

# KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

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## AGENDA

A Regular meeting of the Board of Directors of the Kensington Police Protection and Community Services District will be held Thursday, May 14, 2009, 7:30 P.M., at the Community Center, 59 Arlington Avenue, Kensington, California.

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

Roll Call  
Public Comments  
Board Member/Staff Comments

### APPROVAL OF CONSENT CALENDAR

- a) Minutes of the Special Meeting April 5, 2009
- b) Minutes of the Regular Meeting April 9, 2009
- c) Minutes of the Special Meeting April 16, 2009
- d) Profit & Loss Budget Performance Reports for April
- e) Board Member Reports
- f) Correspondence
- g) Police Department Update
- h) Monthly Calendar
- i) Recreation Report
- j) General Manager Update

### DISTRICT - NEW BUSINESS

1. Discussion for adoption Resolution 2009-06, a resolution of the Board of Directors of the Kensington Police Protection and Community Services District, approving the Final Engineer's Report for assessments for the Kensington Park Assessment District, Fiscal Year 2009/2010.
2. Discussion for adoption Resolution 2009-07, a resolution of the Board of Directors of the Kensington Police Protection and Community Services District, ordering the levy and collection of assessments for the Kensington Park Assessment District, Fiscal Year 2009/2010.
3. Steven Chang, of Lamorena & Chang, will present the 2008/2009 Audit for the Kensington Police Protection & Community Services District for Board approval.
4. Discussion of the 2009/2010 Budget draft presented by General Manager Greg Harman following the Finance Committee review and recommendations made during the Finance Committee meeting on May 5, 2009. Board Action.
5. Director Cathie Kosel has requested that the Board meet twice a month during the coming months to address issues facing the District and the Police Department. Board Action.

### DISTRICT - OLD BUSINESS

1. Follow up discussion on the April Task Force Reports pertaining to increasing revenue and reducing expenses. At the April meeting, the report on using the Annex was not available at that time but is now included in this packet and will be presented by Director Kosel for discussion and possible action.
2. Consideration of Agreement with Brown Taylor for Expanded Scope of Services in Connection with Management of the District. Possible BOARD ACTION to amend prior action.

### ADJOURNMENT

General Information

Accessible Public Meetings

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

DISTRICT SECRETARY STEPHANIE FRIES

COMMUNITY SERVICES DISTRICT, 217 ARLINGTON AVE., KENSINGTON, CA 94707

POSTED: Public Safety Building-Colusa Food-Library-Arlington Kiosk- and at [www.kensingtoncalifornia.org](http://www.kensingtoncalifornia.org)

Complete agenda packets are available at the Public Safety Building and the Library.

**Kensington Police Protection and Community Services District**

**MEMORANDUM**

**DATE:** May 7, 2009  
**TO:** KPPCSD Board of Directors  
**FROM:** Gregory E. Harman, General Manager / Police of Chief  
**SUBJECT:** KPPSCD Board Meeting, May 14, 2009

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**DISTRICT- NEW BUSINESS**

1. Discussion for adoption Resolution 2009-06, a resolution of the Board of Directors of the Kensington Police Protection and Community Services District, approving the Final Engineer's Report for assessments for the Kensington Park Assessment District, Fiscal Year 2009/2010.

See resolution attached to the agenda packet.

This item will need to be tabled until the June 11<sup>th</sup>, meeting.

2. Discussion for adoption Resolution 2009-07, a resolution of the Board of Directors of the Kensington Police Protection and Community Services District, ordering the levy and collection of assessments for the Kensington Park Assessment District, Fiscal Year 2009/2010.

See resolution attached to the agenda packet.

This item will need to be tabled until the June 11<sup>th</sup>, meeting.

3. Steven Chang, of Lamorena & Chang, will present the 2008/2009 Audit for the Kensington Police Protection & Community Services District for Board approval.
4. Discussion of the 2009/2010 Budget draft presented by General Manager Greg Harman following the Finance Committee review and recommendations made during the Finance Committee meeting on May 5, 2009. Board Action.
5. Director Cathie Kosel has requested that the Board meet twice a month during the coming months to address issues facing the

District and the Police Department. Board Action.

**DISTRICT – OLD BUSINESS**

1. Follow up discussion on the April Task Force Reports pertaining to increasing revenue and reducing expenses. At the April meeting, the report on using the Annex was not available at that time but is now included in this packet and will be presented by Director Kosel for discussion and possible action.

At the April meeting, the information presented in the reports was preliminary. Further board action was postponed until the extent of the projected deficit could be determined. Now that the District has a preliminary projection of the budget deficit the next steps could be as follows:

- a. Determine a 5 year financial forecast.
  - b. Determine the extent of tax increase needed per parcel to bridge the 5 year deficit
  - c. Determine how many police officers would need to be cut to bridge the deficit
  - d. Engage more fully with the Chief of Police and the City Manager of the City of El Cerrito to determine exact cost savings, if any, by contracting with them – given existing coverage goals.
  - e. Continue to monitor LAFCO-initiated KPFD and KPPCSD recommendations and associated fiscal impact.
  - f. With final analysis complete, schedule and publicize a series of public forums for discussion.
2. Consideration of Agreement with Brown Taylor for Expanded Scope of Services in Connection with Management of the District. Possible BOARD ACTION to amend prior action.

Possible amendment of prior Board approval to hiring Brown Taylor. The previous plan was that Brown would be hired as a contractor. We have been notified that SDRMA will provide risk management coverage, for no additional premium, for Brown Taylor if he is a temporary employee. Coverage is not available if he is a contractor. Brown Taylor has agreed to be retained as a temporary employee. It is proposed that the Board amends its prior action and approves hiring Brown Taylor as a temporary employee of the District reporting directly to the District Board.

# CONSENT CALENDAR

- Minutes
- Profit & Loss Budget Performance
- Board Member Reports
- Correspondence
- Police Department Update
- Monthly Calendar
- Recreation Report
- General Manager Update

# MINUTES

# KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

## Meeting Minutes for 04/05/2009

### AGENDA

A special meeting of the Board of Directors of the Kensington Police Protection and Community Services District was held Sunday April 5, 2009, 3:00 PM , at the Community Center, 59 Arlington Avenue, Kensington, California.

The board entered into Open Session at 3:00 PM.

### ATTENDEES

Elected Members	Guests/Presenters:	
Bill Wright, President	Yolla Harman	Gail Feldman
Charles Toombs, Vice President	Joan Gallegos	Ray Baraza
Patricia M. McLaughlin, Director	Lynn Wolter	Jeff Nelson
	Kathy Stein	Ivan Sterman
	Gloria Morrison	
	Leslie Michael	
	Ciara Wood	
	Walt Gillfillan	
	John Stein	
<b>Staff Members</b>		
Gregory E. Harman, General Manager/ Chief of Police	Joe Paola	
Stephanie Fries, District Secretary	Kay Reed	

**ANNOUNCEMENTS:** None

### PUBLIC COMMENTS

Val Paola, resident, expressed concerns about the confidentiality and privacy of complaints made by community members and District employees to the Board of Directors.

Gloria Morrison, resident, noted that the recommendations of the LAFCO draft report and the LAFCO final draft report differ from one another.

Joan Gallegos, resident, questioned the Board about the Finance Committee and whether the Board of Directors were sidestepping this committee, to which the Board replied that this is not the case indicating that the Finance Committee would be a main topic of discussion at the next regular meeting.

# KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT

## BOARD OF DIRECTORS

### STAFF COMMENTS

General Manager/ Chief of Police Gregory Harman thanked everyone for coming out to the Special Meeting.

### NEW BUSINESS #1

President Bill Wright gave a summary of the Contra Costa County Municipal Services Review, indicating that LAFCO approached General Manager Harman for comments on the draft report and the Board elected to hold this Special Meeting to determine if the Board has comments on the draft before reporting back to LAFCO. The main issue of concern for our District was the suggestion that the Kensington Fire District be dissolved and those functions be absorbed by another agency such as KPPCSD. The LAFCO recommendation is to not take any action at this time.

The Board discussed financial, managerial, and service quality concerns about a KFD/KPPCSD merger.

### PUBLIC COMMENTS

Joan Gallegos, resident, stated that she believes this is a revenue enhancement measure for the County and not a fiscal planning measure for the community.

Ivan Sterman, resident, commented that he is a longtime Kensington resident and has heard about and witnessed several options for KPPCSD such as incorporation and annexing with other districts, all of which were unsuccessful.

Ciara Wood, resident, commented that she would like to see the KPPCSD Board take the same responsibility that the KFD Board has taken in regard to their finances and budget instead of KPPCSD taking money away from KFD's budget surplus.

Gloria Morrison, resident, commented that she hopes the Board agrees with the recommendation of the LAFCO report until the other Community Services District comes out.

Walt Gillfillan, resident, asked the Board if LAFCO has the authority to impose these recommendations, to which the Board replied that LAFCO does have the authority to impose these recommendations.

John Stein, resident, stated that he agrees that this report is driven by the County's financial issues and he is not concerned with whether KPPCSD and KFD are consolidated or not, as long as the same level of service is provided.

Joe Paola, resident, commented that he believes the main issue is whether the community would be better served by merging the two districts.

Kay Reed, resident, commented that this is an opportunity to evaluate how the District currently operates and whether we can improve upon that.

Gail Feldman, resident, commented that there is enough information from LAFCO to take a position on this.



# KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

## PUBLIC COMMENTS

Ray Baraza, resident, suggested that the Board oppose the recommendation of the draft LAFCO report.

Jeff Nelson, resident, commented that he opposes consolidation as it would cause the community to lose its public voice.

Joan Gallegos, resident, stated that LAFCO can force their recommendations for the District, but that there is a provision to protest those recommendations.

## BOARD DISCUSSION

The Board discussed the issues of the community not being able to vote on these potential changes and the LAFCO final draft report not addressing the revenue impact and service provision impact to the District.

