



Kensington Police Protection and Community Services District

MEETING AGENDA

January 23, 2020

52 Arlington Avenue, Kensington, California

Regular Meeting: 7:30 P.M.

1. Call to Order/Roll Call 7:30 P.M.
2. General Public Comments: Members of the public may address the Board for up to three minutes on items not listed on the agenda but that are within the jurisdiction of the District.
3. Board/Staff Communications
4. Process for GM Evaluation and Board/District Goal Setting – Action Item
5. Proposal for Body Worn Cameras – Action Item
6. Proposal for EBRCSA Patrol Radio Update – Action Item
7. Proposal for purchase of Mobile Patrol Car Computers – Action Item
8. Proposal to engage RDC to create a design for the public safety building that houses both the Fire and Police departments – Action Item
9. Proposal to give assistance to the Kensington Fire Protection District in determining the legality of building a combined Fire/Police station in Kensington Park – Action Item
10. Proposal to give permission to the Kensington Fire Protection District to determine if an earthquake fault exists in Kensington Park – Action Item
11. Proposal from the Kensington Fire Protection District to create a joint committee to explore options for housing the Fire and Police departments – Action Item
12. Preview of the presentation to be shown at the January 25th meeting regarding options for housing the police department

ADJOURNMENT

Our next regular meeting will be February 13, 2020

Rules of Decorum at Meetings

1. Please observe our three-minute per person limit (once per item) and twenty-minute total limit, per Board Policy 4120.4.1.
2. Members of the public may address the board on items not listed on the agenda but that are within the jurisdiction of the District during the General Public Comments section.
 - Members of the Public may address the Board on items agendized for discussion and/or action after any report has been presented by appropriate staff or director and the Board has raised its questions regarding that report.
 - If there are several speakers, please be concise to give others the opportunity to speak.
 - All persons wishing to speak shall do so at the podium and address their comments to the Board.
 - If any meeting is willfully interrupted so as to render the orderly conduct of the meeting unfeasible, the Board President may order the person or group of persons causing the disruption removed.
 - If removal of the person or group of persons causing the disruption of the meeting does not restore order, the Board President may order the room cleared of all members of the public except members of the media and proceed to address the remaining items on the agenda.

General Information

- All proceedings of the Open Session will be audio and video recorded if possible.
- The District has devices for hearing assistance. Please contact GM Anthony Constantouros for information about the equipment.
- Upon request, the Kensington Police Protection and Community Services District will provide written agenda materials in appropriate alternative formats or disability-related modification of disabilities to participate in public meeting. Please send written request, including your name, mailing address, phone number, and a brief description of the requested materials and preferred alternative format or auxiliary aid or service at least two days before the meeting. Requests should be sent to Kensington Police Protection & Community Services District, 217 Arlington Ave, Kensington, CA 94707

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

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

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING

January 23, 2020

Process for GM Evaluation and Board/District Goal Setting

BACKGROUND

The board expressed an interest in finding a facilitator to help with the General Manager evaluation, and to also consider using the same person/firm to facilitate a goal setting process. Two potential candidates were contacted and their proposals are attached.

RECOMMENDATION

Verify that this is the direction the board wishes to take regarding the General Manager evaluation and goal setting, and if so decide if the board wishes to accept one of the proposals. It would also be desirable to suggest a start and end date for each proposal as part of the acceptance.

FISCAL IMPACT

The combined proposals are estimated to cost between and \$7,000 and \$12,495

ATTACHMENTS

5_GM.Performance.Eval.Pro_TO_20.1.5.pdf

5_Kensington.Strat.Plan.Pro_TO_20.1.5.pdf

Performance Evaluation - Kensington .pdf

KPPCSD - General Manager Performance Evaluation - Schedule.pdf

Goal Setting – Kensington.pdf

KPPCSD Goal Setting Schedule.pdf

SUBMITTED BY: Director Christopher Deppe

Dynamic Public Outreach, Smart Strategic Planning*For local governments, special districts, and the engineering, environmental and law firms that support them.***DATE:** January 5, 2020**NO OF PAGES:** 6**TO:** Christopher Deppe, President of the Board**FROM:** Martin Rauch**RE:** GM Performance Evaluation Proposal

This document contains a proposal to help Kensington Police Protection and Community Services District's Board of Directors conduct a Performance Evaluation of its General Manager.

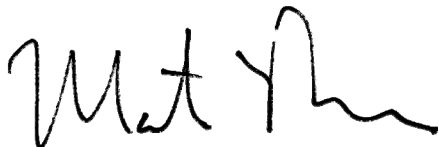
Our approach to General Manager Performance Evaluations was developed out of nearly one-half century helping Boards of Directors and Managers to work together more effectively, and recognizes that an effective performance evaluation process is helpful and necessary for both the Manager and the Board:

- For boards, it is a critical part of its oversight process that helps them understand if the District is being managed appropriately and to build an effective working relationship with the Manager.
- For managers, it helps them to know if they are accomplishing the goals and objectives desired by the Board, to develop professionally, and maintain an effective working relationship with the Board.

Setting Up a Model and A Process. This is a turnkey facilitated process, providing all the elements needs to conduct this initial performance evaluation and provide an agreed-upon model and timing for future evaluations. Future performance evaluations could be carried based on this model out by the Board without facilitation if desired.

I look forward to working with the Board on this important project. Please contact me if you have additional questions or would like to discuss this proposal further.

Regards,



Martin Rauch
Rauch Communication Consultants, Inc.

The Proposed Performance Evaluation Process

SOME OF THE KEY ELEMENTS OF THE PROCESS.

Who Will Lead the Process? Decide whether the Board President, a committee or designated board member, will work with the facilitator to take the lead in designing and facilitating the performance evaluation. We generally recommend that an ad-hoc committee be formed.

The Entire Board Participates in the Process. The General Manager works for the entire Board. He or she does not work for a president, committee or individual and they owe their sole employee a thorough and appropriate performance evaluation. They also owe it to their constituents, because an effective evaluation process can lead to improved performance.

The Process Should Have the Nuance and Maturity Due to the Position. Simple rankings and numerical scores without personal discussion and feedback are not adequate.

Consult with Legal Counsel to Ensure the Process Remains Within Legal Requirements. We will run this process by the District's legal counsel who will advise on the process.

Identify the Basis for Evaluating the GM. The appropriate place to set goals and objectives for the District is through a Board goal or strategic planning process. We understand that there is no such plan. We will identify the best alternatives for that along with other factors as described in more detail below.

INITIAL STEPS IN THE EVALUATION PROCESS

The GM Prepares A Summary of the Highlights of the Past Year. The evaluation process looks back over a whole year. Because many of us are lucky to remember what happened last month, the GM should send a brief summary of the year's highlights to the governing board members in advance. This should indicate the basis for the actions: strategic planning goal or objective, personal goal, board direction or wider staff goals. These will be thoughtfully reviewed and discussed during the in-person review discussion

Some GM's use this opportunity to create an annual report designed to "sell" the GM's excellent performance. When this approach is taken, it is often accomplished by an overly long, overly done report that dominates the conversation. Instead, the GM report should be a straightforward and relatively brief (20 to 30 minutes max.) reminder of what happened, what didn't, and why that is designed to serve only as a basis for discussion.

In future performance evaluations, there will be an agreed-upon basis for the performance evaluation in a General Manager work plan that will make this element clearer cut in terms of content.

Distribute a Review Form to the Board and GM. The consultant will distribute a performance evaluation form to each director and the General Manager in advance of the in-person review. The form can be modified, if desired, to suit the specific needs of the District. The purpose of the form is to help the directors and GM think broadly and concretely about the performance review. However, the heart of the review is not the form, rather the in-person discussion with the GM during the facilitated performance review session. The facilitator will collect and summarize these before the in-person review.

Interviews. The consultant will conduct confidential one-on-one, half hour interviews following receipt of the form to clarify comments and gain a more in-depth understanding of the participants and their responses.

More information about the review form is provided on page 5.

CONDUCT THE IN-PERSON REVIEW

The GM Presents His or Her Summary of the Previous Year's Events and Achievements and Self-Evaluation Form.

Each Board Member is Asked to Comment on His or Her View of the Manager's Performance over the Past Year. The goal is for the GM to hear what the Board thinks of his or her performance and help him or her be more successful. It is important to focus on overall performance not on tasks. CEOs ultimately oversee thousands of tasks – the question is whether he or she is moving the organization forward effectively. Individual Directors may wish to underscore an accomplishment, offer a suggestion or make other comments that lie outside the form or report areas. In short, an honest and complete discussion of the GM's performance. The GM will be asked to share his or her perspective, too – maybe there are reasons that performance fell short or exceeded expectations in certain areas. Perhaps the manager did not always receive clear and consistent direction, and this can impact performance. At any rate, an open dialog and a frank look backward at the past year is the heart of the performance review process.

While this is not a review of the Board, boards often learn that the clarity of their direction to the manager falls short. We recommend that all Boards conduct an annual self-assessment.

GM Presents Goals, Priorities and His Work Plan for the Coming Year. The Board Members Comment on That. The GM presents her work plan for the year. It should have as a foundation the strategic plan if there is one. But it can also include direction from the job description, contract, staff level or personal goals, as well as any commentary about areas of suggested change to the strategic plan. For example, *the top priority of the strategic plan was X but now we see that is not possible, so I am focused on the second priority.* Conduct a discussion, gather input and seek consensus about both the strategic plan and any other key goals and objectives, including any professional development suggestions or plans. This will form the basis of the performance evaluation in the coming year.

Board with Facilitator Support Develops Consensus Performance Review (GM does not participate in this discussion. The GM is either excused and this is done on the spot or this is accomplished at another time). We recommend it be done at once. The Discussion in the first meeting is open, with a focus on comments by individuals. At this meeting, the Facilitator and Board President will work with the Board to develop a consensus performance evaluation in writing with the following features.

- **Rating by area and any comments.**
- **Overall performance rating / comments for GM for this evaluation period.**
- **Goals for the next review period.** This will be drafted by the GM, starting with the strategic plan and incorporating personal goals. It will be saved for the next review due to time constraints.

- **Performance improvement plan:** outline suggestions on areas to work on, possible training and on how the Board can better support GM.

The facilitator will take notes during the performance review session and helps formulate a summary of the Board’s shared view of the GM’s performance. Specific comments and suggestions should only be retained if they represent a majority view by the Board.

The GM Rejoins the Board and the Results are Shared and Discussed. The lead director will present the board’s consensus evaluation. The document is placed in the file as a record of the evaluation and as a baseline for the coming year’s evaluation.

Identify the Plan, time and Place for Future Annual Reviews.

NEXT STEPS AND COMPENSATION

Setting Compensation. Compensation may or may not be set close in time to the performance evaluation but is often the next step following the performance evaluation. All decisions on compensation and benefits must be made by the entire governing body in a public meeting, which is normally scheduled immediately after or soon after the performance review.

It is common for a Board committee to design and implement a methodology for setting the compensation of the GM. Compensation is typically based on factors such as the position’s requirements, GM’s experience and qualifications, complexity of the job, private and public sector labor market conditions, cost of living, public acceptability, job market, total compensation package, and the organization’s ability to pay, etc. Such a committee should gather the appropriate comparative and financial information and bring a recommendation forward at the Board meeting in which any compensation decision will be made. Some organizations retain compensation consultants

Scope of Services and Costs

We propose to complete this project at a fixed cost of \$3,920 plus expenses as shown below and described in our proposal.

STEP 1. Coordination with the staff and Board, interviews, planning. (4 hrs.)

STEP 2. Summarize and integrate the form submissions. (4 hrs.)

STEP 3. Plan and facilitate performance evaluation. (8 hrs.)

