

Kensington Police Protection and Community Services District

A G E N D A

Thursday, June 27, 2019

52 Arlington Avenue, Kensington, California

Regular Meeting: 7:30 P.M.

1. **Regular Meeting – Call to Order/Roll Call 7:30 P.M.**

2. **Public Comments:** Members of the public may address the Board for up to **three-minutes** on items not listed on the agenda but that are within the jurisdiction of the District. Comments on matters that are listed on the agenda and requiring Board action may be made at the time the Board is considering each item. Please observe our **three-minute** per person limit and twenty-minute total limit, per Board Policy 4120.4.1.

Note: Items that are informational only and that used to appear as part of the Consent Calendar have been moved to the agenda packet's addendum. Public comments about such items made be made at this time.

To comment on agenda items, please complete speaker cards and submit them to staff.

3. **Consent Calendar**
 - a. Minutes of June 13, 2019 meeting

4. **Board/Staff Comments**
 - a. General Manager Comments

5. **Old Business**
 - a. Request for Proposal for Police Services (for action)

6. **New Business**
 - a. Revisions to Policy and Procedure Manual Section 3000 (second reading)
 - i. Agenda Report
 - ii. Resolution

ADJOURNMENT

Our next meeting will be July11.

Rules of Decorum at Meetings

- Persons wishing to speak shall line up on the left side of the room. **Each speaker can speak for up to three minutes on any one item.** If there are several speakers, please try to be brief to give others the opportunity to speak.
- All persons wishing to speak shall do so at the podium and address their comments to the Board.
- Each member of the public attending the meeting has the right to speak during the public comments period. If the allotted time for public comments has been reached, we will begin the

meeting and allow for additional public comment on items not on the agenda but within our jurisdiction after the business portion of our meeting.

- Each member of the public attending the meeting has the right to comment on each item on the agenda. However, the Board President may restrict the number of times that an individual may speak on the same agenda item as necessary to ensure that all persons wishing to comment on that item are heard and that the meeting proceeds in an orderly fashion.
- If any meeting is willfully interrupted so as to render the orderly conduct of the meeting unfeasible, the Board President may order the person or group of persons causing the disruption removed.
- If removal of the person or group of persons causing the disruption of the meeting does not restore order, the Board President may order the room cleared of all members of the public except members of the media and proceed to address the remaining items on the agenda.

General Information

- All proceedings of the Open Session will be audio recorded and, if the equipment works, video recorded.
- The District has devices for hearing assistance. Please contact GM Anthony Constantouros for information about the equipment.
- Arlington Church is Wi-Fi accessible.
- Upon request, the Kensington Police Protection and Community Services District will provide written agenda materials in appropriate alternative formats or disability-related modification of disabilities to participate in public meeting. Please send 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 two days before the meeting. Requests should be sent to: Kensington Police Protection & Community Services District, 217 Arlington Ave, Kensington, CA 94707

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

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

Items formerly included under the Board Packet Addendum are now posted separately on the District's website, under the title "Monthly Reports."

Communications and information submitted by community members and others will be included in the Correspondence section of this report and available to the public.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

DRAFT

BOARD OF DIRECTORS MEETING MINUTES

LOCATION: Arlington Community Church, 52 Arlington Avenue, Kensington

DATE: June 13, 2019

Special Meeting – Closed Session

President Nottoli opened the meeting at 6:33. Directors Deppe, Hacaj, Modavi, Nottoli, and Sherris-Watt were present. President Nottoli asked for public comment; there were none and the Board went into closed session at 6:34.

Regular Meeting

President Nottoli opened the regular meeting at 7:37. Directors Deppe, Hacaj, Modavi, Nottoli and Sherris-Watt were present.

Director Comments

Director Modavi expressed concern about not seeing consultant bills and other public documents. He also was concerned about work on the Kensington's MSR for LAFCO. Director Deppe noted that there had been an issue with the search function on the website listed numerous documents in response with no priority in the listing of the documents. He had spoken to Streamline at the last CSDA Annual Meeting about the problem and he recently noticed that Streamline has improved the search function.

Chief of Police Comments

Officers made an ID theft, domestic violence, and a warrant arrest and responded to a recent fire in Kensington. The arrests are posted on the District website.

General Manager Comments

General Manager Constantouros said that he expected the report on the CLETS investigation to be ready in the next week or so for review by the District's counsel. He noted that he had had five candidates for Chief of Police but four had withdrawn from the process.

