police Dept website development

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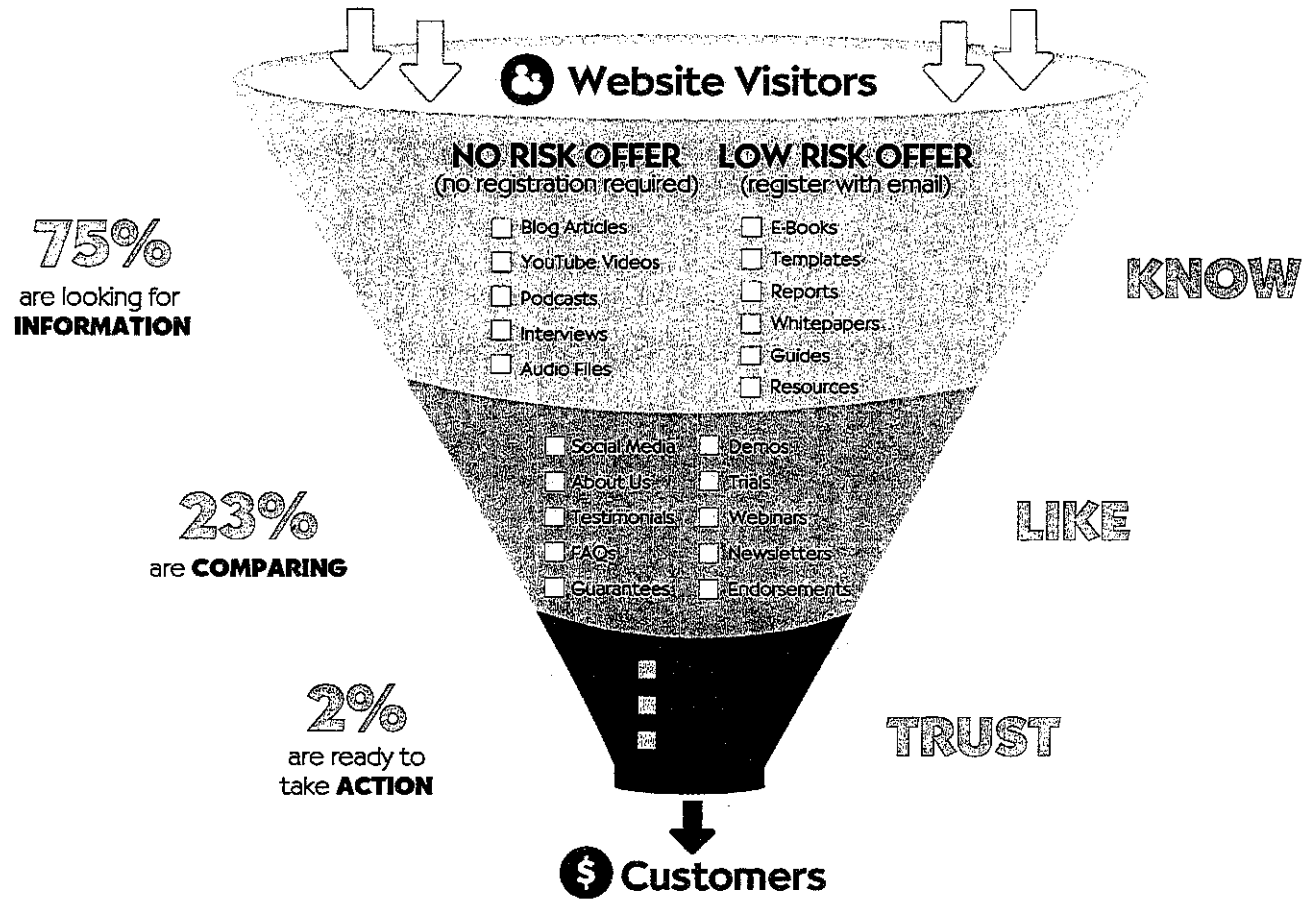
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# Content Marketing Checklist

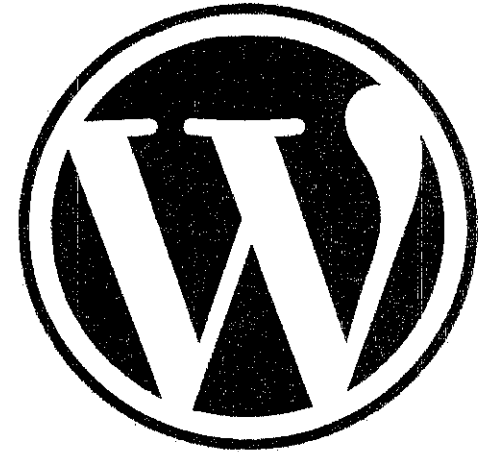


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# website development

various platforms are available

- majority of sites now developed by creatability are created using the standalone version of 'Wordpress'
- sites are developed on one of our development servers
  - this provides the client real-time access to see development
- if required we can provide website hosting / domain registration and other related services