TOTAL ESTIMATED COST: 16 hours = \$3,920

More Cost Estimate Details. The client will only be charged for work actually done. It is possible that more work will need to be done or that final costs will be less. No out-of-scope work will be undertaken without prior written approval from the Agency. Out-of-scope work includes new tasks, or extra work not due to inefficiencies on our part on existing tasks, which is requested for reasons beyond RCC’s control.

Our Rates. Consulting rate for the senior consultant is \$245 per hour. Associate consultants are \$90 to \$115 per hour. Graphic designer and webmaster services rate is \$105 per hour. Social

media and writing specialist's rate are \$45 to \$90 per hour. Rate for Administration and Production Manager is \$70 per hour.

Travel and Expenses Additional. Basic material expenses, including, travel expense (transportation and lodging), office printing and sales tax are additional and passed on at cost. Car mileage is at the IRS California rate at the time or actual rental car cost plus fuel.

INSURANCE

Professional Liability Insurance. \$1,000,000 for Each Occurrence, \$300,000 For Damage to Rented Premises (Each Occurrence), \$10,000 Medical Expenses (Any One Person), \$1,000,000 Personal and Adv Injury, \$2,000,000 General Aggregate, and \$2,000,000 Products-Comp/OP AGG.

Automobile Liability. \$1,000,000 Combined Single Limit.

Workers Compensation and Employers' Liability. \$1,000,000 E.L Each Accident, \$1,000,000 E.L. Disease – Each Employee, \$1,000,000 E.L. Disease – Policy Limit.

Professional Liability: \$1,000,000 Aggregate, \$1,000,000 Each Act, \$1,000,000 Each Judgement.

Consultants Conducting This Project

This project will be conducted by Martin Rauch with administrative support by Lynda Boyd and Amanda Green.

More About the Evaluation Form

Summary of Areas Covered by the Performance Review Form

- **Communication and relationships with the Board and Manager.**
- **Communication and relationships with external constituencies.**
- **People management.**
- **Organizational effectiveness** – administration, operations and finance.
- **Personal traits** – ability to simplify and process complex issues, stays focused under pressure, meets commitments, etc.
- **Completion of goals from strategic plan and or work plan actions.**
- **Performance improvement plan** – areas for GM to work on, possible training and how Board can better support the GM.
- **Establish future goals for performance review.**

Example of Additional Detail in One of the Areas Summarized Above

Organizational Effectiveness – Administration, Operations and Finance.

- Effectively oversees, including sufficient understanding of budgeting/public finance, Agency's legal structure, and personnel.
- Understands and furthers the Agency purpose and mission through innovative problem-solving and creative strategies.
- Able to identify and deal effectively with issues that may have been unforeseen, out of Agency control, or of an urgent/emergency nature.
- Has command of critical issues, ensures regulatory compliance and keeps current in his/her profession through attendance at local professional organization meetings, training, conferences and seminars.

What has worked and what hasn't? What can be done better regarding organizational effectiveness?

360-Degree Evaluations

Some clients request a 360-degree evaluation process. We do not recommend that in this case because it is more imperative to conduct a standard performance evaluation now. Below are a few notes about 360-degree reviews.

- 360 reviews are "not" performance reviews.
- 360 reviews help people develop management and interpersonal skills.
- They identify unrecognized behavior and how it affects the organization and others.
- Identify areas for development of new skills.
- Measure progress over time.

Some key parameters for 360-degree reviews

A third party, such as someone from HR or a consultant plans and administers the 360-degree review. They also help clarify that it is not a performance evaluation, and help the subject develop a plan in response to what they learn. These reviews:

- Usually consists of confidential interviews and/or surveys of staff and peers.
- Focus on the impact of the subject's behavior and skills, not on the person.
- Require confidentiality for all the participants.

Dynamic Public Outreach, Smart Strategic Planning

For local governments, special districts, and the engineering, environmental and law firms that support them.

DATE: January 5, 2020

PAGES: 14

TO: Christopher Deppe, President of the Board

FROM: Martin Rauch

RE: Board Goal Setting Proposal

Thank you for your request for a proposal to assist Kensington Police Protection and Community Services District (KPPCSD) with goal setting.

Using proprietary techniques that have been honed through the successful development of Board and policy level goals, objectives and priorities over nearly 50 years, Rauch Communication Consultants (RCC) will assist the District to consider where it stands today, evaluate past achievements, address an increasingly challenging future, consider new opportunities, and ultimately provide the direction that will allow it to proceed confidently into the future.

We recognize that the District is relatively small and has limited resources. Therefore, the proposed program has been carefully planned to meet all the objectives of the District at an affordable cost.

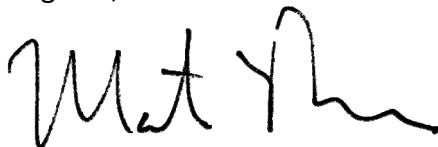
Ready to Hit the Ground Running

Here's why KPPCSD would be well served by Rauch Communication Consultants (RCC):

- In-Depth Planning Experience, across hundreds of planning workshops over nearly fifty years.
- Local and Regional Experience, around the Bay Area, northern California and across the State, with nearly every type of special district.
- We Know Special Districts. We focus on special districts and understand special district governance, finance, operations, community relations, and the many issues faced by them.
- Organizational and Governance Experts. We have worked with over 225 Special Districts over the years. We are faculty for the California Special District Leadership Academy and teach regularly at statewide conferences on planning and governance issues.
- Practical and Accountable Implementation Plans that provide useful and actionable guidance.
- Get-To-The-Point Approach. We have refined our approach to get maximum results quickly. We know you are busy, and we make every minute count.

Please contact me if you have additional questions or would like to discuss this proposal further.

Regards,



Martin Rauch, Senior Consultant

Project Understanding

PROJECT UNDERSTANDING

Our understanding is that the District is seeking help in identifying goals, objectives and priorities to guide the work of the Board and the General Manager. We are proposing a streamlined process that is appropriate to the needs of this District.

The proposed workshop described below would provide an opportunity for the Board to discuss the most important issues, challenges and opportunities facing the District.

In addition to setting of key goals, objectives and priorities, in our experience this process increases consensus and the quality of interaction between board members, and also between the Board and General Manager.

This is a challenging period for many special District's and KPPCSD also is facing substantial challenges: governance issues; community engagement, including maintaining g community understanding and support; questions about the long-term best structure for the police force; affordability of services; and more.

In this environment, a planning session can be beneficial, even necessary, to proactively navigate upcoming challenges and identify opportunities that can be taken advantage of. In addition, board-level planning is a best practice that can further elevate the performance of the District.

The Outcomes and Benefits Of Our Proposed Goal Setting Process

We have found that our proposed planning process provides the following benefits:

Excellent Introduction for Newer Board Members and to Build Consensus Around Priorities for the Entire Board. Our focus on a Board-centered workshop provide an ideal opportunity for both newer and longstanding directors to be exposed to all the key issues facing the District and to engage with their fellow directors and management team in-depth on these topics.

Help the District to Identify and Resolve Key Issues. In an era of rapid changes and ongoing challenges, thoughtful planning makes it possible to deal with all the key challenges proactively and in priority order. This process will provide an organized method for evaluating major programs, resolving challenges, and setting priorities in a way that is far more effective and comprehensive than in regular Board meetings or workshop.

Strengthen the appropriate role and authority of staff to implement policy direction at the same time the Board strengthens its policymaking role. Even in agencies with effective governance and management, the planning process reinforces and strengthens both the Board's ability to set clear policy direction and the staff's authority and flexibility to carry it out.

Frees the Manager or Board President from Facilitating their own Workshop. Professional facilitation allows the entire management team and Board to participate fully in the workshop. It also brings an outside perspective that can be helpful. We have found that the facilitator can also share and help integrate experience gathered from many other Districts with similar issues and challenges.

Project Approach

Rauch Communication Consultants proposes to use a step-by-step, proven approach to planning that has been adapted to meet the needs of KPPCSD. It may be modified following step 1 to further customize it to meet the specific needs of the District and the situation.

COORDINATION, REVIEW AND RESEARCH, INTERVIEWS AND PLANNING.

STEP 1. Kickoff, Review Relevant Documents, and Interviews. The purpose of the initial kickoff conference call is to clarify expectations, participants, process, documents to review, desired outcomes, and any other open issues. We would review other documents such as past budgets, the past strategic plan, etc.

Confidential Interviews. Experience has shown that one of the best tools for gaining insight into key issues facing an organization at the start of a planning process is one-on-one confidential interviews with key individuals. The confidential interview process gives the people who have the greatest influence on the organization a chance to candidly express their interests, concerns, and perspectives. Out of these interviews arises a composite picture of the important issues that will help inform the Board planning workshop that follows. Interviews provide the following benefits:

- Introduces the facilitator to the key participants, which helps the facilitator plan how to facilitate the specific involved players most effectively.
- Provides an arena for the facilitator to gather any sensitive information that people may feel uncomfortable bringing to the table. This helps the facilitator be prepared in the event there are any sensitive issues, and also allows the facilitator to ensure that all key issues are dealt with.
- Helps the interviewees to start thinking about their own goals and priorities.

We are proposing to interview the General Manager, Police Chief and the entire Board.

WORKSHOPS TO GATHER INSIGHT REGARDING CRITICAL ISSUES AND PRIORITIES.

Following the steps above, the consultant will have a much deeper understanding of the District, Board, staff, community and others. With the knowledge at hand, the consultant will evaluate the approach to the workshops describe here and determine if changes in the approach are recommended.

STEP 2. Board Workshop to Evaluate the District and Identify Priority Goals and Issues. The workshop is the heart of the process. Our workshops are designed to obtain consensus on key issues rapidly and effectively. We recommend that participants include the Directors, General Manager and Police Chief. The workshop takes inputs from the interviews and research phase and uses a set of facilitated exercises designed to develop clear policy-level direction. The workshop will be custom designed following the interview process. Examples of the types of topics that may be covered include:

Self-assessment: rating the District today. In order to chart a path to the future, the District will need to identify where it stands today: what is working what is not working, and how it is viewed by each participant.

Identify the significant current and future issues that can impact the organization and the most promising opportunities to deal with those threats.

Identifying the highest priority issues. Resources are always limited and choices must be made about where to focus them. The group chooses the most critical challenges or opportunities that the District must tackle.

Develop approaches to resolve the priority issues. With the facilitator's assistance, the group will take all the information above, organize it by issue area and develop strategies and priorities for resolving them.

Identifying a common vision for the district's future. If there is time, a facilitated exercise will make it easy for participants to imagine what their vision for the future of the District is.

IMPLEMENTATION PLANNING AND 'REALITY CHECK'

STEP 3. Recommendations and Assistance for Staff Implementation Plan Development. In order to properly evaluate the feasibility of the Board goals and priorities and later implement them, it is necessary to develop an implementation plan to respond to those priorities. This is a staff driven process with the support of the consultant who will provide sample implementation plans and make recommendations to the manager on how to develop it. The implementation plan often includes engagement of the department heads and may include participation of additional staff.

In other words what specific initiatives or work must be implemented in order to achieve the goals, objectives and priorities. The level of detail varies by organization, but there should be enough detail to make it possible to reality check the plan and determine if it is doable in terms of monetary resources, staff time and expertise, as well as sequencing. If any of the Board's goals, objectives or priorities are not doable with current resources, it can then be brought to their attention so the board can consider adjustments to the plan or acquiring additional resources.

The implementation plan provides accountability by providing basic timelines and naming someone as responsible for the work.

DEVELOP MONITORING AND OVERSIGHT PLAN, PREPARE PLAN FOR PRESENTATION TO THE BOARD, MAKE ANY FINAL EDITS AND FINALIZE

The final plan will include a clear and understandable summary of goals and objectives that are prioritized in a way that can be readily understood and monitored.

STEP 4. Prepare focused plan consisting of goals, objectives, priorities and recommendations for implementation, monitoring and oversight. The consultant will work with staff to document a process for reporting on the Plan and for performance measurement, Board oversight and monitoring of progress. This would include when and how the Plan will be updated and rolled forward so that there is always a multi-year guide to the future.

