

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

AGENDA

A Special Meeting (Closed Session) of the Board of Directors of the Kensington Police Protection and Community Services District will be held **Thursday, June 12, 2014, at 6:00 P.M.**, at the Community Center, 59 Arlington Avenue, Kensington, California. The Board will commence its monthly Regular Meeting in open session at **7:30 P.M.** If further Closed Door Session is required, the Board will return to Closed Door Session following the end of the Regular Meeting.

Roll Call
Public Comments

SPECIAL MEETING; CLOSED SESSION 6:00 P.M.

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

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

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

A Regular Meeting of the Board of Directors of the Kensington Police Protection and Community Services District will be held **Thursday, June 12, 2014, at 7:30 P.M.**, at the Community Center, 59 Arlington Avenue, Kensington, California.

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

Roll Call
Public Comments
Board Member/ Staff Comments

APPROVAL OF CONSENT CALENDAR

- a) Minutes of the Special & Regular Meeting May 8, 2014, Page 3
- b) Minutes of the Special Meeting May 26, 2014, Page 14
- c) Profit & Loss Budget Performance for May 2014, Page 16
- d) Park Revenue & Expenses Report for May 2014, Page 22
- e) Board Member Reports- None
- f) Training & Reimbursement Reports, Page 32
- g) Correspondence, Page 40
- h) Police Department Update, Page 44
- i) Monthly Calendar, Page 54
- j) Recreation Report, Page 56
- k) General Manager's Report, Page 57

DISTRICT - NEW BUSINESS

1. KPPCSD Board President Len Welsh will present a lease agreement between the Kensington Fire Protection District and the Kensington Police Protection & Community Services District for a payment of \$1 per year for lease of the space utilized by the Kensington Police Protection & Community Services District at the Public Safety Building at 217 Arlington Avenue. Board Action. Page 59

2. General Manager/ Chief of Police Greg Harman will present for Board approval Kensington Police Protection & Community Services District Resolution 2014-06, establishing the appropriations limit of \$3,707,190 for the District for Fiscal Year 2014-2015. Board Action. Page 64
3. KPPCSD Board President Len Welsh and General Manager/ Chief of Police Greg Harman will present for Board approval a proposal from HF&H Consultants for consulting services for management of a request for proposal process involving identifying the next service provider for solid waste refuse and recycling service to begin in September 2015. Fees for the two options proposed are \$79,750 and \$58,350. Board Action. Page 68
4. General Manager/ Chief of Police Greg Harman will present for a second reading the Preliminary Operational Budget for Fiscal Year 2014/2015. Board Action. Page 111
5. General Manager/ Chief of Police Greg Harman will present for Board approval Kensington Police Protection & Community Services District Resolution 2014-07, establishing the annual supplemental special tax for police services (Measure G). Board Action. Page 195
6. General Manager/ Chief of Police Greg Harman will present for Board approval Kensington Police Protection & Community Services District Resolution 2014-08, ordering the even year Board of Directors election, the consolidation of elections, and the specifications of the election order. Board Action. Page 200

(If needed, the Board will return to Closed Session following the end of the Regular Open Session meeting.)

ADJOURNMENT

General Information

Accessible Public Meetings

NOTE: UPON REQUEST THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT WILL PROVIDE WRITTEN AGENDA MATERIALS IN APPROPRIATE ALTERNATIVE FORMATS, OR DISABILITY-RELATED MODIFICATION OR DISABILITIES TO PARTICIPATE IN PUBLIC MEETINGS. PLEASE SEND A WRITTEN REQUEST, INCLUDING YOUR NAME, MAILING ADDRESS, PHONE NUMBER AND A BRIEF DESCRIPTION OF THE REQUESTED MATERIALS AND PREFERRED ALTERNATIVE FORMAT OR AUXILIARY AID OR SERVICE AT LEAST 2 DAYS BEFORE THE MEETING. REQUESTS SHOULD BE SENT TO:

General Manager/ Chief of Police Greg Harman, Kensington Police Protection & Community Services District, 217 Arlington Ave, Kensington, CA 94707

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

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

Meeting Minutes for 5/8/14

A Special Meeting (Closed Session) of the Board of Directors of the Kensington Police Protection and Community Services District was held Thursday, May 8, 2014, at 6:30 P.M. at the Community Center, 59 Arlington Avenue, Kensington, California. The Regular Meeting of the Board of Directors (BOD) of the Kensington Police Protection and Community Services District (KPPCSD) followed.

ATTENDEES

<u>Elected Members</u>	<u>Members of the Public/Presenters</u>
Linda Lipscomb, Vice President	Emily Charlie, Hanson Bridgett
Chuck Toombs, Director	Jaima Roberts
Pat Gillette, Director	Gretchen Gillfillan
Tony Lloyd	Vida Dorroh
	Katie Gluck
<u>Staff Members</u>	Dan O'Brien
GM/COP Gregory Harman	Bruce Morrow
Sgt. Kevin Hui (on duty)	Ray Barraza
Lynn Wolter, District Administrator	A. Stevens Delk
Sgt. Keith Barrow (own time)	Nancy Toombs
	Lisa Caronna
<u>Press</u>	Celia Concus
Joel Koosed, Outlook	Kay Reed
	Andrew Reed
	Peter Liddell
	Nicole Forte

Board Vice President Linda Lipscomb called the meeting to order at 6:30 PM and took roll call. Vice President Lipscomb, Director Toombs, Director Gillette, Director Lloyd, General Manager/Chief of Police Harman, and District Administrator Wolter were present. President Welsh was absent.

PUBLIC COMMENTS

None

CLOSED SESSION

The Board entered into Closed Session at 6:32 P.M. to:

1. Confer with Legal Counsel re: existing litigation (Government Code Section 54956.9(a) Leonard Schwartzburd v. Kensington Police Protection and Community Services District (Case Number N12-1625)
2. Confer with Labor Negotiators (Government Code Section 54957.6)
Agency Representatives: Patricia Gillette and Chuck Toombs
Employee Organization: Kensington Police Officers Association
3. Pursuant to California Government Code Section 54957b
 - a. Discuss the General Manager/Chief of Police performance review
 - b. Discuss the possible contract extension and terms of the extension of the General Manager/Chief of Police
 - c. Discuss personnel appointment, employment, and evaluation of performance of District personnel

OPEN SESSION

The Board came back into Open Session at 7:35 P.M.

Vice President Lipscomb reported that the Closed Session would be continued following the conclusion of the Open Session. She reported that the Board had consulted with legal counsel about the recent litigation/writ of mandate, that copies of the Legal Opinion rendered in the case were located on the table at the back of the room, and that Director Gillette would address this matter under Board Member Comments. She reported that no action was taken with respect to the labor negotiations and that the discussion regarding the GM/COP's evaluation would be continued later in the evening.

PUBLIC COMMENTS

Peter Liddell announced that the Kensington Public Safety Council (KPSC) would be hosting a meeting on Thursday, May 15th, to discuss water conservation. EBMUD and Charli Danielsen would be attending to discuss ways to conserve water and to reduce garden watering. He also announced that the KPSC would be meeting on June 19th for a discussion about wildfire prevention.

Bruce Morrow asked if a summary of the legal opinion could be provided. Director Gillette replied that she would provide one later.

Lisa Caronna, member of the Park Buildings Committee, thanked the Board for placing the measure on the ballot. She said that the Board had discussed the matter for four years. She said that performing just the minimum \$700,000 of work would be problematic, as the District didn't have sufficient funds. She said that funds should be raised to perform

all of the recommended work and that, if only the minimum work were to be done, there would be no new entry, no flexible floor plan, no restroom access without walking through other rooms, no improved access to the lawn area, no energy efficiency, and no acoustical improvements.

Vice President Lipscomb thanked Ms. Caronna for her hard work.

Dan O'Brien reported that the Parks and Recreation Committee had met to discuss the hazardous fuel situation. He said that the Committee determined that its highest priority was to address the area surrounding the Community Center. He announced that there would be another Committee meeting on the following Wednesday, May 14th, at 6:30 PM and that other groups had been invited to attend.

Andrew Reed thanked the Directors, especially the three who had been sued. He thanked them for their endurance, and for standing up for the community. He said he hoped the Board would do everything in its power to retrieve legal expenses from the plaintiffs.

STAFF COMMENTS

GM/COP Harman reported that the CSDA was revising its bylaws and asked if any Directors would be interested in participating in the process and subsequent voting. Vice President Lipscomb said she would be interested.

BOARD COMMENTS

Director Gillette said that those who had sued the District had not shown up for the meeting. She said that some, who had expressed concerns about the park buildings project, hadn't come either.

Director Gillette reported that seven citizens, led by Mari Metcalf, had filed a writ against the Board and three of its members: Chuck, Tony, and Linda. These seven citizens had asked the court to find that the Board had failed to give proper advance notice of items to be discussed at the July 12, 2012 meeting, that the Board failed to properly extend the meeting past 10:00 by securing the needed 4/5 vote at 9:45, and that the merit/bonus payment had actually been a retroactive pay increase for GM/COP Harman.

Director Gillette reported further that, because these seven citizens had filed the writ against individual Board members based on the way they voted, the Board had filed an Anti-SLAPP motion, which prohibits bringing claims against people for exercising their free speech in connection with a public issue.

Director Gillette said that the Anti-SLAPP motion had been heard by the Superior Court Judge in Contra Costa County and that, although he had ruled in favor of the seven citizens, it had been a close case. She reported that the Board and the three individuals filed an appeal from that decision at the Court of Appeal. This case had been argued on April 1st and that the decision had been issued. She said that the Court had found that:

- The seven citizens had violated the rights of the individual Board members by naming them in the Writ.

- There had been no Brown Act violation with respect to the GM/COP's salary discussion because the Brown Act had not been in effect at the time.
- The "petitioners' motivation in filing the lawsuit had been, at least in part, to intrude upon the First Amendment rights of the individual board members."
- The individual Board members had not been sued because they had voted but based on how they had voted.

Director Gillette further said that the Court had addressed the merits of the Writ:

- The claim that the merit bonus granted to the GM/COP had been a retroactive pay increase rather than a retention bonus was without merit.
- The allegation that the meeting had been improperly extended was without merit.

Director Gillette reported that the Court had granted the Anti-SLAP motion as to the three Board members; had denied it, as to the Board; and had concluded that the petition lacked merit.

In conclusion, Director Gillette said that the case against the Board had been sent back to the trial court for proceedings consistent with the Court of Appeal's opinion; the individuals had the right to seek attorney's fees against the seven citizens; given how much this litigation had cost, she supported seeking fees against these seven; she thanked the Directors and said she believed the District would ultimately prevail.

Director Gillette reported that she and Director Toombs had met with the Kensington Police Officers Association (KPOA) about contract negotiations.

Director Lloyd spoke about the Writ. He said that Directors took an oath to adhere to high standards and that they were to do their homework, listen to constituents, and to vote. He said that decisions weren't made lightly. He summarized what happened when a public official was sued: it appeared on their financial record. He said he was happy with the outcome and the support he had received. He concluded by thanking the community.

Vice President Lipscomb thanked people for their support.

Director Toombs said he was thrilled with the outcome and that the majority of the community had been supportive.

Vice President Lipscomb reported that the Policy Committee had made significant progress and that ninety percent of the document had gone to the attorneys for review.

Vice President Lipscomb reported that the Solid Waste Committee had met and that Kensington was exceeding recycling requirements.

Vice President Lipscomb reported that the KPPCSD would be able to lease space in the Public Safety Building for \$1.00 per year, and she thanked the Fire District Board.

Vice President Lipscomb reported that the community should cut back on water use.

Director Gillette thanked the community members who had been helpful with respect to the Public Safety Building lease.

CONSENT CALENDAR

MOTION: Director Gillette moved, and Director Toombs seconded, to approve the Consent Calendar.

Motion passed 4 to 0.

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

DISTRICT NEW BUSINESS

1. General Manager/Chief of Police Harman presented, for discussion and possible approval, Kensington Police Protection & Community Services District Resolution 2014-05, confirming the Assessment and ordering the levy for the Kensington Park Assessment District for Fiscal-Year 2014/15.

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

- Step one: Approval of Resolution 2014-02, initiating proceedings for the levy and collection of the assessments for the Kensington Park Assessment District for Fiscal Year 2014/15
- Step two: Approval of Resolution 2014-03, approving the Annual Report for the Kensington Park Assessment District for Fiscal Year 2014/15.
- Step three: Approval of Resolution 2014-04, declaring the Board's intention to levy and collect assessments for the Kensington Park Assessment District for Fiscal Year 2014/15 and to set the public hearing for Thursday, May 8th at 7:30 PM. Resolution 2014-04 was passed at the April 10th KPPCSSD Board meeting and was published in the April 19, 2014 issue of the West County Times, which met the requirement that the May 8th meeting be noticed at least 10 days prior to the public meeting date.
- Final Step: Holding the public meeting on May 8th and approval of Resolution 2014-05.

MOTION: Director Toombs moved, and Director Gillette seconded, that the Board adopt Resolution 2014-05.

Motion passed 4 to 0.

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

2. General Manager/Chief of Police Harman presented, for discussion and approval, the amendment to the agreement between All City Management Services, Inc. and the District for crossing guard services for Fiscal-Year 2014-15. The cost of the services for Fiscal-Year 2014-15 not to exceed \$10,515.00.

GM/COP Harman reviewed the memo he had prepared for the Board packet. He reported that the District had contracted with All City Management Services (ACMS) since 1995 and that ACMS was requesting an increase in fees from \$15.97 per hour to \$16.69 per hour (4.5%). He said that this would result in an annual increase to total fees from \$10,061 to \$10,515.

Vice President Lipscomb and Director Toombs said that this was a modest increase.

Nicole Forte asked if this should have gone out to bid. Director Gillette replied that she thought this was a good question. Director Toombs said that, at \$10,000, this contract was below the threshold of the amount that required going out to bid.

Vida Dorroh asked if this would come out of the \$50,000 from the West Contra Costa Unified School District (WCCUSD). GM/COP Harman replied, yes. Director Toombs said that there was no agreement from the WCCUSD. So, for now, the cost would come from the operating budget.

MOTION: Director Gillette moved, and Director Lloyd seconded, to direct GM/COP Harman to enter into the agreement with All City Management Services, Inc.

Motion passed 4 to 0.

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

3. GM/COP Harman presented, for a first reading, the Preliminary Operational Budget for Fiscal-Year 2014/2015.

GM/COP reported that the Finance Committee had met on April 23, 2014 to review and discuss the draft of the Preliminary KPPCSD Operational Budget for Fiscal-Year 2014/2015, and he summarized the highlights of the proposed budget:

- Total estimated revenues: \$2,667,450, plus an additional \$100,000 in COPS Grant funding.
- Total estimated expenses: \$2,997,657, which would represent an increase of \$323,054 as compared to Fiscal-Year 2013/2014. This increase would be comprised primarily by a) the 3% increase in officers' salaries (\$44,950), b) an increase of \$29,900 for non-sworn salary adjustments, c) a \$79,167 increase in the amount budgeted for the retirees' medical trust, d) an \$80,000 increase in the amount budgeted for legal fees, and e) an additional \$50,000 budgeted for the request for proposal for the solid waste and recycling contract.
- Total estimated shortfall: \$230,207.

- Total estimated shortfall could be reduced by \$89,000 by a) the KPPCSD accepting \$50,000 in proposed funding from the West Contra Costa Unified School District (WCCUSD)

Director Toombs asked if the \$50,000 from the WCCUSD would fund an extra officer. GM/COP Harman replied that it would not.

Directory Lloyd provided a brief history of the funds offered by the WCCUSD:

- In November, the WCCUSD was asked if it would resume paying the \$10,000 for the crossing guard.
- The Kensington Police Department has been providing security at the Hilltop School, which has cost the KPPCSD between \$15,000 and \$20,000 annually.
- The WCCUSD was opposed to a School Resource Officer.
- In March, the WCCUSD President contacted Director Lloyd, letting him know that the issue of security at the Hilltop School would appear on that month's WCCUSD Board agenda.
- Director Lloyd and KPPCSD staff attended that school board meeting and asked for \$30,000
- The WCCUSD Board recommended that this amount be increased to an amount of up to \$50,000 per year for three years.
- Security is a high priority for the WCCUSD – they are addressing this issue at all of their schools.
- A proposed contract would be forthcoming.

Vice President Lipscomb said that, in the WCCUSD's 2013-14 budget, \$2.6 million had been allocated to school resource officers and that the \$50,000 proposed for Kensington represented 1.6% of this amount.

Director Lloyd said that the WCCUSD had a \$27 million budget surplus.

GM/COP Harman resumed summarizing ways in which the estimated budget shortfall could be reduced: b) adopting the Finance Committee's motion to reduce the amount budgeted for legal fees from \$150,000 to \$75,000; and c) increasing the estimated amount to be collected for property taxes by 1% (from 4% to 5%), or \$16,000.

GM/COP Harman said that he didn't agree with the Finance Committee's recommendation to reduce the amount budgeted for legal fees.

It was noted that the proposed change in the Public Safety Building lease could reduce the estimated shortfall by \$34,000.

District Administrator Wolter read the draft minutes from the 4/23/14 Finance Committee meeting. The Finance Committee recommended the following:

- Consensus: That, in the future, employee and POA negotiations should be completed in advance of the budget being prepared.

- Motion: That the amount allocated for legal expenses should be reduced from \$150,000 to \$75,000 (passed 3 to 1).
- Motion: That vehicle purchases should show as expenditures made from the Capital LAIF (passed 4 to 0).

Gloria Morrison raised questions about allocated funds, especially the Capital LAIF fund, as it related to vehicle purchases. Vice President Lipscomb asked that GM/COP Harman explore the matter with the District's CPA and thanked Ms. Morrison for her service and for bringing issues to the attention of the Board.

GM/COP Harman said that he preferred to see the cost of cars expensed. Director Toombs said that he would prefer to see an accrual-based budget, in which only the depreciated amount of a vehicle would show as an expense.

Director Toombs asked about the legal expenses associated with the RFP. GM/COP Harman said that this cost was addressed in Account 890 (Solid Waste).

Director Lloyd summarized the role of the Finance Committee:

- Advisory only
- Makes recommendations to the Board

He said it's the Board's role to make decisions.

Vice President Lipscomb asked GM/COP Harman to describe what the Board should do.

GM/COP Harman recommended that the Board accept the Preliminary KPPCSD Operational Budget for Fiscal-Year 2014/2015 and said that changes to the budget could be made during the upcoming four weeks. He said that the Board would need to decide on the Measure G amount, that the amounts were estimates, that the amounts weren't inflated or overstated, and that the budget provided spending authority for the GM/COP.

Director Gillette asked how the projected shortfall compared to prior years. GM/COP Harman replied that it was larger.

Vice President Lipscomb said she would like to keep the budget as presented. She reviewed the property tax revenue calculation, received from the County Assessor's Office, for Fiscal-Year 2013-2014, which had estimated a 4.9% increase. GM/COP Harman responded that the District wouldn't know the actual amount until August, at which time the County would make final adjustments.

GM/COP reminded the Board that the Preliminary Operational Budget did not include any possible increases in sworn salaries. It was noted that the PERS percentage contribution would increase from 36.477 to 38.3. Director Gillette said that this was due to PERS's performance and not to the District.

Discussion ensued about the RFP costs included in Account 890. GM/COP Harman said that HF&H had indicated that their estimated cost would be \$95,000, and Hanson Bridgette had indicated that theirs would be \$50,000. GM/COP Harman said that he and

President Welsh believed that they could perform some of the work and, thereby, reduce the consultant's fees.

Director Lloyd restated the recommendation from the Finance Committee that the legal fees be reduced from \$150,000 to \$75,000. Vice President Lipscomb said she would like to leave the amount, as presented, at \$150,000. Directors Toombs and Gillette said they agreed.

Discussion ensued about vehicle purchases. GM/COP Harman said that the plan had been to purchase one vehicle per year, replacing one of each of the seven vehicles annually. He said that, with depreciation at 7 years, it worked out to be about the same, whether the depreciation amounts or the vehicle purchase amount appeared in the budget. Vice President Lipscomb said she would prefer to see the purchase included in the budget. Director Toombs said he would prefer to see an accrual-based budget, with depreciation shown instead.

Director Lloyd noted that the budget did not include a line item for website improvements. GM/COP Harman responded, that was because the Board had not yet approved a website proposal.

GM/COP let the Directors know they didn't need to make a decision at that night's meeting.

4. KPPCSD Board President Len Welsh and GM/COP Harman called for a second round of board and public discussion on the Request for Proposal, which involved identifying the next service provider for solid waste refuse and recycling service to begin in September 2015. Discussion included the types of service to be requested and costs associated with these identified types of service.

Director Toombs asked if a survey and town hall meeting could occur.

Director Gillette asked for clarification about the time frame. GM/COP Harman replied that he had requested timelines from the consultants but that they had not yet provided them.

Discussion ensued about the upcoming Kensington Property Owners' Association (KPOA) meeting and the possibility this could afford the District the opportunity to solicit more public input.

GM/COP Harman indicated that the RFP should be fairly straight forward, as the most likely additions to service would be kitchen composting and offering backyard service as an option.

Nicole Forte said she had worked in the solid waste business for many years. She said that the RFP would need to include a lot of detail. She said that our community couldn't accommodate automated trucks because they're heavy and, therefore, very hard on

streets. She said HF&H's bid seemed high. She said that it could take up to a year for a company to ramp up to be able to provide service, and that, if we were to select a larger company, we likely would be able to have just one green waste can per week. Ms. Forte also recommended that household hazardous waste service be added.

At 9:45 Vice President Lipscomb noted that a motion would be needed to extend the meeting.

MOTION: Director Lloyd moved, and Director Toombs seconded, to extend the meeting.

Motion passed 4 to 0.

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

GM/COP Harman said he was putting together a RFP committee and encouraged Ms. Forte to participate.

Ms. Forte said that the RFP timeline would likely be 16 to 18 months.

Discussion ensued about soliciting additional input from the community. GM/COP Harman said he would explore putting together a "Survey Monkey", and the Board said it would hope to seek input at the June 21st KPOA Town Hall Meeting. GM/COP Harman said he would contact KPOA president, Gail Feldman, to ask for time on the agenda.

A. Stevens Delk said she had prepared written comments regarding solid waste service, but, because of the late hour, she submitted the document to staff instead of reading it as a public comment. GM.COP Harman said the document would be included in the June Board packet, under correspondence.

4. GM/COP Greg Harman sought permission from the Board to attend the California Special Districts Association's "General Manager Leadership Summit", being held June 22-24, 2014, at the Resort at Squaw Creek, North Lake Tahoe. The total cost to attend: \$1,165.00.

GM/COP asked to withdraw his request. The Board said it supported his attendance but honored his request.

5. District Administrator Lynn Wolter presented a proposal for a new copier five-year lease with Smile Business Products at a monthly cost of \$388 and a total cost, over the five-year period, of \$23,280.

District Administrator Wolter provided a summary of the proposal.

MOTION: Vice President Lipscomb moved, and Director Gillette seconded, to authorize GM/COP Harman to enter into a contract with Smile Business Products for a five-year (60 month) fair market value lease for a new Sharp MX-5140N copier.

Motion passed 4 to 0.

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

6. District Administrator Lynn Wolter presented a proposal for a possible new website for Board discussion and possible action.

District Administrator Wolter summarized that, during the prior few months, staff had solicited proposals from professionals to create a new District website, and that one had stood out: a proposal from Creatability, which had been recommended by Rubiconn – the company that had recently installed new computers at the District’s office. She reported that Creatability’s Paul Wakefield had come to the District’s office and made a presentation about the benefits of developing a new website, using Wordpress, which would provide improve ease of use. She reported further that, just prior to the Board meeting, she had learned that, following this presentation, Sergeant Hui had spoken with Mr. Wakefield about uploading audio material using Wordpress. Sergeant Hui ascertained that Wordpress likely would not provide greater ease of use, as compared to the current website’s Drupal program. District Administrator Wolter said that, given that recent development, this should be considered a status report and asked if the Board would like staff to continue to pursue the project, given its not-to-exceed estimate of \$7,500. Board consensus was that staff should continue to do so.

The Open Session concluded at 10:13, at which time the Board went back into Closed Session to continue its discussion of the GM/COP’s evaluation.

The Board returned to Open Session and reported that it took no action and that it would meet again on May 26, 2014, at 10:00 AM, to continue its discussion of this item

The meeting was adjourned at 11:20 PM.

Meeting Minutes for 5/26/14

A Special Meeting (Closed Session) of the Board of Directors of the Kensington Police Protection and Community Services District was held Monday, May 26, 2014, at 10:00 AM, at the Community Center, 59 Arlington Avenue, Kensington, California.

ATTENDEES

<u>Elected Members</u>	<u>Members of the Public/Presenters</u>
Len Welsh, President	Emily Charlie, Hanson Bridgett
Linda Lipscomb, Vice President	
Chuck Toombs, Director	
Pat Gillette, Director	
Tony Lloyd	
<u>Staff Members</u>	
GM/COP Gregory Harman	

Board President Len Welsh called the meeting to order at 10:05 AM.

PUBLIC COMMENTS

None

CLOSED SESSION

The Board entered into Closed Session to:

1. Confer with Legal Counsel re: Existing litigation (Government Code Section 54956.9(a) Leonard Schwartzburd v. Kensington Police Protection and Community Services District (Case Number N12-1625)
2. Confer with Labor Negotiators (Government Code Section 54957.6)
Agency Representatives: Patricia Gillette and Chuck Toombs
Employee Organization: Kensington Police Officers Association
3. Pursuant to California Government Code Section 54957b:
 - a. Discuss the General Manager/Chief of Police performance review, pursuant to Government Code Section 54957b.
 - b. Discuss the possible contract extension and terms of the extension of the General Manager/Chief of Police.

14

- c. Discuss personnel appointment, employment, and evaluation of performance of District personnel.

OPEN SESSION

The Board came back into Open Session.

President Welsh reported that no action was taken during the Closed Session.

MOTION: President Welsh moved, and Vice President Lipscomb seconded, that the meeting be adjourned.

Motion passed 5 to 0.

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

The meeting was adjourned at 12:45 PM.

Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED YES NO

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

FORWARDED TO:

Date: Friday, June 06, 2014

Subject: Consent Calendar Item C- Unaudited Profit & Loss Report

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

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

KPPCSD Unaudited Profit & Loss Budget Performance May 2014

	May 14	Budget	Jul '13 - May 14	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
400 · Police Activities Re...					
401 · Levy Tax	0.00	0.00	1,320,564.65	1,286,000.00	1,286,000.00
402 · Special Tax-Police	0.00		681,390.00	680,000.00	680,000.00
403 · Misc Tax-Police	0.00		66.70	0.00	0.00
404 · Measure G Suppl...	0.00		488,102.86	486,986.00	486,986.00
410 · Police Fees/Servi...	105.00	0.00	1,716.30	1,125.00	1,500.00
414 · POST Reimburse...	0.00		5,454.53	1,000.00	2,000.00
415 · Grants-Police	42,844.35	0.00	79,876.48	0.00	0.00
416 · Interest-Police	0.00		1,166.13	2,250.00	3,000.00
417 · Police Asset Sale	0.00		0.00	0.00	0.00
418 · Misc Police Income	2,446.29	1,500.00	19,113.03	16,500.00	18,000.00
419 · Supplemental W/...	0.00		0.00	0.00	0.00
Total 400 · Police Activi...	45,395.64	1,500.00	2,597,450.68	2,473,861.00	2,477,486.00
420 · Park/Rec Activities ...					
424 · Special Tax-L&L	0.00		33,495.74	33,000.00	33,000.00
426 · Park Donations	0.00		0.00	0.00	0.00
427 · Community Cent...	3,475.00	2,300.00	26,310.50	22,700.00	25,000.00
435 · Grants-Park/Rec	0.00		0.00	0.00	0.00
436 · Interest-Park/Rec	0.00		0.00	150.00	200.00
438 · Misc Park/Rec Rev	0.00	50.00	440.00	450.00	500.00
Total 420 · Park/Rec Acti...	3,475.00	2,350.00	60,246.24	56,300.00	58,700.00
440 · District Activities R...					
448 · Franchise Fees	0.00		14,597.99	14,000.00	21,000.00
456 · Interest-District	0.00		17.37	375.00	500.00
458 · Misc District Rev...	0.00		0.00	0.00	0.00
Total 440 · District Activi...	0.00		14,615.36	14,375.00	21,500.00
Total Income	48,870.64	3,850.00	2,672,312.28	2,544,536.00	2,557,686.00
Expense					

KPPCSD
Unaudited Profit & Loss Budget Performance
 May 2014

	May 14	Budget	Jul '13 - May 14	YTD Budget	Annual Budget
500 · Police Sal & Ben					
502 · Salary - Officers	81,159.24	78,002.75	888,276.04	858,030.25	936,033.00
504 · Compensated Ab...	0.00		8,207.67	10,000.00	10,000.00
506 · Overtime	4,795.85	3,333.33	52,461.56	36,666.67	40,000.00
508 · Salary - Non-Sworn	4,688.38	4,333.33	52,267.68	47,666.67	52,000.00
516 · Uniform Allowance	666.60	666.67	7,332.60	7,333.33	8,000.00
518 · Safety Equipment	0.00		0.00	1,875.00	2,500.00
521-A · Medical/Vision/...	15,702.26	14,800.25	181,001.36	162,802.75	177,603.00
521-R · Medical/Vision/...	11,012.36	13,902.42	134,736.24	152,926.58	166,829.00
521-T · Medical/Vision/...	0.00		42,818.00		-21,109.00
522 · Insurance - Police	245.00	436.67	4,734.30	4,803.33	5,240.00
523 · Social Security/M...	1,331.87	1,263.91	13,016.10	13,903.09	15,167.00
524 · Social Security - ...	324.37	268.67	3,445.14	2,955.33	3,224.00
527 · PERS - District P...	29,847.58	28,696.16	327,245.93	315,657.84	344,354.00
528 · PERS - Officers P...	7,364.34	7,080.25	80,604.57	77,882.75	84,963.00
530 · Workers Comp	0.00		41,208.00	46,000.00	46,000.00
540 · Advanced Industr...	0.00		0.00	0.00	0.00
Total 500 · Police Sal & B...	157,137.85	152,784.41	1,837,355.19	1,738,503.59	1,870,804.00
550 · Other Police Expen...					
552 · Expendable Polic...	502.51	125.00	889.16	1,375.00	1,500.00
553 · Range/Ammuniti...	0.00	250.00	2,229.47	2,750.00	3,000.00
560 · Crossing Guard	1,117.90	1,006.10	8,999.14	9,054.90	10,061.00
562 · Vehicle Operation	2,889.02	5,000.00	38,122.76	55,000.00	60,000.00
564 · Communications ...	10,657.75	15,000.00	81,764.17	144,460.00	154,460.00
566 · Radio Maintenance	181.70	159.09	21,046.15	21,590.91	21,750.00
568 · Prisoner/Case Ex...	1,272.89	450.00	6,453.96	4,950.00	5,400.00
570 · Training	522.02	833.33	9,844.32	9,166.67	10,000.00
572 · Recruiting	0.00	541.67	1,085.00	5,958.33	6,500.00
574 · Reserve Officers	1,000.00	337.50	1,124.04	3,712.50	4,050.00
576 · Misc. Dues, Meal...	0.00		2,573.43	2,075.00	2,075.00
580 · Utilities - Police	69.49	716.67	6,831.71	7,883.33	8,600.00
581 · Bldg Repairs/Mai...	0.00		993.46	500.00	500.00
582 · Expendable Offic...	112.16	500.00	5,172.10	5,500.00	6,000.00

KPPCSD
Unaudited Profit & Loss Budget Performance
 May 2014

	May 14	Budget	Jul '13 - May 14	YTD Budget	Annual Budget
586 · Machine Mainten...	0.00		0.00	0.00	0.00
588 · Telephone(+Rich...	723.84	712.00	7,567.16	7,832.00	8,544.00
590 · Housekeeping	333.85	333.33	3,620.04	3,666.67	4,000.00
592 · Publications	0.00	183.33	2,058.30	2,016.67	2,200.00
594 · Community Polici...	14.95	100.00	955.17	1,900.00	2,000.00
596 · WEST-NET/CAL I...	0.00		13,386.00	13,386.00	13,386.00
598 · COPS Special Fu...	0.00		0.00	0.00	0.00
599 · Police Taxes Ad...	0.00		3,298.47	3,300.00	3,300.00
Total 550 · Other Police ...	19,398.08	26,248.02	218,014.01	306,077.98	327,326.00
600 · Park/Rec Sal & Ben	543.50	541.67	6,070.75	5,958.33	6,500.00
601 · Park & Rec Admi...	1,750.00	1,750.00	19,250.00	19,250.00	21,000.00
602 · Custodian	0.00	41.42	212.05	455.58	497.00
623 · Social Security/M...					
Total 600 · Park/Rec Sal ...	2,293.50	2,333.09	25,532.80	25,663.91	27,997.00
635 · Park/Recreation Ex...					
640 · Community Cent...	304.15	448.00	4,141.68	4,928.00	5,376.00
642 · Utilities-Comm...	0.00		1,302.81	700.00	750.00
643 · Janitorial Supp...	366.50		3,516.62	1,500.00	2,000.00
646 · Community Ce...					
Total 640 · Community ...	670.65	448.00	8,961.11	7,128.00	8,126.00
660 · Annex Expenses	0.00		0.00	0.00	0.00
662 · Utilities - Annex	0.00		0.00	0.00	0.00
666 · Annex Repairs	0.00		0.00	0.00	0.00
668 · Misc Annex Ex...	0.00		0.00	0.00	0.00
Total 660 · Annex Expe...	0.00	0.00	0.00	0.00	0.00
672 · Kensington Park ...	5,413.26	7,369.33	66,116.90	81,062.67	88,432.00
678 · Misc Park/Rec Ex...	0.00		650.00	0.00	0.00
Total 635 · Park/Recreati...	6,083.91	7,817.33	75,728.01	88,190.67	96,558.00
800 · District Expenses					

KPPCSD
Unaudited Profit & Loss Budget Performance
 May 2014

	May 14	Budget	Jul '13 - May 14	YTD Budget	Annual Budget
810 · Computer Mainte...	1,089.00	2,292.00	24,808.14	25,212.00	27,504.00
820 · Cannon Copier C...	798.82	475.00	5,262.93	5,225.00	5,700.00
830 · Legal (District/Pe...	21,752.20	5,833.33	202,473.90	64,166.67	70,000.00
835 · Consulting	0.00	1,000.00	25,800.00	3,000.00	3,000.00
840 · Accounting	1,787.50	4,062.50	38,356.78	44,687.50	48,750.00
850 · Insurance	0.00	0.00	29,285.10	30,000.00	30,000.00
860 · Election	0.00	0.00	0.00	0.00	0.00
865 · Police Bldg. Lease	0.00	0.00	31,514.00	31,514.00	31,514.00
870 · County Expendit...	0.00	0.00	7,499.23	19,900.00	19,900.00
890 · Waste/Recycle	420.24	4,500.00	59,834.22	49,500.00	54,000.00
898 · Misc. Expenses	514.74	858.33	9,377.43	9,441.67	10,300.00
899 · Depreciation Exp...	0.00	0.00	-728.00	0.00	0.00
Total 800 · District Expen...	26,362.50	19,021.16	433,483.73	282,646.84	300,668.00
950 · Capital Outlay					
961 · Police Bldg Impr...	0.00	0.00	1,395.00	25,000.00	25,000.00
962 · Patrol Cars	0.00	0.00	33,192.03	10,000.00	10,000.00
963 · Patrol Car Acces...	0.00	0.00	15,403.74	16,250.00	16,250.00
969 · Computer Equip...	0.00	0.00	21,553.99	0.00	0.00
972 · Park Buildings I...	2,783.02	0.00	10,617.06	0.00	0.00
Total 950 · Capital Outlay	2,783.02	0.00	82,161.82	51,250.00	51,250.00
Total Expense	214,058.86	208,204.01	2,672,275.56	2,492,332.99	2,674,603.00
Net Ordinary Income	-165,188.22	-204,354.01	36.72	52,203.01	-116,917.00
Other Income/Expense					
Other Expense					
700 · Bond Issue Expens...	0.00	0.00	-178,144.40	0.00	0.00
701 · Bond Proceeds	681.20	0.00	12,289.06	0.00	0.00
710 · Bond Admin.	0.00	0.00	-120.64	0.00	0.00
715 · Bond Interest Inc...	0.00	0.00	120,230.37	0.00	0.00
720 · Bond Principal	0.00	0.00	23,161.56	0.00	0.00
730 · Bond Interest	0.00	0.00	0.00	0.00	0.00

KPPCSD
Unaudited Profit & Loss Budget Performance
 May 2014

	May 14	Budget	Jul '13 - May 14	YTD Budget	Annual Budget
Total 700 - Bond Issue E...	681.20		-22,584.05		
995 - Loss/(Gain) - Asset ...	0.00		-154.00		
Total Other Expense	681.20		-22,738.05		
Net Other Income	-681.20	0.00	22,738.05	0.00	0.00
Net Income	-165,869.42	-204,354.01	22,774.77	52,203.01	-116,917.00

Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED YES NO

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

FORWARDED TO:

Date: Friday, June 06, 2014

Subject: Consent Calendar Item D- Park Revenue & Expenses

The KPPCSD Board and the Park Buildings Committee has requested a separate and detailed accounting of park revenues and expenses.

This information is obtained through our QuickBooks software. Revenue and expenses from July 1, 2013 through May 31, 2014 are attached to this memo.

KPPCSD

Account QuickReport

July 1, 2013 through June 6, 2014

Type	Date	Num	Name	Memo	Split	Amount
420 · Park/Rec Activities Revenue						
424 · Special Tax-L&L						
General Journal	10/1/2013	JV07...	CCC Taxes-LLD	SP ASSESS ...	146 · Advance...	33,495.74
Total 424 · Special Tax-L&L						
427 · Community Center Revenue						
Deposit	7/12/2013	512		CC Rental 6-...	112 · General ...	300.00
Deposit	7/12/2013	2954		July Rent fro...	112 · General ...	45.00
Deposit	7/12/2013	3005		CC Rental 7-...	112 · General ...	700.00
Deposit	8/7/2013	2132		CC Rental S...	112 · General ...	150.00
Deposit	8/7/2013	2130		CC Rental	112 · General ...	600.00
Deposit	8/7/2013	1158		CC Rental	112 · General ...	975.00
Deposit	8/7/2013	3523		CC Rental	112 · General ...	700.00
Deposit	9/5/2013	2962		Wake Up to ...	112 · General ...	45.00
Deposit	9/5/2013	1053		CC Rental 9-...	112 · General ...	1,100.00
Deposit	9/5/2013	1118		East Bay Coll...	112 · General ...	598.00
Deposit	9/30/2013	2977		Wake Up to ...	112 · General ...	45.00
Deposit	10/22/2013	382		CC Rental on...	112 · General ...	450.00
Deposit	10/22/2013	2342		CC Rental 10...	112 · General ...	450.00
Deposit	10/22/2013	3209...		Alanon Mtg ...	112 · General ...	45.00
Deposit	12/5/2013	6266		CC Rental	112 · General ...	750.00
Deposit	12/5/2013	110		CC Rental	112 · General ...	300.00
Deposit	12/5/2013	5118		CC Rental	112 · General ...	487.50
Deposit	12/5/2013	1388		CC Rental	112 · General ...	225.00
Deposit	12/5/2013	983		CC Rental	112 · General ...	250.00
Deposit	12/5/2013	224		CC Rental	112 · General ...	250.00
Deposit	12/5/2013	2793		CC Rental	112 · General ...	525.00
Deposit	12/5/2013	1436		CC Rental	112 · General ...	450.00
Deposit	12/5/2013	40609		CC Rental	112 · General ...	300.00
Deposit	12/5/2013	2995		Wake Up to ...	112 · General ...	45.00
Deposit	1/10/2014	3009		Wake Up to ...	112 · General ...	45.00
Deposit	1/10/2014			CC Rental 12...	112 · General ...	500.00
Deposit	1/10/2014	2805		CC Rental 1-...	112 · General ...	300.00
Deposit	1/10/2014	129		CC Rental 12...	112 · General ...	300.00
Deposit	1/10/2014	7141		1st Half of re...	112 · General ...	7,500.00

KPPCSD
Account QuickReport
 July 1, 2013 through June 6, 2014

4:46 PM
 06/06/14
 Accrual Basis

Type	Date	Num	Name	Memo	Split	Amount
Deposit	1/10/2014	2664		CC Rental 1-...	112 · General ...	750.00
Deposit	3/10/2014	4060		CC Rental 3-...	112 · General ...	300.00
Deposit	3/10/2014	096		Alanon paym...	112 · General ...	45.00
Deposit	3/10/2014	3024		Alanon paym...	112 · General ...	45.00
Deposit	4/22/2014	353		CC Rental 4-...	112 · General ...	300.00
Deposit	4/22/2014			CC Rental 3-...	112 · General ...	600.00
Deposit	4/22/2014	7032		CC Rental 3-...	112 · General ...	675.00
Deposit	4/22/2014	3852		CC Rental 6-...	112 · General ...	700.00
Deposit	4/22/2014			CC Rental 4-...	112 · General ...	900.00
Deposit	4/22/2014	102		March 2014 ...	112 · General ...	45.00
Deposit	4/22/2014	101		April 2014 Re...	112 · General ...	45.00
Deposit	5/29/2014	6709		CC Rental 6-...	112 · General ...	300.00
Deposit	5/29/2014	104		CC Rental 7-...	112 · General ...	1,500.00
Deposit	5/29/2014	1277		CC Rental 5-...	112 · General ...	1,000.00
Deposit	5/29/2014	4010		CC Rental 6-...	112 · General ...	675.00
Total 427 · Community Center Revenue						26,310.50
438 · Misc Park/Rec Rev						
Deposit	7/12/2013	3898		Tennis Court ...	112 · General ...	40.00
Deposit	9/5/2013	4025		Tennis Court ...	112 · General ...	40.00
Deposit	9/5/2013	3358		Tennis Court ...	112 · General ...	64.00
Deposit	10/22/2013	3369		Tennis Court ...	112 · General ...	112.00
Deposit	12/5/2013	4087		Tennis Court ...	112 · General ...	40.00
Deposit	3/10/2014	3386		Tennis Court ...	112 · General ...	64.00
Deposit	3/10/2014	4149		Tennis Court ...	112 · General ...	40.00
Deposit	4/22/2014	4224		Tennis Court ...	112 · General ...	40.00
Total 438 · Misc Park/Rec Rev						440.00
Total 420 · Park/Rec Activities Revenue						60,246.24
TOTAL						60,246.24

24

KPPCSD
Account QuickReport
 July 1, 2013 through June 6, 2014

Type	Date	Num	Name	Memo	Split	Amount
600 - Park/Rec Sal & Ben						
601 - Park & Rec Administrator						
Paycheck	7/15/2013		Di Napoli, Andrea		112 - General ...	277.25
Paycheck	7/30/2013		Di Napoli, Andrea		112 - General ...	326.00
Paycheck	8/15/2013		Di Napoli, Andrea		112 - General ...	293.00
Paycheck	8/29/2013		Di Napoli, Andrea		112 - General ...	281.25
Paycheck	9/13/2013		Di Napoli, Andrea		112 - General ...	283.25
Paycheck	9/30/2013		Di Napoli, Andrea		112 - General ...	57.00
Paycheck	10/15/2013		Di Napoli, Andrea		112 - General ...	333.00
Paycheck	10/30/2013		Di Napoli, Andrea		112 - General ...	346.00
Paycheck	11/15/2013		Di Napoli, Andrea		112 - General ...	290.25
Paycheck	11/29/2013		Di Napoli, Andrea		112 - General ...	284.50
Paycheck	12/13/2013		Di Napoli, Andrea		112 - General ...	270.75
Paycheck	12/30/2013		Di Napoli, Andrea		112 - General ...	266.50
Paycheck	1/15/2014		Di Napoli, Andrea		112 - General ...	251.50
Paycheck	1/30/2014		Di Napoli, Andrea		112 - General ...	309.00
Paycheck	2/14/2014		Di Napoli, Andrea		112 - General ...	285.25
Paycheck	2/28/2014		Di Napoli, Andrea		112 - General ...	242.50
Paycheck	3/14/2014		Di Napoli, Andrea		112 - General ...	271.50
Paycheck	3/28/2014		Di Napoli, Andrea		112 - General ...	314.75
Paycheck	4/15/2014		Di Napoli, Andrea		112 - General ...	285.25
Paycheck	4/29/2014		Di Napoli, Andrea		112 - General ...	258.75
Paycheck	5/14/2014		Di Napoli, Andrea		112 - General ...	267.25
Paycheck	5/29/2014		Di Napoli, Andrea		112 - General ...	276.25
Total 601 - Park & Rec Administrator						6,070.75
602 - Custodian						
Check	7/15/2013	14838	William Driscoll	Com. Center ...	112 - General ...	875.00
Check	7/30/2013	14864	William Driscoll	Com. Center ...	112 - General ...	875.00
Check	8/15/2013	14898	William Driscoll	Com. Center ...	112 - General ...	875.00
Check	8/30/2013	14927	William Driscoll	Com. Center ...	112 - General ...	875.00
Check	9/13/2013	14955	William Driscoll	Community C...	112 - General ...	875.00
Check	9/30/2013	14990	William Driscoll	Community C...	112 - General ...	875.00
Check	10/15/2013	15035	William Driscoll	Community C...	112 - General ...	875.00
Check	10/30/2013	15062	William Driscoll	Community C...	112 - General ...	875.00

KPPCSD
Account QuickReport
 July 1, 2013 through June 6, 2014

4:47 PM
 06/06/14
 Accrual Basis

Type	Date	Num	Name	Memo	Split	Amount
Check	11/15/2013	15104	William Driscoll	Community C...	112 · General ...	875.00
Check	11/29/2013	15193	William Driscoll	Community C...	112 · General ...	875.00
Check	12/13/2013	15226	William Driscoll	Community C...	112 · General ...	875.00
Check	12/30/2013	15247	William Driscoll	Community C...	112 · General ...	875.00
Check	1/15/2014	15286	William Driscoll	Community C...	112 · General ...	875.00
Check	1/30/2014	15310	William Driscoll	Community C...	112 · General ...	875.00
Check	2/14/2014	15345	William Driscoll	Community C...	112 · General ...	875.00
Check	2/28/2014	15389	William Driscoll	Community C...	112 · General ...	875.00
Check	3/14/2014	15417	William Driscoll	Community C...	112 · General ...	875.00
Check	3/28/2014	15457	William Driscoll	Community C...	112 · General ...	875.00
Check	4/15/2014	15486	William Driscoll	Community C...	112 · General ...	875.00
Check	4/30/2014	15525	William Driscoll	Community C...	112 · General ...	875.00
Check	5/15/2014	15544	William Driscoll	Community C...	112 · General ...	875.00
Check	5/30/2014	15584	William Driscoll	Community C...	112 · General ...	875.00
Total 602 · Custodian						19,250.00

623 · Social Security/Medicare - Dist						
General Journal	7/15/2013	SS A...		07/01-07/15/13	523 · Social S...	21.21
General Journal	7/30/2013	SS A...		07/16-07/31/13	523 · Social S...	24.94
General Journal	8/15/2013	SS A...		08/01-08/15/13	523 · Social S...	22.42
General Journal	8/30/2013	SS A...		08/16-08/31/13	523 · Social S...	21.52
General Journal	9/15/2013	SS A...		09/01-09/15/13	523 · Social S...	21.67
General Journal	9/30/2013	SS A...		09/16-09/30/13	523 · Social S...	4.36
General Journal	10/15/2013	SS A...		10/01-10/15/13	523 · Social S...	25.48
General Journal	10/30/2013	SS A...		10/16-10/31/13	523 · Social S...	26.47
General Journal	11/15/2013	SS A...		11/01-11/15/13	523 · Social S...	22.21
General Journal	11/30/2013	SS A...		11/16-11/30/13	523 · Social S...	21.77
Total 623 · Social Security/Medicare - Dist						212.05

Total 600 · Park/Rec Sal & Ben 25,532.80

TOTAL 25,532.80

26

KPPCSD
Account QuickReport
 July 1, 2013 through June 6, 2014

4:47 PM
 06/06/14
 Accrual Basis

Type	Date	Num	Name	Memo	Split	Amount
635 - Park/Recreation Expenses						
640 - Community Center Expenses						
642 - Utilities-Community Center						
General Journal	7/1/2013	REV ...	CCC Treasurer's Of...		210 · Account...	-668.26
Check	7/15/2013	14840	Pacific Telemanage...	Pay Phone C...	112 · General ...	78.00
Check	7/30/2013	14862	EBMUD	840 Coventry	112 · General ...	26.87
Check	7/30/2013	14873	PG&E	Community C...	112 · General ...	223.45
Check	7/30/2013	14892	Pacific Telemanage...	Pay Phone C...	112 · General ...	78.00
Check	8/30/2013	14924	PG&E	Community C...	112 · General ...	232.51
Check	8/30/2013	14926	EBMUD	2 Arlinton - C...	112 · General ...	388.98
Check	9/13/2013	14958	Pacific Telemanage...	Pay Phone C...	112 · General ...	78.00
Check	9/13/2013	14964	Olivero Plumbing Co.	Com. Center ...	112 · General ...	115.00
Check	9/30/2013	14993	PG&E	Community C...	112 · General ...	197.03
Check	10/15/2013	15038	Pacific Telemanage...	Pay Phone C...	112 · General ...	78.00
Check	10/30/2013	15061	EBMUD	2 Arlinton 8/1...	112 · General ...	304.58
Check	10/30/2013	15068	PG&E	Community C...	112 · General ...	197.85
Check	11/15/2013	15105	Pacific Telemanage...	Pay Phone N...	112 · General ...	78.00
Check	11/15/2013	15182	EBMUD	840 Coventry	112 · General ...	29.34
Check	11/15/2013	15185	PG&E	Community C...	112 · General ...	209.50
Check	11/29/2013	15214	Pacific Telemanage...	Pay Phone D...	112 · General ...	78.00
Check	12/30/2013	15248	EBMUD	2 Arlinton 10/...	112 · General ...	234.50
Check	12/30/2013	15249	PG&E	Community C...	112 · General ...	240.06
Check	1/15/2014	15282	Pacific Telemanage...	Pay Phone J...	112 · General ...	78.00
Check	1/15/2014	15305	PG&E	Community C...	112 · General ...	274.57
Check	1/30/2014	15309	EBMUD	840 Coventry...	112 · General ...	29.34
Check	2/14/2014	15351	Pacific Telemanage...	CC Pay Phon...	112 · General ...	78.00
Check	2/28/2014	15385	PG&E	Community C...	112 · General ...	252.84
Check	2/28/2014	15405	EBMUD	2 Arlinton (C...	112 · General ...	158.58
Check	3/14/2014	15424	Pacific Telemanage...	CC Pay Phon...	112 · General ...	78.00
Check	3/28/2014	15453	EBMUD	840 Coventry	112 · General ...	29.34
Check	3/28/2014	15466	PG&E	Community C...	112 · General ...	253.77
Check	4/15/2014	15488	Pacific Telemanage...	CC Pay Phon...	112 · General ...	78.00
Check	4/15/2014	15515	PG&E	Community C...	112 · General ...	221.66
Check	4/30/2014	15523	EBMUD	2 Arlinton	112 · General ...	106.02
Check	5/15/2014	15552	Pacific Telemanage...	CC Pay Phon...	112 · General ...	78.00

