

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

AGENDA

A Regular meeting of the Board of Directors of the Kensington Police Protection and Community Services District will be held Thursday, July 23, 2009, 7:00 P.M., at the Community Center, 59 Arlington Avenue, Kensington, California.

Note: All proceedings of the Regular meeting will be tape recorded.
Please note the new start time of 7:00 PM.

Roll Call
Public Comments
Board Member/Staff Comments

DISTRICT – OLD BUSINESS

1. Board action to select KPPCSD Board Vice President. This item is the second portion of New Business Item # 1 that was carried over from the July 9, 2009 meeting following the election of Chuck Toombs as Board President.

DISTRICT - NEW BUSINESS

1. Discussion for adoption Resolution 2009-09, a resolution of the Board of Directors of the Kensington Police Protection and Community Services District, establishing the appropriations limit applicable to the district during Fiscal Year 2009-2010.
2. Discussion for possible action- Summary of Recommendations of the Brown Taylor September 2007 Report. Including the recommendation: "A District process be established to conduct exit interviews for employees leaving District employment and that the findings be reported quarterly to the General Manager and the Board". This item was submitted by Director Kimball and held over from the July 9, 2009 meeting.
3. Discussion for possible action the appointment of a negotiating team and possible District representative for the KPOA contract expiring on June 30, 2010. This item was submitted by Director Wright and held over from the July 9, 2009 meeting.
4. Discussion for possible Board action to require the General Manager to submit a balanced budget for review and possible adoption as an amendment to the 2009/2010 Budget. This item was submitted by Director Kosel and held over from the July 9, 2009 meeting.
5. Discussion for possible action a resolution that the District desires to provide fair total compensation for officers at the median of the Ralph Anderson Similar Cities Study. This item was submitted by Director Kosel and held over from the July 9, 2009 meeting.
6. Discussion for possible action Board authorization to reschedule Board meetings to the 2nd Tuesday of the month to be able to use the main conference room. This item was submitted by Director Toombs and held over from the July 9, 2009 meeting. This would be an amendment to existing Policy and as such, would require two readings and approval by four Directors before adoption.

ADJOURNMENT

General Information

Accessible Public Meetings

NOTE: UPON REQUEST THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT WILL PROVIDE WRITTEN AGENDA MATERIALS IN APPROPRIATE ALTERNATIVE FORMATS, OR DISABILITY-RELATED MODIFICATION OR DISABILITIES TO PARTICIPATE IN PUBLIC MEETINGS. PLEASE SEND A WRITTEN REQUEST, INCLUDING YOUR NAME, MAILING ADDRESS, PHONE NUMBER AND A BRIEF DESCRIPTION OF THE REQUESTED MATERIALS AND PREFERRED ALTERNATIVE FORMAT OR AUXILIARY AID OR SERVICE AT LEAST 10 DAYS BEFORE THE MEETING. REQUESTS SHOULD BE SENT TO:

DISTRICT SECRETARY STEPHANIE FRIES
COMMUNITY SERVICES DISTRICT, 217 ARLINGTON AVE., KENSINGTON, CA 94707
POSTED: Public Safety Building-Colusa Food-Library-Arlington Kiosk- and at www.kensingtoncalifornia.org
Complete agenda packets are available at the Public Safety Building and the Library.

STAFF REPORTS

Date: July 13, 2009
To: KPPCSD Board of Directors
From: General Manager Greg Harman
Subject: 3020 Policy Revision

On July 9, 2009, at the Regular Meeting of the KPPCSD Board, during discussions regarding the Board directing the General Manager to provide a copy of the approved 2009/2010 Budget for the directors and making it available on line, Joan Gallegos had informed Director McLaughlin that per Board Policy 3020.5, a vote of at least four Board members was required to pass a deficit budget. Since the 2009/2010 Budget has an anticipated shortfall, and it passed by a vote of three to two at the June 25th Board meeting, it did not meet the “at least four votes” as asserted by Joan Gallegos.

I was then directed by the Board to check with legal counsel and determine what our next course of action should be.

Before doing so, I first pulled my copy of the KPPCSD Board Policy manual and looked up Policy Section 3020, “Budget Preparation”. I noted that the manual contained only Sections numbered 3020.1 through 3020.4 and that there is no Policy number 3020.5. See Exhibit A.

I then reviewed the KPPCSD Policy Document Version Table in my Policy Manual and noted that there was no notation of Policy 3020 having been revised following its adoption in 1998. See Exhibit B

I then reviewed the KPPCSD Draft Policy & Procedures Manual, dated February 29, 2008, that Director Kimball prepared and passed out for director review and possible implementation in 2008. In this draft version of the Policy Manual, under Section 3020, the following policy is listed;

“3020.5 Beginning with the 2009/2010 budget year and continuing thereafter, a budget that projects the use of unallocated reserves may only be adopted with the approval of at least four Board Directors”. See Exhibit C

Recalling discussions regarding this policy revision, I reviewed the agendas and minutes for the years 2008 and 2009.

The Agenda of February 14, 2008, New Business Item # 2, states, “Discussion of Board Director Bill Wright’s proposal for resolution that would provide for a balanced budget beginning with the 2009/2010 fiscal year’s budget.” See Exhibit D

The minutes of the February 14, 2008 meeting indicate that following a discussion, Director Wright amended his motion and that Director McLaughlin said that, “The motion should be sent to the Policy Committee (Director Kimball) to work out the details and brought back to the Board at the next meeting”. See Exhibit E

At the March 13, 2008 KPPCSD meeting, New Business Item # 2 was, “Discussion for possible action the modification of District Policy Manual 3020, Budget Preparation to include a proposed annual budget that projects the use of unallocated reserves may only be adopted with the approval of at least four Board Directors, (First Reading). See Exhibit F

The minutes of the March 13, 2008 meeting indicate that neither New Business Item #2, the modification of Policy 3020 or New Business Item # 3, was discussed at the March 13th meeting.