Once the Plan is complete, we recommend that the General Manager present a summary of the Board goals and priorities along with the implementation plan to staff. Also, ensure that each employee knows his or her role in the plan through their role in the work plan. This is often carried out by the General Manager and Department heads as part of the internal implementation and monitoring plan. It is mentioned here as a reminder that the staff are a key constituency since they are charged with implementation.

Present to Board, Finalize and Approve. As a cost-saving measure, we recommend that the General Manager (rather than the consultant) present the final plan to the Board for review and approval. If there are any final comments or questions, the consultant will make final refinements, proof the document, and produce a final, approved copy.

DELIVERABLES

The final Plan would include Board (policy-level) goals, objectives and priorities. In addition the plan would summarize the current and expected challenges and opportunities facing the District identified in the process. There would be an implementation plan, including timing and someone named responsible for each initiative, as well as a plan for Board monitoring and oversight. The entire document would be written clearly, include professional graphic design, flow in logical order, integrating the findings, goals and objectives in a seamless, easy-to-follow manner.

TIMING

We can be available to start at an agreed upon date in the near future.

Qualifications

Background and Experience

Rauch Communication Consultants Inc. has served special districts and local governments for more than 40 years. During that time, we have worked with over 225 agencies throughout the state, as well as with many of the leading organizations that deal with local governments such as California Association of Sanitary Agencies, California Special Districts Association, Special District's Institute, California Cemetery Association, Association of California Water Agencies, and others. We have worked with individual agencies of every kind and size in most corners of the state.

Our firm offers three consulting specialties: assisting clients in the development of strategic plans, implementing strategic public outreach programs, and consulting to resolve internal management issues. These services are conducted out of our office in, Campbell (San Jose), and through our affiliates in other cities around the state.

Our expertise in public involvement and outreach lends itself to effectively gathering public input. We are expert facilitators and have planned and facilitated hundreds of successful meetings and workshops over the years.

We completed the strategic plan for the California Special District Association, as well as for dozens of special districts. We led ACWA's Vision 2000 strategic plan that significantly changed the structure and direction of the organization, as well as key strategic planning sessions for CASA during a time of organizational change. A selected list of clients for whom we have provided strategic planning services is given later in this proposal, along with brief client case studies and testimonials.

We have also served as speakers for conferences and seminars on strategic planning and public outreach for ACWA, CASA, CSDA and other District associations.

Selected Examples of Projects Demonstrating our Experience

We work nearly exclusively with special districts in California and strategic planning is one of our core services. We have worked with Boards, staffs and communities for over 40 years on a daily basis. It is all we do. Here are just a small number of the many examples of our experience helping organizations carry out their mission.

Friant Water Authority Organizational Redesign and Strategic Plan. Worked with this large Board of 23 and staff that were divided into many camps and subgroups and becoming near paralyzed with dissension. We helped them to rebuild the group from the ground up with new governance, new CEO and a strategic plan that is being implemented. The organization is now flourishing.

San Luis Delta Mendota Water Authority Strategic Plan, Change Cost Allocation, and Hire New CEO. STRATEGIC PLANNING The strategic planning process included four workshops for the large Board of over 20 members, as well as review, comment, and approval of portions of the plan at several Board meetings. SPECIAL COST ALLOCATION PROCESS. One important side topic taken up in a side process was how Authority costs are allocated to its members. Because of the complexity and importance of this issue, an ad hoc Activity Budget Cost Allocation Group was formed to explore the issue and recommend changes to the Board. The consultant worked with staff to plan and facilitate four meetings of the ad hoc group, which developed a number of changes that were later approved by the Board. These changes spread costs more equitably across the membership and

provided more clarity about costs. **EXECUTIVE DIRECTOR RECRUITMENT.** The strategic planning process was scheduled to kick off in spring 2018. However, the resignation of the then Interim Executive Director and / General Counsel moved the Board to start by focusing on recruiting a new Executive Director. The first workshop was completed in time to provide information to support the recruitment process. The consultant supported the hiring of an executive recruitment firm by helping the Authority develop a list of possible firms, draft the request for proposals, interview recruiters, develop an initial list of potential candidates for the recruiter, and edit the recruitment brochure to reflect the organization's vision and the position's requirements.

California Special Districts Association, Strategic Plan. Rauch Communications was called in to assist this major statewide organization to prepare a Strategic Plan. The plan was received enthusiastically by both Board and Staff and implemented.

Association of California Water Agencies, Strategic Plan. ACWA is the oldest and largest statewide organization of water agencies in California, with a membership consisting of public agencies along with numerous engineering, legal and financial organizations. Rauch Communication Consultants planned and conducted its Vision 2000 strategic planning process, which resulted in a significant alteration of the organization's structure and direction. The new plan was developed with a comprehensive outreach program involving numerous coordination meetings and is today considered a complete success.

Novato Sanitary District. This agency had aging treatment facilities under regulatory mandates to make upgrades and collection system with significant capacity and I&I problems. The consultant worked with the staff and the board as they evaluated and undertook a major upgrade of their collection system and complete rebuild of their treatment plant and transition to operating the treatment under contract to a private corporation under intense public scrutiny. Rauch Communication Consultants also facilitated development of a formal strategic plan and update and the Organization currently enjoys, extremely high service quality, low rates and customer satisfaction.

Cambria Citizens Committee Leading to Majority Election on Key Issue. Facilitated a lengthy series of public meetings of a committee of 25 stakeholders on a contentious community issue that had previously resulted in election losses for the local water agency. Developed consensus on the project that later won a majority election victory.

Costa Mesa Sanitary District. Worked closely with the Board of Directors and staff to create an initial strategic plan and annual updates. The most recent strategic plan led to a series of dramatic changes in direction that took several years to complete.

Golden Empire Transit District Rebuild Organizational Effectiveness. Rauch Communication Consultants worked closely with the Board and management staff of this Bakersfield agency to analyze district issues and concerns, and then prepare a set of findings and recommendations to revitalize the agency, restore management credibility, and rebuild staff morale and effectiveness.

Rancho Murieta Community Services District. Worked closely with the Board of Directors and staff to create a new mission statement, vision, objectives, goals and set of action items as part of the complete Strategic Plan for this Community Services District that provides sanitary, water, security, roads and other services.

Cordova Recreation and Park District. This District faced pressure to build new facilities, questions about appropriate levels of services and also challenges in building support for funding new

initiatives. There were also role and relationship issues between the manager and board, as well as other issues. These issues were all resolved through a facilitated Direction setting process.

National Water Resources Association, Strategic Plan. This Washington-based national organization brings information about federal policy to its membership and provides lobbying before Congress on their behalf. Rauch Communication Consultants planned and conducted the process leading to the development of their strategic plan.

Santa Clara Valley Water District. This agency provides water supply and flood control services for a major portion of the Silicon Valley. With an annual budget running in the hundreds of millions of dollars, it impacts numerous aspects of the economic, residential and environmental aspects of life in the area. Rauch Communication Consultants conducted the initial strategic planning workshops of the Board of Directors and senior management, which defined the future direction of the district.

San Joaquin River Exchange Contractors Water Association. This is the organization's first strategic plan. It tackles the very complex issues facing the Contractors and helped them manage the recent drought more effectively than many of their other agricultural neighbors.

Shafter Recreation and Park District. This District was struggling with a divided board and a new Manager unsure about what the Board wanted her to do. Development of the strategic plan resulted in clear goals and priorities, which the manager was able to focus on.

Kern County Water Agency. This agency supplies all the imported water in Kern County, an agricultural area with a rapidly growing urban center. The Agency imports over one million-acre feet of water per year. Rauch Communication Consultants planned and conducted the development of its strategic plan, working closely with the Board, senior management, numerous member districts as well as a major city and the county. Over 57 different agencies and key individuals were interviewed along the way. The plan was unanimously adopted.

What Our Clients are Saying About our Qualifications

"RCC has helped us develop our strategic plan and updates for several years. The community meeting was particularly successful. Over 70 people attended, and, thanks to excellent facilitation, there was active participation. The meeting brought a great sense of community to the process and helped unite the Board around the public consensus." **Montara Water and Sanitary District**

"Thanks for your guidance in helping the Board members make decisions that resulted in a healthy working, and successful atmosphere in our District...We have a Board and Management team who get along and support each other. Again, thank you for your capable knowledge and assistance..." **Cordova Recreation and Park**

"Two things surprised me when Martin led our Board members through strategic planning: The first was that he was an incredible quick study in understanding the issues and the nuances of working through them. The second was how he got our Board to open up and freely discuss the issues. Not only was I surprised at how much he got them to talk and share, but the Board members were surprised at how like-minded they were at the end of the process." **Arvin Edison WSD**

"It was one of the most productive series of meetings of this kind I have participated in professionally." **Cucamonga County Water District**

"...a glowing recommendation for your ability to prepare a Strategic Plan." **Squaw Valley Public Utilities District**

"This Plan was impressive for how efficient the process was, and it got to the point in a practical and useful way. This one has check points and useful targets and tasks regularly thru next year." **Director Novato Sanitary District**

"Though your skilled mentoring and carefully executed annual planning sessions . . . this District has been able to rise from the depths of public unrest to a position of public trust. . . So much of what we have accomplished is credited to the tools that you have given us along the way." **San Juan Water District**

"On behalf of the California Special Districts Association, I wanted to take a moment to thank you for the wonderful job you did at our 2007 Board Planning Session. You did your homework; found the common denominator and provided the Board and my executive staff with a positive outlook for the future of CSDA...We were all impressed and came away with a sense of positive change for the Association." **California Special Districts Association**

Partial Client List Showing Our Special District and Local Government Experience

ASSOCIATIONS, JPAs, STATE, FEDERAL AND OTHERS

Association of California Water Agencies (ACWA)	Sewer Authority Mid-Coastside
California Special Districts Association (CSDA)	Mission Research Corporation
California Association of Sanitation Agencies (CASA)	Stone Creek Company
California Department of Water Resources	Suburban Water Systems
Special Districts Institute	Boyle Engineering
California Sanitation Risk Management Authority	Dokken Engineering
California Association of Public Cemeteries	El Solutions
Friant Water Authority	McCormick, Kidman and Behrens
WaterReuse Association	Pennfield and Smith
California Mosquito and Vector Control Association	Redwine and Sherill
American Desalting Association	White House Office of Policy Development
Association of Groundwater Agencies	National Water Resource Association
San Luis Delta-Mendota Water Authority	North Bay Watershed Authority
San Joaquin River Exchange Contractors Water Authority	San Gabriel Valley Water Association
North Bay Water Reuse Authority	San Gabriel Basin WQA
Faculty Association of Community Colleges	Santa Barbara Special District Association
National Water Resource Association	Cachuma Operations Maintenance Board
Water Education Foundation	Cachuma Conservation Release Board
Pacific Coast Association of Port Authorities	California Sign Association

LOCAL GOVERNMENT AGENCIES

BUTTE COUNTY

Oroville-Wyandotte Irrigation District

CALAVERAS COUNTY

Calaveras County Water District

CONTRA COSTA COUNTY

Diablo Water District
Contra Costa Water District
Stege Sanitary District
Dublin San Ramon Service District

EL DORADO COUNTY

South Lake Tahoe PUD

IMPERIAL COUNTY

Imperial Irrigation District

KERN COUNTY

Arvin Edison Water Storage District
Indian Wells Valley Airport District
Indian Wells Valley Water District
Kern County Water Agency
West Kern Water District
North of the River Municipal Water District (Bakersfield)
Oildale Mutual Water Company
North Kern Water Storage District
Golden Empire Transit District
Terra Bella Irrigation District
Friant Water Users Authority
Cawelo Water District
Arvin Community Services District
North Bakersfield Recreation and Park District
Inyokern Community Services District