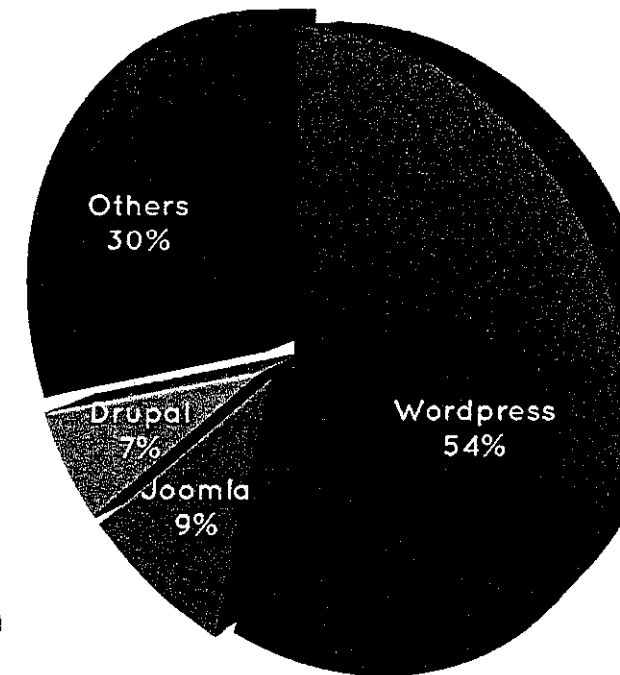




# why wordpress

## some interesting facts about wordpress

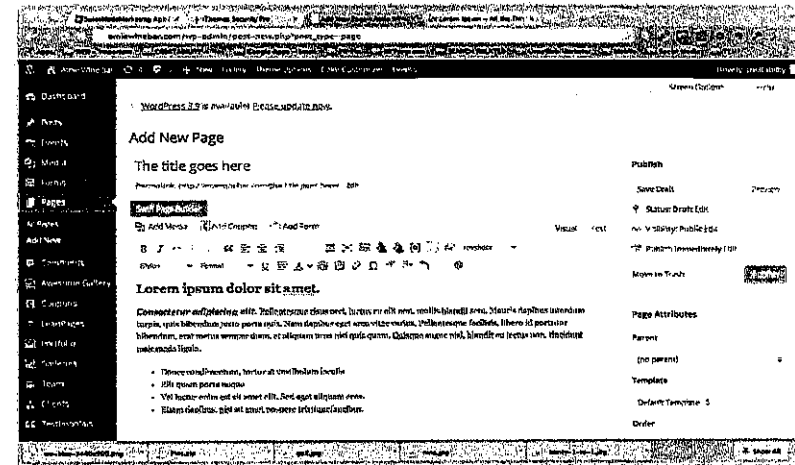
- it is the most widely used and popular CMS in existence
- as of March 2012 wordpress is used on over 72 million websites
  - 50% (over 35 million) websites use the standalone version
- in 2011, of the top 1 million websites in the world about 15% use wordpress : Honda, BBC Top Gear, The NFL, Harvard Law School, National Geographic, CNN, NASA.....
- almost 400M people view more than 3.6B wordpress pages/month
- 22 of every 100 new websites created in the US are created using wordpress



# editing wordpress

it's flexible, well supported, and easy to use

- can create different 'roles' for users with different access permissions: admin • editor • author • subscriber
- editing pages and posts uses a familiar interface it's very similar to MS Word
- we can provide training to users on how to do the basic editing - typically all that is required
- there is also a wealth of information available if users get stuck
- we also have a support site



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WordPress 3.9 is available! [Please update now.](#)

## Add New Page

The title goes here

Permalink: <http://amiewinebar.com/the-title-goes-here/> Edit

### Swift Page Builder

Add Media Add Coupon Add Form

Visual **Text**

b / link b-quote del ins img ul ol li code more close tags fullscreen

<h2>Lorem ipsum dolor sit amet.</h2>

<em><strong>Consectetur adipiscing elit.</strong></em> Pellentesque risus orci, luctus eu elit non, mollis blandit sem. Mauris dapibus interdum turpis, quis bibendum justo porta quis. Nam dapibus eget arcu vitae varius. Pellentesque facilisis, libero id porttitor bibendum, erat metus semper diam, et aliquam urna nisi quis quam. Quisque augue nisl, blandit eu lectus non, tincidunt malesuada ligula.

<ul>

- <li>Donec condimentum, tortor at vestibulum iaculis</li>
- <li>Elit quam porta neque</li>
- <li>Vel luctus enim est sit amet elit. Sed eget aliquam eros.</li>
- <li>Etiam dapibus, nisl sit amet posuere tristique faucibus.</li>

</ul>

Publish

Save Draft Preview

Status: Draft Edit

Visibility: Public Edit

Publish immediately Edit

Move to Trash

Publish

### Page Attributes

Parent

(no parent)

Template

Default Template

Order

Creates the HTML code for you

- Dashboard
- Posts
- Events
- Media
- Forms
- Pages
- All Pages
- Add New
- Comments
- Awesome Gallery
- Coupons
- LeadPages
- Portfolio
- Galleries
- Team
- Clients
- Testimonials



10/1

# security of wordpress

there are numerous attacks made on websites and wordpress is no exception

- wordpress is updated regularly as vulnerabilities are found
- measures can be implemented to increase the security of wordpress and make it more difficult to hack. Hackers usually move on to lower hanging fruit.
- we recommend regular backups of site framework and databases to allow easy restoration in the case of a problem



# security of 'vacation watch'

current solution has the vacation watch page on an SSL certificate

- propose to do the same - setup the wordpress site to use existing SSL certificate
- emails will be sent via SMTP server - if client receives the email over SSL as well, then it will be secure end to end.  
You must ensure your POP3 or IMAP server be configured to use SSL
- the form software we propose to use will store emails in the website backend as a backup.
- important that everyone who has access to the website backend use strong usernames and passwords



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- Online or Classroom** Flexible delivery for all learning programs
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Your Email \*

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Your Message \*

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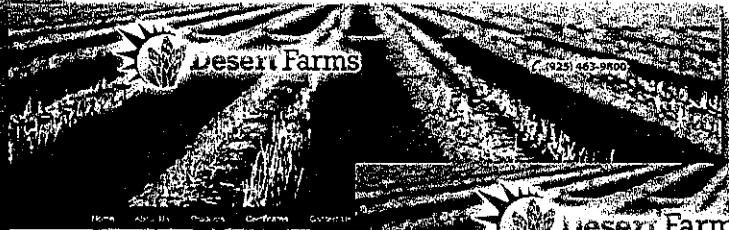
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## Welcome to Desert Farms

We are a grower owned company dedicated to the growing, packing and distributing of the finest quality fresh asparagus.

*"We strive to take the utmost care and safety in how we operate and the standards we adhere to"*

### Why Choose Us?



We are a grower owned company with experience in farming asparagus for over the last 30 years. Our fields are drip irrigated, with aquifer water from our private wells. Additionally, our asparagus is harvested and sent immediately to our facilities. We can pack to any specification you desire.