**MOTION: The Board recommends no action on the part of LAFCO until such time as the Municipal Services Review of the Community Service Districts is complete and include a fiscal analysis of the revenue and service impacts of both districts.**

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

## PUBLIC COMMENTS

Ciara Wood, resident, commented that she was disappointed that all five Board Members were unable to participate in this meeting and recommends that the Board reschedule this meeting for a time when all Board Members can participate in such an important discussion.

Joan Gallegos, resident, commented that she agrees that all five Board Member should have been present for this meeting.

The Board entered into Closed Session to discuss personnel issues in the Kensington Police Department at 4:00 PM

The board entered into Open Session at 6:05 PM

President Bill Wright reported that the Board did not take any action during Closed Session.

**MOTION: President Wright moves to postpone Closed Session Item #2 to be discussed at a later meeting.**

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

**MOTION: President Wright moves to adjourn the meeting at 6:07 PM**

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

# KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

## Meeting Minutes for 04/09/2009

### AGENDA

A regular meeting of the Board of Directors of the Kensington Police Protection and Community Services District was held Thursday April 9, 2009, 7:30 PM , at the Community Center, 59 Arlington Avenue, Kensington, California.

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

### ATTENDEES

Elected Members	Guests/Presenters:	
Bill Wright, President	Ciara Wood	
Charles Toombs, Vice President	Joan Gallegos	
Patricia M. McLaughlin, Director	Lynn Wolter	
Cathie Kosel, Director	Kathy Stein	
Cindy Kimball, Director	Henry Schiff	
	Sergeant Angela Escobar	
	Officer Rodney Martinez	
Staff Members	Officer Cesar Celada	
	Officer Doug Medina	
Gregory E. Harman, General Manager/ Chief of Police	Gloria Morrison	
Stephanie Fries, District Secretary	John Stein	

**ANNOUNCEMENTS:** None

### PUBLIC COMMENTS

Joan Gallegos, resident, commented that the Board should have scheduled the April 5, 2009 Special Meeting on a day when all Board member were able to attend.

Ciara Wood, resident, expressed her distress over the Board conducting the April 5, 2009 Special Meeting in the absence of two Board Members.

Sergeant Angela Escobar of the Kensington Police Department asked the Board for a Special Meeting with the Board regarding concerns and issues regarding General Manager/Chief of Police Gregory Harman, to which the Board indicated that protocol must be followed and complaints must be submitted to General Manager/Chief of Police Gregory Harman. If those complaints are not resolved in a satisfactory manner, those complaints may then be brought to the Board of Directors.

# KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT

## BOARD OF DIRECTORS

### PUBLIC COMMENTS

Val Paola, resident, expressed her concerns regarding the confidentiality of complaints within the Department and the Board of Directors.

Henry Schiff, resident, expressed his concerns regarding the lack of chain of command with a combined General Manager/Chief of Police position.

### BOARD DISCUSSION

The Board explained the need for a formal meeting structure and protocol due to the fact that there are a number of personnel issues that are being investigated and the Board has been advised by counsel not to speak to these issues in the interest of confidentiality and privacy. The Board expressed concern over individuals attempting to circumvent due process and emphasized the need to follow protocol to protect the rights and privacy of anyone who is involved in legal disputes with the District.

The Board discussed having an Agenda item for the next Board Meeting to address the possibility of splitting the General Manager/Chief of Police position.

### CONSENT CALENDAR

The Board discussed and approved the Consent Calendar.

### OLD BUSINESS

The Board discussed Old Business Item #1, the General Manager Liaison Committee and procedural issues concerning the Brown Act. The Board decided to revisit this Agenda item at a later meeting.

### PUBLIC COMMENTS

Joan Gallegos, resident, commented that she believes there is a provision in the Board Policy Manual for a General Manager Liaison Committee.

Lynn Wolter, resident, expressed her concerns regarding what she perceives as suspicion on the part of Board Members toward other Board Members with regard to formation of the General Manager Liaison Committee.

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

**NEW BUSINESS**

The Board discussed New Business Items #1, 2, and 3, adoption of Resolutions 2009-03, 2009-04, 2009-05.

**MOTION: The Board moves to adopt New Business Item #1 - Resolution 2009-03**

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

**MOTION: The Board moves to adopt New Business Item #2 - Resolution 2009-04**

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

**MOTION: The Board moves to adopt New Business Item #3- Resolution 2009-05**

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

The Board discussed New Business Item #4 with the possibility of amending the language to read "The Board accepts in principal the Kensington Police Protection and Community Services District Planning Workshop Report prepared by Dr. Charles Beesley following the Board Workshop January 17<sup>th</sup> and 18<sup>th</sup>, 2009, without agreeing to any specific recommendations."

**MOTION: The Board moves to adopt New Business Item #4 - The Board accepts in principal the Kensington Police Protection and Community Services District Planning Workshop Report prepared by Dr. Charles Beesley following the Board Workshop January 17<sup>th</sup> and 18<sup>th</sup>, 2009, without agreeing to any specific recommendations**

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

The Board discussed New Business Item #5, adoption of the Mission Statement.

**MOTION: The Board moves to adopt New Business Item #5 - Adoption of the Mission Statement**

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

The Board discussed New Business Item #6, adoption of the Vision Statement.

**MOTION: The Board moves to adopt New Business Item #6 - Adoption of the Vision Statement**

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

The Board discussed New Business Item #7, adoption of Action Minutes for all Board Meetings.

**MOTION: The Board moves to adopt New Business #7 - Adoption of Action Minutes for all Board Meetings**

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

# KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT

## BOARD OF DIRECTORS

Break: 8:56 PM to 9:00 PM

### NEW BUSINESS

The Board discussed New Business Item #8, report from the Revenue Enhancement Task Force that was established to explore options to reduce or eliminate the KPPCSD budget deficit. The Board discussed the possibility of increasing the Police tax to generate more revenue for the District.

### PUBLIC COMMENTS

Gloria Morrison, resident, suggested only using grant & donation money for park improvements.

John Stein, resident, commented that he would like to see a historical breakdown of property tax revenue in Kensington to help give the community a better idea of why we need a tax increase.

Joan Gallegos, resident, suggested that the District start charging for copies of the Agenda Packets and suggested changing the Board Resolution that limit the franchise fees funds to expenses for garbage & recycling.

### NEW BUSINESS

The Board discussed New Business Item #8, report from the Expense Reduction Task Force that was established to explore options to reduce or eliminate the KPPCSD budget deficit. The Board discussed reducing staff and/or reduction in salaries and the possible outcome of these actions, having the Police Department managed by another agency, the possible merger of the Fire and Community Services District, and identifying \$48,000 worth of items that could be cut from next year's budget.

### PUBLIC COMMENTS

Gloria Morrison, resident, commented that she would not like to see a reduction in Police Staff and suggested eliminating \$230,000 for park improvements from the budget.

Lynn Wolter, resident, commented that she was on the Board when there was a reduction in staff in the Police Department, which resulted in costing the District more money rather than saving money due to increases in overtime pay, higher turnover rate, increased training costs, and higher frequency of illness among officers.

John Stein, resident, asked the Board to consider whether a District merger makes financial, operational, and administrative sense. Suggested that the Board conduct a simply survey of the community to get a better idea of how the community feels.

Kathy Stein, resident, commented that she finds the idea of reducing Police Staff and the idea contracting out particularly distasteful. Commented that contracting out leaves the District open to annexation and loss of cost control.

# KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT

## BOARD OF DIRECTORS

### PUBLIC COMMENTS

Joan Gallegos, resident, commented that a merger does not give the District a guarantee for the same amount of property tax revenue. Commented that when the Kensington Fire District contracted with El Cerrito, El Cerrito did not accept any lateral transfers of any of our Firefighters with the exception of one Captain who was about to retire.

### BOARD DISCUSSION

The Board discussed the possibility of having a larger public meeting after defining where the District is in regard to the budget deficit and further discussed the possibility of a community survey.

The Board discussed having an Agenda Item for the next Board Meeting to discuss the review of the Finance Committee.

**MOTION: The Board moves to postpone New Business Item #9 - discussion of the recommendations by the Board President and Vice President that the attached goals and objectives for the General Manager/ Chief of Police be approved by the full KPPCSD Board.**

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

The Board entered into Closed Session at 9:50 PM

The Board entered into Open Session at 10:25 PM

The Board discussed Closed Session Item #1 - Discussion of the General Manager/ Chief of Police performance review in compliance with a Board action taken at the Board Meeting on March 12<sup>th</sup>, pursuant to California Government Code §54957, with no action.

**MOTION: President Wright moves to adjourn the meeting at 10:27 PM**

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

# KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

## Meeting Minutes for 04/16/2009

### AGENDA

A special meeting of the Board of Directors of the Kensington Police Protection and Community Services District was held Thursday April 16, 2009, 2:08 PM , at the Community Center, 59 Arlington Avenue, Kensington, California.

The board entered into Open Session at 2:08 PM.

### ATTENDEES

Elected Members	Guests/Presenters:	
Bill Wright, President	Yolla Harman	
Charles Toombs, Vice President	Joan Gallegos	
Patricia M. McLaughlin, Director	Lynn Wolter	
Cathie Kosel, Director	Kathy Stein	
Cindy Kimball, Director	Mike Long	
	Don Dommer	
	Anthony Knight	
	Lance Maples	
	David Ward	
<b>Staff Members</b>		
Gregory E. Harman, General Manager/Chief of Police	Alma Key	
Stephanie Fries, District Secretary	Norma Merchant	

**ANNOUNCEMENTS:** None

President Bill Wright reads a section of the Board Policy Manual that outlines the Board's policy regarding public comments, indicating that no oral presentation may contain any charges or complaints of any district employee. All complaints are to be submitted to the General Manager in writing.

### PUBLIC COMMENTS

Joan Gallegos, resident, commented that she is very happy to see all Board Members present.

Val Paola, resident, stated that Kensington officers have come to her home and shared confidential information with her.

Kathy Stein, resident, read a letter from John Stein in support of General Manager/Chief of Police Harman.

# KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT

## BOARD OF DIRECTORS

Lynn Wolter, resident, expressed her support for General Manager/Chief of Police Gregory Harman and read an email she received from a Kensington resident in support of General Manager/Chief of Police Gregory Harman.