Shafter Park and Recreation District

LASSEN COUNTY

Lassen Municipal Utility District

LOS ANGELES COUNTY

Los Angeles County Park and Rec
Castaic Lake Water Agency
Central Basin MWD
Pico Water District
Upper San Gabriel Valley MWD
West Basin MWD
San Gabriel Valley MWD
Water Replenishment Dst. of So. Cal.
San Gabriel County Water District
Main San Gabriel Basin Watermaster
California Domestic Water Company
Pasadena Historical Museum
Three Valleys MWD
Newhall County Water District
Las Virgenes Municipal Water District
Conjunctive Use Working Group (?)
Palmdale Water District
City of Sierra Madre
City of Arcadia
City of El Monte
City of La Puente
East Pasadena Water Company
Foothill Municipal Water District
Valley County Water District

MARIN COUNTY

Las Gallinas Valley Sanitary District
North Marin Water District
Sausalito-Marín City Sanitation Dst.
Tamalpais CSD

Sanitary District #5 (Tiburon)

Novato Sanitary District
Ross Valley Sanitary District
San Rafael Sanitation District
City of San Rafael
Central Marin Sanitary Agency
County of Marin
Novato Disposal Services, Inc.
San Quentin Village and Murray Park

MERCED COUNTY

Central California Irrigation District

MONO COUNTY (and MADERA)

Mammoth Community Water District

MONTEREY COUNTY

Marina Coast Water District
Monterey Peninsula Water Management District
Monterey Regional Water Pollution Control Agency
Pebble Beach CSD

NAPA COUNTY

Napa County
Napa Sanitation District

NEVADA COUNTY

Northstar CSD
Truckee-Donner Public Utility District
Tahoe Truckee Unified School District

ORANGE COUNTY

Municipal Water District of Orange County
Mesa Consolidated Water District
Los Alamitos County Water District
SouthCoast Water District
Serrano Irrigation District
El Toro Water District
Orange County Water District
Costa Mesa Sanitary District
Capistrano Beach County Water District
Coastal Municipal Water District
Midway City Sanitary District
TriCities Municipal Water District
Yorba Linda Water District
Placentia Library District
Laguna Beach County Water District
Emerald Bay Service District
Moulton Niguel Water District
Orange County Vector Control

PLACER COUNTY

San Juan Water District
North Tahoe Public Utility District
Squaw Valley Public Services District

PLUMAS COUNTY

East Plumas Health Care District

RIVERSIDE COUNTY

Coachella Valley Mosquito & Vector Control District
Mission Springs Water District
29 Palms Municipal Water District
Rancho California Water District
South Mesa Water Company
Elsinore Valley MWD
Santa Rosa CSD
Beaumont Cherry Valley Water District
Santa Ana Watershed Project Authority
Desert Healthcare District

SACRAMENTO COUNTY

County of Sacramento Public Works Agcy.
Sacramento Regional County Sanitation District
Fair Oaks Water District
Arcade Water District
Sacramento Metropolitan Water Authority
Carmichael Water District
Rio Linda Water District
Northridge Water District
Rancho Murrieta Community Services District
Cordova Recreation and Park District

SAN BERNARDINO COUNTY

Big Bear Municipal Water District
Monte Vista Water District
Big Bear Airport District
Yucaipa Valley Water District
Bear Valley Community Hospital District
Bear Valley Community Services District
City of Big Bear Water and Power Department
Joshua Basin Water District
Inland Empire Utility Agency
East Valley Water District
Big Bear Area Regional Wastewater Agency
Victor Valley Water District
Cucamonga County Water District
San Antonio Water Company
Chino Basin Watermaster
ITI Desert Water District
San Bernardino Valley Water Conservation District
Big Bear City CSD
City of Big Bear Lake
Hi-Desert Water District
West San Bernardino County Water District

SAN DIEGO COUNTY

San Diego County Water Authority
Padre Dam Municipal Water District
Rincon del Diablo MWD
Vallecitos Water District
Helix Water District
Leucadia Wastewater District
North County Fire Protection District
Olivenhain Municipal Water District
Sante Fe Irrigation District
Otay Water District
Fallbrook Public Utility District
Rainbow Water District
Vista Irrigation District

SAN FRANCISCO COUNTY

Golden Gate Bridge, Highway, & Trans. District

SAN JOAQUIN COUNTY

Ripon Fire Department

SAN LUIS OBISPO

Templeton CSD
Port San Luis Harbor District
San Simeon CSD
Cambria Community Services District
Nipomo Community Services District

SAN MATEO COUNTY

East Palo Alto Sanitary District
San Mateo County Harbor District
Montara Water & Sanitation District
Sewer Authority Mid-Coastside

SANTA BARBARA COUNTY

City of Santa Barbara
Goleta Sanitary District
Montecito Sanitary District
Carpinteria Sanitary District
Santa Maria Public Airport District
Goleta Water District
Montecito Water District
Cachuma Project Authority
Goleta West Sanitary District
Mosquito and Vector Management District
Isla Vista Recreation and Park District
Lompoc Hospital District
Santa Barbara County Vector Control District
Carpinteria Valley Water District
Santa Ynez Community Services District
La Cumbre Mutual Water Company

SANTA CLARA

Santa Clara Valley Water District
West Valley Sanitation District

SANTA CRUZ COUNTY

Scotts Valley Water District
Pajaro Valley Water Management Agency (Watsonville)
Central Fire Protection District
Santa Cruz FPD
Soquel Creek Water District

SOLANO COUNTY

Rural North Vacaville Water District

SONOMA COUNTY

TULARE COUNTY

Friant Water User Authority
Visalia Public Cemetery District

VENTURA COUNTY

Camrosa County Water District
Rancho Simi Rec. & Park District
Casitas Municipal Water District
Conejo Recreation and Park District
Ojai Valley Sanitary District
Calleguas Municipal Water District
Meiners Oak County Water District
Marina Coast Water District
Camarillo Health Care District

Primary Consultant and Other Key Team Members

This project will be carried out by Martin Rauch with background support by Lynda Boyd and Amanda Green.

MARTIN RAUCH, Primary Consultant, Rauch Communication Consultants

Martin Rauch is President of Rauch Communications Consultants, a full-service strategic planning and public outreach firm with main office near San Jose California that has served over 225 clients in California during the past 40+ years. He brings to this task extensive experience in group dynamics, developing consensus, Board and District strategic planning, and facilitation.

Martin conducts strategic planning sessions for the Boards and senior managers of client organizations. He also provides training in effective Board meetings, roles and relationships of Board members and managers and other related topics. He specializes in the preparation and facilitation of a wide variety of meetings. These complex events include focus groups, citizen's advisory committees, community presentations and public meetings.

Working out of RCC's San Jose Office, Martin also assists Board of Directors and senior managers, by tailoring public information projects that meet the special requirements of each client. For 28 years, he has provided strategic outreach support throughout the state.

Mr. Rauch has served as a speaker and seminar leader for the Association of California Water Agencies (ACWA), California Association of Sanitary Agencies (CASA), California Special Districts Association (CSDA) and others. He was a regular faculty member of the Special District Institute, is a regular speaker for CSDA, and is on the Board of the Special District Leadership Foundation. He is the principle author of the Special District Leadership Foundation certificate course on strategic planning, as well as Governance Foundations. He has been invited as a speaker to other statewide associations.

Prior to his work for public agencies, he served for several years as a community organizer and educator for nonprofit organizations, organizing community groups and producing educational and information materials. He holds a degree with High Honors from the University of California at Santa Barbara. Martin's formal training also includes completion of Business Mediation Training at UC Berkeley, as well as courses in Facilitating and Mediating Effective Agreements. Martin is a certified Balanced Scorecard Professional (BSP) from the Strategy Management Group and The George Washington University College of Professional Studies.

LYNDA BOYD, Production Manager, Rauch Communications Consultants, Staff

Lynda manages all the production of documents for Rauch Communication Consultants, coordinating the writing, printing and mailing of materials, setting up schedules and coordinating project team activities to keep projects moving smoothly and on-schedule.

AMANDA GREEN, Consulting Support, Research and Writing, affiliate (contractor)

With a master's degree in Public Administration from Harvard University School of Government and seven years' experience, Amanda provides a range of support as an assistant during large and complex meetings, as well as researching, planning and writing. Her experience includes several years working on strategic planning and communication projects for RCC and with other organizations.

Scope of Services and Costs

Our fixed-cost estimate for this project is shown below and based on the following steps as described in our proposal.

Normally, a program of this type includes a second Board workshop, additional support in developing the implementation plan, and the consultant presenting the final plan to the Board. In order to limit costs, while still providing the core elements needed by this District these are not included.

STEP 1. Prepare for, conduct and summarize seven confidential interviews by phone. Review key documents. (12 hrs.)

STEP 2. Board workshop #1. Plan, prepare for and facilitate. (12 hrs.)

STEP 3. Recommendations and assistance for Staff Implementation Plan Development. (2 hrs.)

STEP 4. Prepare focused plan consisting of goals, objectives, priorities and recommendations for implementation, monitoring and oversight. (6 hours.)

Coordination, planning and administrative support etc. (3 hrs.)

TOTAL ESTIMATED COST: 35 hours = \$8,575

More Cost Estimate Details. The client will only be charged for work actually done. It is possible that more work will need to be done or that final costs will be less. No out-of-scope work will be undertaken without prior written approval from the Agency. Out-of-scope work includes new tasks, or extra work not due to inefficiencies on our part on existing tasks, which is requested for reasons beyond RCC's control.

Our Rates. Consulting rate for the senior consultant is \$245 per hour. Associate consultants are \$90 to \$115 per hour. Graphic designer and webmaster services rate is \$105 per hour. Social media and writing specialist's rate is \$45 to \$90 per hour. Rate for Administration and Production Manager is \$70 per hour.

Travel and Expenses Additional. Basic material expenses, including, travel expense (transportation and lodging), office printing and sales tax are additional and passed on at cost. Car mileage is at the IRS California rate at the time or actual rental car cost plus fuel.

Insurance

Professional Liability Insurance. \$1,000,000 for Each Occurrence, \$300,000 For Damage to Rented Premises (Each Occurrence), \$10,000 Medical Expenses (Any One Person), \$1,000,000 Personal and Adv Injury, \$2,000,000 General Aggregate, and \$2,000,000 Products-Comp/OP AGG.

Automobile Liability. \$1,000,000 Combined Single Limit.

Workers Compensation and Employers' Liability. \$1,000,000 E.L Each Accident, \$1,000,000 E.L. Disease – Each Employee, \$1,000,000 E.L. Disease – Policy Limit.

Professional Liability: \$1,000,000 Aggregate, \$1,000,000 Each Act, \$1,000,000 Each Judgement.

References

Friant Water Authority Strategic Plan and Reorganization (Completed 2015. Lead Consultant). Rauch Communication Consultants was asked to facilitate a strategic plan for this regional water authority at a time when it was virtually paralyzed by staff and governance challenges. Intense disagreements about how to move forward, led some members to threaten to leave. The Strategic Plan included a complete rebuilding of the Authority's governance, membership and senior staff, as well as developed shared goals and priorities for moving forward which thoroughly rejuvenated and re-energized the organization.

A year or so later the consultant supported the new Executive Director to update the plan and also facilitated a performance evaluation of the Executive Director

REFERENCE. Edwin Camp serves on the Boards of both Friant Water Authority (above) and Masterworks Festival (below). Edwin@dmcamp.com. Mobile: 661-978-9341. Work: 661-399-5511

Masterworks Festival. (Completed in 2016). MasterWorks Festival is an intensive, four-week festival for advanced students of the classical performing arts. At the festival, world-class faculty and gifted students present brilliant performances in an atmosphere of Christian faith. The festival had both national and international programs, and the Board, staff and volunteers are spread around the country and in other countries. In addition, the organization was in a period of decline, financial troubles, withdrawal of donors and volunteers, and the resignation of the founder and long-time Executive Director. As a result of all these factors, we helped support and lead this process remotely to lower costs. We reached out extensively to current and former donors, students & family, alumni, staff, faculty and former board members and worked with the Board to devise a new strategic plan and successfully reboot the organization, which is now renewed and growing again.