27

KPPCCSD
Account QuickReport
 July 1, 2013 through June 6, 2014

Type	Date	Num	Name	Memo	Split	Amount
Check	5/15/2014	15578	EBMUD	Coventry	112 · General ...	29.34
Check	5/30/2014	15583	PG&E	Community C...	112 · General ...	196.81
Total 642 · Utilities-Community Center						4,141.68
643 · Janitorial Supplies						
General Journal	7/1/2013	REV ...	CCC Treasurer's Of...		210 · Account...	-185.23
Check	7/15/2013	14839	UBS	Janitorial sup...	112 · General ...	185.23
Check	9/30/2013	15008	UBS	Com. Center ...	112 · General ...	582.72
Check	12/13/2013	15231	Kensington Home a...	Trash bags	112 · General ...	15.18
Check	3/14/2014	15434	Kensington Home a...	Flour. bulbs ...	112 · General ...	164.79
Check	4/15/2014	15498	UBS	Com. Center ...	112 · General ...	497.86
Check	4/15/2014	15501	Kensington Home a...	Various suppl...	112 · General ...	42.26
Total 643 · Janitorial Supplies						1,302.81
646 · Community Center Repairs						
Check	7/30/2013	14889	Summer Rain Land...	650 sq ft. of s...	112 · General ...	1,200.00
Check	8/15/2013	14918	Summer Rain Land...	8 yards of ba...	112 · General ...	400.00
Check	9/30/2013	15025	Summer Rain Land...	Tree trimmin...	112 · General ...	180.00
Check	10/30/2013	15083	Summer Rain Land...	Tree trimmin...	112 · General ...	65.00
Check	11/15/2013	15177	Kensington Home a...	9/28/13 - 10/...	112 · General ...	23.85
Check	11/15/2013	15180	Summer Rain Land...	Repairs to ir...	112 · General ...	95.00
Check	11/29/2013	15192	KEL-AIRE	service call, r...	112 · General ...	248.91
Check	11/29/2013	15217	Summer Rain Land...	Brush remov...	112 · General ...	380.00
Check	12/13/2013	15231	Kensington Home a...	Plumbing rep...	112 · General ...	47.15
Check	3/14/2014	15434	Kensington Home a...	Various mino...	112 · General ...	35.21
Check	3/28/2014	15474	Summer Rain Land...	Tree trimmin...	112 · General ...	150.00
Check	4/15/2014	15516	Summer Rain Land...	Sump Pump ...	112 · General ...	325.00
Check	5/15/2014	15577	Summer Rain Land...	Com. Center ...	112 · General ...	145.00
Check	5/30/2014	15594	Olivero Plumbing Co.	Drain clearing	112 · General ...	221.50
Total 646 · Community Center Repairs						3,516.62
Total 640 · Community Center Expenses						8,961.11
660 · Annex Expenses						
662 · Utilities - Annex						

KPPCSD

Account QuickReport

July 1, 2013 through June 6, 2014

Type	Date	Num	Name	Memo	Split	Amount
General Journal	7/1/2013	REV ...	CCC Treasurer's Of...		210 · Account...	-94.15
Check	7/30/2013	14862	EBMUD	A/p 12/13	112 · General ...	94.15
Total 662 · Utilities - Annex						0.00
Total 660 · Annex Expenses						0.00
672 · Kensington Park O&M						
General Journal	7/1/2013	NBS	NBS Government Fi...	JUL-SEP 2013	710 · Bond Ad...	1,073.29
General Journal	7/1/2013	REV ...	CCC Treasurer's Of...		210 · Account...	-1,113.80
Check	7/15/2013	14829	Summer Rain Land...	Drinking foun...	112 · General ...	85.00
Check	7/15/2013	14839	UBS	June 2013 P...	112 · General ...	432.00
Check	7/30/2013	14862	EBMUD	1 Windsor (Ir...	112 · General ...	1,363.60
Check	7/30/2013	14862	EBMUD	1 Windsor (S...	112 · General ...	94.15
Check	7/30/2013	14866	Summer Rain Land...	Park Repairs	112 · General ...	0.00
Check	7/30/2013	14889	Summer Rain Land...	July monthly ...	112 · General ...	2,050.00
Check	7/30/2013	14889	Summer Rain Land...	2 yards of ba...	112 · General ...	240.00
Check	7/30/2013	14889	Summer Rain Land...	Repair of ste...	112 · General ...	180.00
Check	7/30/2013	14889	Summer Rain Land...	removal of br...	112 · General ...	80.00
Check	7/30/2013	14889	Summer Rain Land...	trouble shoot ...	112 · General ...	140.00
Check	7/30/2013	CK 1...	Summer Rain Land...	For CHK 148...	112 · General ...	640.00
General Journal	7/30/2013	VD C...	Summer Rain Land...	Reverse of G...	112 · General ...	-640.00
General Journal	8/9/2013	14905	UBS	July 2013 Pa...	112 · General ...	432.00
Check	8/15/2013	14918	Summer Rain Land...	Irrigation rep...	112 · General ...	430.00
Check	8/15/2013	14930	William Driscoll	Park Restroo...	112 · General ...	425.00
Check	8/30/2013	14963	Summer Rain Land...	Park Monthly...	112 · General ...	2,050.00
Check	9/13/2013	14976	Kensington Home a...	Park restroom	112 · General ...	13.48
Check	9/13/2013	14990	William Driscoll	Park Restro...	112 · General ...	425.00
Check	9/30/2013	14996	EBMUD	840 Coventry...	112 · General ...	29.34
Check	9/30/2013	14996	EBMUD	1 Windsor - Ir...	112 · General ...	1,390.74
Check	9/30/2013	14996	EBMUD	1 Windsor - ...	112 · General ...	230.54
Check	9/30/2013	15011	NBS Government Fi...	Inv. #913000...	112 · General ...	1,098.83
Check	9/30/2013	15025	Summer Rain Land...	Park Monthly...	112 · General ...	2,260.00
Check	10/30/2013	15062	William Driscoll	Park Rest. M...	112 · General ...	425.00
Check	10/30/2013	15083	Summer Rain Land...	Park Monthly...	112 · General ...	3,980.00
Check	11/15/2013	15180	Summer Rain Land...	Repairs to fie...	112 · General ...	185.00

KPPCSD
Account QuickReport
 July 1, 2013 through June 6, 2014

Type	Date	Num	Name	Memo	Split	Amount
Check	11/15/2013	15182	EBMUD	1 Windsor - ir...	112 · General ...	1,592.62
Check	11/15/2013	15182	EBMUD	1 Windsor - s...	112 · General ...	183.82
Check	11/29/2013	15193	William Driscoll	Park Restroo...	112 · General ...	425.00
Check	11/29/2013	15217	Summer Rain Land...	Tree Remova...	112 · General ...	780.00
Check	11/29/2013	15217	Summer Rain Land...	Monthly fee - ...	112 · General ...	2,050.00
Check	12/30/2013	15247	William Driscoll	Restroom Cl...	112 · General ...	425.00
Check	1/15/2014	15275	NBS Government Fi...	Inv. #121301...	112 · General ...	1,091.96
Check	1/15/2014	15277	Summer Rain Land...	Irrigation rep...	112 · General ...	165.00
Check	1/15/2014	15277	Summer Rain Land...	Monthly fee - ...	112 · General ...	2,050.00
Check	1/15/2014	15296	E. R. A. Constructio...	Storm drain i...	112 · General ...	17,500.00
Check	1/15/2014	15296	E. R. A. Constructio...	Storm dain i...	112 · General ...	1,400.00
Check	1/15/2014	15304	EBMUD	1 Windsor - ...	112 · General ...	196.18
Check	1/30/2014	15309	EBMUD	1 Windsor - ir...	112 · General ...	904.58
Check	1/30/2014	15310	William Driscoll	Park Restroo...	112 · General ...	425.00
Check	1/30/2014	15339	Summer Rain Land...	Irrigation rep...	112 · General ...	200.00
Check	1/30/2014	15339	Summer Rain Land...	Monthly fee - ...	112 · General ...	2,050.00
Check	1/30/2014	15339	Summer Rain Land...	Road repair n...	112 · General ...	720.00
Check	1/30/2014	15339	Summer Rain Land...	Tree trimmin...	112 · General ...	145.00
Check	2/14/2014	15357	Mighetto Electric	Inv. # 2657 P...	112 · General ...	295.45
Check	2/14/2014	15379	Summer Rain Land...	Repair Tenni...	112 · General ...	380.00
Check	2/14/2014	15379	Summer Rain Land...	Mulch Restro...	112 · General ...	420.00
Check	2/14/2014	15379	Summer Rain Land...	Remove Tree...	112 · General ...	2,100.00
Check	2/28/2014	15389	William Driscoll	Park Restroo...	112 · General ...	425.00
Check	3/14/2014	15418	Summer Rain Land...	Feb. Park Ma...	112 · General ...	2,050.00
Check	3/14/2014	15427	E. R. A. Constructio...	Additional Pe...	112 · General ...	321.06
Check	3/28/2014	15453	EBMUD	1 Windsor - ...	112 · General ...	167.34
Check	3/28/2014	15453	EBMUD	1 Windsor - Ir...	112 · General ...	249.50
Check	3/28/2014	15457	William Driscoll	Park Restroo...	112 · General ...	425.00
Check	3/28/2014	15474	Summer Rain Land...	Mar. Park Ma...	112 · General ...	2,050.00
Check	3/28/2014	15476	NBS Government Fi...	Quarterly ad...	112 · General ...	1,091.96
Check	4/30/2014	15525	William Driscoll	Park Restroo...	112 · General ...	425.00
Check	5/15/2014	15547	Summer Rain Land...	Park Mainten...	112 · General ...	2,050.00
Check	5/15/2014	15577	Summer Rain Land...	Park Repairs ...	112 · General ...	210.00
Check	5/15/2014	15578	EBMUD	Windsor	112 · General ...	678.26
Check	5/30/2014	15584	William Driscoll	Park Restro...	112 · General ...	425.00

KPPCSD

Account QuickReport

July 1, 2013 through June 6, 2014

Type	Date	Num	Name	Memo	Split	Amount
Check	5/30/2014	15605	Summer Rain Land...	ark Maint. Ma...	112 · General ...	2,050.00
Total 672 · Kensington Park O&M						66,116.90
678 · Misc Park/Rec Expense						
General Journal	7/1/2013	REV ...	CCC Treasurer's Of...		210 · Account...	-24.69
Check	7/15/2013	14844	BPXpress	Copies of Par...	112 · General ...	24.69
Check	10/30/2013	15081	California Park & R...	Membership t...	112 · General ...	170.00
Check	4/15/2014	15516	Summer Rain Land...	GS Project Irr...	112 · General ...	480.00
Total 678 · Misc Park/Rec Expense						650.00
Total 635 · Park/Recreation Expenses						75,728.01
TOTAL						75,728.01

Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED YES NO

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

FORWARDED TO:

Date: Friday, June 06, 2014

Subject: Consent Calendar Item # F- Training & Reimbursement Reports

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

Acct#: 898 ✓ Date: 5/15/14

Ck#: _____ Amt: \$ 29.80

Signature: *[Signature]*

APPENDIX A - EXPENSE PREPAYMENT/REIMBURSEMENT FORM

Name: Lynn Walter

Event/Activity: Contra Costa County Police Chiefs' Association
2014 Admin. Professionals' Day 4/24/14

Location of Event/Activity: Diablo Valley College, Pleasant Hill

Approved by Board of Directors on: _____

	Prepay	Reimburse
1. Event/Activity Registration Fee	\$ _____	\$ _____
2. Transportation		
• Airfare	\$ _____	\$ _____
• Car Rental (\$ _____ per day for _____ days)	\$ _____	\$ _____
• Car Mileage (\$0.56 per mile for <u>53.22</u> miles)	\$ _____	\$ <u>29.80</u>
• Taxi	\$ _____	\$ _____
• Parking	\$ _____	\$ _____
3. Lodging (\$ _____ per night for _____ nights)	\$ _____	\$ _____
4. Meals (Complete information requested on next page of form)		
a. Breakfast	\$ _____	\$ _____
b. Lunch	\$ _____	\$ _____
c. Dinner	\$ _____	\$ _____
5. Other (Explain details of request)	\$ _____	\$ _____
Total Requested	\$ _____	\$ <u>29.80</u>

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

Signed: Lynn Walter

Date: 4/29/14

Approved by: *[Signature]*

Signed: *[Signature]*

Print Name: *[Signature]*

Date: *[Signature]*

Memorandum

Kensington Police Department

To: Greg Harman
From: Andrea Di Napoli
Date: Tuesday, May 20, 2014
Subject: Mileage Reimbursement



APPROVED _____ YES NO

FORWARDED TO: _____

Chief,

I am requesting mileage reimbursement when I went to the Smile offices in Lathrop to look at a new copier/printer for our office.

Roundtrip mileage was 145.80. The total comes to \$81.64 at .56 cents per mile.

Thanks,

Andrea

APPENDIX A - EXPENSE PREPAYMENT/REIMBURSEMENT FORM

Name: Lynn Walter

Event/Activity: CSDA Training (Setting Direction/Community Leadership)

Location of Event/Activity: 241 Lathrop Way, Sacramento

Date of Event/Activity: May 19, 2014

Approved by Board of Directors on: _____

	Prepay	Reimburse
1. Event/Activity Registration Fee	\$ _____	\$ _____
2. Transportation		
• Airfare	\$ _____	\$ _____
• Car Rental (\$ _____ per day for _____ days)	\$ _____	\$ _____
• Car Mileage (\$ <u>0.56</u> [¢] per mile for <u>160.7</u> miles)	\$ _____	\$ <u>89.99</u>
• Taxi	\$ _____	\$ _____
• Parking	\$ _____	\$ _____
• Toll	\$ _____	\$ <u>5.00</u>
3. Lodging (\$ _____ per night for _____ nights)	\$ _____	\$ _____
4. Meals (Complete information requested on next page of form)		
a. Breakfast	\$ _____	\$ _____
b. Lunch	\$ _____	\$ <u>9.71</u>
c. Dinner	\$ _____	\$ _____
5. Other (Explain details of request)	\$ _____	\$ _____
Total Requested	\$ _____	\$ <u>104.70</u>

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

Signed: Lynn Walter

Approved by: [Signature]

Date: 5/20/14

Signed: [Signature]

Print Name: _____

Date: 5/20/14

To: KPPCSD Board and GM/COP Harman
From: District Administrator Wolter
Date: May 28, 2014

Re: Setting Direction/Community Leadership Training

These notes are meant to complement the course booklet, which is available for review at the District Office.

On May 19, 2014, I attended the CSDA/SDLA Setting Direction/Community Leadership Training in Sacramento. The instructor was Brent Ives, a business consultant and the mayor of Tracy.

I applied for a Dr. James Kohnen SDLA Scholarship to cover the \$225 course fee but was denied because “priority for this fund is given to elected Board members/officials.”

In his introductory comments, Mr. Ives spoke about the upcoming June 2014 General Manger Leadership Summit and how important it is both in terms of training content and of networking.

Mr. Ives said his consulting business has completed over 100 strategic plans throughout California, and he offers training in how to be an effective board chairman.

Setting Direction:

- **It is the Board Members’ job to set direction – even if there is not 100% consensus among the directors or community members.**
- **Staff’s job is NOT to set direction.**
- **The Board should well understand its mission, and the mission should drive the direction the Board sets.**
- **Mission = who we are. This should be relevant now and in 20 years.**
 - **Cost: Does cost really matter? Is there a point at which cost should cause a District to close its doors and stop fulfilling its mission?**
 - **Communicating this to the community is critical to ensuring that that public knows there’s no other choice.**
 - **Board should represent what’s best for the mission.**
- **Vision (Strategic Plan) = what we’ll do. This drives implementation.**
- **Must be done by the Board collectively. Directors have no authority unilaterally or individually.**

THE RIGHT PLACE FOR A BOARD TO BE:

- **Defining the Board’s values – Who are we, and what are we about?**
 - **Suggestions: Honesty**
 - **Transparency**
 - **Communication**
 - **Trustworthiness**
 - **Fiscal Efficiency**
 - **Stewardship**

- Board is value driven
- The Board funnels goals & objectives to the GM, who reports to the Board.
- Any vote is a good vote. A 3 to 2 vote is just as good as a 5 to 0 vote.
- Board should be proactive, not reactive or emotional.
- Policy should exist that prevents individual directors from giving direction to the GM. Only the Board, as a whole, should give direction to the GM.

STAFF'S ROLE:

- The GM oversees staff – the professionals who get the work done on a daily basis and produce outcome/service.
- Help the Board to make difficult decisions.
 - What are the options?
 - What are the impacts of the options?
- Staff needs to articulate and recommend. Board then decides. Staff then executes the Board's decision
- Staff doesn't always need to make recommendations, unless the Board asks for them. However, many times the Board wants to know what staff's recommendations are and why.
- Staff is driven by how Goals & Objectives will be achieved.

STRATEGIC PLANS:

Creating a strategic plan is among a Board's most important jobs.

The Strategic Plan should be a tangible, printed document.

In August/September a Board should hold an initial workshop to begin developing its Strategic Plan.

Prior to the workshop, the Board should spend 4 – 8 weeks collecting information from individual directors, the public, stakeholders, strategic partners, and staff.

The Board's Strategic Plan workshop should be a single event (Special Meeting) and should be led by an impartial facilitator.

During the workshop, the Board should develop its vision. This can extend out 5, 10 or even 15 years.

Strategic Plans should be at the "30,000 foot level".

For 4 – 8 weeks after the workshop, the Board should solicit input regarding finance, personnel, Board development – the elements that will be required to achieve the desired outcomes.

Subsequently, staff should propose an implementation plan.

SUBSEQUENT TIMELINES and GOALS & OBJECTIVES:

The Strategic Plan then drives the Board's Timelines and Goals & Objectives each year, for each of the years covered by the plan. These should be established in December-January.

The GM/s Goals & Objectives should come out of the Strategic Plan. What should be expected of the General Manager: Achievements and results.

By February, driven by the above and in time for preliminary budget discussions in April – May, staff should prepare and Implementation Plan.

All these steps then set the stage for setting the budget. Should insufficient funds or staff be available for all proposed Goals and Objectives, then the Board should evaluate whether one (or more) proposed goal should be postponed.

In subsequent years, the Strategic Plan should be revisited every January to ensure timely development of Goals & Objectives and the budget.

Once the Board develops its Strategic Plan, it needs to stick to it. Only minor revisions should occur at its annual review.

Flavor of the Month:

When "Flavor of the Month" arises, staff should say, "Great idea. I'll put it on the list for the annual re-visit of the Strategic Plan".

Consistency:

Consistent process is critical, especially when 50 organized people show up – this applies to how they are treated at any given meeting and to how the Board adheres to the Strategic Plan in the face of political pressure from a special interest group.

Consistency at Board meetings is extremely important, especially with respect to amount of time allowed for Public Comments.

Once Public Comments are over, they should be over. Afterwards, only Board discussion should occur.

Communication Plan:

The Board should have a communication plan. The Board must have protocol re: who's going to answer questions, especially in an emergency. (Who should respond and how they should respond). The Board should drive this and it should be incorporated into the Board's Policy Manual.

Board members need to be very clear about when they're speaking on behalf of themselves and when they're speaking on behalf of the Board.

Closed Sessions:

The Board Secretary is supposed to stay until the end of Closed Sessions to record the time at which the Board returns to Open Session, what was reported out, and at what time the meeting was adjourned.

Notes re: Finance

During the presentation and during lunch, there were discussions about budgets, reserve funds, and the challenges Special Districts are facing because of the simultaneous decrease in property tax revenues and increase in PERS rates.

Budgets should be cash-based, not accrual-based (an organization needs to know what its cash needs will be).

Mr. Ives said that the City of Tracy established an Economic Uncertainty Fund in the amount of \$40 million (80% of its operating budget), prior to 2008. Half of this has been used during the past five years to offset the impacts of reduced property tax revenue and increased PERS contributions. Now that property tax revenue is rebounding, Tracy will begin replenishing this fund out of its operating budget.

Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED YES NO

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

FORWARDED TO:

Date: Tuesday, May 06, 2014

Subject: Consent Calendar Item G- Correspondence

The District correspondence received for the month of May.

Item #1- May 8th- Letter presented the KPPCSD Board at the May 8th meeting from A. Stevens-Delk regarding solid waste service and the upcoming RFP process.

[A. Stevens Delk] – Text before final revisions (May 7, 2014)

I commend Directors Gillette and Lipscomb for the notice in the Outlook stating that the discussion on our refuse and recycling service would continue tonight and soliciting letters from those who could not attend.

Last month and previously, many great Board and public comments were made. I too especially don't want to see Kensington's streets marred by large multi-colored "trash carts" left in front of garages and yards all day, every day — nor to see residents struggle to get them to and from the street, or figure out where to store them. Our current service generally keeps garbage cans out of sight, but it has been pointed out that many residents are not always considerate and leave their recycling and yard waste containers by the street for many days, the latter probably also because either they didn't realize it was not pickup week or their gardeners are not in sync with pickup days. There are ways to mitigate this other than, as suggested, requiring that everybody has backyard service for everything and/or weekly green pickup — which would be expensive. I thank the Board for assuring us that all alternatives will be considered.

My main concerns are costs and refuse going to landfill. So I am going to address these.

To review: The new residential rate structure increased the mini-can rate 44.8%, while most others went up 18.1-18.5%, and some only 2.2-2.7%. (Apartment/commercial rates were increased 18.8%)

This hit many Kensington residents hard, especially seniors on fixed or limited incomes, many of whom consume less, don't even fill a mini-can with garbage or have a lot of recyclables, and may not be doing much gardening any more. As Mr. van Leif pointed out at the Prop 218 hearing, this 45% increase for the mini-can is more than the total of annual percent increases in Social Security benefits for the last 16 years. (Incidentally, Kensington residents who are 62 or older account for 25% of the population and probably 1/3 of ratepayers. It might be worthwhile to determine and consider how many of them subscribe to the mini-can.)

I like Bay View's service, but since being introduced in 1999, the rate for the mini can has increased 120%; that is, it costs 2.2 times more for basically the same service (the only difference being co-mingling of all recyclables introduced in 2005). The standard can rate increased 100% (it has doubled). By comparison, inflation has increased the overall cost of goods and services only 40% during that time. In a letter to customers Lewis Figone pointed out that, even with the requested 2011 increase, rates would be "the lowest in the County and perhaps many other areas". Today we are paying the 3rd highest rates in 27 local communities, including those with backyard service, exceeded only by Orinda and Piedmont.

Several Board members have acknowledged that the existing BV contract has major flaws. So I know you will address cost control in the next one, regardless of who provides us with service.

In 1999, the District required BV to offer mini-can service and set the rate at a 20% discount relative to the standard can — a financial incentive to boost the existing recycling program and reduce garbage going to landfill. Approximately 200 residential customers (9%) immediately bought a 20-gallon can and subscribed. Since then, its use has gradually increased as an average of 1% of large can customers downsized each year. Now, 14 years later, about 21% of customers use 20-gallon cans (roughly 430 of 2116 customers). Granted, it's not trivial to do so, requiring that a 32-gallon garbage can is consistently no more than about 60% full.

Currently, nearly 200 customers still use multiple 32 gallon or larger cans. Granted, it's good that this is just over half as many as 7 years ago, and actually some of these may not be single-family households, but properties that have separate in-law rental units, but they do not include apartment dwellers.

Since 2000, there has been a decrease in refuse going to landfill, but it has been modest — maybe 1-3% a year¹. But since 2005, when co-mingling of recyclables was introduced, there has been little change in the percentage of material diverted from landfill — 58 to 61% (granted, that's good but it could be better).

Perhaps it would be beneficial for the District to have BV determine if recyclables are currently going into garbage cans, and what material wouldn't be if we had expanded recycling — such as composting of all kitchen waste, and recycling of plastic produce, newspaper, and other bags.

The concept of reusable shopping bags, as a way to reduce consumption and landfill, is not new but it's finally catching on, probably not so much because individuals realize it's important for environmental reasons, but because they now have to pay 10 cents for a single-use/throw-away bag at many stores — and that, in turn, is because local governments are requiring it. Financial incentives are important. The current rate structure provides a 10-fold greater one for the 8% of customers who use 2 or 3 standard cans to use one less can, than that for the 70% of customers who use a standard can to switch to a mini-can.

For the next contract, consider reinstating a "real financial incentive" for the latter by setting the mini-can rate at a 15-20% discount and keeping it at that even when there is a CPI increase. After contemplating this for months, I finally figured out how to determine what effect this would have had on current rates. The take-home lesson is — to obtain the require BV revenue increase of 21.8%, all rates would have increased 20.3% (instead of 18.1-18.8% for most) — except that for the mini-can, which would have gone up 30.9%, rather than 44.8%. But, I was surprised to see how much more this would have cost those ratepayers that use one standard can, relative to the approved rate — 75 cents each month, \$9 a year more (\$495 rather than \$486 for a year). I have attached a table which shows the data.

Why didn't HF&H propose this compromise as Option #3 to be considered last October before the rates were set for the December Prop 218 hearing?

Incidentally, from last month's comments, it's apparent that some residents don't realize that last year, BV was seeking an overall 28.5% rate increase. However, the consulting firm of HF&H examined its books and found that BV was overestimating expenses by \$61,572 and underestimating income by \$5,703, and thus was entitled to an increase of only 21.8%. This directly saved customers approximately \$32 each this year.

Note 1: I based this statement on BV's dump fee expenses for years 2000-2013, which have been constant at about \$100,000 a year (as cited in an HF&H table presented at the 2011 Prop 218 hearing and its October 2013 review), and by assuming that the per tonnage fee has increased in line with annual CPI values.

"Reduce/Reuse/Recycle-Friendly" Alternative to 2014 Rate Increases

Service Level	1999 Rates \$	2013 Rates \$	2014 Cust. #	2014 Option 1		2014 Option 2		Alternative Option		Rate Difference Alt. vs Opt. 2 \$	
				Rates \$	Chg. %	Rates \$	Chg. %	Rates \$	Chg. %		
20-gal	16.50	25.20	479	30.69	21.8	36.50	44.8	33.00	30.9	189,674	-3.50
32-gal	20.50	34.29	1450	41.77	21.8	40.50	18.1	41.25	20.3	717,711	0.75
2x32-gal	?	68.36	160	83.25	21.8	81.00	18.5	82.22	20.3	157,860	1.22
3x32-gal	?	102.62	11	124.99	21.8	121.50	18.4	123.44	20.3	16,294	1.94
2x45-gal	?	84.19	14	102.54	21.8	86.50	2.7	101.27	20.3	17,014	14.77
Other	?	61.67	2	75.11	21.8	63.00	2.2	74.18	20.3	1,780	11.18
Com./Bus.	?	9.883	?	12,037	21.8	11,741	18.8	11,888	20.3	142,660	+1.3%
Total Revenue (2014 target = \$1,242,935)					21.8	1,242,959	21.8	1,242,994	21.8	1,242,995	Set at zero

Notes:

For Alternative Option, 20-gal can rate set at a 20% discount relative to the new 32-gal can rate

Rates: Monthly rates in \$, except total monthly revenue for all Com./Bus.

Cust.: Projected number of customers for 2014 per HF&H

Chg.: Change from 2013 in %

Revenue: Total revenue for service level (monthly rate times number of customers times 12 months)

Com./Bus.: Commercial/business customers data per HF&H

Total Revenue: annual revenue from all levels (2014 target = \$1,242,935, 21.8% increase over 2013, per HF&H)

All 2014 Option 1 and 2014 Option 2 values per HF&H

Spreadsheet "factor" determined by adjusting until total revenue was equal to target revenue

Alternative Option calculations for revenue: 20-gal — (32-gal rate X 0.8) X customers X 12; 32-gal — (2013 rate X factor) X customers X 12; etc.