Old Business

Public Safety Building

President Nottoli noted that the Kensington Fire Protection District's 2017 site analysis did not explain why the site in the Park was chosen as a possible site. While Director Dommer had said at our March 28 meeting that it would only occupy 0.6 acre, there appeared to be an "Immaculate Conception" parking lot showing parked cars but no road; it would appear that a road would be required above the library over to the road into the park which is where a lot of children are present throughout the day. She noted that General Manager Constantouros had explained to Fire District President Julie Stein when we met in late April that a proper site analysis would take into account special needs, traffic impacts, pedestrian impacts, vehicle access. While the site had been characterized as being in the center of town, yet it would take about two minutes more to get to Colusa and Santa Fe. She had spoken to Jean Durham had told her that based on a study done in the 1980's, they found two faults one of which was behind the Annex and the other below the tennis courts. President Nottoli noted that both Districts need to work together to solve this important issue.

Paula Black noted the special nature of the Park to small children. She noted how busy the entire area from Hilltop, down to the Community Center, to the play area by the Annex and the wild and wooly area next to the library. She noted that numerous unaccompanied children have a measure of independence in this area and that the biggest risk to children is traffic. There would be additional traffic with employees, police vehicles and the public coming to the Public Safety Building. Ciara Wood was appalled that the Fire District was coveting

the Park property, and that open land does not mean that it should be developed. She described the historic effort to acquire the last remaining open space for a park and the community voted overwhelmingly by a 70.3% vote. She had also understood from the past Fire Chief that the Park was no longer under consideration. She predicted a community fight if the Park remained an option. John Sullivan noted that Director Dommer was a skilled professional but may have fallen in love with his design. He noted the we need a professional assessment of what we need and what are our options. Jim Watt noted that San Pablo is building a 11,000-12,000 square foot building, the same size as planned by the Fire District yet San Pablo is a community of 30,000. He said that it would cost \$13 million to build on flat land and was concerned about the cost of building of similar size on a hillside.

Motion to Respond to May 15, 2019 Fire Board Letter. Director Sherris-Watt moved to have a formal response to be written by Directors Sherris-Watt and Deppe in time to be put on the agenda of the Kensington Fire Protection District's meeting for their July 10. President Nottoli seconded the motion. Directors Deppe, Hacaj, Nottoli, and Sherris-Watt voted in support of the motion' Director Modavi voted no. The motion passed 4-1.

KCK Builders Change Order

Director Hacaj explained that first contract which was awarded to Eagle Builders, the Board approved a change order of up to \$45,000 to install new flooring in Meeting Rooms 1 and 2. We went to the next bidder, KCK Builders, when Eagle was unresponsive. In addition, some detail was lost when the drawings went from CAD to pdf and a change order is needed for the electrical work. The new change order is \$36,700 rounded to \$37,000 for Meeting Rooms 2 and 3 plus the electrical work which will paid for from the contingency that is already part of the contract.

Motion to Approve Change Order. Director Sherris-Watt moved to approve the change order for \$37,000 to be paid for from the contingency fee for the flooring in Meeting Rooms a and 2 and electrical work. Director Hacaj seconded the motion. Directors Deppe, Hacaj, Nottoli, and Sherris-Watt voted in favor of the motion. Director Modavi voted present and the motion passed 4-0.

New Business

Fiscal Year 2019/20 Budget

General Manager Constantouros introduced the budget and noted that it was recommended for approval by the Finance Committee.

Motion to Approve Change Order. Director Sherri-Watt moved to approve the Resolution 2019-08: A Resolution of the Board of Directors of the Kensington Police Protection and Community Service District Adopting the Budget for Fiscal Year 2019-20 with corrections to the actual approved staffing of a police aide at 0.53, General Manager at 0.4, and to move \$4,000 from Account 672 to 668 for Annex maintenance. Director Nottoli seconded the motion. Directors Deppe, Hacaj, Nottoli, and Sherris-Watt voted in favor of the motion and Director Modavi voted no. The motion passed 4-1.

Annual Supplement Special Tax for Police.

Motion to Approve Change Order. Director Sherri-Watt moved to approve t Resolution 2019-11: A Resolution of the Board of Directors of the Kensington Police Protection and Community Service District Establishing the Annual Supplemental Special Tax for Police Protection. Director Nottoli seconded the motion. Directors Deppe, Hacaj, Modavi, Nottoli, and Sherris-Watt voted in favor of the motion. The motion passed 5-0.