REFERENCE. Edwin Camp serves on the Boards of both Friant Water Authority and Masterworks Festival. His contact information is above.

Coachella Valley Mosquito and Vector Control Agency. (Completed 2018) This District has a long history of Strategic Planning and was due for a major update following expiration of a previous Plan. This District has a large Board (11) members as well as seven management team members. The Planning process included confidential interviews of all of them as well as a few other people recommended by staff and one all-day workshop (similar to what is proposed for KPPCSD). The consultant drafted an updated or new mission, vision and values as well as goals and objectives. The consultant then supported staff to incorporate feedback through meetings with all the staff and to develop monitoring and oversight plan, and to undertake final review with the Board.

REFERENCE: Jeremy Wittie, General Manager 760-342-8287, jwittie@cvmvcd.org. Business: 760-342-8287. Mobile: (760) 399-6941

Valley Sanitary District. (Underway) This is a well-run District. However, its most recent strategic Plan was developed primarily by the General Manager and lacked buy-in from the Board and Staff. The strategic planning process is well underway – with two Board workshops and an all-hands staff workshop complete, and the implementation plan about to begin. Beverli Marshall, the General Manager of Valley Sanitary also worked with Rauch Communication Consultants at her previous job for Sewer Authority Mid-Coastside.

REFERENCE: Beverli Marshall, General Manager 760-342-8287, bmarshall@valley-sanitary.org. Business: (760) 238-5400.



RPLG.solutions

Response to Assist in Preparing the Performance Evaluation of the Kensington
Police Protection and Community Services District (“KPPCSD”)

January 6, 2020

Primary Contact: Bill Lindsay
RPLG.solutions
350 Sansome Street | Suite 300
San Francisco, CA 94104
Telephone: (510) 292-7408
Fax: (415) 848-7230

RPLG

SOLUTIONS

Dear Boardmember Deppe:

RPLG.solutions is pleased to submit this proposal to assist in preparing the performance evaluation of the Kensington Police Protection and Community Services District (“KPPCSD”) general manager.

The founding business perspective of RPLG.solutions is: “Often, the challenge of local government is not a lack of good ideas; the challenge is to make good ideas a reality.” Assisting the board of directors to provide a structured performance evaluation that is communicated constructively to the general manager is consistent with that business philosophy and can help KPPCSD achieve its mission efficiently and effectively.

Completion of the general manager performance evaluation is the critical first phase in a process to assist the KPPCSD board of directors to develop and formally adopt a set of goals and objectives for the organization. RPLG.solutions would be pleased to assist in that effort, and, as you have requested, we have submitted a separate proposal for those services.

We have assembled a project team of consultants led by RPLG.solutions principal Bill Lindsay that brings technical knowledge and experience working with the issues that are facing KPPCSD, and that will work effectively with members of the board of directors to achieve its immediate and longer-term priorities. The consulting team includes RPLG professionals that will provide high-level technical review for deliverables described in this proposal. The performance evaluation will be accomplished in a way that establishes a path for long-term success of the organization under the general manager.

Project Understanding

We appreciate the time that you spent with Bill Lindsay discussing current issues in the Kensington Police Protection and Community Services District and some of the circumstances leading to the interest in completing a formal evaluation of the city manager. From that conversation, and from RPLG’s prior professional work with KPPCSD, we believe that we have a good understanding of the assistance needed by KPPCSD.

Work Plan

Our work plan for the City of KPPCSD transition consists of the eight tasks summarized below:

Task 1 - Meet with Board of Directors in Closed Session to Confirm Scope of Performance Evaluation Work

The consultant will meet in closed session with the KPPCSD board of directors to confirm the scope of work and to identify the work attributes to be used as the basis for the performance evaluation. These performance attributes are expected to include:

- Technical knowledge, skills, and abilities;
- Productivity;
- Work quality;
- Resource management;
- Supervisory skills;

- Writing ability;
- Communication skills;
- Independence of action;
- Community interaction;
- “Value-added” to the organization (synergy).

This meeting will also provide an opportunity for boardmembers to communicate what they would view as a successful engagement by RPLG.solutions, and which staff members should be included for interview by the consultant in Task 4.

Deliverable: Final scope of work and schedule

Task 2 - Complete Individual Interviews with Boardmembers

Following the identification of a set of performance attributes during Task 1, the consultant will prepare an evaluation instrument for use in discussions with individual boardmembers. The consultant will then meet individually with each member of the KPPCSD Board of Directors to gain their perspective regarding operations management, completion of priority projects, and other factors related to the performance of the general manager.

This task builds on information gleaned in Task 1 of the project and allows boardmembers to communicate interests and any performance concerns without attribution.

Task 3 - Complete Individual Interview with General Manager

The consultant will meet with the KPPCSD general manager to gain his perspective regarding operations management, completion of priority projects, and factors both positively and negatively affecting work performance.

Task 4 - Complete Interviews with Key Staff Members

A thorough performance evaluation should include the perspective of staff members that are responsible for the implementation of board policy on a day-to-day basis. The consultant will meet with each staff member identified in tasks 1, 2 and 3 to gain their perspective regarding the general manager’s performance, without attribution, and what role staff members might play in improving the general manager’s performance.

Task 5 - Prepare Summary Review for Board of Directors, Identifying Common Themes from Interviews

The consultant will prepare a summary review of information obtained through the interviews, identifying common themes on the general manager’s performance. The summary review will first be reviewed with the RPLG technical team for completeness and clarity. The summary review will then be presented to the board of directors in Closed Session, separately from the general manager, and will be revised to accurately reflect the consensus of the board.

Note that this summary review is not the final report and formal performance evaluation; it is intended to allow for the board to convey to the consultant whether common themes are accurately identified and whether the necessary interview process has been completed.

Deliverable: Summary review of general manager work performance

Task 6 - Discuss Summary Review with the General Manager

Prior to facilitating a discussion of work performance among the board of directors and the general manager (Task 7), the consultant will discuss with the general manager the summary review of information obtained through the interviews identifying common themes on his performance. This will help ensure that the discussion among the board of directors and the general manager is productive and that the final performance report will be useful to the manager.

Task 7 - Facilitate a Closed Session Discussion of the General Manager's Work Performance Among the Board of Directors and the General Manager

The consultant will assist the KPPCSD board president in facilitating a Closed Session discussion of the general manager's work performance among the full board of directors and the general manager. The discussion is intended to provide a constructive path forward in achieving organizational goals and objectives.

Task 8 - Prepare Final Performance Evaluation of the General Manager

Following the completion of all tasks described above, the consultant will prepare a final report on the general manager's performance documenting the process, identifying common themes, and reflecting the facilitated discussion described in Task 7. The final report will be reviewed with the RPLG technical team for completeness and clarity prior to submittal to the KPPCSD board and the general manager.

Following delivery of the final report, the consultant will be available as needed and as requested to provide resource support to the general manager.

Deliverable: Final report of general manager work performance

RPLG.solutions Capabilities and Proposed Staffing

To complete the scope of work described in this proposal, RPLG.solutions will utilize the staff members listed below. Additional detail on staff biographies may be accessed at <https://rplg.solutions/team/>.

Bill Lindsay will serve as the project manager and lead consultant, and will be the point of contact for the KPPCSD board of directors. Mr. Lindsay has 35 years of local government experience through his service in four San Francisco Bay area cities. He most recently served as the city manager of Richmond for thirteen years beginning in February 2005.

During Mr. Lindsay’s tenure in Richmond, the community experienced what was touted as a “renaissance,” establishing strong financial underpinnings, and emphasizing a broad mission of community health equity. In 2018, Bill was honored as Partner of the Year by the West Contra Costa Unified School District in recognition of his contributions to the District.

Bruce Rudd will serve in the role of technical review for deliverable work products. Mr. Rudd recently retired from the City of Fresno after 42 year of public service that culminated with his appointment to the position of city manager in June 2013. As city manager, Bruce worked closely with Mayor Swearingin, the Fresno City Council, and other stakeholders in developing and implementing several strategies needed to address the financial impacts created by the “Great Recession”, which were further exasperated by previous fiscal practices and/or decisions that were not sustainable (e.g., excessive debt, lack of cash reserves). At the time of his appointment as city manager, the City had less than two weeks of cash on hand and there was a strong belief that Fresno, as was the case with some other California cities, was soon destined for bankruptcy. Over the next several years the City of Fresno slowly and methodically restored service levels, established a goal of a General Fund reserve of at least 10% and a 25% operating reserve for all “enterprise” department.

Jon Holtzman will also serve in the role of technical review for deliverable work products. The KPPCSD board is quite familiar with Mr. Holtzman’s technical ability and management acumen based on his prior work with the organization. Mr. Holtzman’s practice focuses on assisting government agencies maintain and expand public services through strategic consulting, negotiations, fact finding, arbitration and litigation.

Project Cost

RPLG.solutions will provide the services outlined in this proposal at an hourly rate for all consultants of \$250 per hour with a project cap of \$4,000.

* * * * *

Thank you very much for considering this proposal by RPLG.solutions to assist in preparing the performance evaluation of the Kensington Police Protection and Community Services District general manager We believe that we can play an important role in completing this first phase of your success strategy to establish and achieve your organizational goals and objectives.

Please feel free to contact Bill Lindsay, Principal, RPLG.solutions, at blindsay@rplg.solutions or at 510-292-7408 if you have any questions or would like to discuss our proposal in more detail.

Sincerely,



Bill Lindsay
Principal

**Kensington Police Protection and Community Services District
Performance Evaluation of General Manager**

Estimated Task Schedule

The following assumes working with the regular KPPCSD Board meeting schedule on the second and fourth meeting of each month. If the Board would like to accelerate the process, it can do so by scheduling one or more special meetings solely for the purpose of working on the performance evaluation (e.g. holding a special meeting on Thursday, January 30, 2020 to complete Task 1). It also assumes that boardmembers and staff members are available for interviews during the weeks indicated in the task schedule outlined below. The entire process requires three Board meetings over a span of approximately one month, from the initial Board meeting in Task 1 to the third meeting in Task 7.

Task 1 - Meet with Board of Directors in Closed Session to Confirm Scope of Performance Evaluation Work

Initial meeting with Board of Directors to be completed on February 13, 2020.

Deliverable: Final scope of work and schedule to be completed by February 14, 2020.

Task 2 - Complete Individual Interviews with Boardmembers

Individual interviews with Boardmembers to be scheduled and completed by Friday, February 21, 2020.

Task 3 - Complete Individual Interview with General Manager

Individual interview with the General Manager to be scheduled and completed by Friday, February 21, 2020.

Task 4 - Complete Interviews with Key Staff Members

Individual interview with key staff members to be scheduled and completed by Friday, February 21, 2020.

Task 5 - Prepare Summary Review for Board of Directors, Identifying Common Themes from Interviews

Summary review to be reviewed with the Board of Directors at its meeting of February 27, 2020.

Deliverable: Summary review of general manager work performance

Task 6 - Discuss Summary Review with the General Manager

Discussion of summary review with the General Manager to be completed by Friday, March 6, 2020.

Task 7 - Facilitate a Closed Session Discussion of the General Manager's Work Performance Among the Board of Directors and the General Manager

Closed session discussion of the General Manager's work performance to be held on March 12, 2020.

Task 8 - Prepare Final Performance Evaluation of the General Manager

Deliverable: Final report of general manager work performance

Final written report to be completed and delivered to the KPPCSD Board and General Manager by Wednesday, March 18, 2020.