Spreadsheet factor: 1.20291 (increase = 20.3%)

Compiled by A. Steves Delk, Ph.D., April 15, 2014. File: BVRate.xls.

May 2014 Police Department Report

June 6, 2014

- Department Personnel
 - We are fully staffed at 10 sworn positions with two reserve officers.

We are now in the background process with three potential reserve officer candidates.
- Commendations and Correspondence- None this Month
- Investigation of Alleged Misconduct
 - Citizen's Complaint #CI 2014-03 was initiated on May 12th on an allegation that an officer failed to perform his duty and that another allowed this failure to occur and had used a despairing remark in describing the community. This investigation is being conducted by Sergeant Hui.
- 9-1-1 / Richmond Communication Center Information.
 - The Ring Time Report for May identified 41 total 911 calls with 4 having ring times over 20 seconds. The average ring time for the month was 10 seconds.
- Community Networking
 - On 5-05-14, Chief Harman attended the KCC meeting.
 - On 5-06-14, Chief Harman participated in the "Every 15 Minutes" program at Clayton Valley Charter High School in Concord (Off Duty)
 - On 5-10-14, Master Sergeant Ricki Hull, Sergeant Kevin Hui, and Officer Chris Turner participated in the Kensington Hilltop Carnival.
 - On 5-18-14, Master Sergeant Ricki Hull and Sergeant Hui assisted in the Boy Scout Troop 100 Range Day.
 - On 5-28-14, KPPCSD Directors Welsh, Lipscomb and Toombs, Sergeants Barrow and Hui, Officers Ramos and Wilson, celebrated

Officer Chris Turner's selection of Officer of the Year, ceremony and dinner hosted by the Albany- El Cerrito Exchange Club.

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

- Watch Commander Reports

- Corporal Stegman

Team 1 Statistics

Officer:	Ramos K41 (0800 - 1800)	Turner (0600- 1800)	Wilson (1800- 0600)
Days Worked	17	14	11
Traffic Stops	26	31	6
Moving Citations	8	24	3
Parking Citations	2	6	4
Vacation Security Checks	16	0	27
Field Interviews	0	0	0
Traffic Collision Reports	1	0	0
Cases	1	3	1
Arrests	0	1	0
Calls for Service	17	66	18

SERGEANT'S SUMMARY:

First and foremost, I wanted to say congratulations to Officer Turner who for the second consecutive year, received the award for Officer of the Year. He is a hardworking and dedicated police officer, and I am thrilled to have him as part of my patrol team.

Second, now that the weather has warmed up and we head in to summer, we as drivers must be more aware of increased traffic from bicycles and motorcycles. There is also increased pedestrian traffic as we have more walkers and runners. Finally, school will be out soon which means children will be out and about at

various times of the day. The seasonal increase in these various alternative means of transportation translate to a need for drivers to maintain a more cautious and alert approach to driving, as smaller vehicles and non-motorists are often less visible and sometimes less predictable. I realize driving in Kensington sometimes feels like an obstacle course (trust me I would know), but if everyone takes it slow and stays alert, we should get where we are going safe and sound.

SIGNIFICANT EVENTS:

- 2014-2253 – On 5/11/14, Officer Turner conducted a traffic stop for a vehicle code infraction on the 200 block of Arlington Ave. He ultimately cited and released the driver for having an open container in the vehicle.
- 2014-2276 – On 5/12/14, Officer Ramos responded to a hit and run accident on the 400 block of Ocean View.
- 2014-2307 – On 5/13/14, Officer Wilson responded to a residential burglary on the unit block of Arlington Ave.
- 2014-2554 – On 5/26/14, Officer Turner responded to a theft from a vehicle on the 600 block of Canon Dr.
- 2014-2580 – On 5/27/14, Officer Turner responded to a theft from a vehicle on the unit block of Franciscan Way.

TRAFFIC STATISTICS:

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

18 moving citations were issued on Arlington Ave.
12 moving citations were issued on Colusa Ave.
4 moving citations were issued on Franciscan Way.
1 moving citation was issued on Santa Fe Rd.
1 moving citation was issued on Kenyon Ave.

•• **Sergeant Hui**

TEAM #2 STATISTICS

Master Sergeant Hull (K17) – issued 3 moving citations and 1 parking citation this month.

Officer:	Martinez (K31) (0600-1800)	Wilkins (K50) (1800-0600)
Days Worked	16	15
Traffic Stops	24	11
Moving Citations	20	6
Parking Citations	6	0
Vacation/Security Checks	22	97
Cases	5	0
Arrests	0	1
Traffic Accident Reports	1	5
Calls for Service	44	49

- Sergeant Hui and Master Sergeant Hull assisted with the annual Boy Scout Troop 100 firearms range day.

BRIEFING/TRAINING:

- Reviewed miscellaneous Distracted Driving Laws
- Reviewed California Assault and Battery Laws
- Reviewed Anonymous Tips as Reasonable Suspicion
- Reviewed KPD Policy 352 – Outside Agency Assistance

SERGEANT'S SUMMARY:

This month, Officer Chris Turner was recognized by the Albany-El Cerrito Exchange Club as Kensington PD's Officer of the Year. In the three years that Officer Turner has been with Kensington PD, this is the second time that he has received this award. This, in itself, is a testament to the quality of work and commitment that he brings to Kensington. I would like to extend my congratulations to Officer Turner for receiving this award again and for his tenacity at work.

I would also like to thank President Welsh, Director Lipscomb, and Director Toombs for attending the Officer of the Year Award Dinner. I thought it was great that they came out to support Officer Turner.

SIGNIFICANT EVENTS:

- 2014-2027– On 5/1/2014, Officer Martinez responded to the unit blk of Sunset Dr on a report of a vandalism.
- 2014-2028– On 5/1/2014, Officer Martinez responded to the unit blk of Highland Blvd on a report of a vandalism.
- 2014-2034—On 5/1/2014, Master Sergeant Hull responded to the 200 blk of Stanford Ave on the report of an identity theft.

- 2014-2040—On 5/1/2014, Sergeant Hui responded to the 100 blk of Ardmore Ave on the report of an identity theft.
- 2014-2053— On 5/2/2014, Officer Wilkens responded to the 100 blk of Arlington Av on a report of a traffic collision and subsequently arrested the driver for driving under the influence.
- 2014-2087— On 5/3/2014, Sergeant Hui responded to the unit blk of Arlington Ave on a report of a residential burglary.
- 2014-2192— On 5/9/2014, Officer Martinez responded to the unit blk of Anson Wy on a report of a vehicle burglary.
- 2014-2193— On 5/9/2014, Master Sergeant Hull responded to the unit blk of Eureka Ave on a report of an attempted residential burglary.
- 2014-2202— On 5/9/2014, Sergeant Hui responded to the unit blk of Arlington Ave on a report of an arson.
- 2014-2462— On 5/21/2014, Officer Martinez responded to the unit blk of Windsor Ave on a report of an identity theft.
- 2014-2486— On 5/22/2014, Master Sergeant Hull responded to the unit blk of Highland Blvd on a report of a battery.
- 2014-2510— On 5/23/2014, Officer Martinez responded to the 700 blk of Coventry Rd on a report of a hit and run traffic collision.
- 2014-2604— On 5/29/2014, Officer Martinez responded to the 100 blk of Highland Blvd on a report of a petty theft.
- 2014-2617— On 5/29/2014, Officer Wilkens responded to the 400 blk of Yale Ave on a report of a hit and run traffic collision.
- 2014-2618— On 5/30/2014, Officer Wilkens responded to the 200 blk of Stanford Ave on a report of a hit and run traffic collision.
- 2014-2619— On 5/30/2014, Officer Wilkens responded to the 200 blk of Stanford Ave on a report of a hit and run traffic collision.
- 2014-2659— On 5/31/2014, Officer Wilkens responded to the 400 blk of Ocean View Ave on a report of a residential burglary.

Reserve Officer:	Armanino (K47)
Days Worked	2
Traffic Stops	4
Moving Citations	3
Parking Citations	0
Vacation/Security	0
Checks	
Cases	0
Arrests	0
Traffic Accident Reports	0
Calls for Service	0

Traffic Totals for Team 2 – includes Master Sergeant Hull

26 citations were issued on Arlington Ave

3 citations were issued on Colusa Ave
2 citations were issued on Franciscan Way
1 citation was issued on Moeser Ln

•• **Detective Sergeant Barrow**

SIGNIFICANT EVENTS:

2014-2028 Vandalism.

On 5/1/2014, Officers responded to the Kensington Hilltop School for a reported vandalism. School personnel found spray-painted remarks on the concrete walkway in front of the school. The remarks were racist and relating to smoking of marijuana in nature.

2014-2087 Residential burglary.

On 5/3/2014, Officers responded to the 00 block of Arlington Avenue for a residential burglary. The suspect(s) gain entry by prying the front door open. No items were reported stolen and this case is still under investigation.

2014-2192 Residential burglary.

On 5/9/2014, Officers responded to the 00 block of Highgate Road for a residential burglary. The suspect(s) gain entry by prying the front door open. Several items were stolen from the residence. This case is still under investigation.

2014-2193 Attempt burglary.

On 5/9/2014, Officers responded to the 00 block of Eureka Avenue for an attempted burglary. The victim advised a light skinned black male adult of slim build, approx. 30 years old, wearing a baseball cap and athletic type shirt and pants knocked and rang their front door several times. The subject then tried prying the front door open when the homeowner answered the door and scared the man away. This case is still under investigation.

2014-2202 Arson.

On 5/9/2014, Officers responded to the 00 block of Arlington Avenue for an arson. The suspect(s) set several rolls of toilet paper on fire within a garbage can near the basketball courts of the park. This case is still under investigation.

2014-2307 Residential burglary.

On 5/13/2014, Officers responded to the 00 block of Arlington Avenue for a residential burglary. The suspect(s) gain entry through a smashed bathroom rear window. Several items were stolen from the residence and this case is still under investigation.

KPD INVESTIGATIONS INFORMATION:

2014-1462 Elder Abuse.

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

12-5354 Murder

On 8/13/12 at approximately 1145 hours, Officer Ramos responded to a welfare check for a potential fall victim (James Durkin). Shortly after his arrival Officer Ramos requested I respond to the scene. Due to the initial circumstances Corporal Stegman began investigating the case as a homicide. During the investigation it was revealed the victim had been stabbed in the chest with a serrated kitchen knife. Later in the investigation, the suspect (Diane Sydenham), was identified. Early on 8/14/12, Sydenham was arrested for the Murder of James Durkin. On 8/16/12 the Contra Costa County District Attorney's Office formally charged Sydenham with Murder and she was arraigned. **Suspect, Diane Sydenham, has been convicted and sentenced to a state mental hospital for an undetermined length of time.**

2011-1618 Homicide.

On 03-12-11, KPD Officers were dispatched to a possible dead body in the 00 block of Arlington Avenue. The individual was pronounced dead at the scene. This case is being investigated as a homicide.

KPD INVESTIGATIONS

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

On 5/30/2014 and 5/31/2014, Officer Turner and I attended a 16 hour, Tactical Response to School/Community Violence POST course.

KPD Monthly Crime Statistics

May 2014

Part 1 Crimes	Reported	Open/ Pending	Suspended	Closed	Arrest
Homicide	0	0	0	0	0
Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Assault	1	1	0	0	0
Residential Burglary	4	3	1	0	0
Larceny Theft	3	0	3	0	0
Vehicle Theft	0	0	0	0	0
Arson	1	0	1	0	0
Part 1 Totals	<u>9</u>	<u>4</u>	<u>5</u>	<u>0</u>	<u>0</u>

Other Crimes					
Auto Burglary	0	0	0	0	0
Identity Theft	4	4	0	0	0
Fraud	0	0	0	0	0
Forgeries	0	0	0	0	0
Restraining Order Violations/	0	0	0	0	0
Sex Crimes (other)	0	0	0	0	0
Assault/ Battery (other)	0	0	0	0	0
Vandalism	2	0	2	0	0
Drugs	0	0	0	0	0
Warrant	0	0	0	0	0
Hit and Run Felony	0	0	0	0	0
Hit and Run Misdemeanor	3	0	3	0	0
Other Misdemeanor Traffic	1	0	0	1	1
Other Crime Totals	<u>10</u>	<u>4</u>	<u>5</u>	<u>1</u>	<u>1</u>

All Crime Totals	<u>19</u>	<u>8</u>	<u>10</u>	<u>1</u>	<u>1</u>
-------------------------	-----------	----------	-----------	----------	----------

Traffic Accidents (Non Injury)	0				
Traffic Accidents (Injury)	0				

KPD Crime Statistics

YTD 2014

Part 1 Crimes	Reported	Open/ Pending	Suspended	Closed	Arrest
Homicide	0	1*	0	0	0
Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Assault	4	1	0	3	1
Residential Burglary	7	5	2	0	0
Larceny Theft	11	1	9	1	0
Vehicle Theft	3	3	0	0	0
Arson	1	0	1	0	0
Part 1 Totals	<u>26</u>	<u>10</u>	<u>12</u>	<u>4</u>	<u>1</u>

Other Crimes

Auto Burglary	0	0	0	0	0
Identity Theft	15	8	7	0	0
Fraud	3	1	2	0	0
Forgeries	0	0	0	0	0
Restraining Order Violations/ Stalking/ Criminal Threats	1	0	0	1	1
Sex Crimes (other)	0	0	0	0	0
Assault/ Battery (other)	1	0	0	1	0
Vandalism	5	0	5	0	0
Drugs	3	0	0	3	3
Warrant	6	0	0	6	6
Hit and Run Felony	0	0	0	0	0
Hit and Run Misdemeanor	9	2	7	0	0
Other Misdemeanor Traffic	7	0	0	7	7
Other Crime Totals	<u>50</u>	<u>11</u>	<u>21</u>	<u>18</u>	<u>17</u>

All Crime Totals	<u>76</u>	<u>21</u>	<u>33</u>	<u>22</u>	<u>18</u>
-------------------------	------------------	------------------	------------------	------------------	------------------

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

* 2011 case

•• **Chief Harman**

Congratulations to Corporal Eric Stegman, who on May 27th, graduated with his Inner Perspectives Class following a 6 month training period. Inner Perspectives is a leadership development program sponsored by law enforcement agencies in both Alameda and Contra Costa Counties.

On May 6th and 7th, I participated in the "Every 15 Minutes Program" sponsored by the Concord Police Department and the California Highway Patrol. The "Every 15 Minutes Program" is scenario participation training designed to make high school aged students aware of the dangers and consequences of drunk and distracted driving.

It is as real to life as it could possibly be and very dramatic and emotionally draining to participate in. The program has been in existence for over 20 years now, and I had brought the program to Daly City when I was a Training Sergeant 15 years ago. However, I must admit that being a participant with my foster daughter in the program was much more demanding than putting the program on in Daly City.

I have requested a copy of the video of the program and when received, I plan on sharing the experience with our police department personnel and anyone in the community that may be interested.

June 2014

July 2014

June 2014

Su	Mo	Tu	We	Th	Fr	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 1 5:00pm Madera 6th Graduation Dance (CCM)	2 7:00pm *Cub-Scouts (CCM) 7:30pm *KCC (CC3)	3 7:30pm *Troop 100 (CCM)	4	5 7:15pm EBC (CC1)	6 5:00pm Troop 100 BBQ (CCM)	7 5:00pm CCRental (CCM)
8 5:00pm Community Family Orchestra (CCM)	9 6:00pm KPSC (CC3) 7:00pm *Cub-Scouts (CCM) 7:30pm KARO (CC3)	10 7:30pm *Troop 100 (CCM)	11 6:00pm GPFF (CCM) 7:00pm *KFD Mtg (CC3)	12 6:30pm KPCCSD Mtg (CCM)	13	14
15 6:00pm CC Rental (CCM)	16 7:00pm *Cub-Scouts (CCM)	17 7:30pm *Troop 100 (CCM)	18 6:30pm Park & Rec Comm (CC3)	19 6:30pm KPSC PRESENTATION (CCM) 7:15pm EBC (CC1)	20 9:00am Park Clean UP (CCM)	21 9:00am KPOA Annual Mtg (CCM)
22 Park Clean UP (CCM)	23 7:30pm *KIC (CC3)	24 7:30pm *KMAC (CC3)	25	26	27	28 11:00am CCRental (CCM)
29 9:00am CC Rental (CCM)	30	Jul 1	2	3	4	5

54

Office Report prepared Marty Westby, Administrator
Kensington Community Council Board Meeting
June 2, 2014

KCC Summer Day Camp:

KCC Summer Camp on-line registration is now 1 year old! Families have embraced the system and using it to register their children into camp and KASEP classes. Camp - June 9th, week one and June 16th, week two are completely filled with 65 campers in each week. As families finalize their summer plans, enrollment continues. As of date, there are 415 campers enrolled in our summer program, compared to 418 campers enrolled in 2103 (same time frame). Camp continues through to the middle of August, ending Friday August 15. A full list of camp activities and registration can be found on the website, www.kensingtoncommunitycouncil.org .

We welcome back Camp Director, Ethan Houser and new this year Head Counselor, Emiliano Carrasco Zanini. This year Vicky Brodt joined the team as art specialist, Kim Roots continues as tennis instructor and eleven college age counselors are all part of the team to make the camp experience a fun, safe summer adventure.

KCC Classes and Events:

Stan's Art Acrylic Artist has taken a break for the summer and will return September 3rd. Artist interested in joining this group call KCC.

Jazzercise and Body Sculpting continue through the summer months. Drop-ins' are welcome.

KCC is open to expanding its Adult Recreation Program. If you are interested in teaching a special interest class, contact KCC office. We are firming up our class schedule for fall 2014 mid-July.

KASEP:

Spring KASEP classes ended Friday, May 30th. End of session performances were enjoyed by various families. **FALL KASEP registration is scheduled for Tuesday, Sept. 2nd at 7:30pm.**

FALL KASEP brochures will go home in student backpacks the last week of August. Brochure and class information will be available for viewing online at www.kensingtoncommunitycouncil.org by mid-August. FALL KASEP classes start Monday, Sept. 15th.

KCC crafted a customer satisfaction survey for our parent community and Hilltop families. Survey comments were received; the Oversight Committee members and KCC reviewed comments and talked about ways of incorporating parent's feedback into our program.

General Manager May 2014 Report

Budget

The only variance in this month's budget is in the District's legal fees. For the month of April, we had expensed \$21,752 in legal fees, which was down from the March expense of \$46,000.

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

Kensington Park

Community Center & Annex

Although this is the May report, on June 3rd, Measure L (The Community Center Safety Project bond measure) lost in the election. This means that the Park Buildings Committee and the KPPCSD Board will need to re-group and determine how we will move forward with the repairs and upgrades to the Center.

Park Repairs

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

- Repair rotor on lower lawn, \$85
- Repair irrigation valve on lower lawn, \$125
- Installed new timer for Community center irrigation, \$145

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

Emergency Preparedness

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

The KPSC hosted a workshop on "Water Conservation" on Thursday, May 15th.

The next meeting of the Kensington Public Safety Council will take place Monday, June 9th, at 6:00 PM at the Community Center Room #3.

It is very important for those interested in Kensington's emergency preparedness to come to the meetings.

Other District Items of Interest

Public Works Issues

Street Lights

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

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

Paths

On August 19th, former KPPCSD President Tony Lloyd, new Board President Len Welsh, and I had a meeting with County Supervisor John Gioia, his staff, and County representatives regarding the District's desire to acquire the paths. The possible process to acquire the paths was discussed, along with a commitment from John Gioia to work with us to move this exploratory process forward.

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

In January, KPPCSD Board President Len Welsh met with County Supervisor John Gioia to inspect several paths and discuss the proposed acquisition process. President Welsh discussed this meeting at the February 13th KPPCSD Board. The process is slowly moving forward.

Website

The Board packets, monthly reports, minutes, recordings of the KPPCSD Board Meetings, and our Bay View – County Solid Waste contracts are available for review on our website at: www.kensingtoncalifornia.org

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

1. KPPCSD Board President Len Welsh will present a lease agreement between the Kensington Fire Protection District and the Kensington Police Protection & Community Services District for a payment of \$1 per year for lease of the space utilized by the Kensington Police Protection & Community Services District at the Public Safety Building at 217 Arlington Avenue. Board Action.

**Lease Agreement between Kensington Fire Protection District and Kensington Police Protection and
Community Services District for Occupancy of Kensington Public Safety Building**

This Lease ("Lease") is made and entered into, as of _____, 2014, by and between the Kensington Fire Protection District ("KFPD" or "Landlord") and the Kensington Police Protection and Community Services District ("KPPCSD" or "Tenant"), who agree as follows:

Lease Provisions

1. Landlord leases to Tenant and Tenant leases from Landlord the Premises, as defined below, within the public safety building located at 215/217 Arlington Avenue, Kensington, California ("the Building"). The "Premises" is defined as that area within the Building designated for the Tenant's use and described as "Police Department" or "Police Department Assigned" in the Schematic Design dated April 2, 1998, submitted by Marcy Li Wong, Architects, which is attached hereto as Exhibit A. Additional areas included in this lease for nonexclusive use are the exterior common areas of the parking lot, the driveway and the front entrance of the building and the interior common areas described in the Schematic Design. Landlord, however, has the sole discretion to determine the manner in which those public and common areas are maintained, operated and used. Tenant acknowledges that the Landlord has made no representation or warranty regarding the condition of the Real Property except as specifically stated in this Lease.

Dedicated Parking Spaces

2. There are currently ten (10) parking spaces in the rear parking lot. Six (6) spaces shall be dedicated for use by the Tenant and its employees, and four (4) shall be dedicated for use by the Landlord and its employees and agents. Use of the apparatus bay apron for parking is prohibited.

Term of Lease

3. The term of this Lease shall be **three (3) years commencing on July 1, 2014** ("the Commencement Date") and **expiring on June 30, 2017**, unless this Lease is sooner terminated as provided in this Lease ("the Lease Term").

Rent

4. Beginning with the Commencement Date, Tenant shall pay to Landlord **annual rent of \$1.00 in one installment** due in advance and **payable on July 1st of each year** for the duration of the Lease Term, without any prior demand, abatement, setoff, or deduction.

~~5. Beginning on the first anniversary of the Lease Commencement Date and on each successive anniversary thereafter during the Lease Term, the annual rent shall be adjusted by the percentage change, if any, in the Consumer Price Index for All Urban Consumers, All Items (base years 1982-1984 = 100) for the San Francisco-Oakland-San Jose CMSA, published by the United States Department of Labor, for the month of March as compared with the month of March in the immediately preceding calendar year. Notwithstanding the foregoing, each annual adjustment shall result in an increase of not less than three percent (3%) and not greater than six percent (6%).~~

Permitted Use

6. Tenant shall use the Premises solely as administrative offices for the provision of the governmental

services provided by Tenant, including those customarily associated with a police station. Tenant shall not use or permit the Premises to be used for any other purpose without Landlord's prior written consent, which may be granted or withheld in Landlord's sole discretion.

The parties further agree that use of the Building, other than by police and fire personnel or for their respective business and operations, shall be subject to the approval of the Police Chief and the Fire Chief.

Repair and Maintenance Obligations

7. *Landlord's Obligations.* Landlord shall repair and maintain in good order and condition (reasonable wear and tear excepted) (a) the structural portions of the Premises; (b) the Building; (c) The Base Building Systems (as defined below) located outside the Premises; (d) the exterior portions of the Building and Real Property; and (e) All other common areas located in the Building, or in or on the Real Property, including the parking facilities serving the Building. "Base Building Systems" means all systems and equipment (including plumbing, HVAC, electrical, fire/life-safety, elevator, and security systems) that serve the entire Building or portions of the Building other than simply the Premises, excluding all Premises Systems. "Premises Systems" means all systems and equipment that serve only the Premises, regardless of whether such systems or equipment are located within or outside the Premises.

8. *Tenant's Obligations.* Tenant shall, at Tenant's sole expense and in accordance with the terms of this Lease, keep the Premises (including all tenant improvements, Alterations, fixtures, and furnishings) in good order, repair, and condition at all times during the Lease Term. Under Landlord's supervision, subject to Landlord's prior approval, and within any reasonable period specified by Landlord, Tenant shall, at Tenant's sole expense and in accordance with the terms of this Lease promptly and adequately repair all damage to the Premises and replace or repair all damaged or broken fixtures and other leasehold improvements. At Landlord's option or if Tenant fails to make such repairs, Landlord may, but need not, make the repairs and replacements. On receipt of an invoice from Landlord, Tenant shall pay Landlord Landlord's out-of-pocket costs incurred in connection with such repairs and replacements. Tenant waives and releases its rights, including its right to make repairs at Landlord's expense, under California Civil Code sections 1941-1942 or any similar law, statute, or ordinance now or hereafter in effect.

Alterations and Additions

9. Tenant may not make any improvements, alterations, additions, or changes to the Premises ("Alterations") without first obtaining Landlord's prior written consent.

Damage and Destruction

10. Tenant agrees to notify Landlord in writing promptly of any damage to the Premises resulting from fire, earthquake, or any other identifiable event of a sudden, unexpected, or unusual nature ("Casualty"). If the Premises are damaged by a Casualty or any common areas of the Building providing access to the Premises are damaged to the extent that Tenant does not have reasonable access to the Premises, the Parties shall as soon as reasonably possible meet and confer to determine whether the Premises should be repaired or whether the Lease should be terminated. In the event of such a Casualty, either party shall have the right to terminate the Lease upon the giving of notice to the other party, which notice shall be given within 10 days of the meeting required by the preceding sentence. The determination of whether the Premises are repaired shall be within the Landlord's sole discretion, after conferring with Tenant, but among the factors that Landlord shall consider are whether the estimated repair cost exceeds the insurance proceeds, if any, available for such repair (not including the deductible, if any, on Landlord's property insurance), plus any amount that Tenant is obligated or elects to pay for such repair; whether the estimated repair cost of the Premises or the Building, even though covered by insurance, exceeds fifty percent (50%) of the full replacement cost; or whether the Building cannot be restored except in a substantially different structural or architectural form than existed before the Casualty.

Shared Cost of Utilities

11. The Tenant shall pay to the Landlord one half (1/2) the monthly cost of utilities such as gas, electricity, and water, except when such utilities are separately metered. In the case of separate meters for a particular utility, the party served by the meter will pay the entire bill. Tenant shall pay one half (1/2) the yearly sewer charge. Each party shall pay its own telephone bills. A copy of the applicable invoice shall be presented to the Tenant upon receipt, and payment by the Tenant shall be made on that invoice within thirty (30) calendar days.