In the Agenda for April 10, 2008, under Old Business Item # 1, “Discussion for possible action the modification of District Policy Manual 3020, Budget Preparation to include a proposed annual budget that projects the use of unallocated reserves may only be adopted with the approval of at least four Board Directors, (First Reading)”. See Exhibit G

Reviewing the minutes from the April 10th meeting, Pages 4- 6, ***there was a long discussion between the directors of the proposed policy change, with Directors McLaughlin, Haxo, and Gallegos, all indicating that they did not support the revision to the policy.*** Exhibits H, I, and J

On Page 6 of the minutes, Exhibit J, ***there was a motion made by Director Kimball and seconded by Director McLaughlin to take Old Business Item #1 and postpone the first reading of the modification to Policy 3020 in the interest of informing the public. The motion passed 3 to 2.***

On Page 9 of the minutes of the April 10th meeting, there was a discussion of New Business Agenda Item #4, which was to “Discuss for possible adoption the modification of District Policy manual format and structure to enhance readability”. See Exhibit K

On Page 10 of the minutes of the April 10th meeting, there was a discussion between the directors regarding the modification of the Policy Manual in which the following was noted:

“President Kimball said when she received the updated District Policy Manual from Director Haxo on 01/18/08 it was not the same as the manual she had. President Kimball made copies of the current District Policy Manual for the Board to compare the old format with the new format”

“Vice President Gallegos said she spent time comparing the old version new format and if it was only on format then why was the budget revision included before it had been voted on.”

“President Kimball said that was a mistake and would be corrected”. See Exhibit L

A review of the agendas from May 2008 to June 2009 indicates that the proposal to change Policy 3020 never was presented to the Board again.

It is clear from the review of the agendas and minutes that there was no board approval for a change to Policy 3020 to require four directors vote to pass a deficit budget. Therefore, the 2009/2010 Budget that was passed by a vote of 3 to 2 on June 25th stands as approved.

The secondary issue now facing us is that there are at least three versions of the District Policy Manual that have been identified and distributed to the Board and possibly in the community. I recommend that the District Secretary re-distribute copies of the official KPPCSD Policy Manual with a notation of the current date and that all other copies be destroyed.

**KENSINGTON POLICE PROTECTION AND
COMMUNITY SERVICES DISTRICT**

POLICY MANUAL

POLICY TITLE: Budget Preparation
POLICY NUMBER: 3020

- 3020.1 An annual budget proposal shall be prepared by the General Manager.
- 3020.2 Prior to review by the Board of Directors, the Board's Finance Committee shall meet with the General Manager and review his annual budget proposal.
- 3020.3 The proposed annual budget as reviewed and amended by the Finance Committee shall be reviewed by the Board at its regular meeting in May.
- 3020.4 The proposed annual budget as amended by the Board during its review shall be adopted at its regular meeting in June. Any exceptions to this date must be approved by Board action.

Kensington Police Protection and Community Services District Policy Document Version Table

Policy Document Number and Name	Date Initially Adopted	Dates That Revisions Were Adopted	
Introduction	21-Sep-2006		
1000, Purpose of Board Policies	1998		
1010, Adoption/Amendment of Policies	1998		
1020, Conflict of Interest	1998		
1020 Appendix-A, Designated Employees, Disclosure Categories & Applicable FPPC Form	1998		
1020 Appendix-B, Disclosable Investments and Business Positions	1998		
1030, Pubic Complaints	1998		
1030, KPD 7-13 Grievance Procedure	N/A		
1040, Claims Procedure	1999	10-Apr-2003	
1040, Appendix-A, Claims Against	1999	10-Apr-2003	
1040, Appendix-B, Release of All Claims	1999	10-Apr-2003	
1040, Exhibit A, Notice of Insufficient Claim	N/A		
1040, Exhibit B, Notice of Action taken on Claim	N/A		
1040, Exhibit C, Proof of Service by Mail	N/A		
1040, Exhibit D, Claims Form	N/A		
1040, Claim Timeline Outline	N/A		
2000, Executive Officer	1998		
2000, Appendix-A, Job Description	14-Jun-2007		
2000, Employment Agreement	28-Aug-2007		
2010, Job description - District Secretary	1998		
2010, Job Description	01-Jul-2005		
2010, MOU	21-Jun-2005		
2020, Memorandum of Understanding with KPOA	1998		
2020, Kensington police Officers' Association MOU	15-May-2005	22-Dec-2008	
3010, Occupational Injury Reporting/Treatment Procedure	1998		
3010, Officer Injury Report	N/A		
3010, State Compensation Insurance Fund Form 3067	N/A		
3010, Department of Industrial Relations Form 3301	N/A		
3010, Treatment Authorization Form, Alta Bates	N/A		
3020, Budget Preparation	1998		
3030, Fixed Asset Accounting Control	1998	11-Dec-2003	
3035, Investment of District Funds	1998	10-Apr-2003	
4000, Board Responsibility	1998	03-Mar-2001	
4010, Code of Ethics	1998		
4020, Attendance at Meetings	1998		
4020, California Government Code §1770	N/A		
4030, Reimbursement of Expense	1998	12-Jul-2007	
4030, Appendix-A, Expense Reimbursement Form	N/A		
4040, Board Officers	1998	10-Apr-2003	
4050, Members of Board of Directors/Basis of Authority	1998		
4060, Committees and Coordinators of the Board of Directors	1998	12-Jul-2007	08-May-2008
4070, Membership in Associations	1998		
4080, Training, Education, Meetings and Conferences	1998	12-Jul-2007	
5010, Board Meetings	1998		
5020, Board Meeting Agenda	1998		
5030, Board Meeting Conduct	1998		
5040, Board Actions and Decisions	1998		
5050, Review of Administrative Decisions	1998		
5060, Minutes of Board Meetings	1998	19-Oct-2006	
5070, Rules of Order for Board and Committee Meetings	1998		

N/A = Not Applicable. Documents not approved or adopted by the board of Directors.

**KENSINGTON POLICE PROTECTION AND
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POLICY MANUAL

POLICY TITLE: Budget Preparation
POLICY NUMBER: 3020

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- 3020.2 Prior to review by the Board of Directors, the Board's Finance Committee shall meet with the General Manager and review his annual budget proposal.
- 3020.3 The proposed annual budget as reviewed and amended by the Finance Committee shall be reviewed by the Board at its regular meeting in May.
- 3020.4 The proposed annual budget as amended by the Board during its review shall be adopted at its regular meeting in June. Any exceptions to this date must be approved by Board action.
- 3020.5 Beginning with the 2009/2010 budget year and continuing thereafter, a budget that projects the use of unallocated reserves may only be adopted with the approval of at least four Board Directors.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

AGENDA

A Regular meeting of the Board of Directors of the Kensington Police Protection and Community Services District will be held Thursday, February 14, 2008, 7:30 P.M., at the Community Center, 59 Arlington Avenue, Kensington, California.