RPLG.solutions

Response to Develop and Formally Adopt Organizational Goals and Objectives for
Kensington Police Protection and Community Services District (“KPPCSD”)
January 6, 2020

Primary Contact: Bill Lindsay
RPLG.solutions
350 Sansome Street | Suite 300
San Francisco, CA 94104
Telephone: (510) 292-7408
Fax: (415) 848-7230

RPLG

SOLUTIONS

Dear Boardmember Deppe:

RPLG.solutions is pleased to submit this proposal to assist the Kensington Police Protection and Community Services District in developing and formally adopting a set of organizational goals and objectives.

The founding business perspective of RPLG.solutions is: “Often, the challenge of local government is not a lack of good ideas; the challenge is to make good ideas a reality.” Assisting the board of directors in an effective goal setting process is consistent with that business philosophy and can help KPPCSD achieve its mission efficiently and effectively.

The process to assist the KPPCSD board of directors to develop and formally adopt a set of goals and objectives for the organization is the second phase of a two-step process which begins with completion of a performance evaluation of the general manager. RPLG.solutions would be pleased to assist in that phase 1 effort, and, as you have requested, we have submitted a separate proposal for those services.

The KPPCSD goal setting process will be led by RPLG.solutions principal Bill Lindsay, who brings technical knowledge and experience working with the issues that are facing KPPCSD. The goal setting process will be accomplished in a way that establishes a clear path for long-term success of the organization under the general manager.

Project Understanding

We appreciate the time that you spent with Bill Lindsay discussing current issues in the Kensington Police Protection and Community Services District and some of the circumstances leading to the interest in formalizing organizational goals and objectives. From that conversation, and from RPLG’s prior professional work with KPPCSD, we believe that we have a good understanding of the assistance needed by KPPCSD.

Work Plan

Our work plan for the KPPCSD goal setting process consists of the four tasks summarized below:

Task 1 - Review General Manager Performance Evaluation Summary Review and Final Report

The research completed in the context of the performance evaluation of the general manager can provide valuable background for the process to establish organizational goals and objectives. The consultant will review the final report on the performance evaluation of the general manager and the associated documentation.

Note that this task is not necessary if RPLG.solutions is selected as the consultant to complete the general manager performance evaluation.

Task 2 - Develop Work Plan and Methodology for the Goal Setting Process, and Review This Work Plan with the General Manager

There are various methods that can be effective in an organizational goal setting process. Their effectiveness depends to a great extent on the working style of the governing board.

The consultant will propose options for use in the goal setting process and discuss these options with the general manager. The consultant will then develop a specific work plan and methodology for use in this process with the board of directors.

Task 3 - Facilitate the Goal Setting Process

The consultant will assist the KPPCSD board president in facilitating the goal setting meeting utilizing the methodology selected as part of Task 2. The process may be adjusted during the meeting to make sure that the discussion provides a path forward in establishing organizational goals and objectives.

Task 4 - Prepare Final Report on Kensington Police Protection and Community Services District Goals and Objectives

Following the completion of the tasks described above, the consultant will prepare a final report documenting the goals and objectives established by the board of directors.

Following preparation and delivery of the final report, the consultant will be available as needed and as requested to provide resource support to the general manager.

Deliverable: Final report of Kensington Police Protection and Community Services District Goals and Objectives

RPLG.solutions Capabilities and Proposed Staffing

To complete the scope of work described in this proposal, RPLG.solutions proposes the services of Bill Lindsay. Mr. Lindsay has 35 years of local government experience through his service in four San Francisco Bay area cities. He most recently served as the city manager of Richmond for thirteen years beginning in February 2005. During Mr. Lindsay’s tenure in Richmond, the community experienced what was touted as a “renaissance,” establishing strong financial underpinnings, and emphasizing a broad mission of community health equity. In 2018, Bill was honored as Partner of the Year by the West Contra Costa Unified School District in recognition of his contributions to the District. A complete biography for Mr. Lindsay may be accessed at <https://rplg.solutions/team/>.

Project Cost

RPLG.solutions will provide the services described in this proposal at an hourly rate of \$250 per hour with a project cap of \$3,500. If RPLG.solutions is also selected to prepare the performance evaluation of the KPPCSD general manager, then Task 1 of this proposal will be eliminated from the scope of work, and the project cap will be reduced to \$3,000.

* * * * *

Thank you very much for considering this proposal by RPLG.solutions to assist the Kensington Police Protection and Community Services District in developing and formally adopting a set of organizational goals and objectives. Please feel free to contact Bill Lindsay, Principal, RPLG.solutions, at blindsay@rplg.solutions or at 510-292-7408 if you have any questions or would like to discuss our proposal in more detail.

Sincerely,



Bill Lindsay
Principal

Kensington Police Protection and Community Services District Goal Setting

Estimated Task Schedule

The following schedule assumes that the performance evaluation of the General Manager is completed by March 16, 2020. The entire process requires one focused Board meeting that should be scheduled to allow for a duration of a minimum of five hours.

Task 1 - Review General Manager Performance Evaluation Summary Review and Final Report

This task (if necessary) will be completed by Friday, March 20, 2020 in prior to meeting with General Manager in Task 2.

Task 2 - Develop Work Plan and Methodology for the Goal Setting Process, and Review This Work Plan with the General Manager

Work plan and methodology to be completed and discussed with the General Manager by Friday, March 20, 2020.

Task 3 - Facilitate the Goal Setting Process

The Board of Directors goal setting meeting can be scheduled as early as Thursday, March 26, 2020 (or another suitable date based on boardmember availability).

Task 4 - Prepare Final Report on Kensington Police Protection and Community Services District Goals and Objectives

Deliverable: Final report of Kensington Police Protection and Community Services District Goals and Objectives

Based on the above schedule for Tasks 1 through 3 above, the final report of Kensington Police Protection and Community Services District Goals and Objectives will be delivered to the Board of Directors and General Manager by Friday, April 3, 2020 (eight days following the goal setting meeting in Task 3).

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING

January 23, 2020

KPPCSD: CONTRACT FOR BODY-WORN CAMERAS – KENSINGTON POLICE DEPARTMENT

BACKGROUND

The use of body-worn cameras (BWCs) has grown substantially throughout the law enforcement profession and is considered a best practice for the industry. Each of our surrounding allied agencies use BWCs, to include the Berkeley, Albany and El Cerrito Police Departments. Studies and anecdotal evidence show that BWCs provide high-quality evidence for criminal cases and frequently mitigate citizen complaints. BWCs that record officer interactions with the public have been widely regarded as tools that promote officer accountability, increased transparency and public trust. In addition, the costs for maintaining a BWC system have decreased significantly as the technology has developed. The Kensington Police Officers Association is supportive of the use of BWCs.

DISCUSSION

In keeping with best practice standards, the following criteria was considered in selecting a BWC system:

- The camera must be capable of pre-record, the recording of video prior to the activation of the device.
- The camera must be easy to manipulate to avoid missed recordings.
- The manufacturer must offer secure, tamper-proof data storage.
- The BWC videos must be easily downloaded and synced with the data storage.
- The quality of the video and audio must be suitable for presentation in court.

The Axon Body Two from Axon Enterprises, Inc. meets and exceeds these expectations by providing the following qualities:

- Durable design.
- Capable of pre-recording video prior to activation of the recording.
- Simple design with a large activation button that is easily manipulated to turn the recording on.
- 12-hour battery life.
- Equipped with signal technology that will automatically turn the camera on when the emergency lights are activated in the patrol car.
- Downloading occurs automatically when the device is placed on the charging dock.
- Data is stored securely on evidence.com, a secure platform requiring no local IT support and is Criminal Justice Information System (CJIS) compliant.
- Axon is a major manufacturer of BWCs with police agencies throughout the world using their products.

The key terms of the contract with Axon are the following:

- Axon provides an annual maintenance plan that includes the cost of ongoing data storage, maintenance, and replacement for the BWCs. The cost is spread over a five-year period as follows:

○ Year one:	\$10,668.95
○ Year two:	\$5,068.32
○ Year three:	\$5,068.32
○ Year four:	\$5,068.32
○ Year five:	\$5,068.32
○ Total:	\$30,942.23

The purchase includes secure, off-site video data storage and equipment replacement. The services contracted through Axon include data storage for BWC video, a full warranty, replacement BWC units and docks at 30 and 60-month intervals, and new camera units at the onset of the contract.

RECOMMENDATION

Take public comment and decide by roll call vote if the Board wishes to approve the contract as presented.

If the Board approves the contract, the motion should authorize the Interim Police Chief to negotiate and execute the contract with Axon.

ATTACHMENTS

Kensington PD - AXON BWC Quote v.2 (TAP).pdf
KENSINGTON PD Body-Worn Camera Draft Policy.pdf

SUBMITTED BY: Steve Simpkins, Interim Chief of Police



AXON

Kensington Police Dept. - CA

AXON SALES REPRESENTATIVE

Thom Ruseva-Mahan

+1 4805026238

tmahan@axon.com

ISSUED

1/16/2020



Axon Enterprise, Inc.
 17800 N 85th St.
 Scottsdale, Arizona 85255
 United States
 Phone: (800) 978-2737

Q-236305-43846.654TR

Issued: 01/16/2020

Quote Expiration: 01/31/2020

Account Number: 147505

Payment Terms: Net 30
 Delivery Method: Fedex - Ground

SHIP TO

Steve Simpkins
 Kensington Police Dept. - CA
 217 Arlington Avenue
 Kensington, CA 94707
 US

BILL TO

Kensington Police Dept. - CA
 217 Arlington Avenue
 Kensington, CA 94707
 US

SALES REPRESENTATIVE

Thom Ruseva-Mahan
 Phone: +1 4805026238
 Email: tmahan@axon.com
 Fax: +1 4809993359

PRIMARY CONTACT

Steve Simpkins
 Phone: (925) 383-9375
 Email: ssimpkins@kppcsd.org

Year 1

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages					
87026	TECH ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT	1	336.00	336.00	336.00
80012	BASIC EVIDENCE.COM LICENSE: YEAR 1 PAYMENT	5	180.00	180.00	900.00
85110	EVIDENCE.COM INCLUDED STORAGE	50	0.00	0.00	0.00
80022	PRO EVIDENCE.COM LICENSE: YEAR 1 PAYMENT	2	468.00	468.00	936.00
85110	EVIDENCE.COM INCLUDED STORAGE	60	0.00	0.00	0.00
85070	TECH ASSURANCE PLAN ANNUAL PAYMENT, BODYCAM	7	240.00	240.00	1,680.00
85035	EVIDENCE.COM STORAGE	1,400	0.75	0.75	1,050.00
Hardware					
74001	AXON CAMERA ASSEMBLY, ONLINE, AXON BODY 2, BLK	7	499.00	274.00	1,918.00
74020	MAGNET MOUNT, FLEXIBLE, AXON RAPIDLOCK	7	0.00	0.00	0.00
74021	MAGNET MOUNT, THICK OUTERWEAR, AXON RAPIDLOCK	7	0.00	0.00	0.00
11553	SYNC CABLE, USB A TO 2.5MM	7	0.00	0.00	0.00
74008	AXON DOCK, 6 BAY + CORE, AXON BODY 2	1	1,495.00	1,495.00	1,495.00
70112	AXON SIGNAL UNIT	3	279.00	279.00	837.00

Year 1 (Continued)

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Services					
80146	VIRTUAL BODYCAM STARTER	1	1,000.00	1,000.00	1,000.00
				Subtotal	10,152.00
				Estimated Shipping	0.00
				Estimated Tax	516.95
				Total	10,668.95