Insurance

12. The Tenant shall procure, at its sole expense, and maintain in full force and effect during the term of this lease, the following insurance naming the Landlord as additional insured and/or loss payee: Comprehensive General Liability insurance against claims for bodily and personal injury, death and property damage caused by or occurring in conjunction with the lease of the Premises with a policy limit of at least One Million Dollars (\$1,000,000) per occurrence.

The Tenant shall provide the Landlord with a certificate of insurance that indicates the insurance will not be canceled without 30 days written notice. Neither party shall be responsible to the other for any property damage or loss, unless such damage or loss results from the sole negligence of the other party.

13. Landlord and Tenant agree to cause the insurance companies issuing their respective property (first party) insurance to waive any subrogation rights that those companies may have against Tenant or Landlord, respectively, as long as the insurance is not invalidated by the waiver. If the waivers of subrogation are contained in their respective insurance policies, Landlord and Tenant waive any right that either may have against the other on account of any loss or damage to their respective property to the extent that the loss or damage is insured under their respective insurance policies.

Indemnification

14. Tenant shall indemnify and hold harmless Landlord from any and all claims or liability for any injury, or damage to any person or property whatsoever, including reasonable attorneys fees for defense thereof: (1) occurring in, on or about the Premises, or (2) occurring in, or about any common area inside or outside the property or building, when such injury or damage is caused in whole or in part by the act, neglect, fault of or omission of any duty with respect to the same by the Tenant, its employees, officers, agents, volunteers, or its visitors. Landlord shall indemnify and hold harmless Tenant from any and all claims or liability for any injury, or damage to any person or property whatsoever, including reasonable attorneys fees for defense thereof: (1) occurring outside the Premises either on the property or in the building, or (2) occurring in, or about any common area inside or outside the property or building, when such injury or damage is caused in whole or in part by the act, neglect, fault of or omission of any duty with respect to the same by the Landlord, its employees, officers, agents, volunteers, or its visitors.

Assignment and Subleasing

15. Tenant shall obtain the Landlord's written consent before entered into or permitting any Transfer. A Transfer ("Transfer") consists of any of the following, whether voluntary or involuntary and whether effected by death, operation of law, or otherwise:

(a) Any assignment, mortgage, pledge, encumbrance, or other transfer of any interest in this Lease;

(b) Any sublease or occupancy of any portion of the Premises by any persons other than Tenant and its employees; and

(c) Any of change of organization, under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code sections 56000 et seq.), that substantially changes the corporate nature of Tenant.

Dispute Resolution

16. Should any disagreement arise regarding any part of this agreement, both boards shall attempt to solve the dispute through negotiations. Should negotiations fail, the two parties agree to mediation, and to share the costs of the mediation. Each party further agrees to be responsible for its own legal costs associated with the mediation.

Should mediation fail, the two parties agree to binding arbitration by the American Arbitration Association. The losing party shall pay the costs incurred in such action, including the legal costs of the other party.

KENSINGTON FIRE PROTECTION DISTRICT, a California special district

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT, a California special district

by: _____
Janice Kosel
President of Board of Directors

by: _____
Len Welsh
President of Board of Directors

2. General Manager/ Chief of Police Greg Harman will present for Board approval Kensington Police Protection & Community Services District Resolution 2014-06, establishing the appropriations limit of \$3,707,190 for the District for Fiscal Year 2014-2015. Board Action.

Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED YES NO

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

FORWARDED TO:

Date: Friday, June 06, 2014

Subject: New Business #2 Resolution 2014-06 Establishing Appropriations Limit for Fiscal Year 2014-2015

KPPCSD Board of Directors, attached for your review is a Notice of Determination of the Appropriations Limit for Fiscal Year 2014-2015 and a Resolution establishing the District's Appropriations Limit. The appropriations limit and the calculations are based on the Department of Finance financial and population data posted on the State Department of Finance's website.

In order to satisfy legal requirements, we needed to post the Notice at least 15 days before the June 12th Board Meeting. We posted the Notice of Determination (dated May 27th) on May 26th, therefore meeting our legal requirement.

As a reminder, in the early 1980s, the District held a special election at which the voters in the District voted to set the appropriations limit at an amount higher than would ordinarily be the case. However, once the limit has been raised in this fashion, the District is required to go back to the voters every four years to re-set the limit. Otherwise, under the Constitution, the base figure by which all future years are to be calculated will revert back to its original amount. The District has gone to the voters every four years as required, the latest time being in 2011, which would carry the District through the 2014-2015 Fiscal Year. Therefore, the District is required to go to the voters again no later than June, 2015 to prevent the District's appropriations limit from falling.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

**NOTICE OF DETERMINATION
OF APPROPRIATIONS LIMIT
FOR FISCAL YEAR 2014-2015**

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

Set out below is the methodology used to calculate the Fiscal Year 2014-2015 appropriations limit for the District. The limit as set forth below will be adopted at the meeting of the Board of Directors on June 12, 2014.

1.	Appropriations limit for FY 2013-2014	\$3,670,122
2.	Population Change: (January 1, 2013-January 1, 2014)	1.25%
3.	Change in California per Capita Personal Income	-0.23%
4.	FY 2014-2015 Adjustment Factor: (1.0125 x .9977)	1.0101
5.	FY 2014-2015 Appropriations Limit: (\$3,670,122 x 1.0101)	\$3,707,190

Dated: May 27, 2014

RESOLUTION NO. 2014-06

**ESTABLISHING THE APPROPRIATIONS LIMIT
APPLICABLE TO THE DISTRICT
DURING FISCAL YEAR 2014-2015**

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

WHEREAS, the Board of Directors of the Kensington Police Protection and Community Services District established the appropriations limit applicable to the District during the Fiscal Year 2013-2014 as \$3,670,122; and

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

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

WHEREAS, the applicable factors for Fiscal Year 2014-2015 are as follows: (1) the change in the California per capita personal income was -0.23%; and (2) the applicable change in population from January 2013 to January 2014 was 1.25%.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Kensington Police Protection and Community Services District that the appropriations limit for Fiscal Year 2014-2015 be established as \$3,707,190.

Passed and adopted this 12th day of June, 2014, by the following vote of the Board.

AYES:

NOES:

ABSENT:

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

ATTEST: _____
General Manager of the District

3. KPPCSD Board President Len Welsh and General Manager/ Chief of Police Greg Harman will present for Board approval a proposal from HF&H Consultants for consulting services for management of a request for proposal process involving identifying the next service provider for solid waste refuse and recycling service to begin in September 2015. Fees for the two options proposed are \$79,750 and \$58,350. Board Action.

Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED

NO

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

Date: June 6, 2014

FORWARDED TO:

Subject: New Business # 3- Contract with HF&H Consultants for RFP for Solid Waste Services

Attached to this memo you will find a proposal for consulting services for management of a Request For Proposal (RFP) process for solid waste and recycling franchise services with HF&H Consulting. Included in the proposal is information regarding HF&H Consultant's qualifications to perform the work, scope of services provided, and fee schedule for the two options presented.

Also attached to the memo you will find a sample timeline for the procurement process.

GA



201 N. Civic Drive, Suite 230
Walnut Creek, California 94596
Telephone: 925/977-6950
Fax: 925/977-6955
www.hfh-consultants.com

Robert D. Hilton, CMC
John W. Farnkopf, PE
Laith B. Ezzet, CMC
Richard J. Simonson, CMC
Marva M. Sheehan, CPA
Robert C. Hilton, CMC

May 30, 2014

Mr. Greg Harman
General Manager/Chief of Police
Kensington Police Protection and Community Services District
217 Arlington Avenue
Kensington, CA 94707

Subject: Proposal for Consulting Services for Management of an RFP Process for Solid Waste and Recyclables Franchise Services

Dear Greg,

HF&H Consultants, LLC (HF&H) is pleased to submit our proposal to assist the Kensington Police Protection and Community Services District (District) with management of an RFP process for solid waste and recyclables collection, processing, and disposal services. While the District knows HF&H and our expertise in providing rate review services through the work we've performed reviewing Bay View Refuse and Recycling Service's (Bay View) solid waste rates, this proposal gives us an opportunity to present the qualifications of our firm and key staff in the area of RFP process management and franchise development. We believe our exceptional qualifications and reputation for creating specific solutions for each client's needs combined with our knowledge of the District will help you be successful in developing a franchise agreement and managing an RFP process in a timely and cost-effective manner with results that are not challenged.

In this letter proposal, we provide our qualifications as well as a proposed scope of work, cost proposal, and schedule. We've provided two scope and cost options for consideration by the District. Option 1 assumes HF&H will take the lead on drafting the franchise agreement and subject to review by District staff and its legal counsel and that HF&H will have a more active role in drafting agenda reports and presentations for Board meetings. Option 2 assumes the District's legal counsel will take the lead on drafting the franchise agreement and District staff will draft the agenda reports and Board presentations. We are glad to assist the District in whichever capacity the District sees fit.

1. HIGHLY QUALIFIED TO MEET YOUR PARTICULAR NEEDS

HF&H was founded 24 years ago. Since then, we have provided leadership, expertise, independence, and support to more than 360 municipal agencies through more than 1,800 engagements. We have offices in both Northern and Southern California. As a result, our focus is on serving Northern, Central, and Southern California municipal clients, exclusively. Attachment A includes a comprehensive list of our clients. Below we discuss our history with the District, our regional experience, and our RFP, franchising, and procurement expertise.

Mr. Greg Harman
May 30, 2014
Page 2 of 7

In-Depth Knowledge of the District

The District has worked with HF&H on multiple projects over the past 12 years. Our history with the District began in 2002 when HF&H was retained to review of Bay View's rate adjustment applications. In 2009 and 2013, we assisted the District by conducting comprehensive reviews of Bay View's costs and revenues to set rates for 2010 and 2014. In 2011 we provided general rate support to the District in response to Bay View's claim that they were experiencing revenue shortfalls due to circumstances that were beyond their control.

Through our experience with the District, HF&H has a solid understanding of the District's programs, franchise agreement, and rates and rate adjustment methodology. The District's upcoming RFP process will benefit from our experience in several ways:

- We can structure the procurement process, RFP, and franchise agreement to address the District's unique needs and characteristics based on specific knowledge of the District, its programs, and interests;
- Combined with our extensive statewide and local experience related to diversion program planning and RFP processes, we know what types of program enhancements are worthy of the District's consideration, how best to structure the RFP to receive separate cost proposals for program enhancements, and how the franchise can be brought up to "modern" standards;
- You will not need to spend your time and budget providing us background on the issues you face; and,
- You know us and the quality and responsiveness of our services, so there will be no surprises.

Extensive Understanding of the Regional Conditions

HF&H also brings you our knowledge of regional programs, facilities, companies, and contracting and procurement strategies. We have conducted more projects in the Bay Area than any other solid waste consultant. See our Bay Area clients list in Attachment A. Our regional knowledge will benefit the District because we know trends in policies, collection programs and contracting terms, as well as cutting-edge practices. It will help us develop: (1) an RFP for the District that is attractive to service providers as demonstrated by the fact that we average four proposals per RFP we issue on behalf of our clients; and, (2) a franchise agreement for the District with provisions that serve the District well while being acceptable to proposers.

We have conducted over 93 projects for 19 clients within Contra Costa County and 200 projects for 22 clients within Alameda County since 1989. In Contra Costa and Alameda Counties, we've conducted competitive procurement projects for the West Contra Costa Integrated Waste Management Authority (WCCIWMA), Central Contra Costa Solid Waste Authority (CCCSWA) (in both 1993 and 2013/14), Alameda, Livermore (in both 2000 and 2008), Newark, and Union City, and are currently assisting Hayward with an RFP. We've managed sole source negotiations for Albany and Brentwood; assisted Hayward with franchise negotiations; and assisted Alameda County with development of a franchise system for the eastern part of the county.

Experts at Preparing RFPs and Managing Procurements

Solid waste contract development and negotiations are a core part of our business — amounting to approximately one third of our revenues. HF&H has performed more than 100 solid waste/recycling service

Mr. Greg Harman
 May 30, 2014
 Page 3 of 7

procurements and contract development and negotiations projects. We've negotiated agreements with over 30 companies through sole source or competitive processes. These projects have included planning of diversion and collection services, preparing RFPs, evaluating proposals, and drafting and negotiating agreements for collection, processing, transfer, and disposal services.

Attachment B provides a summary of the results of 55 contractor selection projects we have completed since 1996. These projects involved the evaluation of 234 company proposals. Descriptions of several HF&H projects are in Attachment C. More case studies are on our website at: www.hfh-consultants.com/contract-services.html (scroll to the bottom of the webpage and click on the municipal agency's name).

HF&H is a leader in program planning as well. As agencies look beyond AB 939's 50% goal to higher diversion or zero waste, HF&H provides program planning and procurement services to support these high diversion goals. Through projects for clients including Livermore, Mountain View, San Leandro, Milpitas, and current projects for Santa Monica and Pasadena, HF&H understands program trends and we design approaches to RFP processes that give clients a "menu" of service options to explore before committing to related rate impacts.

HF&H never works for private solid waste hauling companies, so we do not have a conflict of interest with any potential proposers. We have a solid reputation for objectivity and integrity. We have managed over 55 competitive procurements and dozens of sole source negotiations and through all of those engagements our integrity and objectivity has never been questioned by our clients or challenged by unsuccessful proposers.

2. A HIGHLY QUALIFIED COST-EFFECTIVE TEAM

To assist the District, we will provide a team of HF&H consultants with nearly 50 years of combined experience. The table below lists our team and their roles. Resumes are in Attachment D. Rick Simonson, HF&H Vice President, will serve as the Engagement Director. He has extensive knowledge of the District's solid waste and recycling system through the Bay View rate review projects he conducted for the District. Tracy Swanborn, who has managed over a dozen competitive RFP process and sole source contract negotiations will manage the project. They will be supported two Senior Associates, Marisa Gan and Lauren Barbieri, who both have procurement experience. Our team's knowledge of the District and regional conditions coupled with our procurement expertise will allow us to highly customize our approach to the District's RFP process.

Team Member	Experience	Role
Rick Simonson Vice President	14 years	<u>Engagement Director</u> : Oversees all project work and participates in some key meetings.
Tracy Swanborn Senior Project Manager	24 years	<u>Engagement Manager</u> : Manages all tasks, serves as District's primary contact, coordinates team activities, and performs many project tasks.
Marisa Gan Senior Associate	7 years	<u>Analyst</u> : Assists with preparation of the RFP and the evaluation of proposals.
Lauren Barbieri Senior Associate	3.5 year	<u>Analyst</u> : Assists with development of the RFP, agreement and other procurement documents, and evaluation of proposals.

Mr. Greg Harman

May 30, 2014

Page 4 of 7

3. A DISCIPLINED APPROACH TO IDENTIFY AND ADDRESS YOUR NEEDS

A key objective of our approach to all projects is to recognize the unique needs of our client. With that objective in mind, we will work closely with District staff to tailor the RFP process to reflect the District's goals and objectives, the service and diversion needs of the District, and the level of contract oversight and administration desired. Below we highlight unique aspects of our approach to managing a professional, high-quality procurement process.

Interactive Planning Process

While HF&H knows a great deal about the District, we do not want to presume we know your goals for this RFP process or your future objectives and expectations for the franchise agreement. For this reason, we plan to schedule a face-to-face kick-off meeting and two conference calls in the beginning phase of the project. These sessions will be used to discuss the District's goals and objectives and services desired. We will also discuss and agree on what will work best for the District; discuss the RFP structure and proposal solicitation strategy; consider the evaluation criteria and methodology; and explore the District's preferences related to key franchise terms such as contract duration, exclusive rights, compensation and rate setting methodology, District fees, etc.

Proven RFP Strategies

- HF&H has defensible and proven RFP documents that have been tested through dozens of projects.
- We solicit sufficient information from proposers so we can provide an objective, thorough evaluation.
- The evaluation criteria and methodologies we've used have been tested on dozens of procurements helping to avoid accusations by unsuccessful companies.
- Our cost and rate proposal forms are unique. We solicit detailed operating statistics and costs from proposers because we believe it is essential information to evaluate the reasonableness of proposals and confirm the comparability of proposals. If you have only rate proposals, such analysis is not possible.
- We structure the cost/rate proposal solicitation to request a "base services" and an "optional services" package if desired by the District. The optional services looks at incremental diversion and program costs for services the District wants to consider but wants to make sure there isn't a dramatic rate increase before selecting. An example for the District may include residential food scraps collection as an optional service.
- HF&H has a database of over 30 companies we can notify about the RFP, and we will create a webpage for RFP document distribution if the District doesn't want to handle that aspect of the process.

Well-Developed Franchise Agreement

- We do not have one standard franchise template to use with our clients. Instead, we customize one of our many model franchise agreements to our clients needs. For the District, we will use a very streamlined agreement similar to that we've used for small agencies like the District with limited staff resources.
- We propose to include a complete draft of the franchise agreement in the RFP for review by proposers.

Mr. Greg Harman

May 30, 2014

Page 5 of 7

- We typically require that the proposers submit a redline version of the agreement that identifies proposer's exceptions and proposed modifications. This helps in understanding the number and nature of exceptions, which is a key in the evaluation phase, and greatly streamlines the negotiations process.
- We offer a variety of compensation and rate-setting methods ranging from a simple rate index to more detailed, customized cost-based methods. Various strategies address transparency, rate stabilization, the ability to objectively evaluate impacts of future changes and uncontrollable conditions that change over time, incentivizing contractor performance, potential for disputes, and the effort of the District and contractor.
- In the franchise agreement, we include the cost and rate proposal forms with detailed operating statistics and costs to provide a basis for future rate adjustments and future negotiations of program and regulatory changes during the term.

Objective and Transparent Proposal Evaluation Process

- We've developed evaluation work plans for other RFP projects and evaluation templates for summarizing proposer qualifications, technical proposal elements, contract exceptions, and cost/rate proposals.
- We document each proposer's evaluation information and share it with the proposer to confirm that we have summarized their proposal fairly.

Effective Negotiations Assistance

- HF&H has a reputation for a win-win negotiations process that comes from us being focused on details and on structuring an agreement that allows both parties to "benefit from what they bargained for".
- The request for the redline version of the franchise agreement as part of the proposal submittal process provides a great head start on the negotiations effort.

Professional Engagement Management

We are well known for delivering work products on time and in budget because we approach engagement management as a professional discipline. We prepare a detailed work plan and schedule and we propose regular calls with you to provide status reports. At times calls may be brief or may be longer if more substantial matters are discussed. This strategy will ensure you that we are focusing on your project, maintaining the schedule, and informing you of project matters in a timely way so there are no surprises. With our offices only 30 minutes away, we can regularly and promptly respond to requests as needed throughout the project.

4. COMPREHENSIVE SCOPE OF SERVICES AND COST EFFECTIVE FEE PROPOSAL

HF&H presents a scope of services for the RFP process in Attachment E along with our estimates of staff hours and costs. We've provided two options for consideration by the District. Both options anticipate that we will assist in the planning phase, develop the RFP package, manage the pre-proposal process, evaluate proposals, and assist with contract negotiations. In the first option, we propose a full service scope in which we prepare not only the RFP but also the franchise agreement that are subject to review by the District and its legal counsel. In Option 1, we also anticipate that HF&H will prepare agenda reports and

Mr. Greg Harman
 May 30, 2014
 Page 6 of 7

presentations for the Board meetings and provide input on the residential survey that the District will issue for solicit community input. Our estimated fees for Option 1 are \$79,750.

To provide the District with a low cost option, we prepared a second scope and budget. For Option 2, we

Description	Option 1	Option 2
1. Project Planning	\$10,105	\$5,690
2. RFP Package	\$25,555	\$15,705
3. Pre-Proposal Process	\$9,210	\$9,210
4. Proposal Evaluation Process	\$17,535	\$15,615
5. Contract Negotiations	\$12,950	\$7,735
Engagement Management	\$4,095	\$4,095
Expenses	\$300	\$300
Total	\$79,750	\$58,350

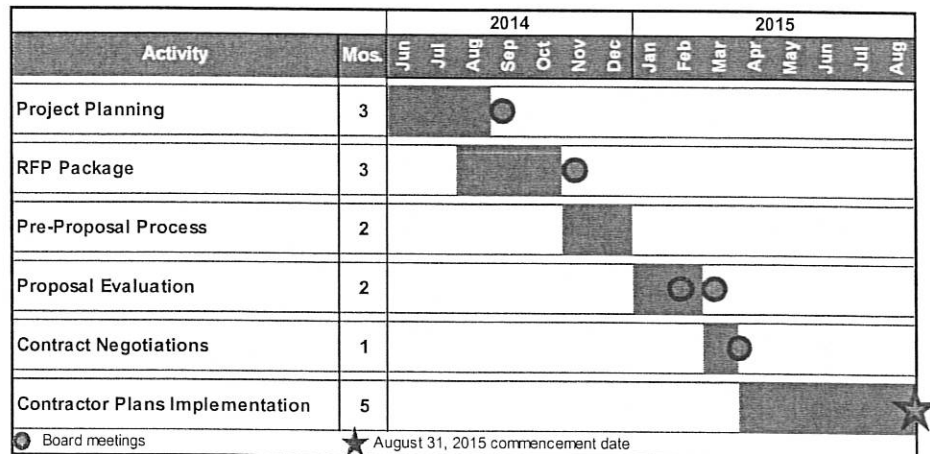
anticipated that legal counsel will be responsible for preparing and finalizing the franchise agreement and limited our hours to reviewing and commenting on the agreement. We also plan on District staff preparing the agenda reports and presentations for the Board meetings rather than HF&H. Lastly, we did not include a budget to assist the District with the residential survey. With these modifications, we reduce our proposed budget to a total

of \$58,350. Note that most of our clients are reimbursed for these consulting costs by the winning contractor.

If HF&H is selected to provide the services described herein, HF&H will not bill the District additional fees beyond our proposed budget without receiving prior written approval from the District. Our Standard Hourly Rates and Billing Arrangements are presented in Attachment F.

5. RESPONSIVE PROJECT SCHEDULE

The District's current agreement with Bay View expires August 30, 2015. Recognizing this, we planned a 10-month RFP process, which provides the selected contractor approximately 4.75 months to plan for a August 31, 2015 start. Our schedule assumes we will initiate this process in June 2014.





Mr. Greg Harman
May 30, 2014
Page 7 of 7

* * * * *

Thank you for this opportunity to present our proposal. If you have any questions, please contact me at (952) 977-6957 or rsimonson@hfh-consultants.com or Tracy Swanborn at (925) 977-6963 or tswanborn@hfh-consultants.com. If our proposed scope of services and fees are acceptable, please indicate acceptance of this proposal by signing on the following page. This letter, once signed by you, shall act as the agreement governing the professional services to be provided to the District by HF&H Consultants.