Note: All proceedings of this meeting will be tape recorded and times are estimates.

- 7:30 Roll Call
- 7:35 Public Comments
- 7:40 Board Member/Staff Comments

- 7:50 APPROVAL OF CONSENT CALENDAR
 - a. Minutes of the Regular meeting, December 13, 2007
 - b. Minutes of the Regular Meeting, January 10, 2008
 - c. Profit & Loss Budget Performance, Profit & Loss Previous Year Comparison, Statement of Investments & Variance Report
 - d. Board Member Reports
 - e. Correspondence
 - f. Police Department Update
 - g. General Manager Update
 - h. Monthly Calendar
 - k. Recreation Report

DISTRICT – OLD BUSINESS

- 8:00 1. Discussion of the contract for the lease of the Annex building to the Sautman's. Board Action.

DISTRICT - NEW BUSINESS

- 8:10 1. General Manager's mid- budget review of the current fiscal year.
- 8:20 2. Discussion of Board Director Bill Wright's proposal for resolution that would provide for a balanced budget beginning with the 2009/2010 fiscal year's budget. Board Action.
- 8:45 3. Chief of Police's presentation of the police department re-structuring.

8:55 ADJOURNMENT

General Information
Accessible Public Meetings

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HELEN HOROWITZ
KENSINGTON POLICE PROTECTION AND
COMMUNITY SERVICES DISTRICT
217 ARLINGTON AVE., KENSINGTON

POSTED: Public Safety Building-Colusa Food-Library-Arlington

to get the measures on the November ballot.

President Kimball asked Director McLaughlin to provide high and low estimates for the increase in the police tax and park assessment for the March Board packet.

2. Discussion of Board Director Bill Wright's proposal for resolution that would provide for a balanced budget beginning with the 2009/2010 fiscal year's budget. Director Wright requested the Board adopt a resolution that the district budget be balanced in each year (beginning with the 09/10 budget). An exception to this could only be approved by the then existing board with a vote of at least four/fifths of the directors.

Director McLaughlin said the Board has been fiscally responsible over the past year to build reserves. Director McLaughlin said just to say a balanced budget is too simplistic. Director McLaughlin said it is more appropriate to set policy as to how reserves can spent.

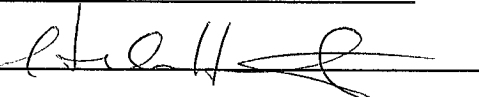
Director Wright amended his motion to read "The District should not dip into unallocated reserves beginning with 09/10 budget an exception to this could only be approved by a four fifths votes by the existing board."

Director McLaughlin said the motion should be sent to the Policy Committee to work out the details and brought back to the Board at the next meeting.

3. Chief of Police's presentation of the police department re-structuring. Chief of Police Greg Harman made a brief presentation on the re-structuring of the Police Department that will be taking effect in March 2008. Beginning in March, the two Patrol Sergeants will be assigned to work four ten hour shifts, working the same days as the three officers assigned to them. Under the present work plan there are days when officers and their assigned sergeants do not work together. This leads to accountability, supervisory and communication issues. By having the Patrol Sergeants or Watch Commanders work the same days as the officers they supervise, these issues will be eliminated. Part of the restructuring for the sergeants to have a better idea of the activity of their officers, be able to provide this information, along with crime trends, and to plan to address these crime trends in a monthly report. This will provide a much more informative Police Report and assist with supervision and accountability issues.

The meeting was adjourned at 9:51 P.M.

Cindy Kimball, President 

Helen K. Horowitz, District Secretary 

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

AGENDA

A Regular meeting of the Board of Directors of the Kensington Police Protection and Community Services District will be held Thursday, March 13, 2008, 7:30 P.M., at the Community Center, 59 Arlington Avenue, Kensington, California.

KPPCSD 2008 Goals and Objectives session will be held immediately following the Regular Meeting.

Note: All proceedings of this meeting will be tape recorded and times are estimates.

7:30 Roll Call

7:35 Public Comments

7:40 Board Member/Staff Comments

7:50 APPROVAL OF CONSENT CALENDAR

- a) Minutes of the Regular Meeting, December 13, 2007
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- d) Board Member Reports
- e) Correspondence
- f) Police Department Update
- g) General Manager Update
- h) Monthly Calendar
- i) Recreation Report

DISTRICT – OLD BUSINESS

8:00 1. Discussion of the contract for the lease of the Annex building to the Sautman's. Board Action.

DISTRICT - NEW BUSINESS

8:10 1. Receive for discussion and possible action to adopt KPPCSD Basic Financial Statements and Independent Auditor's Report for the Year Ended June 30, 2007. Steven Chang of Lamorena & Chang, CPA.

8:25 2. Discussion for possible action the modification of District Policy 3020, "Budget Preparation" to include, "a proposed annual budget that projects the use of unallocated reserves may only be adopted with approval of at least four Board Directors". (First Reading)

8:35 3. Opportunity to review modification of District Policy Manual format and structure to enhance readability and communication.

8:45 4. Discuss for possible action timeline for proposed possible Park Assessment increase and possible Police Tax increase. Board Action.

8:55 ADJOURNMENT (2008 Goals and Objectives session to follow)

General Information

Accessible Public Meetings

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HELEN HOROWITZ
KENSINGTON POLICE PROTECTION AND
COMMUNITY SERVICES DISTRICT
217 ARLINGTON AVE., KENSINGTON, CA 94707

POSTED: Public Safety Building-Colusa Food-Library-Arlington Kiosk

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

A G E N D A

A Regular meeting of the Board of Directors of the Kensington Police Protection and Community Services District will be held Thursday, April 10, 2008, 7:30 P.M., at the Community Center, 59 Arlington Avenue, Kensington, California.

KPPCSD 2008 Goals and Objectives session will be held immediately following the Regular Meeting.

Note: All proceedings of this meeting will be tape recorded and times are estimates.