### Certificates



We strive to take the utmost care and safety in how we operate and the standards we adhere to. Some of the third party certifications we have employed include:

- GLOBAL G.A.P.
- Certified of Pesticide Residue
- GSI Traceability Standard
- Empresa Socialmente Responsable
- Customs-Trade Partnership Against Terrorism

### Health Benefits



Desert Farms asparagus offers the following health benefits:

- Asparagus is packed with antioxidants
- Eating asparagus may help protect against and fight certain forms of cancer
- It is loaded with nutrients including fiber, folate, vitamins A, C, E and K.
- Contains high levels of the amino acid asparagine, which serves as a natural diuretic

### About Us



Desert Farms is a grower owned company dedicated to the growing, packing and distributing of the finest quality fresh asparagus. We are a grower owned company with experience in farming asparagus for over the last 30 years. Our fields are drip irrigated, with aquifer water from our private wells. Additionally, our asparagus is harvested and sent immediately to our facilities. We can pack to any specification you desire.

We strive to take the utmost care and safety in how we operate and the standards we adhere to. Some of the third party certifications we have employed include:

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If you have questions or require more information please complete the form below.

Name \*  
 Email \*

- Who do you wish to contact?
- Sales - General Information
  - David Pineda Ruiz - Director of Operations
  - Eduardo Ponce - Financial Controller
  - Gerardo Virende Jr - General Manager
  - Ray Quintero - Sales

Subject  
 Message

### Main Office:



Desert Farms  
 4885 Chabot Dr. Suite 200  
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 Pleasanton, CA 94588  
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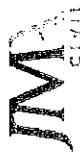


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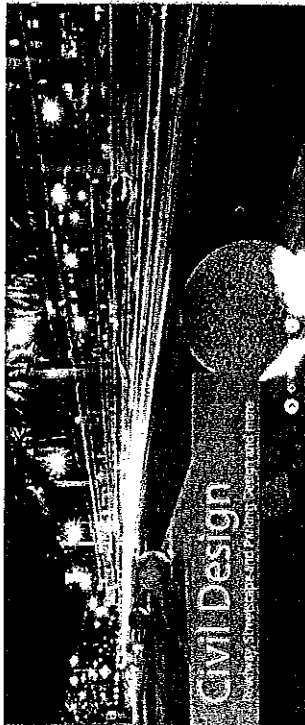
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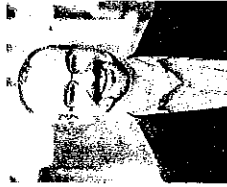
Our growing team of experienced professionals provides the most current software and design tools, and utilizes the latest project management software to provide each of our clients with a successful, timely project.

Our staff of project managers ensure that all projects are high quality and cost effective by selecting the appropriate team and project partners for each assignment.

Our CEO and principal engineer, Jim Marshall, PE, personally oversees the progress and success of every major project worldwide. Jim Marshall has delivered high quality engineering projects for both public agency and private industry clients since 1977. He is licensed in California and seven other states.

### JMA holds the following certifications:

- North American Transportation Engineering (NATE) - State of California
- State Licensed Professional Engineer (PE) - State of California
- Certified Professional Engineer (CPE) - State of California



Jim Marshall, PE  
Principal Engineer

### Company Information

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3775 Foothill Parkway, Suite 200  
Foothill, CA 92603  
Phone: 925-400-4355

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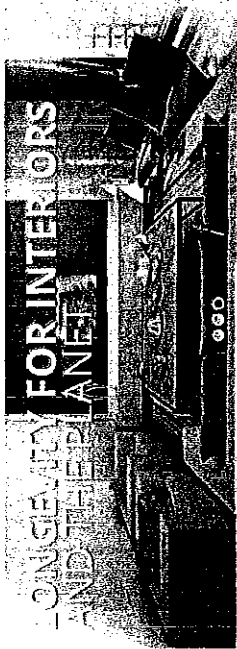
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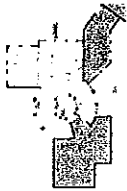
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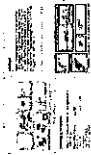
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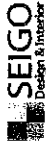
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### Engage: Why it Matters

Mobile marketing allows you to engage your customers where they are, on their terms. It's a powerful way to connect with your audience on their terms.

### Leverage: Why it Matters

Mobile marketing allows you to leverage your budget where they are, on their terms. It's a powerful way to connect with your audience on their terms.

**creatability** creative marketing solutions

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### Mobile Marketing Solutions

Mobile marketing allows you to reach your customers where they are, on their terms. It's a powerful way to connect with your audience on their terms.

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**ELISE J. DAGGS DDS**  
**FAMILY DENTISTRY**

Home | Cosmetic Dentistry Services | Responsive Design Web | Responsive Dentistry | Patient Information | Meet the Team | Contact Us

### The Perfect Family Dentist - Pleasanton, CA

We provide general restorative dentistry, preventive dentistry & cosmetic dentistry services you would expect to find at a dentist office in Pleasanton.

Our all female office has a real homey atmosphere, without the clinical feel of other surgeons. An important factor since we welcome children as well as the adults.

#### We welcome children as well as adults

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WHAT'S MORE HEALTH CARE?

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Interior Design

Combining Passion for Art and Flowers

Legal Stuff

- Home of UK
- Home of NY
- Home of FL
- Home of CA

Studio

Our studio is located at 10275 Avenida Vista # 8, San Ramon, CA 94583. We are open for appointments only.