Very truly yours,
HF&H CONSULTANTS, LLC

Richard J. Simonson, CMC
President

Tracy A. Swanborn, P.E.
Senior Project Manager

SIGNATURE BELOW INDICATES ACCEPTANCE OF PROPOSAL BY DISTRICT AND AUTHORIZATION TO COMMENCE WORK

Authorized Scope and Budget (select one option): Option 1 Option 2

Signature: _____
(Signature)

Name and Title: Greg Harmon, General Manager and Police Chief

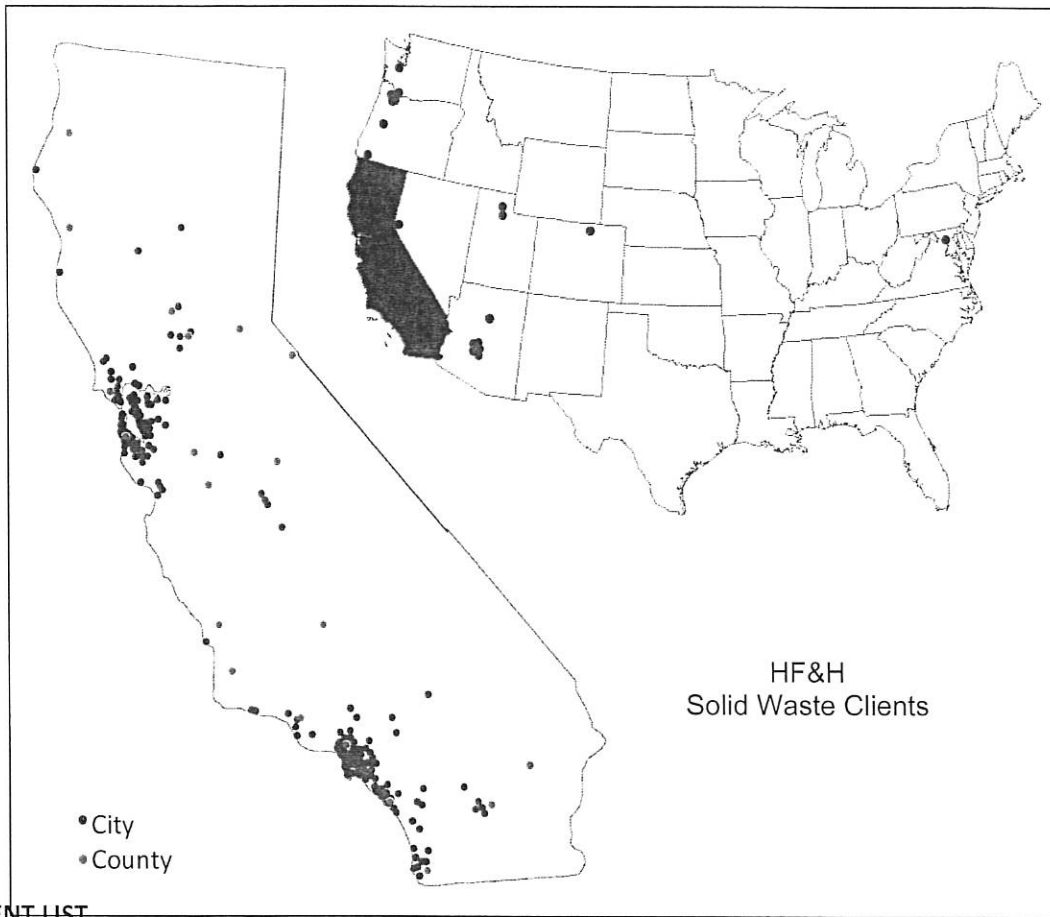
Date: _____

Attachments

- A HF&H Client List
- B Procurement Project Summary Chart
- C Project Descriptions
- D Resumes
- E Scope of Services and Cost Proposal
- F Standard Hourly Rates and Billing Arrangements

700

ATTACHMENT A: HF&H CLIENT LIST



CLIENT LIST

CalRecycle (formerly CIWMB)
 City of Adelanto
 City of Alameda
 County of Alameda
 Alameda County Community
 Development Agency
 Alameda County Waste
 Management Authority
 Alameda County Water District
 Alameda Joint Refuse Rate Review
 Committee
 City of Albany
 City of Anaheim
 City of Arcadia
 City of Atherton
 City of Atwater
 City of Azusa
 City of Bakersfield
 City of Barstow
 Bay Area Water Supply &
 Conservation Agency
 City of Bellflower

City of Bell Gardens
 City of Belmont
 City of Belvedere
 City of Benicia
 City of Beverly Hills
 City of Brentwood
 City of Burbank
 City of Burlingame
 City of Calabasas
 City of Canyon Lake
 City of Carlsbad
 City of Carson
 City of Carson City, Nevada
 County of Contra Costa
 Central Contra Costa Sanitary
 District
 Central Contra Costa Solid Waste
 Authority
 City of Cerritos
 City of Chandler
 Coachella Valley Association of
 Governments

City of Chula Vista
 City of Clovis
 City of Compton
 City of Corte Madera
 City of Cotati
 City of Covina
 City of Cudahy
 City of Daly City
 City of Dana Point
 City of Dana Point
 Delta Diablo Sanitation District
 City of Diamond Bar
 City of Downey
 City of East Palo Alto
 City of El Cerrito
 City of Elk Grove
 City of Emeryville
 City of Encinitas
 City of Eugene
 Town of Fairfax
 City of Fair Oaks
 City of Folsom

ATTACHMENT A: HF&H CLIENT LIST

City of Fort Bragg	City of Manhattan Beach	City of Redwood City
City of Fort Collins, CO	County of Marin	Regional Waste Management Authority
City of Foster City	Marin County Community Development Agency	City of Ridgecrest
City of Fremont	County of Mariposa	City of Riverside
City of Fresno	City of Martinez	County of Riverside
City of Fullerton	County of Mendocino	Riverside County Waste Resource Management District
City of Garden Grove	City of Menlo Park	City of Rohnert Park
City of Glendale, Arizona	County of Merced	Ross Valley Sanitary District
City of Glendale, California	City of Mill Valley	City of Sacramento
Glenn County Public Works	City of Millbrae	County of Sacramento
City of Goodyear	City of Milpitas	City of San Bernardino
City of Greenfield	City of Mission Viejo	County of San Bernardino
City of Gridley	City of Modesto	City of San Bruno
City of Hawthorne	County of Mono	City of San Buenaventura
City of Hayward	City of Monrovia	City of San Carlos
City of Hercules	City of Montclair	City of San Clemente
City of Hermosa Beach	City of Monterey Park	City of San Diego
City of Hesperia	Monterey Regional Waste Management District	City & County of San Francisco
City of Hillsborough	City of Montgomery	San Gabriel Valley Council of Governments
City of Hollywood	City of Moreno Valley	City of San Gabriel
County of Humboldt	City of Mountain View	County of San Joaquin
City of Imperial Beach	Mountain View Sanitary District	City of San Jose
City of Indian Wells	City of Murrieta	City of San Juan Capistrano
City of Indio	City of Napa	City of San Luis Obispo
City of Industry	County of Napa	County of San Luis Obispo
City of Inglewood	City of Newark	City of San Mateo
City of Irvine	City of Newport Beach	County of San Mateo
City of Kensington	County of North San Diego	City of San Rafael
Kensington Police Protection CSD	City of Norwalk	City of San Ramon
County of Kern	Novato Sanitary District	City of Sandy
City of La Canada-Flintridge	City of Oakland	City of Santa Ana
City of La Habra	City of Oceanside	Santa Anita Associates, LLC
City of La Palma	Town of Old Sacramento	City of Santa Barbara
City of La Puente	City of Orange	County of Santa Barbara
City of La Verne	City of Oroville	City of Santa Clarita
City of Laguna Beach	City of Oxnard	City of Santa Cruz
City of Laguna Hills	City of Pacifica	City of Santa Monica
City of Laguna Niguel	City of Palm Desert	City of Santa Rosa
City of Lake Forest	City of Palm Springs	City of Santee
City of Lancaster	City of Palmdale	City of Sebastopol
City of Larkspur	City of Palo Alto	City of Sedona, AZ
City of La Quinta	City of Palos Verdes Estates	City of Selma
Las Gallinas Valley Sanitary District	Town of Paradise	Sharon Heights Gold & Country Club
City of Lawndale	City of Paramount	Silicon Valley Animal Control Authority
City of Litchfield Park, Arizona	City of Pasadena	County of Sonoma
City of Live Oak	City of Peoria, AZ	South Bayside Waste Management Authority
City of Livermore	City of Petaluma	South County Fire
City of Lompoc	City of Pico Rivera	City of South Gate
City of Long Beach	City of Pinole	City of South San Francisco
City of Los Alamitos	City of Pomona	StopWaste.Org
City of Los Altos	City of Portola Valley	City of Sunnyvale
City of Los Angeles	City of Poway	
County of Los Angeles	City of Rancho Palos Verdes	
Los Angeles County Sanitation District	City of Rancho Santa Margarita	
City of Los Banos	City of Redondo Beach	
City of Lynwood		

ATTACHMENT A: HF&H CLIENT LIST

County of Sutter
Stanislaus County
City of Temecula
Town of Tiburon
City of Torrance
City of Tustin
City of Union City
City of Upland

City of Vallejo
City of Vernon
County of Ventura
City of Victorville
City of Visalia
City of Walnut Creek
City of Watsonville
West Contra Costa Integrated

Waste Management District
Western Riverside Council of
Government
City of West Hollywood
West Valley Solid Waste
Management Authority
City of Whittier
City of Woodland

ATTACHMENT A: HF&H CLIENT LIST

Bay Area Solid Waste Clients

Alameda County

City of Alameda
County of Alameda
Alameda County Waste Management Authority
City of Albany
Castro Valley Sanitary District
City of Dublin
City of Emeryville
City of Fremont
City of Hayward
City of Livermore
City of Newark
City of Oakland
Oro Loma Sanitary District
City of Piedmont
City of San Leandro
City of Union City

Contra Costa County

City of Brentwood
Central Contra Costa Solid Waste Authority
County of Contra Costa
City of El Cerrito
City of Hercules
City of Kensington
Kensington Police Protection and CSD
City of Lafayette
City of Martinez
City of Moraga
City of Orinda
City of Pinole
City of Pittsburg
City of Pleasant Hill
City of Pleasanton
City of San Pablo
City of San Ramon
City of Walnut Creek
West Contra Costa Integrated Waste Management Authority

Marin County

City of Belvedere
City of Corte Madera
Town of Fairfax
City of Larkspur
County of Marin
City of Mill Valley
Ross Valley Sanitary District
Town of San Anselmo
City of San Rafael

Monterey County

Monterey Regional Waste Management District

Napa County

City of Napa

County of Napa
City of Yountville

San Francisco County

City of San Francisco
The State Bar of California

San Mateo County

City of Atherton
City of Burlingame
City of Daly City
City of East Palo Alto
City of Foster City
Town of Hillsborough
City of Menlo Park
City of Millbrae
City of Pacifica
City of Redwood City
City of San Bruno
City of San Carlos
City of San Mateo
County of San Mateo
South Bayside Waste Management Authority
City of South San Francisco

Santa Clara County

City of Campbell
City of Cupertino
City of Gilroy
City of Los Altos
Town of Los Altos Hills
Town of Los Gatos
City of Milpitas
City of Monte Sereno
City of Morgan Hill
City of Mountain View
City of Palo Alto
City of San Jose
Stanford University
City of Sunnyvale
West Valley Solid Waste Management Authority

Solano County

City of Benicia
City of Fairfield
City of Vallejo

Sonoma County

City of Cotati
City of Healdsburg
City of Petaluma
City of Rohnert Park
City of Santa Rosa
County of Sonoma
Town of Windsor

80

ATTACHMENT B: PROCUREMENT PROJECT SUCCESS CHART

Jurisdiction	Completion Year	Number of Proposers	Base Contract Term	Contract Value over Base Term (millions)		% Increase or (% Savings)	Changes in Service
				Old	New		
Northern California							
Albany	2003	Sole Source	7 Years	\$16.3	\$15.0	(\$1.3)	(8%) <ul style="list-style-type: none"> ✓ Bi-weekly recycling and bi-weekly yard waste to weekly recycling and weekly organics ✓ Backyard to curbside solid waste collection ✓ Require a basic level of recycling and organic collection for businesses ✓ C&D non-exclusive
Alameda (City of)	2002	4	10 Years	\$95.9	\$81.4	(\$14.5)	(15%) <ul style="list-style-type: none"> ✓ Bi-weekly recycling and bi-weekly yard waste to weekly recycling and weekly organics ✓ Backyard to curbside solid waste collection ✓ Require a basic level of recycling and organic collection for businesses ✓ C&D non-exclusive
Central Contra Costa Solid Waste Authority	2004	Sole Source	10 Years	\$283.8	\$279.7	(\$4.2)	(1%) <ul style="list-style-type: none"> ✓ Pilot residential food waste program ✓ Commingled recycling collection ✓ Initiate commercial food waste program ✓ Use of low emission fuels/vehicles ✓ Enhanced recovery of materials at transfer station and landfill ✓ Enhanced customer service
Central Contra Costa Solid Waste Authority	2014	4	10 Years	\$432.7	\$454.5	\$21.7	5% <ul style="list-style-type: none"> ✓ New CNG vehicles ✓ New containers including larger recycling and organics carts ✓ Expand commercial food waste program ✓ Extensive public education and outreach ✓ Technical assistance for multi-family and businesses ✓ Composting of all residential organics
Elk Grove	2004	4	7 Years	\$47.1	\$37.6	(\$9.5)	(20%) <ul style="list-style-type: none"> ✓ Free Dump Day ✓ Free pick-up of illegally dumped materials ✓ Increased Cart Size ✓ Increased bulky waste pickup program
Fresno (City of) - Commercial	2010	5	10 Years	\$208.0	\$208.0	\$0.0	0% <ul style="list-style-type: none"> ✓ Transition from municipally-provided collection service to exclusive franchise system with two haulers serving separate districts ✓ Commercial organics ✓ Commercial tech assist (1x/yr) ✓ Multi-family tech assist (2x/yr) ✓ Free City facilities service ✓ Free City events service ✓ various public education enhancements
Fresno (City of) - Residential	2012	4	8.75 Years	na	na	na	(18%) <ul style="list-style-type: none"> ✓ Transition from municipally-provided collection service to exclusive franchise system ✓ One-time signing fee of \$1.5 million
Golden Hills Community Services District	2013	2	10 Years	\$7.1	\$5.7	(\$1.4)	(20%) <ul style="list-style-type: none"> ✓ Bi-weekly recycling residential and commercial collection (previously mixed waste processing) ✓ Bulky collections (2x/yr) ✓ Operation of a recycling drop-off center in service area ✓ Donation of recycling revenues to schools
Gridley	2000	2	7 Years	\$4.3	\$4.4	\$0.1	2% <ul style="list-style-type: none"> ✓ Initiate residential curbside recycling collection and processing ✓ Initiate residential yard waste collection and processing ✓ Initiate C&D processing
Livermore	2000	4	7 Years	\$62.4	\$60.9	(\$1.5)	(2%) <ul style="list-style-type: none"> ✓ Contractor provides carts for solid waste collection ✓ Commingled recycling collection instead of three tub system ✓ Pilot food waste program ✓ Manual to automated collection ✓ C&D non-exclusive

81

ATTACHMENT B: PROCUREMENT PROJECT SUCCESS CHART

Jurisdiction	Completion Year	Number of Proposers	Base Contract Term	Contract Value over Base Term (millions)			% Increase or (% Savings)	Changes In Service
				Old	New	Increase or (Savings)		
Northern California								
Livermore	2009	3	10 Years	\$165.6	\$192.2	\$26.6	19%	<ul style="list-style-type: none"> ✓ Larger recycling carts ✓ Universal commercial recycling and organics collection with one cart at no cost ✓ Curbside phone and battery collection ✓ multi-family universal recycling ✓ Multi-family technical assistance ✓ CNG vehicles
Mendocino County	2003	Sole Source	7 Years	\$26.1	\$25.0	(\$1.1)	(4%)	<ul style="list-style-type: none"> ✓ Require collection of public cans in two Cities within the County ✓ Require recyclable and yard waste collection from most residents
Mountain View	2011	Sole Source	8.5 Years	\$127.3	\$125.3	(\$2.1)	2%	<ul style="list-style-type: none"> ✓ MFD yard trimming collection ✓ Curbside used cooking oil, CFLs, cell phone collection ✓ Expanded drop-off services ✓ Semi-annual reuse/drop-off events ✓ Junk removal clean-up residents and businesses ✓ CNG vehicles ✓ Fall leaf collection ✓ Enhanced recycling for businesses ✓ Commercial food waste and pilot residential food waste collection
Newark	2012	4	10 Years	\$90.9	\$92.0	\$0.7	1%	<ul style="list-style-type: none"> ✓ Expanded list of recyclable materials ✓ Alternative fuel vehicles ✓ Expanded public education and technical assistance
Pacifica	2009	Sole Source	8 Years	\$56.0	\$61.1	\$5.1	10%	<ul style="list-style-type: none"> ✓ ~\$1,000,000 one-time payment to City ✓ Expanded list of recyclable materials ✓ Food scrap collection for residents and businesses ✓ Increased capacity by provision of wheeled carts for recyclables and green waste ✓ Compost giveaways with City opportunity to use compost
Palo Alto	2008	2	8 Years	n.a.	\$115.5	n.a.	11%	<ul style="list-style-type: none"> ✓ Expanded single stream ✓ Mandatory commercial recycling ✓ High diversion clean-up program ✓ Expanded commercial organics
Paradise	2006	4	10 Years	\$34.7	\$37.1	\$2.4	7%	<ul style="list-style-type: none"> ✓ Included bi-weekly yard waste service with company-provided carts ✓ Initiated bi-weekly curbside single stream recycling in company-provided carts ✓ Enhanced customer service ✓ Added local HHW drop-off site
Petaluma	2005	4	10 Years	\$67.7	\$92.9	\$25.1	37%	<ul style="list-style-type: none"> ✓ Initiate commingled recyclables collection ✓ New residential recycling carts ✓ Initiate weekly residential organics collection (rather than bi-weekly) ✓ Initiate food scraps program ✓ Additional City services
Piedmont	2000	5	7 Years	\$8.6	\$8.9	\$0.3	3%	No significant changes
Rohnert Park	2001	5	7 Years	\$191.1	\$99.5	(\$91.6)	(48%)	<ul style="list-style-type: none"> ✓ Contractor-provided carts for solid waste ✓ Commingled recycling collection instead of 3-tubs ✓ Pilot food waste program ✓ Manual to automated collection services ✓ C&D non-exclusive
Ross Valley Sanitary District	2002	2	7 Years	n.a.	n.a.	n.a.	1%	No significant changes
San Jose - Commercial	2010	5	15 Years	n.a.	\$699.0	n.a.	n.a.	Transition from non-exclusive system with more than 20 haulers to an exclusive system with 1 or 2 haulers
San Jose - Organics Processing	2010	3	15 Years	n.a.	\$90.0	n.a.	n.a.	Contracting for commercial organics processing will be new for San Jose; it is a component of the new exclusive collection system

82

ATTACHMENT B: PROCUREMENT PROJECT SUCCESS CHART

Jurisdiction	Completion Year	Number of Proposers	Base Contract Term	Contract Value over Base Term (millions)		% Increase or (% Savings)	Changes in Service
				Old	New		
Northern California							
Sandy, OR	2004	4	7 Years	\$5.8	\$5.6	(2%)	No significant changes
Sunnyvale MRF/TS	1999	4	7 Years	\$126.1	\$102.8	(18%)	No significant changes
Union City	2005	2	10 Years	na	\$76.0	16%	Initiate weekly residential yard and food waste collection (rather than bi-weekly) Initiate commercial organics collection Initiate commercial recyclable collection
Visalia - Recyclables Processing	1999	2	n.a.	\$6.0	\$4.9	(19%)	No significant changes
West Linn, OR	2000	3	8 Years	na	na	(1%)	Initiate residential yard waste collection and processing Initiate commingled recycling collection Initiate automated collection service
West Valley Solid Waste Authority	2006	5	7 Years	\$128.3	\$132.2	3%	Initiated single stream in company-provided carts Initiate automated collection
Southern California							
Bellflower	2004	5	8 Years	\$49.7	\$38.4	(23%)	Added free commercial recycling, tonnage transformation minimums, and new AB 939 fee.
California City	2012	3	10 Years	na	na	na	Not readily available
El Centro	2007	4	8 Years	\$34.2	\$39.1	14%	Free commercial recycling; multi-family bulky item collection; e-waste collected with bulky items
Imperial Beach	1999	4	7 Years	\$13.7	\$13.2	(4%)	Not readily available
Lake Forest	1996	5	7 Years	\$29.5	\$22.8	(23%)	Not readily available
Lancaster	2006	3	5 Years	\$3.4	\$2.5	(26%)	Not much change.
Lawndale - Residential	1997	5	5 Years	\$6.2	\$5.5	(11%)	Not readily available
Lawndale - Residential	2002	5	7 Years	\$7.5	\$6.3	(16%)	Not readily available
Lawndale	2010	7	7 Years	\$23.8	\$18.8	(21%)	Required 75% of bin refuse to be processed; established 50% hauler-collected diversion goal; lowered commercial AB 939 fee from 19% to 15% (and recently again to 12%).
Manhattan Beach	2011	4	7 Years	\$24.2	\$27.1	12%	New fee for biennial audits at \$50,000 to \$80,000 each; new services - automation of remaining 1/3 of city; minimum diversion requirement for hauler collected waste; and mixed waste processing of a portion of bin waste.
Manhattan Beach	2002	7	7 Years	\$22.4	\$21.8	(3%)	Not readily available
Mission Viejo	2000	6	8 Years	\$54.8	\$48.4	(12%)	Not readily available
Orange (City of)	2009	4	8 Years	\$140.0	\$82.8	(41%)	Minor extra services and minor fee increases.
Palm Desert	2000	5	7 Years	\$46.3	\$40.6	(12%)	Not readily available

ATTACHMENT B: PROCUREMENT PROJECT SUCCESS CHART

Jurisdiction	Completion Year	Number of Proposers	Base Contract Term	Contract Value over Base Term (millions)		% Increase or (% Savings)	Changes in Service
				Old	New		
Southern California							
Rancho Palos Verdes	2009	7	7 Years	\$36.5	\$28.4	(\$8.1) (22%)	Residential changed to volume-based three cart automated system with other services added (was manual); added environmental program fee and increased recycling fee.
Rancho Palos Verdes	1999	7	7 Years	\$22.0	\$20.6	(\$1.4) (6%)	Not readily available
Rancho Santa Margarita	2004	5	8 Years	\$28.7	\$20.9	(\$7.8) (27%)	Not readily available
Redondo Beach	2011	5	8 Years	\$48.1	\$45.1	(\$3.0) (6%)	Processing of all refuse; residential and restaurant food scraps programs; 75% hauler collected waste diversion goal; \$250,000 vehicle impact fee.
Ridgecrest	2011	5	7 Years	\$27.3	\$14.2	(\$13.1) (48%)	<ul style="list-style-type: none"> ✓ Sharps drop-off ✓ Container exchange program ✓ SFD/Com recycling rewards program ✓ Recy/Org dropoff ✓ On-site newspaper collection at largest generator ✓ Green business certification ✓ Additional seasonal recycling ✓ Builder's direct desk ✓ Com wet/dry pilot program ✓ Workplace recycling incentives ✓ Unlimited community reuse dropoff ✓ City Hall greening a MFD recy toolkit
Riverside (City of) – Commercial	2001	6	7 Years	\$97.6	\$64.4	(\$33.2) (34%)	Not readily available
Riverside (City of) – Residential	2001	7	7 Years	\$20.3	\$16.8	(\$3.5) (17%)	Not readily available
San Bernardino County	2001	10	7 Years	\$144.9	\$118.6	(\$26.3) (18%)	Not readily available
Santa Clarita - Residential	2003	6	7 Years	\$100.2	\$70.4	(\$29.8) (30%)	Not readily available
Santa Clarita - Commercial	2003	6	9 Years	\$39.3	\$34.1	(\$5.2) (13%)	Not readily available
Tustin	2000	8	7 Years	\$42.4	\$25.0	(\$17.4) (41%)	Not readily available
West Hollywood	2003	9	8 Years	\$42.4	\$33.5	(\$8.9) (21%)	Not readily available
Total for Northern and Southern California		234		\$3,297	\$3,966	(\$612) (19%)	

ATTACHMENT C: PROJECT DESCRIPTIONS

CCCSWA

Franchise Development Services (2012-14)

Project Description

The Central Contra Costa Solid Waste Authority (CCCSWA) is a joint powers authority consisting of six member agencies: Orinda, Moraga, Lafayette, Danville, Walnut Creek and Contra Costa County. The CCCSWA manages approximately 10 agreements with various contractors that provide recyclables, organics, and solid waste collection, processing, transfer and disposal services that expire in early 2015. The CCCSWA is in the process of procuring contractor(s) to provide services when the current agreements expire.

Client Contact

Paul Morsen
Executive Director
(925) 906-1801

HF&H Solution

In mid 2012, HF&H was selected to support the CCCSWA in its planning efforts for the future contract services. Our efforts since that time have involved identifying key issues requiring Board input related to the future scope of services and contracting arrangements. We've prepared dozens of staff reports and supporting analysis for the Board's consideration. HF&H worked with an Ad Hoc committee throughout the process, presenting policy issues and seeking input to shape presentation materials and formulate recommendations for the Board's consideration.

After obtaining Board direction on key policy issues, HF&H prepared an RFP and collection and processing agreement on behalf of the CCCSWA and issued the RFP in early July 2013. Four proposals were received in early October 2013. HF&H evaluated the proposals and, along with staff and the CCCSWA's Ad Hoc committee Board, formed a recommendation for contractor selection. The CCCSWA Board received evaluation reports in January, February and March of 2014 and directed a fast-track request for a final offer process for recyclables processing services. The Board selected two contractors: 1) Republic Services for collection, transfer of organics and solid waste, organics processing, and solid waste disposal; and, 2) Mt. Diablo Recycling for recyclables transfer and recyclables processing. HF&H assisted in contract negotiations and prepared the final agreements with the two contractors.

Project Results

The CCCSWA Board of Directors approved issuance of the Collection and Processing RFP with a goal of achieving a 75% diversion level. Four proposals were received in early October 2013. Two companies were selected to provide the services. The increase in the collection contractor's compensation is estimated to be five percent, and the annual recyclables processing revenue payments to the CCCSWA are anticipated to significantly increase.

Key HF&H Staff

Bob Hilton, Tracy Swanborn, Lauren Barbieri, Marisa Gan, Dave Hilton

85

ATTACHMENT C: PROJECT DESCRIPTIONS

City of Daly City Collection and Post-Collection Procurements (2012-Ongoing)

Project Description

The City of Daly City retained HF&H on a sole-source basis to help guide senior City staff and the Council through key decisions related to conducting and structuring a competitive procurement process. Two factors are key to shaping the process. One is the pending closure of the City-owned Mussel Rock Transfer Station. The other is the predominant role of multi-family housing in Daly City, including a number of large condo complexes and a 3,200 unit apartment complex with a population of over 10,000. Daly City has experienced a corresponding difficulty in achieving diversion goals.

Client Contact

Patricia Martel
City Manager
(650) 991-8127

HF&H Solution

At HF&H's suggestion, the City and HF&H staff met well prior to RFP release with proposers to develop interest in the process, address questions, and to solicit proposer input on the transfer station and multi-family issues. HF&H developed options for multi-family collection for review by City staff and interested stakeholders. The City is seeking a range of collection and processing options for multi-family complexes, including three stream, two stream (wet/dry) and a single, MSW container with some recycling source separation. After discussions with City staff, HF&H recommended splitting the process and issuing a post-collection services RFP for transfer, processing and disposal, followed by a collection RFP. The intent in issuing the post-collection services RFP before the collection was to review the submittals to determine whether there are viable alternative transfer station options including a possible partnership with the private sector, and to determine if there are viable processing options available for addressing the full range of multi-family collection options described above. It is the City's intent to award a single contract to a collection prime, with subcontracts for post-collection services, as desirable.

Project Results

Post-collection proposals were submitted in August 2013, and the collection proposals were submitted in late February 2014. The proposals are under review.

Key HF&H Staff

Bob Hilton, Peter Deibler, Marisa Gan, Lauren Barbieri

ATTACHMENT C: PROJECT DESCRIPTIONS

City of Newark

Competitive Contractor Procurement (2012-13)

Project Description

The City of Newark had a franchise agreement for recyclables, organics, and solid waste collection services and recyclables and organics processing with the same provider for over 20 years. The City entered into negotiations to extend its existing agreement, resulting in a large rate increase for a one-year extension. After this significant rate increase, the City decided it was in the best interest of its ratepayers to seek proposals for the services.

Client Contact

Susie Woodstock
Administrative Services Director
(510) 578-4804

HF&H Solution

HF&H was retained by the City to manage the competitive procurement process to select a future service provider that would commence services on June 1, 2013. In the beginning phase of the project, we worked with City staff to define the scope of services, contractor performance standards, and contract terms. We also prepared a 15-question survey that was made available to residents to solicit feedback on collection services. Over 450 residents responded through an online survey platform. We then developed the RFP document, which included a draft franchise agreement and detailed cost proposal forms. In September 2012, four companies submitted proposals. HF&H evaluated proposals and prepared a report that was presented to the City Council by City staff. After contractor selection, we assisted with contract negotiations, calculated customer rates and monitored the implementation process.

Project Results

Four proposals were received from: Alameda County Industries; Allied Waste Services; GreenWaste Recovery; and, Waste Management. The City Council unanimously approved the recommended low cost proposer, Allied Waste Services, which resulted in a rate increase of 2.9% for residents and 6.3% to 35% for commercial customers. Service enhancements included new CNG collection vehicles, new collection containers, enhanced public education and outreach for all customers, enhanced technical assistance and outreach responsibilities for multi-family and commercial customers, and C&D diversion requirements that are consistent with the City's C&D ordinance.