- 7:30 Roll Call
- 7:35 Public Comments
- 7:40 Board Member/Staff Comments

7:50 APPROVAL OF CONSENT CALENDAR

- a) Minutes of the Regular Meeting, December 13, 2007
- b) Minutes of the Regular Meeting, February 14, 2008
- c) Minutes of the Regular Meeting, March 13, 2008
- d) Profit & Loss Budget Performance, Profit & Loss Previous Year Comparison, Statement of Investments & Variance Report
- e) Board Member Reports
- f) Correspondence
- g) Police Department Update
- h) General Manager Update
- i) Monthly Calendar
- j) Recreation Report

DISTRICT – OLD BUSINESS

- 8:00 1. Discussion for possible action the modification of District Policy 3020, "Budget Preparation" to include, "A proposed annual budget that projects the use of unallocated reserves may only be adopted with approval of at least four Board Directors". (First Reading)

DISTRICT - NEW BUSINESS

- 8:10 1. Discuss for possible adoption the General Manager/ Chief of Police's proposed 2008 goals. Board Action.
- 8:20 2. Discuss for possible adoption of three resolutions for the levy and collection of assessments for the Kensington Park Assessment District for Fiscal Year 2008/2009. Board Action.
- 8:30 3. Discuss for possible adoption the modification of District Policy 4060, "Board Coordinators" to include, "The Board Coordinator for Community Outreach shall work with staff to develop initiatives and maintain programs that promote community awareness and two way communication regarding District matters. This includes strengthening media relations, developing on-line outreach and facilitating community meetings". (First Reading)
- 8:40 4. Discuss for possible adoption the modification of District Policy manual format and structure to enhance readability. (First Reading)

8:50 ADJOURNMENT (2008 Goals and Objectives session to follow)
General Information

Accessible Public Meetings

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HELEN HOROWITZ
KENSINGTON POLICE
COMMUNITY SERVICES
217 ARLINGTON AVENUE

POSTED: Public Safety Building-Colusa Food-Libra

217 Arlington Avenue

• (510) 526-4141

EXHIBIT H

KPPCSD/Minutes/04/10/08

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

MOTION by Director Haxo and seconded by Vice President Gallegos to approve items b through e and Items g through j and to move Item f to New Business.

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

DISTRICT – OLD BUSINESS

1. Discussion for possible action the modification of District Policy 3020, "Budget Preparation" to include, "A proposed annual budget that projects the use of unallocated reserves may only be adopted with approval of at least four Board Directors". (First Reading)

The proposed change reads: Beginning with the 2009/2010 budget year and continuing hereafter the modification to Policy Number 3020.5 a budget that projects the use of unallocated reserves may only be adopted with the approval of at least four Board Directors.

Director McLaughlin said she has thought long and hard about the policy and after working with the Finance Committee, will vote against 3020.5. Director McLaughlin said it was difficult to make a clear distinction about so called reserves. For example, we used the \$300,000 reserve in the Allowance for Park Building Replacement to offset the cost of repairing the Annex Building in the next budget period, we will restore an amount determined by our accountant to the reserve Allowance for Park Building Replacement. This really amounts to simply having taken money out of the unallocated reserve for next year.

Director Haxo read the following statement:

"This Board has discussed variations of this proposed policy modification several times in the past year. Every time I have spoken against it.

"Let's start with a technical point. Usually when a policy depends on a specific term, that term is usually defined in the policy. By convention, this Board has used the term "unallocated reserves" in its budget discussions. However, the auditor referred to the same pot of money as "unreserved," and our accountant has referred to it as "available funds net of allowances and allocations." Someone else looking at our books could refer to it as an accrued surplus. In policy matters a precise definition is necessary.

"I don't want to belabor this point, though, because my opposition to this policy change is more fundamental. From the perspective of our fiduciary responsibility, what is to be gained? This policy could prevent a majority of the Board from passing a budget it believes to be in the best interests of the community -- in other words, from fulfilling its fiduciary responsibility.

"We currently have few pieces of business that require a 4/5's majority to pass. By policy, we have chosen to amend policies only with a 4/5's majority. By law, we are required to move funds out of a designated reserve with a 4/5's majority. At this time, we do not have any "designated reserves." Instead, we have "allowances" and "allocated

EXHIBIT I

KPPCSD/Minutes/04/10/08

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funds" -- as you can see, definitions are important. We have "allowances" and "allocated funds" precisely because we have not wanted to deal with the legal and procedural complications involved with "designated reserves."

"In presenting this proposal in the past, Director Wright has compared our budget to a household's budget, and that makes a certain amount of intuitive sense. However, that comparison works only up to a point. Unlike a household, we exist solely to provide services to the community. We can only cut expenses by cutting services. To raise money, we can't change jobs. We have to go the community and make a case for why we need to increase the police tax and the park assessment.

"A budget states over a defined period -- in our case, one year -- the anticipated income and expenditures. Unlike households, we are required by law to pass a budget that, according to the government code, "conforms to generally accepted accounting and budgeting procedures for special districts." A budget and projected future budgets are necessary for planning so that we can maintain the fiscal health of this District. But the budget we pass is also something more. It authorizes District expenditures. It enables the District General Manager to do his job.

"In the last fiscal year, there was a discrepancy between what was budgeted and what was spent. This variance was \$300,000. This budget authorized the General Manager to proceed in specific way with resolving the uncertainties and legal complications of the year. Because of how these uncertainties were resolved, because of this Board's long-term fiscal restraint, we ended up in the black for the year.

"One reason we will probably end up with a deficit this year is that the majority of the Board believed it was in the interests of the District to pave the so-called "donut" in front of the Community Center. Staff identified a hazard and had discussed it in a public meeting. I believed it was incumbent upon the Board to act. As I recall, that allocation passed by a three to two vote.

"This Board has a history of fiscal restraint. That is why we are going to the voters now instead of two years from now. I do not see any reason to change our budgeting procedures that could complicate the process. Need I mention what happens in our state legislation with its 2/3's supermajority requirement? Asking 80% of the Board to approve a budget that projects the use of unallocated reserves could prevent the majority of the Board from acting in what they believe is the best interests of the District and the best interests of the Kensington community as a whole."

Vice President Gallegos said she spoke to other Special District board members and staff regarding a 4/5's majority. She could not find any Special District who had a policy that required a four fifths majority other than the same one in our District Manual regarding changes to policies.