Vida Dorroh, resident, expressed her support for General Manager/Chief of Police Gregory Harman and suggested that rather than have the Board terminate the General Manager/Chief of Police, perhaps individual Board Members should entertain the thought of resigning or perhaps the citizens of Kensington would seek termination of their positions.

Ciara Wood, resident, asked the Board to grant the officers a chance to speak before the Board.

Henry Schiff, resident, expressed his concern about the gossip he has heard from community members and police officers and urges the Board to dissolve the General Manager/Chief of Police position.

Andrew Reed, resident, commented that the Board should support the Chief's recommendations for disciplinary actions based on the report and investigation conducted by outside counsel. If individual staff members have been coming to the Board outside of due process, that is unacceptable and staff members need to follow the grievance process. Asked the Board to refrain from action which may seem sympathetic and kind, but goes against the grievance policy, as this leaves individual Board Members open to possible litigation.

Sergeant Hussain Khan of the Kensington Police Department commented that General Manager/Chief of Police Gregory Harman inherited these personnel issues when he was hired and urges the Board and community to support General Manager/Chief of Police Gregory Harman.

Linda Lippcomb, resident, urged the Board to support General Manager/Chief of Police Gregory Harman.

Deborah Long, resident, expressed her support for General Manager/Chief of Police Gregory Harman.

### **STAFF COMMENTS**

General Manager/Chief of Police Gregory Harman reported on coverage for Police Protection Services, indicating that Police staff are working 12-hour shifts to cover hours of staff members who have not reported for work. Commented that at no time has the District not been covered and all officers that are reporting to work have been willing to come in as requested.

### **BOARD DISCUSSION**

The Board discussed current coverage for Police Protection Services and expressed thanks to the officers for working overtime to cover shifts.

### **PUBLIC COMMENTS**

Henry Schiff, resident, thanked the community members that got up and spoke at the meeting. Suggested that the Board made a mistake when they decided to hire General Manager/Chief of Police Gregory Harman and urged the Board to correct that mistake.



# KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

The board entered into Closed Session at 3:00 PM

**-CLOSED SESSION-**

The board entered into Open Session at 4:45 PM

The Board returned from Closed Session discussion of items 1a and 1b with no action. For item 1c, the Board designated Cathie Kosel and Chuck Toombs to represent the District in entering into a contract with Chuck Beesley and Brown Taylor to work with the Board and Greg Harman on the current issues affecting the District.

**MOTION: President Wright moves to adjourn the meeting at 4:50 PM**

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

**PROFIT & LOSS  
BUDGET  
PERFORMANCE**

**KPPCSD**  
**Profit & Loss Budget Performance**  
 April 2009

	Apr 09	Budget	Jul '08 - Apr 09	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
400 · Police Activities Revenue					
401 · Levy Tax	-2,187.46		1,218,679.44	1,206,926.22	1,287,926.22
402 · Special Tax-Police	0.00		680,340.00	679,000.00	679,000.00
410 · Police Fees/Service Charges	3,539.88	100.00	5,444.23	3,050.00	3,500.00
416 · Interest-Police	0.00	8,200.00	16,665.25	27,000.00	35,000.00
418 · Misc Police Income	626.00	1,000.00	8,551.11	12,000.00	15,000.00
400 · Police Activities Revenue - Other	0.00		2,473.96		
<b>Total 400 · Police Activities Revenue</b>	<b>1,978.42</b>	<b>9,300.00</b>	<b>1,932,153.99</b>	<b>1,927,976.22</b>	<b>2,020,426.22</b>
420 · Park/Rec Activities Revenue					
424 · Special Tax-L&L	0.00		28,516.37	28,800.00	28,800.00
426 · Park Donations	0.00		250.00	2,500.00	3,000.00
427 · Community Center Revenue	1,700.00	1,000.00	14,126.00	19,500.00	22,000.00
436 · Interest-Park/Rec	0.00	250.00	674.27	1,000.00	1,200.00
438 · Misc Park/Rec Rev	248.00		424.00		
420 · Park/Rec Activities Revenue - Other	0.00		1,070.55		
<b>Total 420 · Park/Rec Activities Revenue</b>	<b>1,948.00</b>	<b>1,250.00</b>	<b>45,061.19</b>	<b>51,800.00</b>	<b>55,000.00</b>
440 · District Activities Revenue					
448 · Franchise Fees	0.00		13,746.24	13,850.00	20,800.00
456 · Interest-District	48.57	1,000.00	2,039.86	3,200.00	4,200.00
<b>Total 440 · District Activities Revenue</b>	<b>48.57</b>	<b>1,000.00</b>	<b>15,786.10</b>	<b>17,050.00</b>	<b>25,000.00</b>
<b>Total Income</b>	<b>3,974.99</b>	<b>11,550.00</b>	<b>1,993,001.28</b>	<b>1,996,826.22</b>	<b>2,100,426.22</b>
<b>Expense</b>					
4000 · Reconciliation Discrepancies	0.00		0.05		
500 · Police Sal & Ben					
502 · Salary - Officers	73,366.37	73,513.67	735,699.33	735,136.66	882,164.00
504 · Compensated Absences	0.00	0.00	5,427.92	19,728.00	19,728.00
506 · Overtime	9,322.80	2,500.00	27,925.73	25,000.00	30,000.00
508 · Salary - Non-Sworn	5,693.46	6,481.33	59,051.86	64,813.34	77,776.00
516 · Uniform Allowance	666.60	708.33	6,666.00	7,083.34	8,500.00
518 · Safety Equipment	664.77	208.33	2,046.53	2,083.34	2,500.00
521-A · Medical/Vision/Dental-Active	10,081.51	9,610.46	93,387.17	96,104.58	115,325.50
521-R · Medical/Vision/Dental-Retired	8,819.98	9,610.46	93,562.63	96,104.58	115,325.50
522 · Insurance - Police	-210.00	1,016.67	5,557.38	10,166.66	12,200.00
523 · Social Security/Medicare	1,306.99	1,229.67	12,198.37	12,296.66	14,756.00
524 · Social Security - District	430.49	495.83	4,067.87	4,958.34	5,950.00
527 · PERS - District Portion	21,406.99	21,512.33	213,227.40	215,123.34	258,148.00
528 · PERS - Officers Portion	6,663.00	6,676.25	66,593.14	66,762.50	80,115.00
530 · Workers Comp	12,392.00		52,147.44	77,945.00	77,945.00
541 · Consultant/Operational Audit	0.00	0.00	0.00	0.00	0.00
<b>Total 500 · Police Sal &amp; Ben</b>	<b>150,604.96</b>	<b>133,563.33</b>	<b>1,377,558.77</b>	<b>1,433,306.34</b>	<b>1,700,433.00</b>
550 · Other Police Expenses					

**KPPCSD**  
**Profit & Loss Budget Performance**  
 April 2009

	Apr 09	Budget	Jul '08 - Apr 09	YTD Budget	Annual Budget
552 · Expendable Police Supplies	0.00	333.33	1,116.43	3,333.34	4,000.00
553 · Range/Ammunition Supplies	0.00	208.33	1,133.93	2,083.34	2,500.00
560 · Crossing Guard	1,038.80	1,016.70	7,687.12	8,641.95	10,167.00
562 · Vehicle Operation	2,769.41	3,250.00	32,092.04	32,500.00	39,000.00
564 · Communications (RPD)	0.00	7,816.67	84,648.17	78,166.66	93,800.00
566 · Radio Maintenance	0.00	366.67	0.00	3,666.66	4,400.00
568 · Prisoner/Case Exp./Booking	201.83	823.33	3,319.33	8,233.34	9,880.00
570 · Training	640.44	1,000.00	16,028.90	10,000.00	12,000.00
572 · Recruiting	0.00	637.50	1,347.74	6,375.00	7,650.00
574 · Reserve Officers	650.00	166.67	2,131.13	1,666.66	2,000.00
576 · Misc. Meals & Travel	410.11	242.50	3,642.46	2,425.00	2,910.00
580 · Utilities - Police	652.19	680.00	5,786.03	6,800.00	8,160.00
581 · Bldg Repairs/Maint.	0.00	916.67	2,244.36	9,166.66	11,000.00
582 · Expendable Office Supplies	861.19	558.33	5,488.73	5,583.34	6,700.00
586 · Machine Maintenance	0.00	41.67	0.00	416.66	500.00
588 · Telephone(+Rich. Line)	168.37	1,045.67	7,902.79	10,456.66	12,548.00
590 · Housekeeping	511.41	458.33	3,210.07	4,583.34	5,500.00
592 · Publications	68.12	375.00	2,410.09	3,750.00	4,500.00
594 · Community Policing	722.09	550.00	2,858.11	5,500.00	6,600.00
596 · WEST-NET/CAL I.D.	0.00		12,296.00	12,297.00	12,297.00
598 · COPS Special Fund	0.00	0.00	0.00	0.00	0.00
550 · Other Police Expenses - Other	0.00		147.25		
<b>Total 550 · Other Police Expenses</b>	<b>8,693.96</b>	<b>20,487.37</b>	<b>195,490.68</b>	<b>215,645.61</b>	<b>256,112.00</b>
600 · Park/Rec Sal & Ben					
601 · Park & Rec Administrator	1,087.50	947.25	9,556.40	9,472.50	11,367.00
602 · Custodian	1,750.00	2,000.00	17,500.00	20,000.00	24,000.00
606 · Casual Labor	0.00	166.67	0.00	1,666.66	2,000.00
623 · Social Security/Medicare - Dist	0.00	72.50	241.71	725.00	870.00
<b>Total 600 · Park/Rec Sal &amp; Ben</b>	<b>2,837.50</b>	<b>3,186.42</b>	<b>27,298.11</b>	<b>31,864.16</b>	<b>38,237.00</b>
635 · Park/Recreation Expenses					
640 · Community Center Expenses					
642 · Utilities-Community Center	0.00	370.00	3,008.44	3,700.00	4,440.00
643 · Janitorial Supplies	0.00	166.67	1,169.40	1,666.66	2,000.00
646 · Community Center Repairs	0.00	83.33	790.94	833.34	1,000.00
640 · Community Center Expenses - Other	0.00		313.52		
<b>Total 640 · Community Center Expenses</b>	<b>0.00</b>	<b>620.00</b>	<b>5,282.30</b>	<b>6,200.00</b>	<b>7,440.00</b>
660 · Annex Expenses					
662 · Utilities - Annex	0.00	0.00	1,077.51	0.00	0.00
666 · Annex Repairs	0.00	0.00	0.00	0.00	0.00
668 · Misc Annex Expenses	0.00	41.67	26.56	416.66	500.00
660 · Annex Expenses - Other	0.00		200.00		
<b>Total 660 · Annex Expenses</b>	<b>0.00</b>	<b>41.67</b>	<b>1,304.07</b>	<b>416.66</b>	<b>500.00</b>
670 · Gardening Supplies	0.00	166.67	0.00	1,666.66	2,000.00
672 · Kensington Park O&M	2,345.28	4,400.00	26,171.68	44,000.00	52,800.00