Contact

Twigs & Ivy Studio  
10275 Avenida Vista # 8  
San Ramon, CA 94583  
Tel: (925) 255-1422  
E: info@twigsandivy.com

# TELEFUNKEN Semiconductors

TELEFUNKEN Semiconductors

Support - call us on 1 877-268-0581 Email support

Resources

- All Semiconductors
- All Semiconductors Catalog
- All Semiconductors Catalog
- All Semiconductors Catalog

Buy Products / Samples

- Distribution
- Distribution
- Distribution

Interfaze Products

- Standard CMOS (VLSI)
- High Speed CMOS (VLSI)
- Low Power CMOS (VLSI)
- BiCMOS
- High Voltage CMOS
- High Voltage BiCMOS
- High Voltage BiCMOS
- High Voltage BiCMOS

Power Management Products

- CMOS
- BiCMOS
- High Voltage CMOS
- High Voltage BiCMOS
- High Voltage BiCMOS
- High Voltage BiCMOS

Special Relays

- High Voltage CMOS
- High Voltage BiCMOS
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www.creatability.com  
Phone: +1(925) 241-4736 | e-mail: info@creatability.com



# development process

- start form agreed Statement Of Work  
clear specification of what will be done
- we set up a development site and  
install WP
- set a 'look & feel' for the site based on  
logo / preferred colors / users
- get approval
- transfer existing website content to  
new development site
- add / modify content as required
- client review
- development edited as required
- client review
- upon approval site is transferred to  
final web hosting
- sitemap files created and submitted  
to search engines for indexing
- sit and admire new site



# typical timeline

\* varies depending on complexity • delivery of content • review cycles  
• number of revisions

- based on a 50+ page website
- first draft for look & feel (without real content)      1-2 weeks
- adding content      3-4 weeks
- edits based on review      1 week
- taking site live and getting site indexed      1 week
  
- overall development time\*      6 - 9 weeks



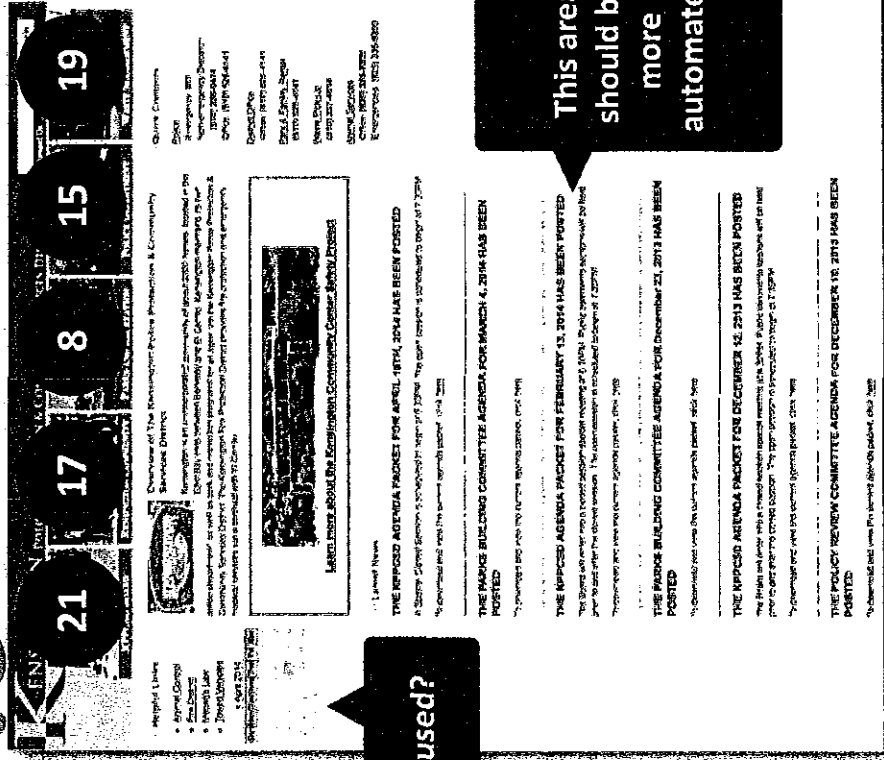
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# your site

current status

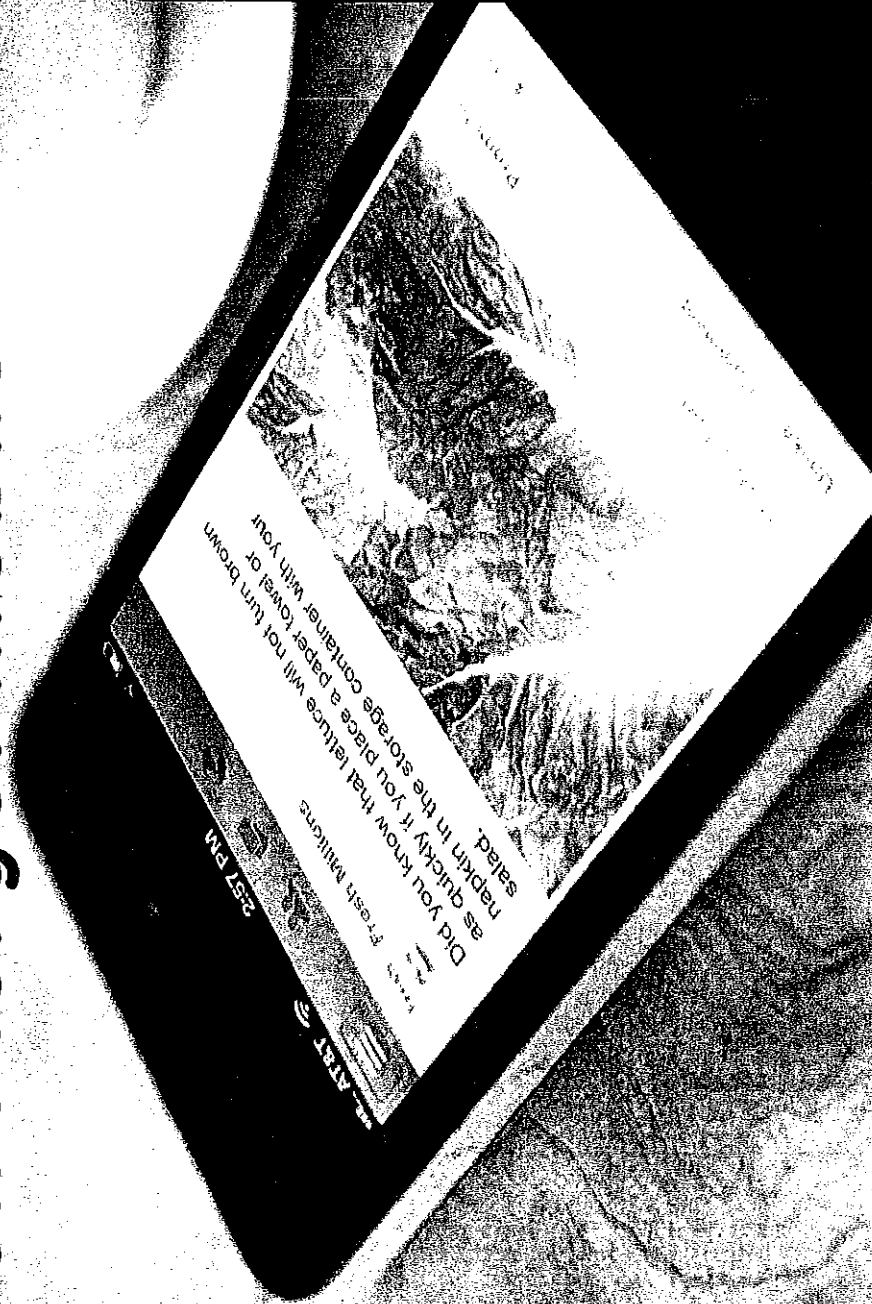
- built using Drupal
- has approx. 80 pages
- estimate there are over 200 downloadable files
- has a members area
- has an unused calendar