President Kimball said the proposed modification would still come up again next month.

Director McLaughlin said it would depend on how the vote goes tonight.

EXHIBIT J

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Director Haxo said if there is insufficient support then there is no reason for a second reading.

Director Wright said he appreciated the Directors' comments. He said sometimes he throws things out just to generate ideas.

Chuck Toombs said he is on the Finance Committee for a year and this was the first time he had heard about this modification. He said if he doesn't know about it he doubts the public does. He said the public deserves a chance to comment on the modification.

Director McLaughlin said the item has been on the Agenda for the last two months.

Director Wright said if the board wanted public input they could vote for the modification this time and vote against it on the second reading.

Director McLaughlin said it would be better to postpone the first reading until the next meeting giving the community another month to consider the issue.

Motion by President Kimball and seconded by Director McLaughlin to take old Business item 1 and postpone the first reading of the modification to Policy 3020 in the interest of informing the community.

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

DISTRICT - NEW BUSINESS

Vice President Gallegos asked for to move item 5 to be moved to the top of New Business.

5. Discussion on which one of the two candidates for Special District Representative on the LAFCO Board. Vice President Gallegos will vote for as the representative to the LAFCO meeting April 21, 2008, at 7:00 PM. Vice President Gallegos recommended the Board choose David Piepho, who has served a four year term, for the LAFCO Board position. Director Haxo had concerns about Mary Piepho who has serving as the Board of Supervisors alternate representative to the LAFCO Board. Vice President Gallegos said she has observed whenever Mary Piepho had had to serve as alternate David Piepho steps off the Board.

MOTION by Director McLaughlin and seconded by President Kimball to direct Vice President Gallegos vote for David Piepho as Special District Representative on the LAFCO Board.

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

1. Discuss for possible adoption the General Manager/ Chief of Police's proposed 2008 goals. General Manager/ Chief of Police Harman proposed the following list of goals for the General Manager/ Chief of Police for the 2008 calendar year:

- a. Prepare a budget to be presented to the Finance Committee for review and final presentation to the Board that identifies funding for police, park, and community outreach, while maintaining services in a fiscally prudent

EXHIBIT K

KPPCSD/Minutes/04/10/08

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President Kimball said the Board had this position last year because she was a part of it and it was at Vice President Gallegos request that Board Coordinator for Community Outreach be defined.

Director McLaughlin said she never had such a committee last year. If President Kimball had worked on it on her own that was fine with her. Director McLaughlin said she agreed with Vice President Gallegos that it does look like a Board member taking on staff responsibilities. She said it would be better if it followed the other Board assignment definitions in that it be short and not so specific.

Lynn Wolter asked Director Wright for his reasons for creating the Community Outreach position

Director Wright said he wanted to get as many people as possible to attend meetings and involved in the process. Director Wright would like to see the District have more visibility with the media. Director Wright said the website will be done soon and help to develop two way communications. He is trying to figure out how to email to outreach with the community. Director Wright would like to see more Town Hall type meetings.

Director McLaughlin proposed to change the definition of Community Outreach position to read: "The Board Coordinator for Community Outreach shall work with staff to promote community awareness."

Director Haxo said the Community Outreach committee should be an ad-hoc committee with a report at the end of the year on how the Board can work to improve communication with a recommendation to make it a permanent position. Director Haxo was concerned the position would duplicate staff responsibilities. He would change "staff" to "General Manager".

President Kimball agrees with Director McLaughlin the definition should be more vague and with Director Haxo's changing staff to General Manager.

Director Haxo noted two typos, delete (CGC) and capitalize the first letter in Sections

Director McLaughlin said she saw no reason the position for Board Coordinator for Community Outreach to be an ad-hoc position.

Motion by Director McLaughlin and seconded by Vice President Gallegos to adopt the modification of District Policy 4060, "Board Coordinators" with amendments and corrections, to include "The Board Coordinator for Community Outreach shall work with the General Manager to promote community awareness." (First Reading) AYES – Gallegos, Haxo, Kimball, McLaughlin, Wright; NOES – 0; ABSENT – 0.

4. Discuss for possible adoption the modification of District Policy manual format and structure to enhance readability. (First Reading)

Examples of changes: Table of Contents modified to reflect items in Policy Manual (including all attachments), titles for each section on each page of the section, all footers to have the same format, and policies to be re-numbered to reflect Director

Haxo's format changes in Policy 4030 and 4080. (First Reading)

President Kimball said when she received the updated District Policy Manual from Director Haxo on 01/18/08 it was not same as the manual she had. President Kimball made copies of the current District Policy Manual for the Board to compare the old format with the new draft format.

Vice President Gallegos said she spent time comparing the old versus new format and if it was only on format then why was the budget revision included before it had been voted on.

President Kimball said that was a mistake and would be corrected.

Vice President Gallegos said she did not like the Appendixes in the back. She liked the footnotes to be with the relevant policy.

Director McLaughlin agreed with Vice President Gallegos and said the Appendixes belong with the item they address and stopping to look in the back interrupts the flow of reading.

President Kimball said she wanted to keep the District Policy Manual separate from other peoples' documents that are in the Appendix so the Board would not need to the approve them every time. President Kimball said the Appendix is in the middle of the District Policy Manual and is a mismatch of information. President Kimball said is the Policy Manual product or is it a resource.

John Stein said the Board was the main user of the District Policy Manual and it should be set up as to how they use it.

MOTION by Director McLaughlin and seconded by President Kimball to form an Ad-Hoc District Policy Manual Committee to a report to the board on recommendations of format changes to the Policy Manual.

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

President Kimball appointed Direct Haxo and Vice President Gallegos to meet and edit the Appendixes and write a report to the Board for the next meeting.

2008 Goals and Objectives

Vice President Gallegos suggested that 2008 Goals and Objectives session focus on the Park Assessment and Police Tax.

Director Haxo asked if the Board was moving on to a separate meeting to discuss 2008 Goals and Objectives.

Vice President Gallegos said rather than 2008 Goals and Objectives it would be to develop talking points for the Park Assessments and Police tax the Board wants to take to the community.