Revisions to Policy and Procedure Manual Section 3000

This was a first reading and no action was taken. Director Deppe asked that the last sentence in the second paragraph of 3000.1 be deleted. After discussed, the Board will consider deleting the 2nd, 3rd, and 4th sentence of 3170.2. Sections 3000.1 and 3110.1(13)

Motion to Extend the Meeting to 10:45. Director Nottoli moved to extend the meeting to 10:45 and Director Sherris-Watt seconded the motion. Directors Deppe, Hacaj, Modavi, Nottoli, and Sherris-Watt voted in favor and the motion passed 5-0.

Annual Appropriations Limit.

Motion to Approve Resolution 2019-09. Director Nottoli moved to adopt Resolution 2019-09, a Resolution of the Board of Directors of the Kensington Police Protection and Community Services District Affirming the Establishment of the Appropriations Limit Applicable to The District During Fiscal Year 2019-09. Director Sherris-Watt seconded the motion. Directors

Consent Calendar

Motion to Approve May 23, 2019 minutes. Director Nottoli moved to approve the May 23 minutes with the changed suggested by Director Modavi. Director Sherris-Watt seconded the motion. Directors Deppe, Hacaj, Nottoli, and Sherris-Watt voted in favor of the motion and Director Modavi voted no. The motion passed 4-1.

Adjournment

Motion to Adjourn the Meeting. President Nottoli moved to adjourn the meeting and Director Deppe seconded the motion. Directors Deppe, Hacaj Modavi, Nottoli, and Sherris-Watt voted in favor of the motion which passed 5-0. The meeting adjourned at 10:44.

Prepared by: Eileen Nottoli

Date approved by the Board:

Tony Constantouros, General Manager

Eileen Nottoli, Board President

General Manager Report

June 24, 2019

Temporary Police Chief Recruitment

We have been in the process of recruiting and interviewing potential candidates. Initially, five candidates expressed an interest and submitted resumes. All had executive level experience in local government and are currently retired. After telephone discussions and interviews, four of the candidates have withdrawn from consideration. We have contacted an additional candidate who recently expressed an interest in the position. We are also exploring possible candidates who have an excellent employment history in upper police management but may not have worked as a Police Chief. It is estimated that this process will take an additional 2 to 3 months to complete. Once a candidate is identified the District will have to comply with all CalPERS requirements for hiring retirees.

CalPERS requirements for hiring retirees

District salary schedule – The CalPERS regulations provide that the retiree cannot be paid less than the minimum nor more than the maximum established on the District's publicly available pay schedule. It is fairly common to pay retirees at the top pay step since, by law, they cannot be provided any benefits or pay other than their hourly rate. However, the salary must be reflected on the pay schedule adopted by the Board. A salary schedule reflecting current pay scales for the police department will have to be formally adopted by the Board of Directors.

CalPERS regulations – Agencies can hire retirees to fill interim positions but there are several requirements, including: that an active recruitment be in place prior to the appointment, that an individual hired can only serve a single appointment in the interim position and they cannot work more than 960 hours in a fiscal year.

Interim Chief of Police (ICOP)

ICOP Rickey Hull initially served as Interim General Manager/Chief of Police effective December 16, 2016. He has served as Interim Chief of Police since June 2017. During the course of the Matrix review, the status quo has been maintained in the Interim Chief of Police position. It was anticipated that the term of the current ICOP would end by June 30, 2019 when a temporary Police Chief would be appointed. With recent recruitment difficulties and the need to comply with CalPERS requirements, it is necessary to continue the current arrangement with ICOP Hull for

an additional limited time period. An agenda item will be included in the next Board Agenda to extend his contract on a limited basis.

CLETS

The fact gathering is complete and a report has been submitted. The report is under review and an update will be presented at the meeting.

BOARD REPORT

From: Eileen Nottoli

Subject: Update Replacing Public Trash Receptacles in Commercial Areas

On March 14, 2019 the board approved the purchase five heavy duty trash receptacles along public commercial streets from Landscape Forms (Chase Park design). Since that time, we have been asked about adding a recycle receptacle on Arlington near Amherst next to the trash container. This effort is being supported by Raxakoul Coffee and Cheese Market who have been fundraising at their CommUniTea events once a month and in their store for a recycle system outside their store. Since the Chase Park model does not have a suitable design for recycling, we reviewed our second choice during the research process which is a receptacle by DuMor - model # 287. This model has an option for a recycle lid that is specifically designed for bottles, cans, cups, and paper.