Key HF&H Staff

Tracy Swanborn, Lauren Barbieri, Marisa Gan

ATTACHMENT C: PROJECT DESCRIPTIONS

WCCIWMA

Post Collection Services Procurement (2012)

Project Description

The West Contra Costa Integrated Waste Management Authority (a joint powers authority of five agencies located in the northeast area of the San Francisco Bay Area) is seeking competitive proposals to provide post-collection processing services (e.g., recycling of source separated recyclables, composting of yard waste/food scraps, and conversion/disposal of refuse) for the 130,000 tons of material collected by its franchised collection hauler from residents and businesses. The Authority is currently paying \$20 million dollars annually for these services. Its current contracts for these services, which expire in 2014, are with its collection hauler which also has transfer and processing facilities within the service area. As a matter of policy, the Board of the WCCIWMA wishes to receive competitive proposals and is willing to work creatively with proposers to provide these services.

Client Contact

Mr. Chris Lehon
Executive Director
(510) 215-3127

HF&H Solution

HF&H has assisted the WCCIWMA by developing a Request for Qualifications and Non-binding Statement of Interest (SOI), contacting potential proposers to create interest, distributing the SOI, and managing the proposal process. HF&H will review the initial responses, work with proposers to develop their technical approaches to providing services, and assist in negotiating business terms. Once the proposals are received, HF&H will rank and present the proposals to the WCCIWMA Board of Directors for selection of the firm(s) with which to negotiate contract(s). Thereafter, HF&H will negotiate final contract(s) with the selected firm(s).

Project Results

The Board of Directors has selected Republic Services from a field of six competitive proposers and in March 2013 approved the term sheet that will form the basis of the future services agreement. HF&H is currently working with the Authority and Republic to negotiate the final service agreement which will: 1) Provide for all of the post-collection services required; 2) Add several new diversion programs including commercial food waste and commercial dry routing/processing which should result in a 75% diversion rate by 2020; and, 3) Reduce customer rates by approximately 10%.

Key HF&H Staff

Bob Hilton, Rob Hilton, Marisa Gan, Kim Erwin

ATTACHMENT C: PROJECT DESCRIPTIONS

City of Mountain View

Negotiation Process (2011-13)

Project Description

In February 2011, the City of Mountain View (City) City Council selected HF&H to prepare the City's Zero Waste Plan (Plan), following a competitive RFP process. The City's collection agreement with Recology will terminate in April 2013. In May 2011, the City selected HF&H on a sole source basis to assist in conducting either a competitive procurement, or a sole source negotiation process with Recology. In June 2011 the Council decided to conduct the sole source process, with a focus on the role of the new agreement in further increasing diversion. In addition, in late 2011, the City selected HF&H on a sole source basis to conduct a cost of service and rate study to evaluate diversion incentives and to ensure the City meets its obligations under Propositions 218 and 26.

Client Contact

Lori Topley
Solid Waste Program Manager
(650) 903-6488
lori.topley@mountainview.gov

HF&H Solution

Working closely with staff from the City's Public Works, Finance, and City Attorney's offices, HF&H developed a "mini-RFP", a draft collection agreement and a term sheet that will be used to develop an organics processing agreement, for transmittal to Recology. The RFP required that Recology provide proposals for "baseline services", current services with relatively minor changes, and six "zero waste services" developed through the zero waste planning process and approved for inclusion by the Council. The RFP and agreement incorporate a sophisticated means for addressing delivery of a varied set of residential services, developed in consultation with the City, to a wide range of housing types: single-family, condos, row homes, mixed use, and a range of high density multi-family housing types. The RFP requested that Recology use the City's recent waste characterization study to target diversion efforts, offer organics processing services that were not then available at the SMaRT Station, and a revised compensation method. Recology submitted its proposal in March 2012. HF&H evaluated the proposal, using the detailed analysis from the zero waste planning process for review of the zero waste services, analysis of diversion incentives from the cost of service and rate study, and our benchmarking database. HF&H assisted City staff in negotiating the final agreements.

Project Results

New services commenced July 1, 2013. The City received the advantages of a continued relationship with Recology, such as continuity in service and an understanding of current and future diversion needs, at a good price. As part of the negotiation, Recology offered certain services at no cost, and agreed to an initial freeze on wage increases. The new agreement features a phase-in of CNG vehicles; a rewards program focused on community rather than individual benefits, based on a program developed by CleanScapes, a Seattle affiliate of Recology's; expanded commercial recycling and food scraps programs; and a pilot residential food scraps program with a focus on providing food scraps collection for customers that do not generate yard materials. The City intends to expand cost-effective organics diversion while the SMaRT Station considers implementation of longer-term organics processing options.

Key HF&H Staff

Peter Deibler, Rick Simonson, Bob Hilton, Lauren Barbieri

ATTACHMENT C: PROJECT DESCRIPTIONS

City of San José

Commercial Solid Waste System Redesign (2007-12)

Project Description

In 2007, the City of San José adopted a set of "Green Vision Goals" designed to transform San José over 15 years into a center of clean technology innovation and sustainable practices. Among the goals was a Zero Waste goal of diverting 100% of municipal solid waste from landfills and of converting waste to energy. The City quickly realized that to achieve such a goal required significantly increasing commercial diversion performance. The non-exclusive commercial collection system, with about 20 haulers, was yielding a diversion level of about 26% (excluding construction and demolition debris and third party recycling efforts). San José was interested in redesigning the system with a focus on supporting higher diversion levels, providing expanded and more-efficient collection services, and stabilizing City revenues of over \$14 million per year.

HF&H Solution

The City of San José chose HF&H to assist them in identifying options for redesigning the commercial solid waste management system in a two phase process. For the first phase, HF&H analyzed the existing collection system to better understand the level of each hauler's involvement and their role in diversion. The City was also interested in examining opportunities to improve the quality of commercial collection and the stabilization of rates. As part of our evaluation of options for improving the commercial solid waste system, HF&H surveyed operations in five major U.S. cities, identified and evaluated a range of commercial system options in participation with the City's commercial team, prepared a report documenting the commercial team's evaluation process and recommendations for the future commercial system. This phase of the commercial redesign process resulted in the City Council's approval of a plan to implement an exclusive franchise system granting two or three haulers with the right to collect in two or three individual service districts, and to conduct separate competitive procurements for collection and organics processing services.

For the second phase, HF&H worked closely with the City's commercial team to prepare the organics processing and collection RFP's, which were released in February and April 2010, respectively. HF&H assisted the City in defining the scope requiring proposers to offer collection and processing programs to commercial customers in order to obtain a minimum 75% diversion, with required proposals for three stream and two stream (wet/dry) systems, and the option to propose innovative alternatives. The organics processing RFP encouraged a range of processing options from composting to innovative processes. The City received five collection proposals and three organics processing proposals.

Project Results

HF&H staff served as an integral part of the City's team for this multi-year project on a day-to-day basis, playing a lead role in planning and managing the contractor evaluation and selection process with staff from Environmental Services, City Attorney's Office and Purchasing, including facilitating two rating

Client Contacts

Jeff Anderson
Commercial Program Manager
(408) 975-2518
Jeff.Anderson@sanjoseca.gov

Michele Young
Organics Manager
(408) 975-2519
Michele.Young@sanjoseca.gov

Jo Zientek
Deputy Director, Environmental
Services
(408) 535-8557
Jo.Zientek@sanjoseca.gov

ATTACHMENT C: PROJECT DESCRIPTIONS

panels consisting of City staff, staff from Santa Clara County cities, and the business community in evaluating and scoring the proposals.

In April 2011, the Council chose the staff recommendation and selected Allied to provide exclusive, City-wide collection services using the "One Bin Plus" system, a variant of two-sort collection, and Zero Waste Energy Development (an affiliate of Green Waste Recovery) to provide dry anaerobic digestion using a German technology. HF&H assisted in negotiating final agreements with the two companies and assisted during the transition in anticipating issues and developing means to avoid them or to minimize their impact. New collection and processing services commenced July 1, 2012, and in April 2013, San Jose announced that the rate of business diversion had tripled since July 2012, well on the way to meeting system goals. The anaerobic digestion facility was developed on leased City land adjacent to the waste water treatment plant and began initial operation in late 2013. The process has achieved the City's key goals for increased diversion, technology innovation, revenue stability, and rate equity.

Key HF&H Staff

Peter Deibler, Bob Hilton, Tracy Swanborn, Rob Hilton, Rick Simonson, Colleen Costine

ATTACHMENT C: PROJECT DESCRIPTIONS

City of Livermore

Collection & Processing Procurement (2008)

Project Description

The City of Livermore's franchise agreement includes solid waste, recyclables, and organics collection services as well as recyclables and organics processing services. The agreement was scheduled to expire in 2010. The City was interested in soliciting proposals for services commencing July 1, 2010. As part of the procurement process, the City was interested in expanding the diversion activities to support the City's 75% diversion goal.

Client Contact

Judy Erlandson
Public Works Manager
(925) 960-8002

HF&H Solution

HF&H managed Livermore's competitive contractor selection process. Our services began with a planning phase focused on assisting the City with developing a vision for increasing diversion to 75%. HF&H and the City were determined to meet this goal through franchise programs as well as identifying other non-franchise diversion program options such as increasing construction and demolition debris and self haul diversion. The planning process also included development of a strategy for soliciting and evaluating proposals and defining franchise terms and conditions. After the planning phase, we prepared an RFP, drafted the franchise agreement (which includes recyclables and organics processing services), evaluated proposals, assisted in the selection of the contractor, and negotiated the final franchise agreement.

Project Results

As a result of the procurement process, the City solicited three high-quality proposals for consideration. The final agreement included the following enhancements:

- Residential customers received larger recycling carts, curbside collection of phones and batteries, and a hauler-sponsored "re-use" exchange program,
- Multi-family recycling customers received recycling carts and recycling technical assistance at no additional charge,
- Commercial received recycling and food scraps/organic carts at no additional charge. Commercial customers also received higher rate discounts for organics bin collection service.
- Drop box customers received a new rate structure focused on waste reduction and recycling. The new drop box rates charge customers on a per-ton basis, rather than per-cubic yard basis.

Key HF&H Staff

Robert D. Hilton, Tracy Swanborn, Rick Simonson

ATTACHMENT C: PROJECT DESCRIPTIONS

City of Fresno Commercial and Multi-Family Solid Waste Procurement (2010)

Project Description

After having cut more than \$80 million and 600 employees from the general fund budget in two years, the City was faced with another \$12 million gap as it planned the fiscal year 2011 budget. The City Manager's office, working with the Mayor, identified "franchising" of the commercial solid waste activities as a potential opportunity to help close the budget gap.

Client Contact

Bruce Rudd
Assistant City Manager
(559) 621-7784

In April 2010, HF&H was engaged by the City of Fresno to conduct a procurement for commercial and multi-family solid waste, recycling, and organics collection and processing services. Fresno had historically provided these services with municipal forces through its Department of Public Utilities.

HF&H Solution

In order to help the City determine whether or not a "franchised" commercial system would serve the City, HF&H developed a procurement process to meet Fresno's unique needs. The procurement was comprised of the following major tasks;

1. Developing the program and service requirements of the desired system;
2. Preparing the RFP and drafting a franchise agreement;
3. Managing the pre-proposal process;
4. Evaluating proposals;
5. Negotiating final agreements with the top ranking proposers; and,
6. Presenting recommendations to the City Council.

Project Results

HF&H's RFP resulted in proposals from five companies. Each proposal expanded the programs and services offered to multi-family and commercial customers. The proposals included the purchase of City equipment (\$8 million) and will provide approximately \$2.5 million annually in franchise fees. The top three proposals received also offered (3% to 11%) lower rates to customers than the rates charged by the City.

Ultimately, two companies were selected to provide collection services in two districts.

Key HF&H Staff

Bob Hilton, Rob Hilton

ATTACHMENT C: PROJECT DESCRIPTIONS

MRWMD

Regional Franchising Opportunities (2009)

Project Description

Local franchise agreements for the member agencies of the District had not been competitively bid in 15 years or longer. Each city and unincorporated Monterey County had their own individual franchise agreements, each of which were due to expire in 2015. The agreements in place had been extended several times and contained little in the way of prescribing: expected customer service levels; routine and meaningful reporting to local cities regarding tonnage of materials collected and trends; proactive outreach and education activities; the nature of the relationship with the District; uniform franchise fee agreements among local jurisdictions, etc.

Client Contact

William Merry, P.E., DEE
General Manager
(831) 384-5313

The District believed there were significant opportunities to lower costs to ratepayers, enhance revenue generation for local cities, and improve contract management through an updated, consolidated and competitively-bid or negotiated solicitation of a new "master" franchise agreement encompassing all or some District jurisdictions.

HF&H Solution

The District had a Strategic Planning Task Force in place to address issues such as regional franchising. In an effort to provide more comprehensive information for that discussion, the District approved HF&H's scope of work including: 1) review of each of the existing franchise agreements and compare to "state of the industry agreements; 2) identify and document the advantages and disadvantages associated with different cooperative procurement approaches; 3) identify common and leading edge franchise fee and revenue enhancement mechanisms used in California franchise agreements and solid waste systems; and, 4) work with District staff to identify additional approaches that could be used as part of a regional procurement process.

Project Results

HF&H found that the aging franchise agreements were not consistent with the state of the industry in terms of either programmatic or contractual elements. HF&H presented a range of options for the District regarding regional franchising. This presentation focused on developing a system which maximizes the existing infrastructure, anticipates pending regulatory and legislative requirements, and developing a system that will result in high levels of diversion and customer service while maintaining cost-effectiveness. HF&H prepared a model franchise agreement that can be used and tailored by each city. The District Board has approved the next phase of work which includes more comprehensive strategic planning for the districts funding and procurement concerns.

Key HF&H Staff

Bob Hilton, Rob Hilton, Marisa Gan

ATTACHMENT D: RESUMES

Rick Simonson, CMC, Vice President

Range of Experience



Mr. Simonson has over 20 years of experience as an auditor/accountant in various capacities. During his twelve years with HF&H, Rick has directed, managed and assisted more than 40 solid waste and water/wastewater clients in scores of engagements including water and sewer rate studies, vehicle impact analysis, solid waste rate setting and reviews, and the procurement of solid waste collection, disposal and processing services.

His other financial analysis experience includes rate comparison benchmarking analyses, customer service level assessment, and conducting a statistical study for the California State Bar Association detailing the relationship between law firm size and disciplinary actions. In addition, he has performed and managed several competitive and sole-source procurement projects which have involved drafting requests for proposals and franchise agreements and evaluating the reasonableness of cost proposals submitted by prospective collection contractors.

Professional and Business History

HF&H Consultants, LLC: Vice President, 2008 to present; Senior Manager 2007 to 2008; Senior Associate 2002 to 2007; and, Associate Analyst 2000 to 2002

Contra Costa County Assessor's Office: Auditor-Appraiser 1996 to 2000

Laidlaw Transit Regional Accounting Department: Staff Accountant 1995 to 1997

Professional Organizations

Institute of Management Consultants, Northern California Chapter

Solid Waste Association of North America

Articles and presentations

Presenter, HF&H/CalRecycle High Diversion Rates & Compensation Workshops, October 2013 (Oakland), November 2013 (Lakewood), and December 2013 (Sacramento)

"Accurate Rate Comparisons", SWANA Western Regional Symposium, May 2005

"Annual Rate Adjustments – Index Method or Cost-of-Service Method?", SWANA Western Regional Symposium, May 2004

Education and Professional Certification

B.S., Business Administration, Accountancy, California State University, Sacramento

B.A., Communication Studies, Media Production, California State University, Sacramento

Certified Management Consultant (CMC Professional Certification)

ATTACHMENT D: RESUMES

Tracy Swanborn, P.E., Senior Project Manager

Range of Experience



Tracy Swanborn, a Senior Manager with HF&H, has more than 24 years of solid waste and recycling consulting experience assisting municipal agencies. Her expertise is in collection, transfer, processing and disposal services procurement, contract development, and negotiations. She is currently managing a two-year long procurement process for the Central Contra Costa Solid Waste Authority for their future collection, processing, transfer and disposal services contracts. She has managed over 14 competitive contractor selection projects for Alameda, Livermore, Petaluma, Union City, Newark, Chandler (Arizona), Fremont, Windsor, Citrus Heights, Sandy (Oregon), Colusa, Chula Vista, and assisted with many others including the City of Palo Alto's Zero Waste procurement, the City of San Jose's commercial redesign procurement, and the South Bayside Waste Management Authority's collection and processing procurement. Her procurement experience includes diversion and program planning, RFP and contract preparation, proposal evaluation, contractor selection, and negotiations. As part of these projects, she regularly presents reports to Councils and facilitates public workshops. She has managed other types of projects including redesign of collection systems; sole source contract negotiations for collection, processing, and disposal services; development of non-exclusive franchise agreements; and review and revision of municipal code language.

Ms. Swanborn also has experience preparing high diversion plans, program assessments, conducting rate comparison benchmarking analyses, and providing recycling program assistance. She developed a diversion and cost analysis model to assist agencies with diversion program planning including the cities of San Leandro, Milpitas, Mountain View, and Livermore. She prepared a best practices guide for diversion program language for franchise agreements, including analysis of various approaches to regulating commercially recycling and construction and demolition debris diversion activities. She has assisted the cities of Newark and Union City with implementation of commercial and multi-family recycling services.

Professional and Business History

HF&H Consultants, LLC: October 2000 to Present

Brown, Vence & Associates: January 1990 to September 2000

Professional Organizations

Solid Waste Association of North America (SWANA)

California Resource Recovery Association (CRRA)

Articles and Speeches

"Monitoring Diversion: 10 Statistics for Your Zero Waste Report Card", CRRA 35th Annual Conference, August 1-3, 2011

"High Diversion Plan: Case Study for City of San Leandro", SWANA Western Regional Symposium, 2011

"Best Practices for Regulating Haulers through Permit and Non-Exclusive Franchise Systems," SWANA Western Regional Symposium, 2007

"Multi-Family Recycling: Effectively Implementing and Monitoring Recyclables Collection," SWANA Western Regional Symposium, 2005

ATTACHMENT D: RESUMES

Tracy Swanborn, P.E., Senior Project Manager

"Contract Enforcement: Tools for Managing Franchise Agreements Efficiently and Effectively," SWANA Western Regional Symposium, 2004

"Procurements: Public Entities Competing with Private Companies," SWANA, 1999

Education and Professional Certification

B. S., Civil Engineering, Bucknell University, Pennsylvania

P.E. License in Civil Engineering

ATTACHMENT D: RESUMES

Marisa Gan, Senior Associate

Range of Experience



As a Senior Associate with HF&H, Ms. Gan has a breadth of experience that encompasses operations reviews, competitive procurements, financial analysis, diversion program planning and implementation, rate reviews, vehicle impact fee (VIF) analyses, and industry studies and research.

Since she has been working with HF&H, she has drafted proposals, budgets, and Statements of Work for a variety of projects including those for Alameda County's Mandatory Commercial Recycling Ordinance Impact Analysis, Newark's Contract Procurement, City of Concord's Diversion Services, Pacifica's annual AB 939 reporting assistance, proposals for VIF studies in Larkspur and Lake, Napa, and Sonoma Counties, and, Newark's annual technical assistance project, which encompasses AB 939 reporting an annual festival, C&D recycling management and general technical assistance. She also sits on the Technical Advisory Committee for Alameda County Waste Management Authority and Santa Clara County Recycling and Waste Reduction Commission.

Ms. Gan received a degree in Environmental Planning and Policy Analysis with an emphasis in political science. Her background in public policy and administration and her involvement in more than 100 projects for communities throughout California, give her an understanding of the conditions that shape each client's unique needs.

Professional and Business History

HF&H Consultants, LLC: Assistant Analyst, 2007 to 2008; Associate Analyst, 2008 to present

CV Therapeutics: Training Coordinator, 2005 to 2007

OfficeTeam: Administrative Specialist, 2004 to 2005

California Air Resources Board: Research Assistant, 2003 to 2004

Professional Organizations

California Resource Recovery Association (CRRA)

American Management Association (AMA)

Education

B.S., Environmental Policy Analysis and Planning, University of California at Davis

Beyond Recycling, How to Get to Zero Waste, CRRA Certification Course

ATTACHMENT D: RESUMES

Lauren Barbieri, Senior Associate

Range of Experience



Ms. Barbieri brings several years of contract procurement and environmental business experience to her role as an Associate Analyst in HF&H's Northern California office. She began working with HF&H as an Assistant Analyst in 2008 and returned as an Associate in 2011 after earning an MBA from the UCLA Anderson School of Management.

Prior to joining HF&H, Lauren was part of the team that developed winning bids for the National Park Service Transportation Franchise Agreements for the Statue of Liberty, Alcatraz Island, and Ellis Island. At Hornblower Yachts, Inc. Lauren facilitated the partnership between the company, the National Park Service, and the National Parks Conservancy, with a general focus on the government's role in environmental responsibility and preservation for land-use. She developed and maintained environmental operating programs, green procurement policies and environmental education activities and events for visitors to the parks. During her time with Alcatraz Cruises, the company became the first of its kind to achieve ISO 9001:2000, ISO 14001:2004 and OHSAS 18001:1999 (international standards of quality management, environmental management and health and safety management systems) and developed the first hybrid ferryboat to be used on the San Francisco Bay.

Professional and Business History

HF&H Consultants: Associate Analyst, 2011 to Present; Assistant Analyst, 2008-2009

Hornblower Yachts, Inc: Marketing and Operations Analyst, 2006 -2008; Executive Assistant to CEO, 2005 -2006

Education and Professional Certification

Master of Business Administration, University of California, Los Angeles

Bachelor of Arts, Legal Studies, University of California, Berkeley

ATTACHMENT E: SCOPE OF SERVICES AND COST PROPOSAL

Option 1

	R. Simonson \$235	T. Swanborn \$225	Senior Associate \$170	Associate Analyst \$140	Administrative \$100	Total Hours	Total Cost
Phase 1: Project Planning							
1a Kick-off - HF&H will participate in a kick-off meeting with Kensington to discuss key service issues, contract provisions, and procurement policies as well as the project schedule.	3	6	0	0	0	9	\$2,055
1b Community input - HF&H will provide sample residential surveys, participate in a conference call to strategize on appropriate questions for Kensington's survey, and review a draft survey prepared by Kensington. Our budget anticipates that Kensington staff will draft and finalize the survey, solicit community participation, and tally and summarize results as well as conduct community meetings.	1	4	0	0	2	7	\$1,335
1c Finalize services and key terms - HF&H will work with staff to finalize the recommended changes to the current scope of services, key contract terms, and RFP policy issues. We've planned to prepare agendas for and participate in two conference calls. HF&H will draft a report to the Board for staff review and comment. HF&H will provide a revised draft based on staff input.	6	16	0	4	0	26	\$5,570
1d Board input - HF&H will attend the Board meeting during which the Board will be requested to finalize the scope of collection services, contract provisions, and RFP policies.	2	3	0	0	0	5	\$1,145
Total Phase 1	12	29	0	4	2	47	\$10,105
Phase 2: RFP Package							
2a Draft RFP/Agreement - HF&H will prepare a first draft of the RFP and franchise agreement. We will meet with the staff and legal counsel to discuss the RFP and agreement.	4	24	24	8	4	64	\$11,940
2b Final RFP/Agreement - We will prepare a second draft of the RFP and franchise based on input provided during the meeting in Task 2a as well as any additional comments from the staff and its legal counsel (which shall be provided in redline format). We will prepare a third and final version of the documents based on comments provided on the revised draft.	4	21	14	4	4	47	\$9,005
2c Board approval - HF&H will draft a report and brief presentation for the Board to request approval of the RFP. The report will identify service enhancements and improvements to the franchise agreement, outline the RFP strategy, and describe plans to maintain the integrity of the procurement process. Our engagement manager will attend the Board meeting.	1	10	6	0	0	17	\$3,505
2d Release RFP package - HF&H maintains a list of contact information for over 30 companies that provide collection, processing, and disposal services in California including all companies in the Bay Area. We will distribute an announcement about the RFP to our contact list. HF&H will set up a dedicated webpage on our website for the purpose of distributing the RFP package.	0	1	4	0	2	7	\$1,105
Total Phase 2	9	56	48	12	10	135	\$25,555

ATTACHMENT E: SCOPE OF SERVICES AND COST PROPOSAL

	R. Simonson \$235	T. Swanborn \$225	Senior Associate \$170	Associate Analyst \$140	Administrative \$100	Total Hours	Total Cost
Phase 3: Pre-Proposal Process							
3a Pre-proposal meeting - HF&H will prepare a PowerPoint presentation for pre-proposal meeting that describes the District's goals for the RFP process, presents current and future services, highlights key terms of the franchise agreement, and reviews the proposal submittal process and cost and rate proposal forms. Our engagement manager will attend the pre-proposal meeting and, at staff's request, make the presentation and facilitate the meeting.	0	8	0	8	0	16	\$2,920
3b Response to questions - In response to questions from the proposers, we will prepare a written response/addendum with input from the District that will be distributed by email to all interested parties and posted on HF&H's dedicated webpage. Our budget anticipates receipt of up to 40 questions.	2	12	16	0	4	34	\$6,290
Total Phase 3	2	20	16	8	4	50	\$9,210
Phase 4: Proposal Evaluation Process							
4a Evaluate proposals - HF&H will evaluate proposals through performance of the following steps. <i>(Fee proposals assumes up to three proposals will be received.)</i>	4	18	30	8	0	60	\$11,210
<ul style="list-style-type: none"> • Reviewing proposals to ensure that they are fully responsive and consistent with the requirements described in the RFP; • Evaluating the technical merits of the proposals to establish the reasonableness of the proposers plans for providing service • Evaluating the cost and rate proposals received to ensure that the proposals are reasonable and to determine the relative economic benefits to the District from each proposal received; • Evaluating the exceptions taken by proposers to the franchise agreement, working in cooperation with the District's • Compiling, organizing, and issuing requests for clarification to proposers for any items that were unclear, incomplete, or otherwise requiring further information; • Documenting the proposal evaluation in a PowerPoint presentation, providing a revised version based on District • Meeting with staff to discuss the evaluation and form recommendation for contractor selection (includes preparation of meeting materials and attendance at one 2-hour meeting) 							
4b Interview proposers - Along with staff, we will interview proposers. To support the interview process, we will prepare written questions for companies. We anticipate attendance at up to three, 1.5-hour interviews.	0	8	6	0	0	14	\$2,820
4c Board selection of contractor - HF&H will draft a Board agenda report and presentation for District requesting selection of the contractor. We anticipate using the PowerPoint proposal evaluation report provided as part of Task 4a as the foundation for the presentation and making some minimal modifications. HF&H's engagement manager will attend the Board meeting and be available, upon staff request, to present the evaluation report and recommendation.	1	10	6	0	0	17	\$3,505
Total Phase 4	5	36	42	8	0	91	\$17,535