**KPPCSD**  
**Profit & Loss Budget Performance**  
 April 2009

	Apr 09	Budget	Jul '08 - Apr 09	YTD Budget	Annual Budget
674 · Park Construction Exp	0.00	0.00	0.00	0.00	0.00
678 · Misc Park/Rec Expense	0.00	41.67	4,720.00	416.66	500.00
635 · Park/Recreation Expenses - Other	193.05		3,193.05		
<b>Total 635 · Park/Recreation Expenses</b>	<b>2,538.33</b>	<b>5,270.01</b>	<b>40,671.10</b>	<b>52,699.98</b>	<b>63,240.00</b>
<b>800 · District Expenses</b>					
810 · Computer Maintenance	0.00	805.45	20,574.53	21,289.10	22,900.00
820 · Cannon Copier Contract	338.13	458.33	3,116.44	4,583.34	5,500.00
830 · Legal (District/Personnel)	15.00	1,250.00	49,137.47	12,500.00	15,000.00
835 · Consultanting	0.00	833.33	820.17	8,333.34	10,000.00
840 · Accounting	0.00	1,816.67	7,040.00	18,166.66	21,800.00
850 · Insurance	0.00		28,603.38	30,000.00	30,000.00
860 · Election	0.00		5,307.25	8,000.00	8,000.00
865 · Police Bldg. Lease	0.00		5,112.00	5,112.00	5,112.00
870 · County Expenditures	1,032.21		28,346.66	5,350.00	18,600.00
890 · Waste/Recycle	0.00	458.33	2,109.34	4,583.34	5,500.00
898 · Misc. Expenses/Lobbyist	1,094.63	1,570.83	10,284.48	15,708.34	18,850.00
<b>Total 800 · District Expenses</b>	<b>2,479.97</b>	<b>7,192.94</b>	<b>160,451.72</b>	<b>133,626.12</b>	<b>161,262.00</b>
<b>950 · Capital Outlay</b>					
961 · Police Bldg Improvements	0.00		12,700.00	18,700.00	18,700.00
962 · Patrol Cars	0.00		0.00	29,000.00	29,000.00
963 · Patrol Car Accessories	0.00	0.00	0.00	0.00	35,000.00
965 · Weapons / Radios	0.00	0.00	1,149.00	0.00	0.00
967 · Station Equipment	0.00	0.00	0.00	0.00	0.00
968 · Office Furn/Eq	0.00	0.00	0.00	0.00	0.00
969 · Computer Equipment	0.00		1,911.51	2,000.00	2,000.00
971 · Park Land	0.00	0.00	0.00	0.00	0.00
972 · Park Buildings Improvement	0.00		17,447.52	230,000.00	230,000.00
973 · Park Construct. Grant	0.00		0.00	0.00	0.00
974 · Other Park Improvements	0.00	0.00	0.00	0.00	0.00
978 · Pk/Rec Furn/Eq	0.00	0.00	0.00	0.00	0.00
981 · Bldg E Improvements	0.00	0.00	0.00	0.00	0.00
983 · Annex Improvements	0.00	0.00	0.00	0.00	0.00
<b>Total 950 · Capital Outlay</b>	<b>0.00</b>	<b>0.00</b>	<b>33,208.03</b>	<b>279,700.00</b>	<b>314,700.00</b>
<b>Total Expense</b>	<b>167,154.72</b>	<b>169,700.07</b>	<b>1,834,678.46</b>	<b>2,146,842.21</b>	<b>2,533,984.00</b>
<b>Net Ordinary Income</b>	<b>-163,179.73</b>	<b>-158,150.07</b>	<b>158,322.82</b>	<b>-150,015.99</b>	<b>-433,557.78</b>
<b>Other Income/Expense</b>					
<b>Other Expense</b>					
700 · Bond Issue Expenses					
701 · Bond Proceeds	0.00		-180,503.34		
710 · Bond Admin.	0.00		1,723.39		
715 · Bond Interest Income	0.00		-1,250.17		
720 · Bond Principal	0.00		93,097.04		
730 · Bond Interest	0.00		66,608.53		

KPPCSD  
Profit & Loss Budget Performance  
April 2009

	Apr 09	Budget	Jul '08 - Apr 09	YTD Budget	Annual Budget
Total 700 - Bond Issue Expenses	0.00		-20,324.55		
Total Other Expense	0.00		-20,324.55		
Net Other Income	0.00	0.00	20,324.55	0.00	0.00
	-163,179.73	-158,150.07	178,647.37	-150,015.99	-433,557.78

# BOARD MEMBER REPORTS

# CORRESPONDENCE



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P.O. BOX 942849  
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Assembly  
California Legislature



**NANCY SKINNER**  
ASSEMBLYMEMBER, FOURTEENTH DISTRICT

DISTRICT OFFICE  
ELIHU M. HARRIS STATE BUILDING  
1515 CLAY STREET, SUITE 2201  
OAKLAND, CA 94612  
(510) 286-1400  
Fax (510) 286-1406

April 4, 2009

Chief Greg Harman  
Kensington Police Department  
217 Arlington Ave.  
Kensington, CA 94707

Dear Chief Harman,

I am shocked and saddened by the tragic deaths of four Oakland police officers last week. I know that this senseless loss of officers deeply affects not only their immediate families and communities but all in the law enforcement family.

I want to express my support and gratitude to you and your Department for protecting our community. I appreciate the sacrifice and service that you give everyday.

Please contact me, or my District Director Angela Ramirez Holmes, if we can be of assistance. It is an honor to serve your Department in Sacramento.

Sincerely,

A handwritten signature in cursive script that reads "Nancy Skinner".

Nancy Skinner  
Assemblymember, 14<sup>th</sup> District

POLICE  
DEPARTMENT  
UPDATE

# April 2009 Police Department Report

May 7, 2009

- Department Personnel
  - The department continues to be at full staffing for sworn personnel.
  - We are looking at candidates to fill the "11<sup>th</sup>" officer position that will be funded with the California COPS grant. We are also looking at candidates to add to our reserve program.
- Commendations and Correspondence
  - Sergeant Khan received a thank you note from a resident on Oak View Avenue for speaking with her regarding a neighborhood issue.
  - Officer Barrow received a thank you note from the family of the victim he rendered emergency CPR to in January.
- Investigation of Alleged Misconduct
  - Department Investigation # 08-07 was initiated in October on an allegation that an officer had falsified a police report. This investigation has been completed, and it has been determined that an officer did falsify a statement in a police report. Discipline to be administered pending a Skelly Hearing. At this time we are waiting for the officer's attorney to provide his availability for the hearing.
  - Department Investigation # 08-08 was initiated in November on an allegation that an officer had failed to properly prepare for and testify during a court appearance. This investigation has been completed and sustained. Discipline to be administered pending a Skelly Hearing. At this time we are waiting for the officer's attorney to provide his availability for the hearing.
  - Department Investigation #08-09 was initiated at the end of November on an allegation that an officer failed to report a traffic collision involving a District vehicle. This investigation has been completed and sustained. Discipline to be administered pending a Skelly Hearing. At this time we are waiting for the officer's attorney to provide his availability for the hearing.

- Department Investigation #08-10 was initiated in December on an allegation that an officer acted in a way unbecoming an officer while off duty. This investigation has been completed and sustained. Discipline to be administered pending the completion of the Skelly process. We are currently working with the officer's attorney to complete this investigation.
- Department Investigation #09-01 was initiated in January on an allegation that an officer failed to perform his duties during his shift. This investigation is currently being investigated by Sergeant Escobar and has not been completed at this time.
- Department Investigation #09-02 was initiated in April on an allegation that an officer was absent without leave for a period of three days.
- Department Investigation #09-03 was initiated in April on an allegation that an officer was absent without leave for a period of three days.
- Department Investigation #09-04 was initiated in April on an allegation that an officer was absent without leave for a period of seven days.
- 9-1-1 / Richmond Communication Center Information.
  - The Ring Time Report for April has not been received from Richmond PD.
- Communication Center Service Complaints
  - No complaints received this month however, ***this is a good time to remind everyone that for police non-emergencies, you need to contact the dispatch center at "236-0474" and not the KPPCSD business line of 526-4141.*** The KPPCSD business line is only monitored 6 hours a day during the week and should not be used to report police matters.
- Community Networking
  - On 4-01-09, Chief Harman attended the West County Police Chief's Association meeting in Hercules.  
  
Chief Harman later attended the Special Meeting of the Kensington Fire Board in which the LAFCO Report was discussed.

- On 4-06-09, Sergeant Ricky Hull, Officer Doug Wilson, and Chief Harman facilitated the PCC meeting held at the Community Center. This was the last meeting of the PCC in its current format.

Starting with the first meeting scheduled for Monday, May 11<sup>th</sup>, at 6:30 PM in the Community Center, the first Kensington Public Safety Council meeting will be held. The Kensington Public Safety Council will expand upon the issues of police services to include those of emergency preparedness and other public safety issues affecting the community. It is hoped that by meeting in the evenings, we will be able to increase community participation and feedback on those issues concerning Kensington.