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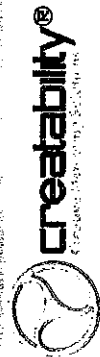


# don't forget mobile



There are now over 6 Billion mobile phones in use

- 50% of new cellphone sale in USA are smartphones
- 60% of local searches now done on a smartphone
- within 12 months more people will surf the web on a mobile device than a desktop / laptop
- over 543 million FB users access their accounts/ pages through mobiles



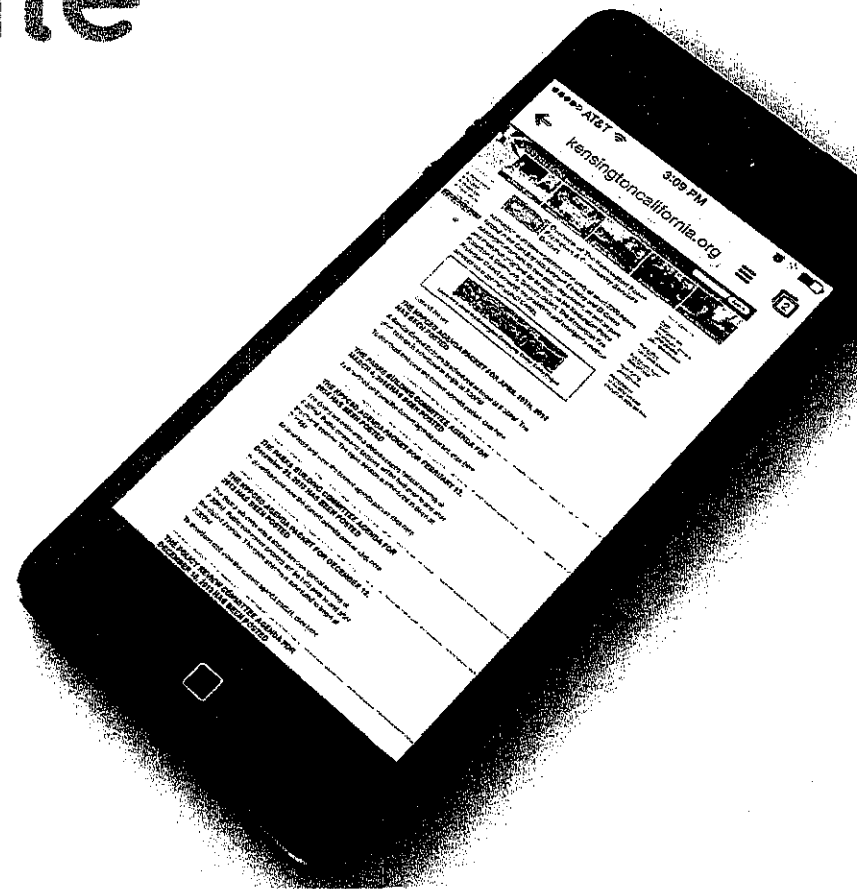
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# your site

## current status

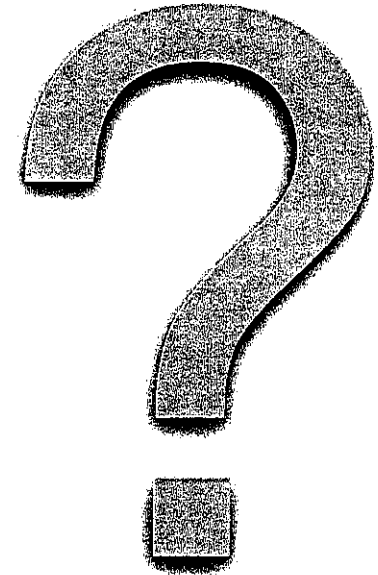
- does not work well on a smartphone
- we propose to create a responsive design  
i.e. scales and reformats to suit mobile devices  
smartphones / tablets / etc.



# other features?

what else do you foresee needing...