ATTACHMENT E: SCOPE OF SERVICES AND COST PROPOSAL

	R. Simonson \$235	T. Swanborn \$225	Senior Associate \$170	Associate Analyst \$140	Administrative \$100	Total Hours	Total Cost
Phase 5: Contract Negotiations							
5a Negotiate Agreement - Following contractor selection, HF&H will assist the District with negotiation of the franchise agreement. While anticipating how much time will be needed for this is difficult, we have planned for preparation of meeting agendas and attendance at up to two 2-hour meetings. Given that the selected company will have submitted redline changes to the agreement, we believe the negotiations efforts can move quickly. HF&H will revise the franchise agreement to reflect changes the District and selected company have agreed upon. We anticipate preparing one revised draft and a final	8	16	24	4	8	60	\$10,920
5b Board approval of Agreement - HF&H will assist the District in preparing an agenda report for District requesting award of the negotiated contract. HF&H's engagement manager will attend the District meeting and be available, upon staff request, to present the key terms of the negotiated agreement.	0	6	4	0	0	10	\$2,030
Total Phase 5	8	22	28	4	8	70	\$12,950
Engagement Management	4	11	4	0	0	19	\$4,095
HF&H will support the engagement with conference calls with District staff, email correspondence, and issuance of monthly invoices.							
Total Project Cost							
Labor	40	174	138	36	24	412	\$79,450
Expenses							\$300
Total							\$79,750
Optional Tasks							
1 Residential survey - HF&H will draft and finalize the survey questions; setup the survey in SurveyMonkey (or similar tool); and provide a summary report of results. We anticipate that the District will announce the survey.	1	6	0	4	16	27	\$3,745
2 Additional proposal evaluation support - If the Board does not select the preferred proposer when the evaluation report is initially presented (Task 4c), HF&H will provide additional evaluation support and prepare for and attend an additional Board meeting to select contractor. The level of effort will vary depending on the Board's request; this provides an initial estimate.	1	16	16	4	4	41	\$7,515

ATTACHMENT E: SCOPE OF SERVICES AND COST PROPOSAL

Option 2 – Cost Savings

	R. Simonson \$235	T. Swanborn \$225	Senior Associate \$170	Associate Analyst \$140	Administrative \$100	Total Hours	Total Cost	Cost Reduction Compared to Option 1
Phase 1: Project Planning								
1a Kick-off - HF&H will participate in a kick-off meeting with staff to discuss key service issues, contract provisions, and procurement policies as well as the project schedule.	3	6	0	0	0	9	\$2,055	\$0
1b Community input - HF&H will provide sample residential surveys. Kensington staff will prepare the survey, solicit community participation, and tally and summarize results as well as conduct community meetings.	0	0	0	0	2	2	\$200	(\$1,135)
1c Finalize services and key terms - HF&H will work with staff to finalize the recommended changes to the current scope of services, key contract terms, and RFP policy issues. We've planned to prepare agendas for and participate in two conference calls.	6	8	0	0	0	14	\$3,210	(\$2,360)
1d Board input - District staff will seek Board input to finalize the scope of collection services, contract provisions, and RFP policies.	0	1	0	0	0	1	\$225	(\$920)
Total Phase 1	9	15	0	0	2	26	\$5,690	(\$4,415)
Phase 2: RFP Package								
2a Draft RFP/Agreement - HF&H will prepare a first draft of the RFP. Attorney to take lead on preparing the Agreement, and HF&H will review and comment. We will meet with the staff and legal counsel to discuss the RFP and agreement.	2	15	15	4	4	40	\$7,355	(\$4,585)
2b Final RFP/Agreement - We will prepare a second draft of the RFP based on input provided during the meeting in Task 2a as well as any additional comments from the staff and its legal counsel (which shall be provided in redline format). We will prepare a third and final version of the RFP based on comments provided on the revised draft and District attorney finalizing the agreement. We will review a second draft of the Agreement and provide comments.	2	12	8	4	4	30	\$5,490	(\$3,515)
2c Board approval - District will prepare Board agenda report and brief presentation to request approval of the RFP and Agreement. HF&H will review and comment on the District-prepared materials. Our engagement manager will attend the Board meeting to answer questions.	1	6	1	0	0	8	\$1,755	(\$1,750)
2d Release RFP package - HF&H maintains a list of contact information for over 30 companies that provide collection, processing, and disposal services in California including all companies in the Bay Area. We will distribute an announcement about the RFP to our contact list. HF&H will set up a dedicated webpage on our website for the purpose of distributing the RFP package.	0	1	4	0	2	7	\$1,105	\$0
Total Phase 2	5	34	28	8	10	85	\$15,705	(\$9,850)

ATTACHMENT E: SCOPE OF SERVICES AND COST PROPOSAL

	R. Simonson \$235	T. Swanborn \$225	Senior Associate \$170	Associate Analyst \$140	Administrative \$100	Total Hours	Total Cost	Cost Reduction Compared to Option 1
Phase 3: Pre-Proposal Process								
3a Pre-proposal meeting - HF&H will prepare a PowerPoint presentation for pre-proposal meeting that describes the District's goals for the RFP process, presents current and future services, highlights key terms of the franchise agreement, and reviews the proposal submittal process and cost and rate proposal forms. Our engagement manager will attend the pre-proposal meeting and, at staff's request, make the presentation and facilitate the meeting.	0	8	0	8	0	16	\$2,920	\$0
3b Response to questions - In response to questions from the proposers, we will prepare a written response/addendum with input from the District that will be distributed by email to all interested parties and posted on HF&H's dedicated webpage. Our budget anticipates receipt of up to 40 questions.	2	12	16	0	4	34	\$6,290	\$0
Total Phase 3	2	20	16	8	4	50	\$9,210	\$0
Phase 4: Proposal Evaluation Process								
4a Evaluate proposals - HF&H will evaluate proposals through performance of the following steps. <i>(Fee proposals assumes up to three proposals will be received.)</i>	4	18	30	8	0	60	\$11,210	\$0
<ul style="list-style-type: none"> • Reviewing proposals to ensure that they are fully responsive and consistent with the requirements described in the RFP; • Evaluating the technical merits of the proposals to establish the reasonableness of the proposers plans for providing service • Evaluating the cost and rate proposals received to ensure that the proposals are reasonable and to determine the relative • Evaluating the exceptions taken by proposers to the franchise agreement, working in cooperation with the District's Attorney and staff • Compiling, organizing, and issuing requests for clarification to proposers for any items that were unclear, incomplete, • Documenting the proposal evaluation in a PowerPoint presentation, providing a revised version based on District comments. • Meeting with staff to discuss the evaluation and form recommendation for contractor selection (includes preparation of meeting materials and attendance at one 2-hour meeting) 								
4b Interview proposers - Along with staff, we will interview proposers. To support the interview process, we will prepare written questions for companies. We anticipate attendance at up to three, 1.5-hour interviews.	0	8	6	0	0	14	\$2,820	\$0
4c Board selection of contractor - District will prepare the Board agenda report and presentation requesting selection of the contractor. HF&H will review and comment on the materials. HF&H's engagement manager will attend the Board meeting and be available, upon staff request, to present the evaluation report and recommendation.	1	6	0	0	0	7	\$1,585	(\$1,920)
Total Phase 4	5	32	36	8	0	81	\$15,615	(\$1,920)

104

ATTACHMENT E: SCOPE OF SERVICES AND COST PROPOSAL

	R. Simonson \$235	T. Swanborn \$225	Senior Associate \$170	Associate Analyst \$140	Administrative \$100	Total Hours	Total Cost	Cost Reduction Compared to Option 1
Phase 5: Contract Negotiations								
5a Negotiate Agreement - Following contractor selection, HF&H will assist the	8	14	6	0	1	29	\$6,150	(\$4,770)
5b Board approval of Agreement - District will prepare the Board agenda report for District requesting award of the negotiated contract. HF&H will review and comment on the materials. HF&H's engagement manager will attend the District meeting and be available to answer questions.	1	6	0	0	0	7	\$1,585	(\$445)
Total Phase 5	9	20	6	0	1	36	\$7,735	(\$5,215)
Engagement Management								
HF&H will support the engagement with conference calls with District staff, email correspondence, and issuance of monthly invoices.	4	11	4	0	0	19	\$4,095	\$0
Total Project Cost								
Labor	34	132	90	24	17	297	\$58,050	(\$21,400)
Expenses							\$300	\$0
Total							\$58,350	(\$21,400)
Optional Tasks								
1 Residential survey - HF&H will draft and finalize the survey questions; setup the survey in SurveyMonkey (or similar tool); and provide a summary report of results. We anticipate that the District will announce the survey.	1	6	0	4	16	27	\$3,745	
2 Additional proposal evaluation support - If the Board does not select the preferred proposer when the evaluation report is initially presented (Task 4c), HF&H will provide additional evaluation support and prepare for and attend an additional Board meeting to select contractor. The level of effort will vary depending on the Board's request; this provides an initial estimate.	1	16	16	4	4	41	\$7,515	

ATTACHMENT F: STANDARD HOURLY RATES AND BILLING ARRANGEMENTS

HF&H CONSULTANTS, LLC

(Effective January 1, 2014)¹

Professional Fees

Hourly rates for professional and administrative personnel are as follows:

<u>Position</u>	<u>Rate</u>
President	\$260
Senior Vice President & Vice President	\$225 - \$259
Senior Project Manager	\$215 - \$225
Senior Associate/Project Manager	\$170 - \$219
Associate Analyst	\$130 - \$155
Assistant Analyst	\$100 - \$125
Administrative Staff	\$95 - \$100

Direct Expenses

Standard charges for common direct expenses are as follows:

Automobile Travel	Prevailing IRS mileage rate
Document Reproduction	15 cents per page (black & white) 75 cents per page (color)
Facsimile	No charge
Telephone	No charge
Public Conveyances	Actual
Postage	Actual
Overnight Mail and Couriers	Actual

Billing Policies

Our policy is to bill for our services and direct expenses based on the standard hourly rates of the staff member assigned, multiplied by the time required to perform the client-related tasks, plus the subcontractor services as described above. In implementing this policy we adhere to the following practices:

- It is our standard practice to e-mail invoices to our clients, although hard copies of invoices can be sent to clients on request.
- We round to the nearest one-half hour (e.g., if two hours and 50 minutes are spent on a task, it is recorded as three hours, if two hours and 10 minutes are spent on a task, it is recorded as two hours). A minimum charge of one-half hour is charged for any client work performed in a day.
- We attempt to schedule travel time before and after normal work hours and we do not bill for this time. If travel occurs during normal work hours and we can use public conveyances, we attempt to use the time productively for the benefit of the client or for another client and this time is billed to

¹ Litigation Support and Expert Witness Services are not covered by this schedule of fees and expenses.

ATTACHMENT F: STANDARD HOURLY RATES AND BILLING ARRANGEMENTS

the appropriate client. If we must travel during business hours and cannot use the time productively or use a public conveyance, we bill the time to the client on whose behalf we are traveling.

- Because public meetings (e.g., Board of Supervisors, City Council, and Board of Directors meetings) generally occur after business hours and are not conducted in accordance with strict schedules, our standard policy is to bill a minimum two-hour charge.
- We do not mark up out-of-pocket expenses, however, we may charge administrative or professional time related to the provision of the goods and services associated with these charges. Costs for outside consultants and subcontractors are billed at actual cost plus a 15 percent administrative fee.
- Mileage fees are based on the round-trip distance from the point of origin.
- If a client's change to a previously scheduled meeting results in penalties being assessed by a third party (e.g., airline cancellation fee), then the client will bear the cost of these penalties.

While no minimum fee for a consulting engagement has been established, it is unlikely (given the nature of our services) that we can gain an understanding of a client's particular requirement, identify alternatives, and recommend a solution in less than twenty-four hours.

Insurance

We maintain the following policies of insurance with carriers doing business in California:

- Comprehensive General Liability Insurance (\$2,000,000)
- Workers' Compensation (\$1,000,000)
- Professional Liability Insurance (\$2,000,000)
- Hired and Non-Owned Auto Liability (\$2,000,000)

All costs incurred in complying with special insurance, licensing, or permit requirements, including but not limited to naming client as an additional insured and waiver of subrogation, become the responsibility of the client and are not included in the fees for services or direct charges but are billed in addition to the contract at cost, plus any professional or administrative fees.

ATTACHMENT F: STANDARD HOURLY RATES AND BILLING ARRANGEMENTS

Invoices and Payment for Services

Our time reporting and billing system has certain standard formats that are designed to provide our clients with a detailed invoice of the time and charges associated with their engagement. (We typically discuss these with our clients at our kick-off meeting.) We are also pleased to provide our clients with a custom invoice format but we will have to bill the client for any additional costs associated with their unique requirements.

Billings for professional services and charges are submitted every month, in order that our clients can more closely monitor our services. A late fee of one and one-half percent per month is applied to balances unpaid after thirty (30) days.

Kensington Collection Procurement
Sample Timelines for the Process

	Activity	Option 1 Fast-Track with Regularly Board Meetings	Option 2 Fast-Track with Special Board Meetings	Option 3 Regular Schedule
1.	Board authorization for HF&H and Hanson Bridget to commence services	Jun 12	Jun 12	Jun 12
2.	Project Planning			
A.	Hold public meetings	----	----	Jul/Aug
B.	Complete mail/electronic survey of residents	----	----	Aug 18
C.	Finalize recommended scope, contract, and procurement process	----	----	Sep 5
D.	Board input on scope, contract, and procurement process	----	----	Sep 11
3.	RFP Package			
A.	Draft RFP and agreement	Jun 20	Jun 27	Oct 10
B.	Finalize RFP and agreement	Jul 4	Jul 25	Nov 7
C.	Board authorization to issue RFP	Jul 10	Jul 31	Nov 13
D.	Release RFP Package	Jul 11 (4 wks from start)	Aug 1 (7 wks from start)	Nov 14 (9 wks from Board input)
4.	Pre-Proposal Process			
A.	Hold pre-proposal meeting	Jul 18	Aug 8	Nov 20
B.	Proposer deadline to submit written questions	Jul 23	Aug 13	Dec 1
C.	Issue Addendum 1	Jul 25	Aug 15	Dec 5
D.	Proposer deadline to submit additional written questions	Jul 29	Aug 19	Dec 12
E.	Issue Addendum 2	Jul 31	Aug 21	Dec 17
5.	Proposers Submit Proposals	Aug 15 (5 wks to prepare proposals)	Sep 5 (5 wks to prepare proposals)	Jan 2 (7 wks to prepare proposals)
6.	Proposal Evaluation Process			
A.	Interview one or more proposers (as needed)	Aug 28	Sep 18	Jan 23
B.	Finalize evaluation of proposals	Sep 5	Sep 26	Feb 6
C.	Board receipt of evaluation and potential selection of preferred proposer	Sep 11 (4 wks from receipt of proposals)	Oct 2 (4 wks from receipt of proposals)	Feb 12 (5 wks from receipt of proposals)
D.	Additional evaluation, if directed by Board	----	----	Mar 6
E.	Board selection of preferred proposer	----	----	Mar 12 (10 wks from receipt of proposals)
6.	Contract Negotiations			
A.	Finalize negotiation of agreement with preferred proposer	Oct 3	Oct 24	Apr 3
B.	Board approval of final agreement	Oct 9 (4 wks from contractor selection)	Oct 30 (4 wks from contractor selection)	Apr 9 (4 wks from contractor selection)
7.	Commencement of New Services	Sep 1, 2015 (11 months to implement)	Sep 1, 2015 (11 months to implement)	Sep 1, 2015 (4.75 months to implement)

Option 1: Fast-track timeline (based on regularly scheduled Board meeting dates)

- Completion prior to November elections
- No time for public input process (outside the scheduled Board milestones)
- RFP and franchise agreement preparation and proposal evaluation time extremely limited
- May be unrealistic; successful completion dependent on many factors such as Board taking action at each of the four planned Board meetings as well as the availability and commitment of staff, consultants, attorneys, and proposers (during a period when people are often vacationing)

Option 2: Fast-track timeline (based on specially-scheduled Board meeting dates)

- Similar to Option 1, but anticipates scheduling of special Board meetings to allow for more flexibility and the addition of three more weeks
- Completion prior to November elections
- No time for public input process (outside the scheduled Board milestones).
- RFP/ agreement preparation time extremely limited (although three weeks more than Option 1)
- Proposal evaluation timeframe extremely limited (three weeks)
- May be unrealistic; successful completion dependent on many factors such as Board taking action at each of the four planned Board meetings as well as the availability and commitment of staff, consultants, attorneys, and proposers (during a period when people are often vacationing)

Option 3: Regular timeline (based on regularly scheduled Board meeting dates)

- Incorporates public input process including survey of residents via a mail or electronic survey form
- Adds more time for RFP/ agreement preparation, proposers preparation of proposals, and evaluation
- Includes two Board meetings to receive evaluation report and select preferred proposer
- Tied to regularly scheduled monthly Board meetings
- Implementation time reduced to 4.75 months; the timeline may be adjusted to provide 5 or 6 months of implementation time if one or two special Board meetings are held and if only one Board meeting is needed to select the preferred proposer.

4. General Manager/ Chief of Police Greg Harman will present for a second reading the Preliminary Operational Budget for Fiscal Year 2014/2015. Board Action.

Memorandum

Kensington Police Department

To: KPPCSD Board of Directors

APPROVED



NO

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

Date: June 6, 2014

FORWARDED TO:

Subject: New Business Item #4- Second Reading of the KPPCSD Operational Budget for Fiscal Year 2014/2015

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

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

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

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

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

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

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

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

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

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

The Board had the first reading of the Operational Budget for Fiscal Year 2014/2015 at the May 8, 2014 KPPCSD Board meeting. There have been no changes made to the budget since the first reading.

It is my recommendation to the Board that the Board accept the KPPCSD Operational Budget for Fiscal Year 2014/2015 as presented as a working document, and that we work together in the coming months to increase our estimated revenues, decrease our estimated costs, and bring in the Fiscal Year 2014/2015 Operational Budget balanced by the end of the fiscal year.

**KENSINGTON POLICE PROTECTION
&
COMMUNITY SERVICES DISTRICT**

**OPERATING BUDGET
FISCAL YEAR 2014/2015**

Len Welsh, President-Chair Finance Committee

Linda Lipscomb, Vice President

Tony Lloyd, Director/Finance Committee

Chuck Toombs, Director

Patricia Gillette, Director

Greg Harman, General Manager/ Chief of Police

Second Reading/Adoption

June 12, 2014

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

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

**KPPCSD
Revenue Projection
2014/2015**

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

KPPCSD
Projected Revenue and Expense
2014/2015

Budgeted Revenues 2014/2015

400 · Police Activities Revenue	
Total 400 · Police Activities Revenue	\$2,582,500
Total 420 · Park/Rec Activities Revenue	63,600
440 · District Activities Revenue	
448 · Franchise Fees	21,000
456 · Interest-District	<u>350</u>
Total 440 · District Activities Revenue	<u>21,350</u>
Total Revenues	\$2,667,450

Budgeted Expenditures 2014/2015

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

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

Previously Allocated Funds

Total Allocated Funds Used 0

Excess Funding over Expenses 2014/2015 -330,207

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

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

Future Allowances:

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

Total Allowances \$714,096

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

KF ID
Estimated Available Cash 6/30/14

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

KPPCSD Officers' Salaries - Fiscal 2014/2015

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

Total Base Pay Minus Holiday, Incentive, & Longevity:

\$ 972,874.81

\$ 3,370.91

\$ 1,700.00

\$ 980,983.21

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

121

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

FISCAL YEAR 2014/2015

0

CODE 974

CLASSIFICATION Other Park Improvements

2013/2014 Budget

\$0

Cumulative as of
3/31/2014

\$0.00

ITEM

\$0 Total

\$0

5. General Manager/ Chief of Police Greg Harman will present for Board approval Kensington Police Protection & Community Services District Resolution 2014-07, establishing the annual supplemental special tax for police services (Measure G). Board Action.

Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED YES NO

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

FORWARDED TO:

Date: Friday, June 06, 2014

Subject: New Business Item #5- Establishing Measure G Fiscal Year 2014/15

On June 12, 2014, the Board will be asked to adopt Fiscal Year 2014-2015 Operational Budget that estimates revenues to be at \$2,667,450 and expenses at \$2,997,657, with an estimated shortfall of \$330,207. Although by law, the COPS Grant funding can not be part of projected budgets, we do anticipate receiving our \$100,000 allocation for Fiscal Year 2014-2015, reducing the projected shortfall to \$230,207.

The estimated revenue of \$2,667,450 was made up of three primary revenue sources, the property tax levy collection of \$1,380,000, the Police Special Tax collection of \$680,000, and Measure G collection at the 2013/14 rate of \$488,000.

Measure G was passed in 2010 and initially set at \$179 per parcel for single family residences. Measure G has remained set at this \$179 per parcel rate every year since until last year, when it was raised to the maximum amount of \$214.91 per parcel.

Per Resolution 2014-07, the maximum rate that Measure G can be set at for Fiscal Year 2014-2015 is \$220.90 per parcel for single family residences. This represents an increase of 2.79% (CPI) over last year's maximum rate.

Setting Measure G at the maximum rate for Fiscal Year 2014-2015 would result in revenue collected from Measure G of \$501,443, and an increase to District revenue for the 2014-2015 Fiscal Year of \$13,443.

RESOLUTION NO. 2014-07
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT
ESTABLISHING THE ANNUAL SUPPLEMENTAL SPECIAL TAX FOR POLICE PROTECTION

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

WHEREAS, in 2010, the voters of the Kensington Police Protection and Community Services District (the "District") approved a supplemental special tax (the "Supplemental Special Tax") in the amount of \$200 per year for single family residential parcels, with amounts for properties in other use categories identified in Ordinance No. 2010-01, to provide a source of funding for police protection services.

WHEREAS, for Fiscal Year 2014/15, the maximum annual amount of the Supplemental Special Tax for each category of property shall be determined by multiplying the preceding fiscal year's maximum special tax by an inflation factor in an amount not to exceed the increase in the Consumer Price Index as published by the U.S. Department of Labor for the April to April San Francisco-Oakland-San Jose area (the "Consumer Price Index"). The following table shows the maximum Supplemental Special Tax for Fiscal Year 2013/14 and Fiscal year 2014/15. The increase in the Consumer Price Index from Fiscal Year 2013/14 to Fiscal Year 2014/15 is 2.79%.

Class of Improvement or Use*	2013/14 Maximum Tax	2014/15 Maximum Tax
Single Family Residential	\$214.91 per parcel	\$220.90 per parcel
Multiple Unit Residential	322.36 per parcel	331.35 per parcel
Commercial and Institutional	322.36 per parcel	331.35 per parcel
Miscellaneous Improved Property	214.91 per parcel	220.90 per parcel
Unimproved Property	64.47 per parcel	66.27 per parcel

*Class of Improvement or Use will be determined annually based on data from the Contra Costa County Assessor.

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

1. The Board of Directors hereby declares its intention to levy the Supplemental Special Tax for the Fiscal Year, July 1, 2014 through June 30, 2015 in the following amounts.

Class of Improvement or Use*	2014/15 Supplemental Tax
Single Family Residential	\$ per parcel
Multiple Unit Residential	\$ per parcel
Commercial and Institutional	\$ per parcel
Miscellaneous Improved Property	\$ per parcel
Unimproved Property	\$ per parcel

*Class of Improvement or Use will be determined annually based on data from the Contra Costa County Assessor.

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

AYES: _____
Len Walsh, President

NOES: _____
Linda Lipscomb, Vice President

ABSENT: _____
Pat Gillette, Director

Tony Lloyd, Director

Chuck Toombs, Director

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

District General Manager

6. General Manager/ Chief of Police Greg Harman will present for Board approval Kensington Police Protection & Community Services District Resolution 2014-08, ordering the even year Board of Directors election, the consolidation of elections, and the specifications of the election order. Board Action.

RESOLUTION NO. 2014-08
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES
DISTRICT
ORDERING THE EVEN YEAR BOARD OF DIRECTORS ELECTION,
CONSOLIDATION OF ELECTIONS, and
SPECIFICATIONS OF THE ELECTION ORDER

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

Whereas, California Elections Code requires a general district election to be held in each district to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November in each even-numbered year; and

Whereas, other elections may be held in whole or in part of the territory of the district and it is to the advantage of the district to consolidate pursuant to Elections Code Section 10400; and

Whereas, Elections Code Section 10520 requires each district involved in a general election to reimburse the county for the actual costs incurred by the county elections official in conducting the election for that district; and

Whereas, Elections Code Section 13307 requires that before the nominating period opens the district board must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; may estimate the cost; and determine whether the estimate must be paid in advanced; and

Whereas, Elections Code 12112 requires the election official of the principle county to publish a notice of the election once in a newspaper of general circulation in the District;

Now, therefore, it is ordered that an election be held within the territory included in this district on the **4th day of November, 2014**, for the purpose of electing members to the board of directors of said district in accordance with the following specifications:

1. The election shall be held on **Tuesday, the 4th day of November, 2014**. The purpose of the election is to choose members of the board of directors for the following seats:

Director Linda G. Lipscomb	Elected	12/3/2010 to 12/5/2014
Director Alan Lennox Welsh	Appointed	1/30/2013 to 12/5/2014
Director Richard Welton Lloyd	Elected	12/3/2010 to 12/5/2014

2. The district has determined that the candidate will pay for the Candidate's Statement. As a condition of having the published, the candidate shall pay the estimated cost at the time of filing. The District hereby establishes the estimated cost for a candidate statement as the following: \$112.50.
3. The District directs that the County Registrar of Voters of the principle county publish the Notice of Election in a newspaper of general circulation that is regularly circulated in the territory.
4. This Board hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the district, pursuant to Elections Code 10400.
5. The district will reimburse the county for the actual cost incurred by the county elections official in conducting the general election upon receipt of a bill stating the amount due as determined by the elections official.
6. The Clerk of this Board is ordered to deliver copies of this Resolution, to the registrar of Voters, and if applicable, to the Registrar of Voters of any other county in which the election is to be held, and to the Board of Supervisors.
7. The foregoing Resolution was adopted upon motion of Director _____

Seconded by Director _____, at a regular meeting on this day of June 12th, 2014, by the following vote:

AYES: _____

NOES:

ABSENT:

ABSTAIN:

DATED: June 12th, 2014

 General Manager/ Chief of Police
 Kensington Police Protection &
 Community Services District