- On 4-06-09, Officer Doug Wilson made a safety presentation to 13 Daisy Girl Scouts of Troop #3222 at the Community Center.
- On 4-08-09, Chief Harman attended the annual Office of Traffic Safety conference held in San Francisco in an effort to identify those OTS grants that may be available to us.
- On 4-10-09, Chief Harman attended the CSDA "Setting Direction & Community Leadership" course in Sacramento.
- On 4-15-09, Chief Harman, Yolla Harman, and MC Sergeant Hussain Khan attended the retirement dinner for Officer Phil Balousek. Several members of the community attended as well as Phil's family and the event was catered by The Arlington. Assuming that the article in the Outlook was correct, everyone had a great time.
- On 4-20-09, Chief Harman attended the quarterly meeting of the Contra Costa County Special District Association in Pleasant Hill. The guest speaker at the meeting was Dan Borenstein of the Contra Costa Times who gave a presentation on "Pensions, Benefits, and Sustainability".
- On 4-22-09, Chief Harman attended the Contra Costa County Police Chief's Association meeting in Concord. It was also Administrative Assistants Day and Stephanie Fries and Andrea DiNapoli were lunch guests of Chief Harman.

Chief Harman then attended the Contra Costa County Hazard Mitigation Committee meeting in Martinez.

- On 4-24-09, Chief Harman attended the CSDA Membership Committee meeting in Sacramento.

- On 4-28-09, Chief Harman, along with all of the County Chiefs attended the Special meeting of the County Board of Supervisors to hear the discussion of the announced impact of the budget reductions on the District Attorney's Office and the District Attorney's plan to stop prosecuting misdemeanor cases.

At the meeting, The District Attorney and the County Board of Supervisors agreed to accept the District Attorney's plan to postpone the non-filing of misdemeanor cases and to work together to come up with a better solution to the budget reductions to his office.

The next Public Protection Committee meeting is scheduled for May 11<sup>th</sup>, at 2:30 PM in Martinez.

- On 4-27-09, Chief Harman attended the Kensington Improvement Club meeting.
- On 4-28-09, Chief Harman attended the KMAC meeting.

- Community Criminal Activity

- This section of the report has been prepared by the Watch Commanders reporting on their areas of responsibility. There has been a change for the month of April, with Sergeant Hull moving from investigations over to becoming the Watch Commander on Team 2.

Sergeant Hull will continue to monitor department investigations until staffing allows for an investigator to be assigned.

- Watch Commander Reports

- **Sergeant Khan Team 1**

**SIGNIFICANT CASES/ EVENTS:**

- 09-1427 On 4/4/09 at 1026 hrs. Officer Barrow took graffiti report on Highland Blvd.
- 09-1430 On 4/4/09 at 1250 hrs. Officer Barrow performed CPR and assisted fire in caring for an elderly male on Arlington Ave. This is the second time this year Officer Barrow has provided this life saving service.
- 09-1443 On 4/4/09 at 0930 hrs. Officer Barrow took graffiti report from a resident on Kenyon Ave. who had his car defaced.
- 09-1486 On 4/7/09 at 0807 hrs. Officer Barrow took an injury accident involving a solo vehicle on Arlington Ave.

- 09-1502 On 4/8/09 at 1012 hrs. Officer Wilson took an identity theft case from a resident on Sunset Dr.
- 09-1579 On 4/13/09 at 1244 hrs. Officer Wilson took an attempted residential burglary on Berkeley Park Blvd.
- 09-1582 On 4/13/09 at 1500 hrs. Officer Wilson took another attempted residential burglary on Beverly Ct.
- 09-1583 On 4/13/09 at 1533 hrs. Officer Barrow took an identity theft case on Kenyon Ave.
- 09-1587 On 4/13/09 at 1946 hrs. Officer Wilson took a graffiti case at the Kensington Hilltop School.
- 09-1635 On 4/16/09 at 1719 hrs. Officer Wilson took an identity theft case on Beloit Ave.
- 09-1698 On 4/21/09 at 0719 hrs. Officer Barrow took a stolen auto report from a resident on Arlington Ave.
- 09-1847 On 4/27/09 at 1208 hrs. Officer Barrow took a residential burglary at a house being remodeled on Lake Dr. Tools were stolen.
- 09-1849 On 4/27/09 at 1705 hrs. I took a report of an auto burglary from a resident on Westminster Ave. A small case containing tools was taken.

**BRIEFING/ TRAINING:**

The retirees received their annual firearms training.

**SERGEANT'S SUMMARY:**

As you can see by reading the police log, we have been having quite a few problems with graffiti throughout the District, but especially at the Kensington Hilltop School. Although we have greatly increased patrols at the school, damage still keeps occurring. I'd like to take a moment to ask parents of children within the District to take time to talk with their kids about the cost of graffiti. To begin with, the West Contra Costa County School District isn't in a strong financial situation. Luckily the community, with help from outstanding groups like the Dad's Club, helps raise money for the school. It's a shame to see badly needed funds go towards cleaning up graffiti or repairing damage to the school. Parents, please let your kids know that they should report vandals to the police or school administration. It's time to show more pride in your community and your school. To the vandals, I say have a little more self respect and personal pride. Your behavior reflects on your family and upbringing.

**TEAM STATISTICS:**

Officer	Barrow	Wilson
Days Worked	16	16
Traffic Stops (no cite)	12	2
Moving Citations	7	3
Parking Citations	2	14
Vacation/ Security Checks	16	37
Field Interviews (FI's)	0	3

Cases	8	5
Self Initiated Cases	0	1
Arrests	0	0
Calls for Service	33	36

•• **Sergeant Hull Team 2**

TEAM STATISTICS:

Officer	Martinez (K31)	Medina (K35)	Stegman (K32)
Days Worked	9	5	17
Traffic Stops	20	12	10
Moving Citations	1	2	0
Parking Citations	0	1	0
Vacation/ Security Checks	28	23	40
FI – Field Interviews	1	2	0
Cases	1	0	2
Self Initiated Cases	1	0	0
Arrests	0	0	0
Calls for Service	70	15	36

- Calls for Service determined by subtracting traffic stops and vacation/security checks from the total number of dispatched calls to the Officer.

SIGNIFICANT EVENTS:

- 2009-1411 – On 4-3-2009, at 1318 hours, Officer Stegman responded to a report of identity theft in 600 block of Oberlin Avenue. Resident discovered approximately \$3,500.00 missing from his checking account and learned that approximately 36 fraudulent ATM withdrawals had been made.
- 2009-1514 – On 4-8-2009, at approximately 2125 hours, Officer Martinez responded to an injury accident that occurred in the 300 block of Colusa Avenue. The airbag in the responsible vehicle deployed and the driver suffered minor injuries and was transported to Alta Bates Hospital for medical attention. The responsible driver was changing the radio in the vehicle when the vehicle collided with a legally parked vehicle.
- 2009-1526 – On 4-9-2009, at approximately 2100 hours, Officer Martinez responded to a report of vandalism (graffiti) at the Hilltop School. A janitor saw two WMJ's spray painting graffiti on the front door of the school. The suspects ran and were not caught. Both suspects had blonde hair, wearing black hooded sweat shirts with the hoods over their heads and black sweat pants. Suspects painted "M.O.B." "Playa's Club" and numbers



- on the doors of classrooms. Suspects believed to be responsible for "Gang Green" graffiti on the back of Building E.
- 2009-1557 – On 4-11-2009, at approximately 1730 hours, Sgt. Hull was contacted by a resident who wanted to report forgery of a fake personal check that was attempted to be cashed unsuccessfully so it was deposited into the residents account. On 4-14-2009 the resident contacted KPD to report identity theft as someone successfully obtained a Chase Mastercard with the resident's personal information. On 4-23-09 the resident provided documents of a suspect's attempt to obtain credit from Target. A suspect successfully obtained a Macy's and Fashion Bug credit cards and made fraudulent purchases. A possible suspect description has been established through video surveillance.
  - 2009-1628 – On 4-16-2009 Sgt. Hull located a temporary restraining order due to domestic violence and threats in his mailbox. The order protects a resident in the 00 block of Highland Blvd.
  - 2009-1644 – On 4-17-2009 Sgt. Hull responded to a report of residential burglary in the 00 block of Kensington Road. Day time caretaker was writing checks for resident to sign at the kitchen table. The caretaker took the written checks to the den for the resident to sign, leaving the check book on the kitchen table. The caretaker returned to the kitchen and discovered the front door wide open and the check book missing from the kitchen table.
  - 2009-1654 - On 4-18-2009, at approximately 1113 hours Sgt. Hull was sent to investigate a coroner's case (death investigation) in 100 block of Kensington Road. This event was probable as the doctor signed the death certificate.
  - 2009-1657 – On 4-18-2009, at approximately 1230 hours, Sgt. Hull responded to a report of vandalism (graffiti) at the Hilltop School. Graffiti was located on the windows and doors at the front of the school and the metal storage shed in the lower play lot. The letters "Y," "S," "h," "YSK," "TFA," "Queers," and "Toy" was written in black marker pen in various places around the school. "Wasted" was spray painted in red on the stair case leading from the lower play lot to the upper play lot.
  - 2009-1762 – On 4-23-2009, at approximately 1506 hours, Officer Martinez assisted Berkeley PD with a Hit & Run accident on Visalia Avenue.
  - 2009-1768 – On 4-24-2009, at approximately 0002 hours, Officer Stegman locates vandalism (graffiti) at the Kensington Library. The graffiti located on the foundation were written with black spray paint "YSK," and "TUNA."
  - 2009-1792 – On 4-24-2009, at approximately 0029 hours, Officer Stegman assisted El Cerrito PD with a fight consisting of 50 subjects in the 900 block of Richmond Street.
  - 2009-1878 – On 4-29-2009, at approximately 1000 hours, Officer Martinez responded to a report of identity theft in the 1600 block of Oak View Avenue. The resident was contacted by Capitol One Bank to confirm he applied for a credit card on 4-16-2009. The resident was contacted by

Barclay's Bank to confirm he applied for a credit card on 4-28-2009. The resident ran an internet based credit check on himself and learned of a third attempt to obtain credit with his personal information was attempted at Fifth Third Bank on 4-8-2009 unsuccessfully.