Year 2

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages					
87026	TECH ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT	1	336.00	336.00	336.00
80013	BASIC EVIDENCE.COM LICENSE: YEAR 2 PAYMENT	5	180.00	180.00	900.00
85110	EVIDENCE.COM INCLUDED STORAGE	50	0.00	0.00	0.00
80023	PRO EVIDENCE.COM LICENSE: YEAR 2 PAYMENT	2	468.00	468.00	936.00
85110	EVIDENCE.COM INCLUDED STORAGE	60	0.00	0.00	0.00
85070	TECH ASSURANCE PLAN ANNUAL PAYMENT, BODYCAM	7	240.00	240.00	1,680.00
85035	EVIDENCE.COM STORAGE	1,400	0.75	0.75	1,050.00
				Subtotal	4,902.00
				Estimated Tax	166.32
				Total	5,068.32

Year 3

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages					
87026	TECH ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT	1	336.00	336.00	336.00
80014	BASIC EVIDENCE.COM LICENSE: YEAR 3 PAYMENT	5	180.00	180.00	900.00
85110	EVIDENCE.COM INCLUDED STORAGE	50	0.00	0.00	0.00
80024	PRO EVIDENCE.COM LICENSE: YEAR 3 PAYMENT	2	468.00	468.00	936.00
85110	EVIDENCE.COM INCLUDED STORAGE	60	0.00	0.00	0.00
85070	TECH ASSURANCE PLAN ANNUAL PAYMENT, BODYCAM	7	240.00	240.00	1,680.00

Year 3 (Continued)

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages (Continued)					
85035	EVIDENCE.COM STORAGE	1,400	0.75	0.75	1,050.00
				Subtotal	4,902.00
				Estimated Tax	166.32
				Total	5,068.32

Year 4

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages					
87026	TECH ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT	1	336.00	336.00	336.00
80015	BASIC EVIDENCE.COM LICENSE: YEAR 4 PAYMENT	5	180.00	180.00	900.00
85110	EVIDENCE.COM INCLUDED STORAGE	50	0.00	0.00	0.00
80025	PRO EVIDENCE.COM LICENSE: YEAR 4 PAYMENT	2	468.00	468.00	936.00
85110	EVIDENCE.COM INCLUDED STORAGE	60	0.00	0.00	0.00
85070	TECH ASSURANCE PLAN ANNUAL PAYMENT, BODYCAM	7	240.00	240.00	1,680.00
85035	EVIDENCE.COM STORAGE	1,400	0.75	0.75	1,050.00
				Subtotal	4,902.00
				Estimated Tax	166.32
				Total	5,068.32

Year 5

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages					
87026	TECH ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT	1	336.00	336.00	336.00
80016	BASIC EVIDENCE.COM LICENSE: YEAR 5 PAYMENT	5	180.00	180.00	900.00
85110	EVIDENCE.COM INCLUDED STORAGE	50	0.00	0.00	0.00
80026	PRO EVIDENCE.COM LICENSE: YEAR 5 PAYMENT	2	468.00	468.00	936.00
85110	EVIDENCE.COM INCLUDED STORAGE	60	0.00	0.00	0.00
85070	TECH ASSURANCE PLAN ANNUAL PAYMENT, BODYCAM	7	240.00	240.00	1,680.00

Year 5 (Continued)

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages (Continued)					
85035	EVIDENCE.COM STORAGE	1,400	0.75	0.75	1,050.00
				Subtotal	4,902.00
				Estimated Tax	166.32
				Total	5,068.32
				Grand Total	30,942.23

Discounts (USD)

Quote Expiration: 01/31/2020

List Amount	31,335.00
Discounts	1,575.00
Total	29,760.00

**Total excludes applicable taxes*

Summary of Payments

Payment	Amount (USD)
Year 1	10,668.95
Year 2	5,068.32
Year 3	5,068.32
Year 4	5,068.32
Year 5	5,068.32
Grand Total	30,942.23

Tax is subject to change at order processing with valid exemption.

Axon's Sales Terms and Conditions

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at www.axon.com/legal/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature: _____ **Date:** _____
Name (Print): _____ **Title:** _____
PO# (Or write N/A): _____

Please sign and email to Thom Ruseva-Mahan at tmahan@axon.com or fax to +1 4809993359

Thank you for being a valued Axon customer. For your convenience on your next order, please check out our online store buy.axon.com

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		SFDC Contract #:
		Order Type:
		RMA #:
		Address Used:
		SO #:
Review 1	Review 2	
Comments:		

I. BODY WORN CAMERA (BWC) POLICY

The Kensington Police Department (KPD) recognizes that video recording of contacts between department personnel and the public provides an objective record of these events, and that the use of a recording system complements field personnel in the performance of their duties by providing a video record of enforcement and investigative field contacts, which can enhance criminal prosecutions, limit civil liability, increase transparency, and enhance professionalism in the delivery of police services to the community. A video recording of an event or contact also enables the delivery of timely, relevant, and appropriate training to maximize safety for both community members and KPD personnel.

While recordings obtained from BWCs provide an objective record of events, it is understood that video recordings do not necessarily capture all events, activities and information, or reflect the full experience of the individuals in a given incident. Moreover, the recordings, especially video, have limitations and may depict events differently than the events as perceived and recalled by the involved parties. Specifically, it is understood that the BWC will capture information that may not have been seen and/or heard by the involved Officer and that the involved Officer may see and hear information that may not have been captured by the BWC.

BWC use is limited to enforcement and investigative activities. The BWC recordings will capture video and audio evidence for use in criminal investigations, administrative reviews, training, civil litigation, and other proceedings protected by confidentiality laws and department policy. Improper use or release of BWC recordings may compromise ongoing criminal and administrative investigations or violate the privacy rights of those recorded and is prohibited.

Officers shall remain sensitive to the dignity of all individuals being recorded and exercise discretion to respect privacy by discontinuing recording whenever it reasonably appears to the Officer that such privacy concerns may outweigh any legitimate law enforcement interest in recording. Recording should resume when privacy concerns are no longer at issue unless the Officer determines that the circumstances no longer fit the criteria for recording

- A. All BWC recording media, images, audio and video are the property of the KPD and shall not be released, copied or disseminated in any form or manner outside the parameters of this policy, without the written consent of the Chief of Police.
- B. This policy is applicable to KPD personnel operating Mobile Audio Video (MAV) or Body-Worn Camera (BWC) recording systems. Such systems are used to record Officers in the performance of their duties by providing a visual and/or audio record of their activities, as outlined in this policy. Video recordings are intended to provide an objective visual/audio record of the incident and to augment the Officer's report.
- C. The purpose of this equipment is to accurately document the events, actions, conditions and statements made during vehicle stops, pedestrian stops, arrests, emergency medical responses and other critical incidents in order to verify the accuracy of crime reports, collection of evidence, and testimony in court. Recordings also enhance the ability to review procedures for the purpose of employee evaluation and training.
- D. Officers will make every reasonable effort to record such contacts and incidents listed in section C above. If circumstances prevent an Officer from recording such a contact, then this must be documented with the explanation in any subsequent report.

II. DEFINITIONS

- A. **MOBILE AUDIO VIDEO (MAV) & BODY WORN CAMERA (BWC) RECORDING SYSTEMS.** For purposes of this policy, these systems refer to equipment mounted on a movable object, such as a dashboard camera in a vehicle, or may also refer to video equipment affixed to a person, such as body-worn or lapel cameras. References in this policy to video recording systems are in regard to all types of mobile systems, including vehicle and body-worn cameras.

III. LEGAL ISSUES

- A. Body-worn camera equipment and all data, images, video and metadata captured, recorded, or otherwise produced by the equipment is the property of the Kensington Police Department. Use of body-worn cameras for any purpose other than in accordance with this policy is prohibited.
 - 1. BWC equipment purchased and maintained by the Kensington Police Department shall remain the property of KPD.
 - 2. BWC and MAV equipment shall be operated in accordance with this policy.
- B. Employees shall not **surreptitiously** record department personnel without their expressed permission.

IV. TRAINING & ASSIGNMENT

- A. Officers shall not use a recording system until they have been trained in its proper use and care.
- B. Training will be provided by a qualified trainer, will be documented, and will consist of a review of the recording system, its functions, usage, and recommended activation.
- C. Officers who have been assigned to a vehicle equipped with a MAV recording system shall use it and the portable audio transmitters pursuant to the provisions outlined in this policy.
- D. Officers who have been assigned a BWC recording system shall wear and use it pursuant to the provisions outlined in this policy.

V. OFFICER RESPONSIBILITIES

- A. Employees are responsible for the reasonable care and maintenance of recording equipment issued or assigned for their use.
- B. The systems will be operated according to the manufacturer instructions and recommendations.
- C. Officers shall be certain that their MAV/BWC recording system is fully charged at the start of their shift. At the conclusion of their shift, Officers shall ensure their

MAV/BWC system is powered down and no longer recording.

- D. At the beginning of each shift, Officers shall determine whether their recording equipment is working satisfactorily. If a MAV/BWC system malfunctions or becomes inoperable during the Officer's shift, this shall be noted in all written reports in which a recordable incident occurs. The Officer shall immediately report the malfunctioning equipment to their supervisor. The Officer will make every reasonable effort to acquire a replacement BWC once it is discovered to be inoperable.
- E. Officers shall only use those devices issued by the Kensington Police Department.
- F. Officers shall wear body-worn cameras above the midline of their torso and in position designed to produce an effective recording.

VI. SUPERVISOR RESPONSIBILITIES

- A. Patrol vehicles with MAV recording systems shall be deployed whenever possible and should be utilized prior to a vehicle without a video camera system.
- B. The shift supervisor is responsible for issuing BWC recording equipment and logging the assignments during lineup or at the beginning of the shift.
- C. The shift supervisor shall ensure issued BWC equipment is returned at the end of the shift.
- D. Supervisors are responsible for ensuring Officers download video files and recharge the equipment from the previous shift as early in their shift as practical, to ensure it will be ready for the following shift.
- E. Supervisors shall, upon learning a MAV/BWC is inoperable, make arrangements to have the device fixed or replaced.
- F. Supervisors who are made aware an Officer's BWC has become inoperable during the Officer's shift will make a reasonable effort to provide a working device to the Officer, if one is available.
- G. Supervisors may review video recordings at any time for approved purposes, such as training, reviewing an Officer's performance, resolving citizen complaints, or during any necessary administrative inquiry. If, after reviewing a recording, a supervisor has developed cause for further inquiry (officer safety, use of proper procedures, or other administrative or operational issues), the recording may be used for such authorized inquiries or investigations.

VII. ACTIVATION

- A. MAV or BWC recording systems can be activated either automatically (depending on the device specifications and settings) or manually. The systems need not be recording during normal shift activity; however, if either system is intentionally activated (either automatically or manually) to record an incident, it shall remain on until the incident has reached a conclusion.

1. For a primary Patrol unit, the term “conclusion” in this context means when the Officer places the arrestee into the Patrol vehicle, releases an involved subject, or turns the subject over to a third party.
2. For assisting Patrol units, the term “conclusion” in this context means the assisting Officer has left the scene.
3. Once activated, the member may mute or deactivate their BWC, in the following limited circumstances:
 - a. Discussion of tactical or confidential information with other law enforcement personnel.
 - b. Where members are on a perimeter or assigned to a static post where the member’s direct participation in the incident is complete and they are not actively part of an investigation.
 - c. If it is necessary to discuss issues or concerns with an employee, supervisor, doctor, nurse, or paramedic in private.
 - d. In the member’s judgment, a recording would interfere with their ability to conduct an investigation.

Decisions regarding the reason for muting or BWC deactivation shall be noted on the recording, and in the incident/crime report.