OLD BUSINESS

#1 - Board action to select KPPCSD Board Vice President. This item is the second portion of New Business Item # 1 that was carried over from the July 9, 2009 meeting following the election of Chuck Toombs as Board President.

**NO SUPPORTING
DOCUMENTATION
SUBMITTED**

NEW BUSINESS

#1 - Discussion for adoption Resolution 2009-09, a resolution of the Board of Directors of the Kensington Police Protection and Community Services District, establishing the appropriations limit applicable to the district during Fiscal Year 2009-2010.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2009-009

ESTABLISHING THE APPROPRIATIONS LIMIT APPLICABLE TO THE DISTRICT DURING FISCAL YEAR 2009-2010

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

WHEREAS, the Board of Directors of the Kensington Police Protection and Community Services District established the appropriations limit applicable to the District during the Fiscal Year 2008-2009 as \$2,848,946; and

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

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

WHEREAS, the applicable factors for Fiscal year 2009-2010 are as follows: (1) the increase in the California per capita personal income was .62%; and (2) the applicable change in population from January 2008 to January 2009 was 1.16%.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Kensington Police Protection and Community Services District that the appropriations limit for Fiscal Year 2009-2010 be established as \$2,899,942.

Passed and adopted this 23rd day of July, 2009, by the following vote of the Board.

AYES: NOES: ABSENT:

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

ATTEST:

Secretary of the District

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

NOTICE OF DETERMINATION OF APPROPRIATIONS LIMIT FOR FISCAL YEAR 2009-2010

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

Set out below is the methodology proposed to be used to calculate the Fiscal Year 2009-2010 appropriations limit for the District. The limit as set forth below will be ratified at the meeting of the Board of Directors on July 23, 2009.

1.	Appropriations limit for FY 2008-2009	\$2,848,946
2.	Population Change: (January 1, 2008-January 1, 2009)	1.16%
3.	Change in California per Capita Personal Income	.62%
4.	FY 2009-2010 Adjustment Factor: (1.0062 x 1.0116)	1.0179
5.	FY 2009-2010 Appropriations Limit: (\$2,848,946 x 1.0179)	\$2,899,942

Dated: July 1, 2009

NEW BUSINESS

#2 - Discussion for possible action- Summary of Recommendations of the Brown Taylor September 2007 Report. Including the recommendation: “A District process be established to conduct exit interviews for employees leaving District employment and that the findings be reported quarterly to the General Manager and the Board”. This item was submitted by Director Kimball and held over from the July 9, 2009 meeting.

Agenda item for KPPCSD Meeting July 9, 2009

“Discussion for possible action, Summary of Recommendations of the Brown Taylor September 2007 Report. Including Recommendation: A District Process be Established to Conduct Exit Interviews for Employees Leaving District Employment and that the findings be reported Quarterly to the General Manager and the Board.”

Supporting information for board packet:

Brown Taylor’s September 2007 Report contains many recommendations for the KPPCSD that will enhance service to our community. Several were not implemented and maybe should have been. The KPPCSD Board should discuss and potentially direct the GM/COP to implement. Below are two examples:

1. Report Recommendation with regard to Attrition, Leadership, Values and Mission.

- That a District Process be Established to Conduct Exit Interviews for Employees Leaving District Employment and that Findings be Reported Quarterly to the General Manager and Two Board Police Liaison Members (no cost)

Taylor report states, “With an effective exit interview program, Kensington will be able to learn from the past experiences of departing employees and gain an opportunity to improve management/employment practices accordingly.” (page 1 of supplemental material distributed 10 Jan 08 during Taylor presentation of report)

Taylor report states, “The department over time has developed displayed varying levels of internal conflict. This conflict over time has become part of the organizational culture and has displayed impact on day to day operations.”

2. Report Recommendation with regard to high liability item; Property & Evidence.

- That a full independent audit / inventory of the Property and Evidence room be accomplished by February of 2008. (no cost)

Taylor report states, “It is important with the placement of a new Chief of Police that this very critical organizational function be reviewed and modified as appropriate.” (page 102)

GM/COP input: Property Room Audit has not been completed since January 2007; however, currently as part of her training, Andrea DiNapoli*, is working in the Property Room with Sergeant Hull preparing for an audit which should be ready soon.

* Andrea DiNapoli is the district Police Services Aide, a part time employee of the district and not a police officer.

Brown Taylor Sep 07 Report:
SUMMARY OF RECOMMENDATIONS

Chapter / Section
Recommendation Cost Page

Chapter II
Section 1

• **Field Services**

- Although four (4) officers are required to maintain an optimum of 50% "proactive patrol" time, to employ a realistic schedule with appropriate depth of resource for officer safety and consistency in coverage nine (9) field officers are required.
- Maintain the proposed staffing plan for optimum supervisory coverage: Wednesday overlap for Department training and meetings; With alternating four days off every other weekend:

✍ Two sergeants working a 12 hour day during the evening hours

CK Input: GM/COP Harman changed this to a "Watch Commander" and "Investigative Sergeant" set-up. Watch Commanders (two sergeants who supervise three officers each) report "Watch/Team Activities" to the Board monthly. Reasoning: For effective supervision and reporting, supervisors work similar times to their officers. Full time Investigative Sergeant is responsible for case follow-up. Taylor Report states, "Officers' time must be well defined and structured with appropriate oversight to assure effective and efficient use of time." (page 20)

GH Input: Agree, however, currently due to staffing we have two officers assigned to a sergeant and both teams work a

✍ One sergeant working an 8 hour day during the day shift

✍ Six officers working a 4/10 plan with a Wednesday overlap.

- Deploy Officer Field Resource to meet Calls-for Service Demand as displayed in this Section.
 - Focus on officer proactive time available (uncommitted time -78% / 82%) for "target enforcement", "community (service) engagement", "Problem Oriented Policing Programs", (leash law, no smoking ordinance, graffiti)
- No Cost

12 hour shift, Sunday-Tuesday for Team One and Thursday-Saturday for Team Two, with each team working every other Wednesday.

Chapter II
Section 2

Investigative Services

- That the follow-up case management and investigative processes put in place with the day shift sergeant as Investigations Manager be retained.
- That an evaluation should be made regarding the follow-up contact with felony crime victims for those cases that have insufficient leads to continue with a follow-up investigation.

- A review of issues associated with improving Department Clearance Rates should be initiated by Department Management.