Additionally, the top of the DuMor lid is pitched and not flat like the Chase Park design and should help discourage people leaving trash on the top of the container.

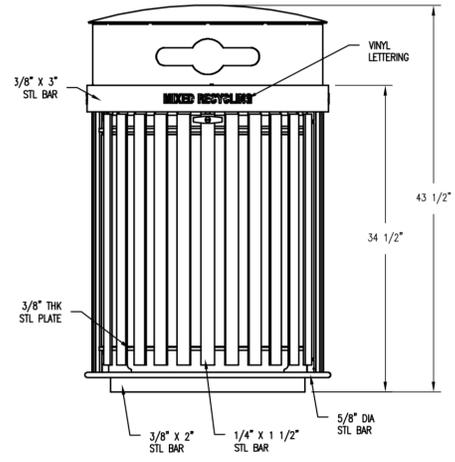
All other criteria for the receptacles originally established has been met.

The cost per DuMor receptacle is \$27 more per can (an additional \$135 total) so the costs are comparable to the Chase Park model. The cost to add a recycle container to match is \$1,505, and tax and shipping will be \$1,978. Significantly, Raxakoul Coffee and Cheese has generously offered to donate \$500 to encourage the recycle efforts that support the community and the environment. Thus, the cost for the new recycling container \$1,478. These costs are within the authority of the General Manager.

Below are images of both the Chase Park model for your reference and the DuMor model which is shown both a trash receptacle and a recycle receptacle. It is envisioned that for the recycle receptacle, the base colors will match the trash unit but the lid will be blue and labeled for "mixed recyclables" as the diagram below indicates.



DuMor Model 287



DuMor with Recycle Lid



Chase Park

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING

JUNE 27, 2019

ITEM 5a

KENSINGTON POLICE DEPARTMENT: APPROVAL OF REQUEST FOR PROPOSAL PREPARED BY THE MATRIX CONSULTING GROUP AND PROCEED WITH DISTRIBUTION TO THE CITIES OF EL CERRITO, ALBANY, AND BERKELEY, AND THE CONTRA COSTA SHERIFF'S DEPARTMENT

SUMMARY

A presentation of the alternatives related to delivering police services was made at the April 25, 2019 meeting of the Board of Directors. Based on reports prepared by the Matrix Consulting Group, three alternatives were summarized and a possible implementation process and related cost for each option was discussed. The three alternatives were: (1) in-house police operation, (2) request for proposal to contract for specific police functions (hybrid model) and (3) request for proposal to fully contract police services.

At the April 25 meeting, the Board of Directors authorized the Matrix Consulting Group, for a cost not to exceed \$12,000, to prepare a Request For Proposal for specific police functions and to fully contract police services. It was decided that the draft RFP would be presented to the Board of Directors for approval prior to distribution. The RFP will be distributed to the cities of El Cerrito, Albany, and Berkeley and the Contra Costa County Sheriff's Department.

RECOMMENDATIONS:

Approve the Request For Proposal and proceed with distributing to the local governments noted.

FISCAL IMPACT:

There are sufficient funds in the authorized Matrix contract to fund the \$12,000 for the preparation and management of a Request For Proposal, which was included in the original Matrix proposal.

ATTACHMENTS:

Draft Request For Proposal

SUBMITTED BY: Anthony Constantouros, General Manager

Request for Proposal for Police Services

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT



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1. INTRODUCTION AND BACKGROUND

1. INTRODUCTION

The Kensington Police Protection and Community Service District (KPPCSD) has developed this Request for Proposal (RFP) for contracts for providing Police Services to the District. The service delivery approaches which the District is interested in pursuing are either a full service one or a 'hybrid,' the latter which reflects functional service delivery for selected law enforcement services as further described in this RFP.

2. BACKGROUND

Kensington, California is a small community in the unincorporated area of Contra Costa County, just north of Berkeley and east of El Cerrito in the Berkeley Hills. While situated in Contra Costa County, the community also borders Alameda County.

The community has a total area of approximately one square mile and an estimated population of 5,000. The community is largely residential, with two small shopping districts. The community enjoys low crime rates, an involved and highly-educated citizenry, and a per-household income that is roughly twice the statewide average. Community engagement, police visibility, and traffic enforcement are very important issues for the residents of Kensington.