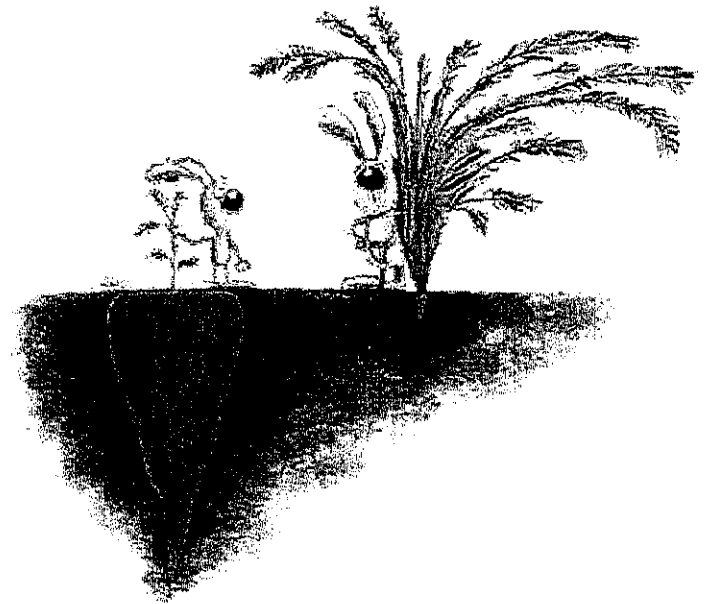
- photo gallery?
- video gallery?
- events calendar?
- blog?



# the creatability difference

why you should choose us...

- put the client first
  - understanding needs and budget
- stay up to date on latest techniques and issues
- no long term contracts but long term support
- strong creative and realistic marketing input
- not just websites but ALL aspects of internet marketing
- real-world optimization

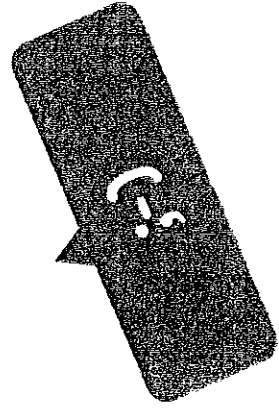


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**contact us**

**if you have questions!**





## Creatability LLC

4695 Chabot Dr., Ste 200  
Pleasanton, CA 94588

tel: 925 241 4736  
info@creatability.com  
www.creatability.com

# AGREEMENT FOR WEB DESIGN

**1. Authorization.** The client, [Client Name], authorizes Creatability LLC at 4695 Chabot Dr., Ste 200, Pleasanton CA 94588 to develop a website for [Client Name]. (herein referred to as the "client"). The client authorizes Creatability LLC to access client's web host server to upload and download files as needed from the client directory for the purposes of creating a website. The client authorizes use of client's logo and all brand identification in the creation of the website. The client also authorizes Creatability LLC to submit client's site to search engines and to any other directories requested by the client for marketing purposes. If necessary, the client authorizes Creatability LLC to purchase a domain, stock photography, and any other services or materials required for the express purpose of the creation of the client's website.

**2. Estimate.** The following is an estimate for services to be rendered. The initial fee required for Creatability LLC to begin work is **\$X**. Estimates are based on a flat rate fee of one hundred and twenty five dollars (\$125) per hour; time is rounded to the nearest quarter hour. Final fees and expenses shall be shown when invoice is rendered. The Client's approval shall be obtained in writing for any increases in fees or expenses that exceed the original estimate by 10% or more.

This proposal covers the development of [Client Name] website as described below.

<b>Project Task</b>	<b>Detail</b>	<b>Notes</b>
Initial Consultation	Up to 1 hour	
Domain Registration		N/A
Server & Email Setup		
Logo Mockups		
Stock Photography Purchase	First <b>X</b> included FOC	Additional: price varies
Development of site	Up to <b>X</b> pages	See page list below. Additional pages \$150/page
Adding Content Provided by Client		included - will use existing content as a starting point unless other content is provided.
Graphic Design activities	Description of any special graphics to be created	
Writing Copy Text		Additional fee applies -price on request
Interactive Elements (surveys, forms, etc.)	Up to <b>X</b>	
Additional features to be included	e.g. Photo gallery, video gallery, membership area, etc.	
Review of Site with Client		included
Number of Design Mockups	2 max	
Number of major Site revisions	2 max	
Number of minor Site revisions	<b>X</b> max	
Completion of Any Minor Changes		
Search Engine Submission	3	Submission to the 3 main search engines for indexing
Additional features	Add redirect to preserve existing backlinks and bookmarks	
<b>Total</b>	<b>\$X</b>	

Creatability LLC will not proceed with any work that would exceed the original estimated total until receiving signed, written approval from Client for the new estimated total.

## Proposed Web Pages to be Developed

1. Home
2. Page title
3. - sub-page title
4. - sub-page title
5. - sub-page title
6. - sub-page title
7. Page title
8. - - sub-page title
9. - sub-page title
10. - sub-page title
11. - sub-page title
12. - sub-page title
13. Page title
14. Contact (with form)
15. Terms of use \*
16. Privacy policy \*

\* Legal pages you must have on your site for credibility with the search engines (we can provide boilerplate text but we are not attorneys!!)

### Other notes:

1. Site would be developed on a platform such as WordPress to allow client content management
2. Design would be responsive - sizing automatically to various viewing options, desktop, tablet, smartphone.
3. A search function would be included to allow search for any term within the site.
4. A membership module would be included that would allow selected pages to be protected and only shown to members.
  - a. All support features such as lost password, registration, login etc would be provided.
5. Need to know if the membership area will be a paid membership, by invitation, or open to all registrations.



### **Additional Related Services**

As an online marketing agency we can provide a number of related services including:

- Search Engine Marketing
  - Search Engine Optimization
  - Paid search campaigns
- Social Media marketing
  - LinkedIn, Facebook, Twitter, and others.
- Graphic Design
  - creation of customized graphics for website and other marketing materials.
- Lead Generation
  - custom landing pages for advertising campaigns
- Video Marketing
  - production of videos for ranking purposes
  - ranking campaigns on Google etc.
  - *Examples and rankings available on request.*
- Video Production
  - full service video production from copywriting to production to post production editing.
  - Ideal for testimonials, product demonstrations, etc.