- An assessment / evaluation of the costs associated with West-NET participation vs. current or projected need should be made for the 08/09 District Financial Plan.

No Cost

CK Input: GM/COP Harman's new full time "Investigative Sergeant" works to improve department "clearance rates." Taylor Report states, "Criminal/incident activity does not support the need for a formal investigative unit in Kensington." (page 32)

We continue to participate in West-NET but the Board has not been presented with an assessment/evaluation of the costs associated with our need.

GH Input: I disagree with Taylor's assessment. The Investigation's sergeant also served as a liaison with the District Attorney's Office to assist in filing of cases and with other police agencies to develop information, leads, and increase the probability of solving crimes. Our investigators have been very successful in working with other agencies to solve both Kensington and other area crimes. Currently, Officer Barrow has been assigned as the Investigator.

We continue to participate in West Net and use the opportunity to train our West Net representative in narcotic and undercover work. The assignment is for one shift every Wednesday. Officer Martinez was assigned to West Net last year and Officer Barrow is assigned this year. Our cost to participate in West Net is \$8,000 a year.

Chapter II
Section 3

- **Emergency Communications**
- **Records Management**

- Retain the Service Agreement with Richmond for Emergency Communication Services, (FY 070-08 annual cost \$72,000).
 - It is not recommended that District Staff spend time researching alternative providers for communication services.
- Retain the Service Agreement with the City of Richmond for Records Management Services, (FY 07-08 annual cost \$10,000)

No Cost

- Review the aforementioned Service Agreements with Richmond to Confirm Scope of Services, Coordinating Committee Responsibilities, and Agreement content as to "Form" and "Legality".
- With review of the Emergency Communications Agreement, set with Center Management as a component of the Service Agreement, Performance Objectives" using 9-1-1 and Response Time information provided by the Center since July 2006.

CK Input: The District has retained the Service Agreement with the City of Richmond. Taylor Report states, both service agreements are "exceptional values." (page 40) The Board has not been presented with a report reviewing the Service Agreements, Coordinating Committee Responsibilities or Agreement content. Richmond has recently proposed a 250% fee increase triggering conversation around this topic (see May 09 Meeting packet). Additionally, the monthly "response time" report to the Board was not in the May monthly regular meeting packet.

GH Input: Agree, and the Response Time Report was received after the packet went out.

Chapter III

Organizational Structure

- Maintain the 2007 / 2008 authorized sworn staffing level at one (1) Chief of Police, three (3) Police Sergeants, six (6) Police Officers
- Increase KPCCSD authorized staffing with the addition of one non-sworn analyst / administrative aide position, (Assistant to the General Manager / Chief of Police) at approximately \$57,705.00, 75% of which paid for through SLESF funding, (\$43,279.00) and 25% through KPCCSD funding, (\$14,426.00).

- Develop a Job Description and begin the hiring process for the new Assistant To The General Manager Chief of Police Position.

No Cost Covered In the 07/08 F/Y

CK Input: Taylor Report states, "The new structure was designed for improved customer service, additional resource for improved District program pro-activity and existing program management." (page 50)

The District does not have a full time "Assistant to the GM/COP." GM/COP Harman suggested, and the Board approved, splitting this into two non-sworn part time positions; **KPD Administrative Aide** (was Donald Miller - currently vacant GM/COP does not intend to refill) and **KPD Police Services Aide** (Andrea DiNopolli). Job Descriptions exist for both positions. Reasoning: financial savings with part time employees. COPS funding has been used to subsidize both salaries. Currently, COPS funds the Police Services Aide position 100% (GM/COP from May 28 Board Meeting).

District Secretary, Stephanie Fries, is our third part time employee. The Secretary's job description is not current. Previous title, "KPCCSD Administrative Assistant/District Secretary and Kensington Park Administrator," is left over from Helen Horowitz's position as a full time employee.

GH Input: Agree

Chapter IV

• **Training**

- Review and Assess the 2007 Master Training Plan for Potential Recalibration of Remaining Training Initiatives to Assure Continued Focus on Other Department Service Delivery Objectives.
- Review the Draft Proposed Master Training Plan for 2008 to Assure Department Training Objectives are Incorporated in the Plan.

- Include Individual Training Objectives for Personal Career Development as Part of the Annual Performance Review Process.

- Incorporate High Liability / Critical Incident Policy Review as Part of the Annual Performance Review Process.

No Cost

CK Input: GM/COP Harman has reported that KPD training is current and more "hands on" than before. Training accomplished by KPD officers is provided in monthly meeting packet. The Board has not been presented with a review/assessment of the 2007 or 2008 Master Training Plans. There has not been a report or Board discussion regarding individual training objectives or a high liability/critical incident policy review. There as not been a report regarding what is included in written annual performance reviews for officers.

Taylor Report states under risk management,

Over time personnel assigned to important long term high risk functions have not maintained appropriate consistent attention to training (mandated/perishable skills/career development), criminal investigative follow up and high risk/liability annual policy review. Supervisors, with certain exception, have displayed over time a sense of procrastination, adoption of the "status quo", poor planning and follow-through. With regular rotation of shifts, (4 to 6 months) risk management programs are more consistently maintained and supervisors receive more opportunity for career development and succession planning. (page 56)

"All mandated training has been accomplished as of August 31st of 2007." (page 73)

GH Input: High liability policy issues are reviewed at the time evaluations are completed and are part of the officer's personnel file. Andrea Di Napoli is now serving as our Training Administrator and is updating all training files.

Chapter V

• Attrition

- That a District Process be Established to Conduct Exit Interviews for Employees Leaving District Employment and that Findings be Reported Quarterly to the General Manager and Two Board Police Liaison Members

No Cost

CK Input: The discussion around exit interviews I had privately with GM/COP Harman. He said that he was not going to have exit interviews. He was unsure if they could be done, legally, and he would not need an interview because he would know why his officers were leaving well before they left. There is not a District Process to conduct exit interviews. There has not been GM/COP discussion with the Board about exit interviews. There are currently no directors assigned as Police Liaison Members.

Taylor Report states, "With an effective exit interview program, Kensington will be able to learn from the past experiences of departing employees and gain an opportunity to improve management/employment practices accordingly." (page 1 of supplemental material distributed 10 Jan 08 during Taylor presentation of report)

GH Input: Agree with Director Kimball's response.