#### BRIEFING/TRAINING"

- Target Safety Training - Sexual Harassment

#### SERGEANT'S SUMMARY:

- As of 4-17-2009, I was removed from investigations and placed back into patrol due to personnel issues. My vacation was cancelled and I have been given additional duties associated with patrol and supervision. Investigations shall continue but not as aggressively. On two occasions residents in Brentwood notified KPD of suspect locations in the Carmelite Monastery Elder Abuse case but due to abrupt man power shortage, KPD was unable to respond.
- On 4-29-2009, I began daily briefings so all pertinent patrol information can be communicated to team members. Feedback is encouraged.
- Case 2009-0423 Identity Theft – Photos of a possible suspect have been received by KPD.
- Case 2009-11557 Identity Theft – Photos of possible suspect are waiting to arrive at KPD.
- Identity Theft cases are on the rise, I would like to remind residents not to give personal information like social security numbers, driver's license numbers, and maiden names over the phone and be real skeptical about putting them on paper or electronic applications. This information can be gathered on the internet for a nominal fee, but there is no reason to make it any easier on the criminals. I would also like to remind everyone to shred or burn (in a fireplace) any material with any information about you or personal information like old bank statements, resumes, household bills to prevent from being a victim of Identity Theft.

•• **Chief Harman**

Every police department has policies and procedures in place for officers to file a grievance or to protest disciplinary actions they are about to receive. The Kensington Police Department is no different. These policies and procedures are clearly stated in the Police Department's Policy Manual which is distributed to every member of the Department. I have never received a complaint or grievance from any member of this department that has not been investigated fully. I also have not received any complaint about the way that I have carried out my duties as Chief of Police. As the Chief, I am still waiting for those officers who have requested their Skelly Hearings to continue with the disciplinary process. These policies and procedures are in place to give officers the ability to protect their rights and to assure them due process.

We will continue to investigate all allegations of misconduct; we will continue to follow all proper procedures and policies while carrying out our duties. Doing so ensures that we are meeting the high standards that translate into providing excellent police protection and services to the community.

I would like to express the gratitude, pride, and honor I have felt to work with those officers that have stepped up and cancelled their days off, changed their schedules on a moment's notice, gone to a 12 hour workday, all without a single complaint, to assure that the community would be covered during this time.

I want to make one thing perfectly clear; at no time was the District of Kensington without police coverage. I have received, and continue to receive, assurances from those members of the department that are continuing to report for duty that at no time will the District be left unprotected.

That is my pledge to you as your Chief of Police.

# MONTHLY CALENDAR



# June 2009

June 2009							July 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

May 31	Jun 1	2	3	4	5	6
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	7:00pm Pack 82; CCN	7:00pm Troop 100		7:30pm EBC	6:00pm Troop 100 BF	5:00pm Kensington H
7	8	9	10	11	12	13
4:00pm CC Rental	3:00pm Summer Rea 7:00pm KARO		7:30pm KFD	6:00pm GPFF 7:30pm KPCCSD	3:00pm Dad's Club D	Camp Set
14	15	16	17	18	19	20
Camp Set Up	Camp Starts		7:15pm Pilates			9:00am John Gioia Tr
21	22	23	24	25	26	27
7:00pm KIC			7:15pm Pilates			
28	29	30	Jul 1	2	3	4
		7:30pm KMAC				

Jun 28 - Jul 4

Jun 21 - 27

Jun 14 - 20

Jun 7 - 13

May 31 - Jun 6

GENERAL  
MANAGER  
UPDATE

# General Manager April 2009 Report

## Budget

Steven Chang will present the 2008-2009 Fiscal Year Auditor's Report to the Board at the May 14<sup>th</sup>, meeting.

I submitted a preliminary 2009-2010 Budget to the Finance Committee on May 5<sup>th</sup>. The Committee reviewed the budget and made several recommendations that will be presented to the Board at the May 14<sup>th</sup> meeting. The Finance Committee agreed with my recommendation of an increase to the Police Tax which has not increased in over ten years.

After attending the CSDA Legislative Days in Sacramento on May 5<sup>th</sup>, I learned the following: The Department of Finance has prepared a May Budget Revision option for the governor to consider that suspends Proposition 1A, the 2004 measure that protects local government property tax revenue. This option is being presented in case the Propositions 1A-1F on the Special election, to balance the State's budget, fail. The option would be to borrow (shift) 8% of local government property tax to the State to cover the current State budget shortfall.

Needless to say, this transfer of property tax will have a big impact on our budget.

I have also made a request to the Federal COPS Grant program, requesting \$330,000 for another police officer for three years. We should know by September whether or not we will receive the grant funding.

## Park Issues

As a community, I believe we need to get together and have discussions on how to use the Measure WWV funding for capital improvement projects in the park. How these funds are spent will have an impact on the budget in the years to come.

I attended the May 4<sup>th</sup> meeting of the Kensington Community Council (KCC) and they too want to hold public discussions on how they will spend KCC funds on the park. I would like to work with them in presenting the various options for park improvements and in getting public input. These public discussions need to take place in May and June in order to prepare for the next cycle of Measure WWV funding in February 2010.

## Solid Waste

We have sent out "Requests for Proposals for Solid Waste Review of Services" to several agencies in an effort to begin the process of reviewing the Bay View



financial reports to determine possible future rate increases.

We have also sent Bay View a letter requesting information needed to complete the rate review requests that will be made. This process needs to be completed by September per the contract we have with Bay View.

The next County Solid Waste Committee meeting, is scheduled for May 19<sup>th</sup>, at 1 PM.

Also, mark your calendars for Saturday, May 16<sup>th</sup>. We are hosting another "Free Electronic Waste Drop Off Event", at the Community Center/ Church parking lot. At the same time we will be collecting food and coats for a food & coat drive. Please stop by and drop off your e-waste and make a food and coat donation.

### **Emergency Preparedness**

We are moving forward to begin to work toward re-establishing our commitment as a community to emergency preparedness. That first step was taken at the last meeting of the Police Community Council (PCC) on April 6<sup>th</sup>. It was decided that the PCC will become the Kensington Public Safety Council. The Kensington Public Safety Council will not only discuss issues of law enforcement in the community but will identify and develop our Neighborhood Watch groups, discuss emergency preparedness, and other discussions of public safety concerns. It is hoped that by changing the meeting times from 10:00 in the morning to 6:30 in the evening, we will generate more public participation. It is the goal of the Kensington Public Safety Council to have participation with all the K-groups as well as the Fire District, Public Health, and other public service agencies.

The first meeting of the Kensington Public Safety Council will be Monday, May 11<sup>th</sup>, at 6:30 PM at the Community Center. The first meeting agenda will include an update on the current staffing issues at the police department and an update on the swine flu. I am attaching a copy of the Contra Costa Health Services "Swine Flu Fact Sheet" as part of this report.

## Swine Flu Fact Sheet

### **Information for People Living in Contra Costa County:**

This is a rapidly evolving situation and guidance may change. We are updating our website, [www.cchealth.org](http://www.cchealth.org), as soon as new information becomes available. Short status updates also will be issued online through Twitter, sign up to follow us at <http://twitter.com/CoCoHealth>

There are three probable cases in Contra Costa and those are at Highlands Elementary School in Pittsburg. Highlands Elementary is the only school closed in Contra Costa County and all of those cases were mild. Health officials closed Highlands on April 29 and the school will reopen May 6. Local health officials are working closely with state and federal health authorities. For information on cases in California and other states, visit the Centers for Disease Control and Prevention (CDC) website: <http://www.cdc.gov/swineflu/investigation.htm>

### **In Contra Costa, health officials are advising the public to:**

- If you are sick, stay home from work or school.
- If you live with someone who is sick with flu-like symptoms, you may want to consider staying home.
- If you are sick or anyone in your family is sick with flu-like symptoms, do not attend large public events.
- Attending a public event may increase your chance of being exposed to an illness. If you do decide to attend a public event, use good hand and respiratory hygiene.
- If you have flu symptoms contact your health care provider. Your health care provider will determine whether influenza testing or treatment is needed. Flu symptoms include fever, body aches, runny nose, sore throat, nausea, or vomiting or diarrhea.
- Only go to the emergency room if you have a medical emergency.
- We are recommending that only people ill with severe flu-like symptoms be tested for swine flu.
- There is no vaccine available right now to protect against swine flu. The CDC is working on one. It will not likely be available for several months.
- We do not recommend treatment with antivirals unless your health provider advises you to do so.
- You can help protect yourself and your family by using the same simple steps used to prevent regular seasonal flu: Cough or sneeze into your sleeve, wash your hands frequently or use alcohol-based hand sanitizers, try to avoid contact with sick people.
- Masks: We are not currently recommending the general public wear facemasks. We are recommending that people who are sick with flu symptoms wear a facemask around others. Try to stay at least 6 feet away from others who may be sick.

### **What are the symptoms of swine flu?**

**The symptoms of swine flu in people are similar to the symptoms of regular human seasonal flu and may include fever, cough, sore throat, body aches, headache, and in some cases diarrhea and vomiting.** In the past, severe illness (pneumonia and respiratory failure) and deaths have been reported with swine flu infection in people. Like seasonal flu, swine flu may make underlying chronic medical conditions worse.

### **How do you catch swine flu?**

Spread of swine flu can occur in two ways:

- Through contact with infected pigs or environments contaminated with swine flu viruses.
- Through contact with a person infected with swine flu. Swine flu is thought to occur in the same way as seasonal flu, which is thought to spread mainly person-to-person through coughing or sneezing of infected people. Like regular flu, the swine flu virus can live for several days on surfaces such as doorknobs so frequent hand washing is important.