Fees available on request.

**3. Completion.** Creatability LLC will submit final website to Client for approval in writing. Creatability LLC will submit final website to search engines when both Client and Creatability LLC agree that website is ready for submission to search engines and directories.

Time required to make changes to website after Creatability LLC has already received final Client approval of the website will be added to the final bill. If Client has already received the final bill, time required to make changes to website after Client approval will be submitted to Client as a separate bill.

**4. Payment Terms.** A 50% deposit is required prior to any commencement of work. The deposit is non-refundable. Payment for work done through the time of invoicing is due upon receipt of invoice. Until payment is received in full, Creatability LLC owns the website created. Once Creatability LLC has received payment in full, the website ownership is transferred to the Client.

**5. Default in Payment.** The Client shall assume responsibility for all collection of legal fees necessitated by default in payment.

**6. Expenses.** The Client shall reimburse Creatability LLC for all expenses arising from this assignment, including the payment of any sales taxes due on this assignment.

**7. Deadlines.** Creatability LLC agrees to have Client's website completed no later than X weeks\* after execution of this contract and receipt of deposit.. This deadline can be reached only if the Client has provided all necessary graphics and text content to Creatability LLC within X weeks\* of contract execution. Creatability LLC shall not be held responsible for delays to site development arising out of Client's delays in providing graphics and text to Creatability LLC.

If website is not completed in six months due to lack of Client assistance, Creatability LLC may close the project and bill Client for work completed at \$125 per hour, or, Creatability LLC will create a website using all content that has been provided, and send a final bill for work completed to meet the project deadline.

**8. Copyright.** The Client represents that all website content including logos, trademarks, photos, illustrations, audio, video, and written content provided to Creatability LLC are owned by the Client, or the Client has received explicit permission for use, and do not violate United States copyright law. Client has also received permission from all individuals photographed to be shown on the web. Each person in photos going online understands that their face will be seen on the Internet. Any names and contact information placed on the website also have been provided with consent from each individual. Client agrees to indemnify and hold Creatability LLC harmless against all claims, including but not limited to claims of copyright or trademark infringement, violations of the rights of privacy or publicity or defamation, arising out of use of the work.

**9. Ownership of Copyright.** Parties acknowledge and agree that the client retains all rights to copyright in the subject material submitted to Creatability LLC for use on the project.

**10. Ownership and Return of Artwork.** All content created by Creatability LLC and/or their subcontractors for the Client are the property of the Client. Client hereby grants to Creatability LLC the right to use the work for demonstration of past work performed via portfolio or advertising.

**11. Cancellation of Work.** In the event of cancellation of this assignment, ownership of all copyrights and any original artwork shall be retained by the designer.

**By Client:** Client may cancel work on the website at any time by submitting notice to Creatability LLC via certified mail. Creatability LLC will halt work upon receipt of certified letter from Client requesting cancellation. At that time, Client will be responsible for paying for all work completed prior to Creatability LLC's receipt of cancellation request. Work completed shall be billed at an hourly rate of \$125 per hour. If, at the time of request for refund, work has been completed beyond the amount of work paid for by the initial payment, the Client shall pay for work completed.

**By Creatability LLC:** Creatability LLC reserves the right to refuse service and cancel a website project if necessary, in which case, the balance of the initial payment will be returned to Client after all applicable fees have been deducted for work completed. Creatability LLC may cancel project for any reason they deem necessary, including but not limited to Client not providing necessary information, text and graphics in a timely fashion to Creatability LLC.

**12. Internet Access.** Access to the internet will be provided by a separate Internet Service Provider (ISP) to be contracted by the Client and who will not be a party to this agreement.

**13. Other Electronic Commerce Business Relationships.** The Client understands that the web host, credit card processing services and any other businesses not owned by Creatability LLC are not parties to this contract and are separate business entities from Creatability LLC. The Client understands that Creatability LLC has no control over functionality or availability of website due to the actions or inaction of the web host server, credit card processing, online banking and any other business services the Client uses to transact business over the Internet outside of Creatability LLC. Creatability LLC makes no representations, warranties or guarantees for any recommendations of other Internet business partners.

**14. Progress Reports.** Creatability LLC shall contact or meet with the Client on a mutually acceptable schedule to report all tasks completed, problems, encountered, and recommended changes relating to the development and testing of the website. Creatability LLC shall inform the Client promptly by telephone or email upon discovery of any event or problem that may significantly delay the development of the work.

**15. Creatability LLC's Guarantee for Program Use.** Creatability LLC guarantees to notify the Client of

any licensing and/or permissions required for art-generating/driving programs to be used.

**16. Changes.** The Client shall be responsible for making additional payments for changes in original assignment requested by the Client. However, no additional payment shall be made for changes required to conform to the original assignment description. The Client shall offer Creatability LLC the first opportunity to make any changes.

**17. Testing and Acceptance Procedures.** Creatability LLC will make every good-faith effort to test all elements of the website thoroughly and make all necessary corrections as a result of such testing prior to handing over the deliverables to the Client. Upon receipt of the website, the Client shall either accept the website and make the payment set forth herein or provide Creatability LLC with written notice of any corrections to be made and a suggested date for completion, which should be mutually acceptable to both Creatability LLC and the Client.

**18. Sole Agreement and Amendment.** This contract constitutes the sole agreement between Creatability LLC and the Client and hereby voids any prior agreements, written or verbal. This agreement may be amended, in writing, by both parties at any time.

**19. No Guarantees.** Creatability LLC makes no representations or guarantee as to the amount of traffic to the Client's site or interest generated in the Client's site. Creatability LLC makes no representations and does not guarantee an increase in Client sales, nor does Creatability LLC promise top listing in any search engine or directory. Creatability LLC will use her best efforts to perform under the contract, and makes no representation or guarantee that the site will be accessible by all browser and operating systems.