Kensington's police department, park services, and refuse collection are governed by an elected five (5) person board, the Kensington Policy Protection and Community Services District (KPPCSD or "the District") Board. When fully staffed, the police department has a total staff of 10 sworn individuals. Currently, the Albany Police Department provides dispatch services to Kensington.

The District has just completed a two-phase study to evaluate the law enforcement needs of the community and various alternatives to achieve improvements in service and cost effectiveness. This study, conducted by the consulting firm, Matrix Consulting Group, can be summarized as follows:

- Kensington suffers from significant challenges related to maintaining sworn staffing levels, with continual declines in staffing over the past three years. Recruitment and retention will remain a challenge in Kensington due to several

factors that include compensation and an operational environment that is not considered “challenging” to many potential recruits and laterals.

- Response times are reasonable considering the composition of most of the service requests.
- The ability of staff to be proactive is exceptional – 81% of total field time in 2017 was available for proactive problem solving and/or working with the community. However, despite high proactive levels, recorded self-initiated activity by officers during this time was modest though it appears to be increasing.
- There is a significant opportunity to develop a more strategic approach to law enforcement service delivery in Kensington consistent with problem-oriented and community-oriented policing philosophies.
- If Kensington were to retain a full-service in-house law enforcement agency the recommended organizational structure consists of one (1) Chief, four (4) sergeants, (4) four officers and one (1) Police Services Specialist for a total of 11 staff positions. This would provide for a presence in Kensington of two personnel on duty each shift, one of whom should be a supervisor.
- The Matrix Consulting Group’s study of possible contract services, with input from the KPPCSD Board and residents, devised guiding principles under which possible police contractors would be selected for possible solicitation of service. Key principles included:
 - Adjacency to Kensington borders.
 - Dedicated Kensington “beat” with the community not just a part of a broader geographic service delivery area.
 - Dedicated full-time patrol resources in the beat with appropriate rapid back-up. As practical, officers dedicated to Kensington for long-term assignment.
 - A specific policing plan dedicated to Kensington’s unique needs.

While these were initial principles of importance, they do not preclude other potential proposers; rather, these serve to inform the “climate” of the Kensington community at the time of the study.

As a result of this study, the District has taken the step to issue this RFP either for all law enforcement services or a ‘hybrid’ of individual services.

Kensington has a very low rate of ‘major crimes’ (as defined by the FBI in its Uniform Crime Reports). Violent crimes, in fact, are rare in the community. Overall, Kensington is a very safe community with both violent and property crime rates trending downward. Indeed, “Part I Crimes Per 1,000 Residents” shows Kensington ranking 31st of 461 California communities reporting (top 7% of safest communities in the State).

Kensington Part I Crimes

	2012	2013	2014	2015	2016	2017
Violent Crime	4	5	2	1	3	3
Criminal Homicide	1	0	0	0	0	0
Rape	0	0	1	0	0	1
Robbery	3	0	0	0	0	1
Aggravated Assault	0	5	1	1	3	1
Property Crime	85	85	46	86	56	49
Burglary	30	36	16	21	20	13
Larceny-Theft	45	35	25	52	36	29
Motor Vehicle Theft	10	14	5	13	0	7
Arson	2	2	0	0	0	0
Part I Crimes Per 1,000	9.7					

The following table displays the total number of community generated calls for service (CFS) handled by patrol units annually, by hour of day and day of week.

Calls for Service by Hour and Weekday

Hour	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
12am	14	10	5	5	0	3	2	39
1am	0	3	7	3	3	2	10	29
2am	7	2	0	3	2	3	5	22
3am	3	0	2	0	0	2	0	7
4am	0	3	2	2	0	0	0	7
5am	2	2	3	2	2	2	0	12
6am	3	5	3	0	0	7	5	24
7am	7	9	3	3	3	10	2	38
8am	2	14	17	17	7	15	9	81
9am	14	27	21	26	21	22	3	134
10am	10	27	24	17	27	9	19	134
11am	14	29	19	19	26	17	9	132
12pm	10	10	15	12	12	15	9	84
1pm	21	12	12	19	9	10	15	98
2pm	7	15	27	21	7	14	7	98
3pm	10	14	17	19	17	21	5	103
4pm	19	19	17	24	12	21	5	117
5pm	9	7	24	10	15	12	5	82
6pm	7	15	12	10	7	10	5	67
7pm	15	14	12	12	5	10	5	74
8pm	7	12	10	7	3	12	7	58
9pm	7	7	9	9	2	3	17	53
10pm	9	2	5	5	0	10	7	38
11pm	0	2	0	7	5	12	10	36
Total	195	261	267	252	185	243	161	1,565

It should be noted that the shaded hours in the table above (9pm – 8am) highlight the time frame discussed later in the hybrid models.