**Swine influenza viruses are not spread by food. You cannot get swine flu from eating pork or pork products. Eating properly handled and cooked pork products is safe.**

### **What should I do if I get sick?**

If you become ill with influenza-like symptoms, including fever, body aches, runny nose, sore throat, nausea, or vomiting or diarrhea, you should contact your health care provider. Your health care provider will determine whether influenza testing or treatment is needed. If you do not have a health care provider, you can call the Contra Costa Health Services Advice Nurse Line at 1-877-661-6230. Please do not go to the Emergency Room unless you have a medical emergency.

- If you are sick, you should stay home from work or school and avoid contact with other people as much as possible to keep from spreading your illness to others.
- If you become ill and experience difficulty breathing or shortness of breath, pain or pressure in the chest or abdomen, sudden dizziness, confusion and/or severe or persistent vomiting, seek emergency medical care by calling 911 or going to the nearest hospital. In children, emergency warning signs that need urgent medical attention include: Fast breathing or trouble breathing, bluish skin color, not drinking enough fluids, not waking up or not interacting, being so irritable that the child does not want to be held, flu-like symptoms improve but then return with fever and worse cough, and/or fever with a rash

### **How serious is swine flu infection?**

Swine flu (also known as swine influenza) is a respiratory disease of pigs caused by type A influenza that regularly cause outbreaks of influenza among pigs. Swine flu viruses do not normally infect people, but human infections with swine flu do occur. The CDC has determined that this swine flu virus is contagious and is spreading from person to person. Like seasonal flu, swine flu in humans can vary in severity from mild to severe.

### **Are there medicines to treat swine flu?**

Yes. Your doctor can determine if you need medication, such as when you have been exposed or are ill. CDC recommends the use of oseltamivir (Tamiflu) or zanamivir (Relenza) for the treatment and/or prevention of infection with these swine influenza viruses. Antiviral drugs are prescription medicines (pills, liquid or an inhaler) that fight against the flu by keeping flu viruses from reproducing in your body. If you get sick, antiviral drugs can make your illness milder and make you feel better faster. They may also prevent serious flu complications. For treatment, antiviral drugs work best if started within 2 days of symptoms.

**We are not recommending treatment with antivirals unless your health provider advises you to do so.**

**We are recommending that only people ill with severe flu-like symptoms be tested for swine flu.**

### **How long can an infected person spread swine flu to others?**

People with swine influenza virus infection should be considered potentially contagious as long as they are symptomatic and possible for up to 7 days following illness onset. Children, especially younger children, might potentially be contagious for longer periods.

### **What can I do to protect myself from getting sick?**

There is no vaccine available right now to protect against swine flu. There are everyday actions that can help prevent the spread of germs that cause respiratory illnesses like influenza. Take these everyday steps to protect your health:

- Cough or sneeze into your sleeve.
- Cover your nose and mouth with a tissue when you cough or sneeze. Then throw the tissue in the trash.
- Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective. Like regular flu, the swine flu virus can live for several days on surfaces such as doorknobs.
- Try to avoid close contact with sick people.
- If you get sick with influenza, stay home from work or school and limit contact with others to keep from infecting them. Avoid touching your eyes, nose or mouth. Germs spread this way. Contact your provider.

**More information on swine flu in English and Spanish is available on the Contra Costa Health Services website: [www.cchealth.org](http://www.cchealth.org) and on CCHS' Health Emergency Information Line at 1-888-959-9911.**

# NEW BUSINESS

1. Discussion for adoption Resolution 2009-06, a resolution of the Board of Directors of the Kensington Police Protection and Community Services District, approving the Final Engineer's Report for assessments for the Kensington Park Assessment District, Fiscal Year 2009/2010.
2. Discussion for adoption Resolution 2009-07, a resolution of the Board of Directors of the Kensington Police Protection and Community Services District, ordering the levy and collection of assessments for the Kensington Park Assessment District, Fiscal Year 2009/2010.
3. Steven Chang, of Lamorena & Chang, will present the 2008/2009 Audit for the Kensington Police Protection & Community Services District for Board approval.
4. Discussion of the 2009/2010 Budget draft presented by General Manager Greg Harman following the Finance Committee review and recommendations made during the Finance Committee meeting on May 5, 2009. Board Action.
5. Director Cathie Kosel has requested that the Board meet twice a month during the coming months to address issues facing the District and the Police Department. Board Action.

KENSINGTON POLICE  
PROTECTION AND COMMUNITY  
SERVICES DISTRICT

OPERATING BUDGET  
FISCAL YEAR  
2009/2010

PRELIMINARY BUDGET

Bill Wright, President  
Chuck Toombs, Vice President  
Pat McLaughlin, Director/ Finance Committee Chair  
Greg Harman, General Manager/Chief of Police

Presented to the KPPCSD Board  
May 14, 2009

May 14, 2009

Kensington Police Protective & Community Services District  
2009/2010 Preliminary Operating Budget

In presenting the 2009/2010 Preliminary Operating Budget to the Board of Directors, I would like to provide further explanation on some of the budgeted items to assist in your review.

I would first like to point out the new format in presenting the Preliminary Operating Budget for your review. In the past, the Preliminary Operating Budget was formatted in book form, consisting of a document that was eighty five (85) pages long. In order to save the costs of duplication, I am submitted a line item preliminary budget for both the Finance Committee and KPPCSD Board for review. Once the Preliminary Operating Budget has been approved, the final Operating Budget will be in the familiar book format.

This 2009/2010 Preliminary Budget went to the Finance Committee for review on May 5, 2009. Recommendations of the Finance Committee have been incorporated into this document unless otherwise noted.

**Notes to the 2009/2010 Preliminary Operating Budget**

Revenue

Account Chart # 400 Police Revenue

The final property tax amounts for 2008/2009 will not be known until September 2009.

The District should receive another revenue drop during the month of May, followed by a supplemental drop in July, and with the final corrections to be made in September 2009.

The final amount that the District will receive from property taxes will be determined by what the county collected, based on changes in the assessed property tax values occurring during this fiscal year.

Our revenue from property taxes may also be affected by actions taken by the Governor and the State Legislature, following the Special Election that will be held on May 19, 2009. It has been reported that if the State's budget propositions fail to pass during the Special Election, the possibility exists that the Governor may suspend 2004 Proposition 1A to allow the state to borrow funds from local property taxes. The California Department of Finance has prepared an option to help balance the State's budget that identifies up to eight percent (8%) of local property tax to be transferred to the State for this purpose. This eight percent represents \$102,800 of our \$1,285,000 budgeted revenue from property taxes this coming fiscal year.

## Expenses

### Account Chart # 521G Future Medical Funding Requirement

This will be the first year that the District funds the future medical retiree benefits as required under the GASB 45 mandates. The \$120,000 budgeted for this expense is not the \$126,000 that was recommended by the recently completed actuarial, that was based on a return on investment of at least seven percent (7%). It does however meet the general funding requirement obligations under GASB 45 and keeps the District in compliance.

### Account Chart # 564 Communications

Our contract with Richmond Police Department for communication services has expired. We have been paying about \$95,000 a year for dispatching, but Richmond dispatch has never been fully staffed. The contract states that we pay our share of dispatch expenses. It is anticipated that Richmond will get closer to being fully staffed this year, so they have increased the cost of dispatching to us from \$95,000 to \$240,000. No other police chiefs belonging to the consortium believe the increases will be this high. However, I increased our expense from \$95,000 to \$175,000 to cover the possible increase. The consortium police chiefs believe we are looking at least a 10-20% increase this year.

The Finance Committee has recommended that this item be reduced to an increase of just twenty percent (20%), or \$112,560 for communications expenses. I am concerned that this amount will not cover the true expense for dispatching services this coming year, and I would recommend the amount in the preliminary budget be restored to \$175,000.

If the cost of communication services does increase to \$175,000 or more, we will consider a move to Pinole PD for dispatching services.

### Account Chart # 581 Public Safety Building

We put aside \$10,000 this fiscal year for our half of the cost of painting the public safety building. It is unknown if the Kensington Fire District will move forward and paint the building this fiscal year. I have put the expense of \$10,000 for painting into the 2009/2010 budget, along with the anticipated \$25,000 yearly cost of the major repairs per the pending lease agreement with the Fire District.

These listed expense items #521G (\$120,000), #564 (\$17,560), and #581 (\$35,000) represent a \$172,560 first time incurred police expenses that have increase over prior years' operating budgets.

### Account Chart # 598 COPS Fund

In April 2009, we received the COPS grant funding from the state which has been placed in the Fiscal 2008/2009 Operating Budget. However, this will not be expensed until an

officer is hired in Fiscal Year 2009/2010. The COPS funding will carry over into the 2009/2010 Balance Sheet but will not appear as revenue in the 2009/2010 Operating Budget. Therefore, there will be an additional expense of \$100,000 in Fiscal Year 2009/2010 that appears to be unfunded but indeed has been funded in the 2008/2009 Operating Budget.

### Capital Outlay

Capital Outlay expenses for Fiscal Year 2008/2009 decreased \$230,000 due to not expensing the park restroom and the building improvements to the Annex building. With the \$258,000 grant funding available for park capital improvements by the passage of East Bay Regional Park District Measure WW, capital park improvements will be funded with Measure WW funded and expensed later in the Fiscal Year 2009/2010 following KPPCSD Board direction.