**20. Electronic Commerce Law.** The Client agrees that the Client is solely responsible for compliance with federal and/or state laws regarding any electronic commerce conducted through their website and will hold harmless Creatability LLC and her subcontractors from any claim, causes of action, penalty, tax, and/or tariff arising from the Client's use of electronic commerce.

**21. Confidentiality.** Creatability LLC understands that she will be working with confidential Client information and will only release this information to parties directly involved in website creation. Client authorizes designer to release information to third parties requiring access for site creation. This includes, but is not limited to, website and email address userids and passwords, trade information, and banking information should the Client request online shopping. Upon website completion, Client will change any banking passwords Creatability LLC has had access to. If Client chooses not to retain Creatability LLC for website maintenance, Client will change ftp, email, and any other passwords Creatability LLC has had access to. Client will hold Creatability LLC harmless should breach of security occur if Client has not changed business passwords.

**22. Security.** Creatability LLC will make reasonable attempts to protect the integrity of the Client

website. This includes patching any third party software, such as Content Management Systems, used on the Client's site. However, as this software is not created by Creatability LLC, the designer can not be held responsible for security flaws by the software creators. As no software or server is 100% safe from security breach, the Client understands that the designer can not be held accountable for all security breaches should they occur. Further, Creatability LLC is not held accountable for patching any software that has been installed to the site without Creatability LLC's knowledge.

Creatability LLC will make updates and changes to the site, and provide information regarding the website to the Client and up two of Client's designees (herein referred to as the "points of contact"). Should any other employee or member of the Client's organization contact Creatability LLC regarding the website, the designer will contact one or all of the three designated points of contact with the issue. Client shall notify Creatability LLC of Client's designees in writing, and shall identify them by name, email address and phone number. Any email requesting changes to the site or information from the site that is not from a point of contact email on file will be referred to a current point of contact. Points of contact may be changed at any time during the maintenance of the site, provided notice is made to the designer in writing from a designated contact email.

The Client will also provide an emergency contact and phone number should there be an emergency requiring input from the Client.

**23. Accessibility, Usability, Cross-Platform Issues.** The designer will do their best to make sites as accessible, useable, and cross-platform as possible. Client understands that some site features will cause a website to not meet these standards 100%. The Client understands that no website will look and function identically all browsers and operating systems and that any attempt to do so is futile.

Client will be informed if features requested by the Client will negatively impact website accessibility, usability, and cross-platform use. Client agrees to indemnify and hold Creatability LLC harmless against all claims with regard to these matters.

**24. Continuing Website Maintenance and Promotion.** No agreement for continuing website maintenance and promotion is contained in this contract. No website maintenance or promotion will be performed by designer unless all parties reach an agreement to do so and all parties sign a website maintenance or website promotion agreement.

**25. Unauthorized Use and Program License.** The Client will indemnify Creatability LLC against all claims and expenses arising from uses for which the Client does not have rights to or authority to use. The Client will be responsible for payment of any special licensing or royalty fees resulting from the use of graphics programs that require such payments.

**26. Warranty of Originality.** Creatability LLC warrants and represents that, to the best of her knowledge, the work assigned hereunder is original and has not been previously published, or that consent to use has been obtained on an unlimited basis; that all work or portions thereof obtained through the undersigned from third parties is original or, if previously published, that consent to use has been obtained on an unlimited basis; that Creatability LLC has full authority to make this agreement; and that the work prepared by Creatability LLC does not contain any scandalous, libelous, or unlawful

matter. This warranty does not extend to any uses that the Client or others may make of Creatability LLC's product that may infringe on the rights of others. CLIENT EXPRESSLY AGREES THAT IT WILL HOLD Creatability LLC HARMLESS FOR ALL LIABILITY CAUSED BY THE CLIENT'S USE OF Creatability LLC'S PRODUCT TO THE EXTENT SUCH USE INFRINGES ON THE RIGHTS OF OTHERS.

**27. Limitation of Liability.** Client agrees that it shall not hold Creatability LLC or her agents or employees liable for any incidental or consequential damages that arise from Creatability LLC's failure to perform any aspect of the work in a timely manner, regardless of whether such failure was caused by intentional or negligent acts or omissions of Creatability LLC or a third party. Furthermore, Creatability LLC disclaims all implied warranties, including the warranty of merchantability and fitness for a particular use.

**28. Acceptance of Terms.** The signature of both parties shall evidence acceptance of these terms.

**29. General Matters.** This Agreement shall be governed by the laws of the state of California and shall be construed in accordance therewith.

No provision of this Agreement may be waived, except by an agreement in writing by the waiving party. A waiver of any term or provision shall not be construed as a waiver of any other provision.

This Agreement shall be binding upon the parties, their successors, and assigns.

This Agreement may be amended, altered, or revoked at any time, in whole or in part, by the written agreement of the parties hereto.

Throughout this Agreement, the singular shall include the plural, the plural shall include the singular, and the masculine and neuter shall include the feminine, wherever the context so requires.

The headings of Paragraphs are included solely for convenience of reference. If any conflict between the headings and the text of this Agreement exists, the text will control.

If any provision of this Agreement is declared by a court of competent jurisdiction to be invalid for any reason, such invalidity shall not affect any other provision of this Agreement. On the contrary, such remaining provisions shall be fully severable, and this Agreement shall be construed and enforced as if such invalid provision had never been inserted in this Agreement.

Any notice required to be in writing under this Agreement shall either be sent by certified mail, return receipt requested, or by personal delivery, or by fax, or by email and shall be considered as received from the party delivering such notice as of the date of the signing of the return receipt in the case of certified mail or upon the date of the signing of a receipt upon delivery in the case of personal delivery.

The undersigned agrees to these terms on behalf of his or her organization or business. The undersigned represents that he/she is fully authorized to sign this agreement on behalf of the organization or business represented, and that the business entity represented is bound by this agreement.

**Developer**

Organization	Creatability LLC
Organization Representative	Paul Wakefield
Signature	
Date	

**Client**

Organization	[Client Name]
Organization Representative	
Signature	
Date	

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