2. SCHEDULE OF EVENTS

This RFP will be governed by the following schedule:

Release of RFP	June 27, 2019
Deadline for Questions	July 12, 2019
Proposals Due	August 2, 2019
Presentation to District Board	August 16, 2019
Proposal Evaluation Completed	August 23, 2019
District Review of Contract	(TBD)

This schedule is subject to change, at the discretion of the District.

3. SCOPE OF SERVICES

As a result of the aforementioned analysis, this RFP seeks proposals on a variety of service delivery options. Proposers are encouraged to provide additional or alternative innovative and/or creative approaches for providing services that will maximize efficient, cost-effective operations, and will meet or exceed current performance standards and/or capabilities. The District will also consider proposals that offer alternative service delivery means/methods for the services desired.

1. FULL-SERVICE POLICE SERVICES

The following are desired components of this model:

- Executive Management oversight, acting in the role of Chief
- Patrol coverage 24/7/365, including supervision
- Traffic Enforcement services
- Investigations
- Property and Evidence services
- Records Management services
- Internal Affairs
- Dispatch services

In addition to the above listed components, Proposers are requested to identify any use, lease, or rent from the District of the current Kensington Police Station. The District expects a service provider to use the facility as a “sub-station” for daytime walk-in traffic, report writing, etc. Proposers are also requested to address the issue of Kensington Police patches on uniforms and insignias on patrol cars.

Proposers to this model would be expected to, in concert with the District, develop a Policing Strategic Plan (including a Community Action Plan). As part of the strategic planning effort, partners would devise a specific Community Action Plan developed to identify services, programs and related community-focused efforts to conduct during proactive policing activities.

2. HYBRID MODEL

The following are potential components of this model:

- Patrol coverage 7/365 for the hours of 9pm – 9am (2100 – 0900), including supervision
- Covering Kensington as a dedicated beat
- Provide investigations for Part 1 crimes
- Internal Affairs
- Property and Evidence services
- Records Management services
- Dispatch services

In appropriate alternatives within this model of service delivery, the Kensington Police Station would continue to be utilized.

4. PROPOSAL GUIDELINES

Proposals shall be received by the District no later than **5:00 PM on Friday, August 2, 2019**. The Proposer shall submit 10 paper copies, and a digital copy, of the proposal in sufficient detail to allow for thorough evaluation and comparative analysis. They should be addressed to: Anthony Constantouros, General Manager, Kensington Police Protections and Community Service District, 217 Arlington Ave., Kensington, CA 94707-4141. Proposals may be submitted in person, mailed, or e-mailed to tconstantouros@kensingtoncalifornia.com. Contact phone number is 510-526-1178.

Each proposal should provide all of the following information and should be structured according to the following outline:

1. EXECUTIVE SUMMARY

Include an Executive Summary, not to exceed one page. The Executive Summary shall identify your proposed cost of service and demonstrate your basic service model, your understanding of the District's objectives, and your commitment to the Kensington community.

2. MANAGEMENT PERSONNEL

If submitting a proposal for the full-service model, identify the management-level personnel who will serve as the Police Chief to Kensington and be responsible for implementing and managing services. If any management-level personnel will be shared with other agencies, identify the percentage of their time that will be dedicated to Kensington and how such time will be allocated and tracked. If submitting a proposal for something other than the full-service model, identify the management-level personnel that will serve as the point-of-contact for the District.

3. METHOD OF PROVIDING SERVICES

Provide a detailed description of the approach and methodology to be used to accomplish each item within the Scope of Services. Proposers should describe their

management and administrative plan, how they will work with and be responsive to the District, their staffing plan, and any other information relevant to their proposed services.

Particular consideration will be given to proposals that demonstrate innovative and/or creative approaches for providing services, show an ability to increase efficiency in providing services, and to establish an effective partnership between the Proposer's agency and Kensington.