Chapter VI
Section 1

- **Leadership**
- **Values**
- **Mission**

• That a POST Sponsored Department Team Building Retreat Scheduled with Focus on Resolving Internal Conflict and Setting Customer Service Objectives with a Follow-up Session in Four to Six Months.

- Administer a Department Employee Attitude Survey (example follows), a Minimum of Once Per Year.

• Administer a Community Customer Satisfaction Survey, Minimum of Once Per Year.

- Develop an Exit Interview Process as set forth in Chapter V (Attrition p- 85)

No Cost

CK Input: None of this has been done.

Taylor report states, "The department over time has developed displayed varying levels of internal conflict. This conflict over time has become part of the organizational culture and has displayed impact on day to day operations." (page 88)

GH Input: *Agree, none of these recommendations have been completed. I have participated in two POST Team Building Workshops and I have found them to be unsuccessful. Additionally, the "Internal conflict" is really a "Personality conflict" between members of the department and the Team Building Workshops would not be of any benefit. Following the latest "Hostile Work Environment" allegation, a listing of possible conflict resolution counselors has been identified but no action taken.*

Director Kimball attempted to survey department members on my performance and received no cooperation from members of the department for various reasons. I do not believe an Employee Attitude Survey would receive responses.

Chapter VI
Section 2

•Policies
•Procedure

- That one Supervisor be specifically assigned the responsibility of updating these policies. This assignment should a two year assignment to assure that complacency and procrastination do not impact this significant assignment.
- That all personnel in conjunction with individual annual performance reviews, review Policies and Procedures of "high liability" such as "use of force", "pursuit driving", "harassment policy", "firearms", etc.; And sign off on each acknowledging that they understand each policy.

- Special Memorandums modifying current policy / procedures should be maintained in a special file and updated to the Master Policy / Procedures Manual two times per year.
- Distribution of Department policies and procedures should reside on CD and / or Officer E-mail for scheduled distribution as new or modified policies are approved.

No Cost

CK Input: I believe GM/COP Harman did a policy review in 2008. I do not know if one supervisor is assigned this responsibility, if all personnel review high liability policies in conjunction with their annual review or if the master policy manual is on computer and updated two times per year.

Taylor reports states, "This collateral duty should be an assignment that is rotated every two years to promote succession planning and to mitigate the potential for procrastination that can be, at times, associated with a long term task assignment." (page 94)

GH Input: During my first year, Sergeant Hull was assigned to the Policy Review duties. Currently, Sergeant Khan is assigned as the policy review sergeant. Policies and Procedures are available on all computers in both the station and in

patrol vehicles. Administrative Directives are implemented and kept in the Chief's Office in a Master Administrative Directives Binder.

Chapter VI
Section 3

Information Systems

- For FY 08-09 modify existing computers to provide internet access.
- Re-design the District Web-Site from a police based site to a District based site.
- Order the Mobile Data Computers (MDC's) with COPS Funding.

\$10,000

CK Input: KPD computers have internet and email access. The District website has been designed and re-designed a few times. MDC's are in the patrol cars and were paid for with COPS funding.

GH Input: Agree

Chapter VI
Section 4

Fleet Management

- Over time reduce the patrol fleet to four patrol vehicles.
- Continue to maintain a monthly vehicle Maintenance

Log for each vehicle.

- That the collateral duty as District Fleet Manager be assigned by Shift (day or overlap) not by individual.

No Cost

CK Input: KPD currently has seven vehicles. Four patrol vehicles, two unmarked vehicles and one vehicle dedicated to the GM/COP. I do not know if the KPD has a monthly log or how this collateral duty is assigned.

GH Input: I do not agree with Taylor's recommendation of reducing the patrol fleet to four vehicles due to the time vehicles are downed and in a repair shop. We are currently maintaining the fleet at seven vehicles, four marked for patrol and two unmarked.

Officer Martinez is assigned as the Vehicle Maintenance Officer and maintains a vehicle log on all vehicles.

Chapter VI
Section 5

• **Property & Evidence**

- That a full independent audit / inventory of the Property and Evidence room be accomplished by February of 2008.

No Cost

CK Input: I don't know when or if this was done.

Taylor Report states, "It is important with the placement of a new Chief of Police that this very critical organizational function be reviewed and modified as appropriate." (page 102)

GH Input: Property Room Audit has not been completed since January 2007; however, currently as part of her training, Andrea DiNapoli is working in the Property Room with Sergeant Hull preparing for an audit which should be ready soon.

NEW BUSINESS

#3 - Discussion for possible action the appointment of a negotiating team and possible District representative for the KPOA contract expiring on June 30, 2010. This item was submitted by Director Wright and held over from the July 9, 2009 meeting.

**NO SUPPORTING
DOCUMENTATION
SUBMITTED**

NEW BUSINESS

#4 - Discussion for possible Board action to require the General Manager to submit a balanced budget for review and possible adoption as an amendment to the 2009/2010 Budget. This item was submitted by Director Kosel and held over from the July 9, 2009 meeting.

**NO SUPPORTING
DOCUMENTATION
SUBMITTED**

NEW BUSINESS

#5 - Discussion for possible action a resolution that the District desires to provide fair total compensation for officers at the median of the Ralph Anderson Similar Cities Study. This item was submitted by Director Kosel and held over from the July 9, 2009 meeting.

**NO SUPPORTING
DOCUMENTATION
SUBMITTED**

NEW BUSINESS

#6 - Discussion for possible action Board authorization to reschedule Board meetings to the 2nd Tuesday of the month to be able to use the main conference room. This item was submitted by Director Toombs and held over from the July 9, 2009 meeting. This would be an amendment to existing Policy and as such, would require two readings and approval by four Directors before adoption.

Revision to KPPCSD Policies and Procedures Manual

The existing policy

Section 5010.1 Regular meetings of the Board of Directors shall be held on the second **Thursday** of each calendar month at **7:30PM** in the Community Center, 59 Arlington Avenue, Kensington, California. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board.

The proposed change

Section 5010.1 Regular meetings of the Board of Directors shall be held on the second **Tuesday** of each calendar month at **7:00PM** in the Community Center, 59 Arlington Avenue, Kensington, California. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board.