#### PRELIMINARY BUDGET 2009/2010

CHART #	DESCRIPTION	2008/09 BUDG	2009/10 PREL	SUB TOTAL	ADD DESCRIP
<b>400</b>	<b>INCOME</b>				
400	POLICE REV				
401	LEVY TAX	1,287,926	1,285,000		
402	SPEC TAX	679,000	680,500		
410	POLICE FEES	3,500	5,000		
415	CA COPS GRANT		100,000		carried over from 2008/2009
416	INTEREST	35,000	18,000		
418	MISC POLICE	15,000	12,000		
	Total	2,020,426	2,100,500	<b>2,100,500</b>	
420	PARK/REC REV				
424	SPEC TAX	28,800	29,000		
426	PARK DONATIONS	3,000	1,000		
427	COM CENT REV	22,000	15,000		
436	INTEREST	1,200	700		
438	MISC PARK	0	0		
	Total	55,000	45,700	<b>45,700</b>	
440	DISTRICT ACT REV				
448	FRANCHISE FEES	20,800	16,500		
456	INTEREST	4,200	2,500		
	Total	25,000	19,000	<b>19,000</b>	
	<b>TOTAL INCOME</b>	<b>2,100,426</b>	<b>2,165,200</b>	<b>2,165,200</b>	
<b>500</b>	<b>POLICE SAL&amp;BEN</b>				
502	OFFICERS SAL	882,164	885,000		Base 10 Officers
			4,020		Holiday Pay
			35,561		4% increase per MOU
			4,400		Long Pay 4 Officers



			2,240		Incentive Pay
				<b>931,221</b>	
504	COMP CASH OUT	19,728	10,000		Comp Time Down
506	OVERTIME	30,000	30,000		
508	SAL NON SWORN				
	FRIES 39,000/6,500		32,500		
	DINAPOLI				Includes 5%
	22,880/5,720	17,160			Raise
516	UNIFORM ALLOW	8,500	8,000		
518	SAFETY EQUIP	2,500	2,500		
521A	MED/VIS/DENT ACT	115,325	113,912		200,000 Medical
521R	MED/VIS/DENT RET	115,325	122,977		5,700 Vision
				<b>337,049</b>	22,880 Dental
					7,248 Fries Benefits
					.450% ADM
					Total 236,889
521G	FUTURE MED RETIR		120,000		First Time Funded
522	INSURANCE	12,200	12,200		
523	SOC SEC MEDICAR	14,756	14,398		931,060+61,880X1.45%
524	SS DIST PORTION	5,950	4,734		61,880X7.65%
527	PERS DIST PORT	258,148	291,109		931,060+8,000X31%
528	PERS OFC PORT	80,115	84,515	<b>526,956</b>	931,060+8,000X9%
530	WORK COMP	77,945	94,656		931,060X10%
					61,880X1%
					Board \$103
					Res Ofc 2x\$414
			-8,519		91% Modification
			-12,920	<b>73,217</b>	15% Discount
	<b>TOTAL BENEFITS</b>	<b>1,622,656</b>	<b>1,868,443</b>	<b>1,868,443</b>	
541	CONSULTANT		12,000	12,000	Continue Police Audit
	<b>TOTAL POL SAL</b>	<b>1,700,432</b>	<b>1,880,443</b>	<b>1,880,443</b>	
550	<b>OTHER POLICE EXP</b>				
552	EXP POLICE SUP	4,000	2,000		
553	RANGE/AMMO	2,500	2,000		
560	CROSSING GUARD	10,167	9,630		
562	VEH OPERATION	39,000	33,000		
564	COMMUNICATIONS	93,800	112,560		240,362 Projected Costs
					Connection to mobile
					units
566	RADIO MAINT	4,400	4,400		
568	PRIS/CAS/BOOKING	9,880	5,000		
570	TRAINING	12,000	12,000		16,028 Less POST 3,000
572	RECRUITING	7,650	7,650		
574	RES OFC	2,000	2,000		
	MISC MEALS &				
576	TRAV	2,910	3,000		
580	UTILITIES	8,160	8,000		

581	BLDG REP/ MAINT	11,000	12,000		10,000 1/2 Cost to Paint 2,000 Misc Repairs
582	EXP OFFICE SUP	6,700	6,000		
586	MACHINE MAINT	500	0		Acct No Longer Used
588	PHONE SERVICE	12,548	12,000		
590	HOUSEKEEPING	5,500	5,000		
592	PUBLICATIONS	4,500	3,000		
594	COM POLICING	6,600	5,000		
596	WESTNET/CA ID	12,297	12,472		
598	COPS FUND		100,000		Have rec \$100,000 for hire addition officer in July 09 will be carryover expenses
	<b>TOTAL OTHER PD</b>	<b>256,112</b>	<b>356,712</b>	<b>356,712</b>	
	<b>TOTAL POLICE EXP</b>	<b>1,956,544</b>	<b>2,237,155</b>	<b>2,237,155</b>	
	<b>PARK &amp; REC</b>				
601	Park & Rec Admin	11,367	12,220		
602	Custodian		24,000	24,000	
606	Casual Labor	2,000	1,000		
623	Soc Sec/ Medicare	870	935		
	<b>TOTAL P&amp;R SAL</b>	<b>38,237</b>	<b>38,155</b>	<b>38,155</b>	
	<b>PARK &amp; REC EXP</b>				
	COMMUNITY				
640	CENTER				
642	UTILITIES	4,440	4,000		
643	JANITORIAL SUP	2,000	1,500		
646	COM CEN REPAIRS	1,000	1,000		
	<b>TOTAL COM CEN</b>	<b>7,440</b>	<b>6,500</b>	<b>6,500</b>	
660	<b>ANNEX</b>				
662	UTILITIES	0	1,200		
666	REPAIRS	0	0		
668	MISC	500	0		
	<b>TOTAL ANNEX</b>	<b>500</b>	<b>1,200</b>		
670	GARDENING SUP	2,000	1,000		
672	PARK O&M	52,800	52,800		Reflected in NBS Survey
674	PARK CONSTRUCT	0	0		
678	MISC PARK EXP	500	2,000		Items should be in 672
		<b>55,300</b>	<b>55,800</b>	<b>55,800</b>	
	<b>TOTAL PARK &amp; REC</b>	<b>101,477</b>	<b>100,455</b>	<b>100,455</b>	
	<b>DISTRICT EXP</b>				
810	COMPUTER MAINT	22,900	22,900		
820	COPIER	5,500	5,500		

830	LEGAL	15,000	50,000	
835	CONSULTING	10,000	20,000	NBS/ John Feld
840	ACCOUNTING	21,800	21,800	
850	INSURANCE	30,000	30,000	
860	ELECTION	8,000	8,000	
865	PUB SAFE BUILD	5,112	5,112	
870	COUNTY EXP	18,600	18,600	Items should appear in 835
890	WASTE/RECYCLE	5,500	2,500	
898	LOBBYIST/MISC	18,850	12,000	
	<b>TOTAL DIST EXP</b>	<b>161,262</b>	<b>196,412</b>	<b>196,412</b>
	<b>TOTAL POLICE EXP</b>	<b>1,956,544</b>	<b>2,237,155</b>	
	<b>TOTAL PARK &amp; REC</b>	<b>101,477</b>	<b>100,455</b>	
	<b>TOTAL DIST EXP</b>	<b>161,262</b>	<b>196,412</b>	
	<b>TOTAL OPER EXP</b>	<b>2,219,283</b>	<b>2,534,022</b>	
	<b>CAPITAL OUTLAY</b>			
961	PUB SAFE BUILD	18,700	37,700	Includes 25K share of rep
962	PATROL CARS	29,000	30,000	No purchase 2009 In car video not purchased Should be in 566
963	PAT CAR ACCESS	35,000	0	
965	WEAPONS/RADIOS	0	0	
967	STATION EQUIP OFFICE	0	0	
968	FURNITURE	0	0	
969	COMPUTER EQUIP	2,000	1,200	Two new workstations
971	PARK LAND	0	0	
972	PARK BUILDINGS	230,000	0	All exp's from WW fund
973	PARK CONS GRANT		0	0
978	PARK/REC FURN	0	0	
981	BUILD E IMP	0	0	
983	ANNEX IMPROV	0	0	All exp's from WW fund
	<b>TOTAL CAP OUTL</b>	<b>314,700</b>	<b>68,900</b>	<b>68,900</b>
	<b>TOTAL OPER EXP</b>	<b>2,219,283</b>	<b>2,534,022</b>	
	<b>TOTAL CAP OUTL</b>	<b>314,700</b>	<b>68,900</b>	
	<b>TOTAL EXPENSES</b>	<b>2,533,983</b>	<b>2,602,922</b>	
	<b>TOTAL REVENUE</b>	<b>2,100,426</b>	<b>2,165,200</b>	
	<b>PROJ SHORTFALL</b>	<b>433,557</b>	<b>437,722</b>	

# OLD BUSINESS

1. **Follow up discussion on the April Task Force Reports pertaining to increasing revenue and reducing expenses. At the April meeting, the report on using the Annex was not available at that time but is now included in this packet and will be presented by Director Kosel for discussion and possible action.**
2. **Consideration of Agreement with Brown Taylor for Expanded Scope of Services in Connection with Management of the District. Possible BOARD ACTION to amend prior action.**

## **Annex Report by Cathie Kosel**

April, 2009

**Purpose: To examine the annex as a possible revenue resource.**

**There are 3 issues associated with the annex:** 1) annex renovation for community use and / or revenue for the district, 2) providing a public restroom in the park, and 3) the use of WW funds for these and other park projects. As I worked on the first issue, the other two arose and they are significant.

**Some history:** It was hoped that Renovation of the Annex and / or the construction of a separate ADA bathroom could be funded by Measure WW. We were unable to complete our application for the funds because The Agency did not allow sufficient time to obtain and submit a CEQA report with our application required by WW.

Gordon Real Estate and Ito Ripsteen examined the Annex building and grounds and reported to the Board in February that there were a number of options to recruit tenants at an estimated \$3500 per month. These tenants could be non profit agencies and / or for profits who would allow public use of the facility in the evening so we would still be qualified for WW funding. Alternatively, Ripsteen could negotiate that all improvements be paid for by the tenant thereby leaving all WW funds available for other park projects.

It now appears that it will be another full year before we can receive funding from WW and perhaps a second year to complete renovations on the building to create any revenue from the Annex unless we find a tenant to make the improvements themselves.

**It is recommended** that we make a decision on the park bathroom that leaves enough flexibility to allow us to restore the Annex with WW funds if we choose to do so. It would be extremely helpful to contract with Ito Ripsteen to address the revenue/renovation piece. The CEQA process should be started as soon as possible and the application completed as soon as possible. It would also be wise to ask the GM to provide a timeline and next steps for the procurement of WW funding. This should lead us to a solution on the bathroom in the park.

We also recommend that WW funding be used to upgrade the community center to make it an attractive facility for weddings and other celebrations (add a dance floor, improve lighting, upgrade bath and kitchen).