Proposers should provide a contract management approach with the District that includes:

- Performance metrics that meet the District's service objectives. Suggested performance measures could include:
 - Average response times thigh and low priority calls for service
 - Responsiveness to requests for other community support (e.g., meetings)
 - Utilization levels for proactive time
 - Clearance rates on major crimes
 - Attendance at Board meetings
 - Supervisory time in the District
 - Front counter hours, if any
- Proposed approaches to managing the contract in concert with the District Board and General Manager.

Responses to how services should be provided should be concise yet detailed enough to support the District in making the best decision.

4. SUPPLEMENTAL SERVICES

Identify any services that you can offer the District that are additional or supplemental to the basic Scope of Services.

5. FEE PROPOSAL

The Proposer will provide an annual not-to-exceed fee for any/all services (or any alternative service delivery method proposed) identified in Section 3, Scope of Services. The initial contract will be for a term of five (5) years, and the proposal should identify any potential cost increases over the five-year term.

If there are proposed annual or one-time cost increases over the contract term, the increases should be in fixed amounts, identified pursuant to a schedule of

increases. Proposed contract cost increase drivers need to be specifically identified to facilitate effective contract management on the part of Kensington.

Any costs not included in the annual not-to-exceed fee must be identified, including costs related to depreciation, equipment replacement costs, and other costs borne by the District need to be identified separately, as well as indirect cost overhead rates.

5. EVALUATION CRITERIA

The District will determine, in the District's sole discretion, the Proposer who will serve the best interest of the Kensington community. The successful Proposer will be required to show that it will maintain or improve the District's current level of service, while instituting measures to control costs. In making its determination, the District's evaluation will include, but not be limited to, the following factors:

- Ability to provide the identified scope of service(s)
- * Cost of providing services
- Method of providing services, including efficiency measures
- Innovative/creative means to provide services or reduce costs
- Contract service philosophy
- Consultation/involvement of the District in key/significant management, personnel and labor proposals/decisions that impact the contract for police services and/or costs
- Community participation and outreach
- Efficient transition of services (if appropriate)
- Additional and/or supplemental services

6. CONTRACT TERMS

The term of this agreement shall be for five (5) years with an option to extend the agreement an additional five (5) years based on the mutual consent of both parties provided the service provider has met the requirements of the District and earned the right to negotiate for a renewal based on performance and at the discretion of the District. The District shall make the offer of extension to the service provider at least 12 months prior to the scheduled end of the term of the agreement or any previously granted extension.

All other terms and provisions of a contract will be negotiated between the District and the service provider.

RESOLUTION NO. 2019-10

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT AMENDING POLICY 3000

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

WHEREAS, the Kensington Police Protection and Community Services District ("District") has a Policy and Procedures Manual consisting of Policies 1000 through 4000, inclusive ("Current Manual"); and

WHEREAS, the Board of Directors adopted a significant portion of the Current Manual in 2003, with piecemeal additions and revisions since that time; and

WHEREAS, the Board has begun the process of adopting a new Policy and Procedures Manual ("New Manual") based on the 2017 model published by the California Special District Association and

WHEREAS, on May 23, 2019, the Board of Directors adopted new Policies 3000 and 4000 and directed staff to agendize further amendments to Policy 3000 for Board consideration, which amendments were distributed to each member of the Board of Directors on or before June 10, 2019; and

WHEREAS, on June 13, 2019, the Board considered said amendments, took public testimony and directed staff to agendize two minor changes to Policy 3000 for adoption, both deletions of language that the Board deemed unnecessary; and

WHEREAS, on June 24, 2019, District staff distributed the draft amendments to Policy 3000 to each member of the Board of Directors; and

WHEREAS, at its regular meeting on June 27, 2019, the Board considered the draft amendments to Policy 3000, took public testimony and decided to approve the amendments.

NOW, THEREFORE, THE BOARD OF DIRECTORS DOES RESOLVE AS FOLLOWS:

1. Section 3000.1 is hereby amended to read as follows:

None of the information contained in these Rules is intended in any way to create, or shall be construed as creating, an express or implied contract of employment nor does it guarantee any employee continued employment with the District. Employment with the District is "at-will," which means the District retains the right at any time to terminate any employee from employment with the District for any or no reason and without notice.

2. Section 3170.2 is hereby amended to read as follows:

Employees who would like to request a location transfer must contact their direct supervisor or the General Manager. The District also reserves the right to transfer employees to another location for any reason, at any time.

AYES:

NOES:

ABSENT:

DATED: June 27, 2019

General Manager
Kensington Police Protection and
Community Services District