- B. The MAV/BWC recording systems **shall** be activated as soon as practical and safe to record the following incidents:
1. All vehicle stops, including DUI’s.
 2. All pursuits, or suspects attempting to evade arrest.
 3. Major incidents (fires, explosions, protests, rescues via helicopter, critical incidents, etc.), any Code 3 response or when responding to an emergency or “in progress” type of crime or incident (Felony or Misdemeanor).
 4. Suspect(s) held or transported in the rear of the patrol car. The recording of suspects shall continue through the pre-booking process, or until the suspect is turned-over to jail staff. Additionally, all transports or courtesy transports shall be recorded.
 5. Major traffic accident investigations. (Officers may use discretion during lengthy accident investigations and turn off the camera once the scene has been stabilized).
 6. Investigative contacts such as Field Interviews, In-Field show-ups, and suspicious subject contacts.

7. Any other incident where the Officer deems it necessary to gather and retain evidence.
8. Officers should make every reasonable effort to record non-enforcement contacts should the situation become confrontational, assaultive, or enforcement-oriented.

At no time is a member expected to jeopardize their safety in order to activate BWC; however, the BWC shall be activated in the situations described above as soon as practicable.

- C. Officers are not required to advise or obtain consent from a citizen when:
 1. In a public place; or
 2. In a detention facility or temporary holding facility;
 3. In a location where there may be an expectation of privacy, but the Officer is lawfully present.
- D. Officers will notify the supervisor as soon as practical, of any recorded sequences that may represent significant evidence. The supervisor will determine if a copy of the recording should be made and placed into evidence.
- E. No employee shall modify, alter, erase or record over any portion of an audio/video recording.
- F. Officers shall not be required to activate body-worn cameras when engaged in conversations with individuals with whom the officer is in a privileged relationship (e.g., spouse, attorney, police peer counselor, labor representative, minister, etc.).
- G. In general, Officers should not activate BWC equipment and/or use caution when entering a public locker room, changing room, restroom, jail showers, doctor or lawyer offices or interviews, or other places where individuals unrelated to the law enforcement incident are present and would have a heightened expectation of privacy
- H. Officers **shall not** engage in any of the following activities involving the use of BWCs:
 - (a) Record sexual assault and child abuse victims during preliminary investigations.
 - (b) Record strip searches.
 - (c) Make or create recordings for personal use.
 - (d) Personally retain recordings of activities or information obtained while on-duty.
 - (e) Duplicate or distribute recordings except for authorized business purposes.

- (f) Record any personal conversation between department members.
 - (g) Record meetings with Confidential Informants.
 - (h) Use any recording for the purpose of embarrassment, intimidation or ridicule.
- I. No recording or portion thereof may be copied or released without the approval of the Chief of Police. Requests for copies made pursuant to the Public Records Act shall be handled in accordance with Section XI. C. and D. Copies may be made for court or at the request of the District Attorney's Office and District Counsel. Copies of recordings for training purposes require prior approval from the Chief of Police.

VIII. REVIEW OF RECORDINGS

- A. All recording media, recorded images and audio recordings are the property of the Kensington Police Department. Dissemination outside of the agency is strictly prohibited, except to the extent permitted by law. When preparing written reports, members may review their recordings as a resource; however, members shall not retain personal copies of recordings. Officers should not use the fact that a recording was made as a reason to write a less detailed report.

To prevent damage to, or alteration of, the original recorded media; it shall not be copied, viewed or otherwise inserted into any device not approved by the department BWC technician. When reasonably possible, a copy of the original media shall be used for viewing (unless otherwise directed by the courts) to preserve the original media.

Once uploaded to the storage server, officers may review their own audio/video data at a department desktop computer. Officers shall document the reason for access in the system prior to viewing any data. Access is automatically time and date stamped and the system records the name of the accessing party.

- B. Recordings may be reviewed in any of the following situations:
1. By a supervisor reviewing an Officer's performance.
 2. By a department detective who is engaged in an official investigation.
 3. An Officer may review their BWC files only as it relates to their involvement in:
 - (a) Completing or assisting in a criminal investigation.
 - (b) Preparing official reports.
 - (c) Preparing for courtroom testimony.

An Officer involved in a law enforcement fatal incident may only review BWC files in a manner consistent with the "Contra Costa County Law Enforcement Involved Fatal Incident Protocol."

4. Recordings may be shown for the purposes of training value with prior

review and approval of the Chief of Police. If an involved Officer objects to the showing of a recording, their objection will be submitted through the Chain of Command to determine if the training value outweighs the Officer's objection to showing the recording.

5. Officers desiring to view any recording that is not their own shall submit a request in writing to the supervisor.
6. By authorized Departmental personnel for purposes of potential or actual litigation review and preparation, and District Counsel.
7. In no event shall any recording be used or shown for the purpose of entertainment or ridicule.
8. Recordings will not be posted to any social media internet site without the approval of the Chief of Police.

IX. DOCUMENTING USE

- A. Any incident recorded by a MAV or BWC system shall have a notation in the synopsis of the report indicating that there is video/audio evidence. If a citation is issued during a citizen contact of which a recording was made, the front of all copies shall have the notation, "VIDEO ON FILE" indicating there is video/audio evidence.
- B. The Department recognizes that video images cannot always show the full story nor do video images capture an entire scene. The use of body-worn cameras does not reduce the requirement to provide thorough written documentation of an incident. Persons reviewing recordings must also be cautious before conclusions are reached about what the recordings show.

X. VIDEO MEDIA STORAGE AND INTEGRITY

- A. Evidence videos may be booked in hard copy formats (e.g., DVD, Thumb Drive) or "soft" copy format into a server solution (cloud or local) that is CJIS compliant and approved by the Chief of Police. The method of booking the videos shall be documented in the incident or crime report.
- B. All video/audio recordings that are not booked into evidence in a "hard" copy format will be retained in approved storage for a period of two years, after which they will be deleted if no longer needed for an ongoing proceeding. Recordings relevant to on-going criminal or civil proceedings must be retained for so long as the proceedings are pending.

XI. COPIES OF VIDEO/AUDIO RECORDINGS

- A. MAV/BWC recordings shall not be used for any purpose other than as outlined in this policy.

- B. Stored recording media copies may be released in response to:
1. A Public Records Act Request (but see C and D, below);
 2. A valid court order or subpoena (see Section XIII, below);
 3. To the District Attorney's Office for purposes of prosecution;
 4. To authorized Departmental personnel for purposes of review, investigation, training, or potential or actual litigation defense;
 5. To District Counsel; or
 6. Upon approval by the Chief of Police.
- C. MAV/BWC recordings are subject to the Public Records Act and shall be released except where an exemption, such as the "investigations" exemption (Govt. Code 6254(f)), applies. Generally, investigative video recordings shall not be released pursuant to a Public Records Act request, but a release may be authorized under the provisions set forth in "D" below.
- D. MAV/BWC recordings may be released to the public and to the media upon the specific approval of the Chief of Police where such release will assist the interests of justice as set forth in this section.
1. A recording that was created during the commission or investigation of the crime of rape, incest, sexual assault, domestic violence, or child abuse that depicts the face, intimate body part, or voice of a victim of the incident depicted in the recording, shall not be released except upon the approval of the Chief of Police. If a decision is made not to release such video, the denial letter provided to the requester shall justify withholding such a video or audio recording by demonstrating, pursuant to Section 6255, that on the facts of the particular case, the public interest served by not disclosing the recording clearly outweighs the public interest served by disclosure of the recording.
 2. A recording that is defined as confidential under Section 832.7(a) of the California Penal Code shall not be released except where mandated under Section 832.7(b)

XII. RECORDINGS AS EVIDENCE

- A. If a hard copy of a MAV/BWC recording is booked into evidence, it shall be packaged and labeled and a Chain of Custody Label is to be affixed to the outside of the packaging in the same manner as other property and the collection and disposition of such evidence shall be referenced in the crime report (see Section IX.A).
- B. If a soft copy of a MAV/BWC recording is booked into a digital evidence storage solution, it shall be identified by the case number and the retention status will be changed to an evidence category allowing for indefinite storage until the evidence is no longer needed and manually deleted.

XIII. EXTERNAL REQUESTS - PROCEDURE FOR DISCOVERY OF EVIDENCE AND CITIZEN REVIEW

- A. Upon receipt of a subpoena, a supervisor or designated Custodian of Records will be responsible to make a copy of the requested recording or segment thereof as ordered by the court or other authorized party. The procedure to complete the discovery recording copy process will be as follows:
 - 1. A supervisor will make a copy of the identified video recording from video recording storage.
 - 2. The supervisor will forward the discovery copy of the recording to the court pursuant to established procedures.
 - 3. Recordings shall not be released under informal discovery requests, i.e. without a subpoena.

XIV. INTERNAL REQUESTS - PROCEDURES FOR DISCOVERY OF EVIDENCE

- A. Upon written or email request by an Officer or other staff member who requires a copy for court or administrative purposes (other than an Departmental Personnel specifically authorized to view the video pursuant to Sections VIII and XI), a supervisor or designated Custodian of Records will be responsible to make a copy of the requested recording. The procedure to complete the recording copy process will be as follows:
 - 1. A supervisor will make a copy of the identified video recording(s) from video recording storage.
 - 2. The supervisor will then forward the copy of the original recording(s) to the Deputy or staff member.

XV. REQUEST FOR DELETION OF ACCIDENTAL RECORDINGS

- A. In the event of an activation of a BWC where the resulting recording contains personal and/or private conversations of an Officer unrelated to any ongoing criminal or Internal Affairs investigation, or otherwise has no valid official purpose, and which has no apparent evidentiary or investigatory value, the Officer may request the deletion of the accidentally recorded BWC video file by submitting a written request to the Chief of Police. If the Chief of Police determines the BWC recording meets the above criteria, the video file may be deleted after 30 days.
- B. In the event of an accidental activation of a BWC where the Chief of Police determines a BWC recording contains the personal and/or private conversations or images of any other individual unrelated to an ongoing criminal or Internal Affairs investigation, or otherwise has no valid purpose, and which has no apparent evidentiary or investigatory value, it may be deleted after 30 days by direction of the Chief of Police.

XVI. BWC COORDINATOR

- A. The Chief of Police shall appoint a member of the Department to coordinate the use and maintenance of BWC devices and the storage of recordings, including the directives in Penal Code § 832.18:
1. Establishing a system for downloading, storing, and securing recordings.
 2. Designating persons responsible for downloading recorded data.
 3. Establishing a maintenance system to ensure availability of operable portable audio/video recording devices.
 4. Establishing a system for tagging and categorizing data according to the type of incident captured.
 5. Establishing a system to prevent tampering, deleting, and copying recordings.
 6. Establishing a system to ensure chain of custody and evidence integrity.
 7. Working with District Counsel to ensure an appropriate retention schedule is being applied to recordings and associated documentation.
 8. Maintaining logs of access and deletions of recordings.
 9. Establishing a department liaison with the District Attorney's Office

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING

January 23, 2020

KPPCSD: REQUIRED EBRCSA PATROL RADIO UPDATE

BACKGROUND

The East Bay Regional Communications System Authority (EBRCSA) was formed in 2007 with the ultimate goal of having a robust communications system for all the public safety agencies in Alameda and Contra Costa Counties that allows for interoperability between agencies in times of emergencies. The Kensington Police Department participates in the EBRCSA and utilizes police radios that communicate on the EBRCSA system.

DISCUSSION

The EBRCSA has been in the process of updating the radios to a newer technology that will facilitate a higher number of simultaneous conversations during emergency events. The system update is a requirement for participating agencies. The EBRCSA system will start using this newer technology on July 1, 2020. Any radio that hasn't been upgraded at that time will cease to work on the EBRCSA system; meaning KPD would not be able to communicate with Dispatch and as such would not be able to provide effective police services. The cost to facilitate this update is \$5100.74 through Motorola.

RECOMMENDATION

Take public comment and decide by roll call vote if the Board wishes to approve the purchase agreement as presented.

If the Board approves, the motion should authorize the Interim Police Chief to execute the purchase agreement with Motorola subject to the review and approval of the General Counsel.

ATTACHMENTS

Purchase agreement with Motorola

SUBMITTED BY: Steve Simpkins, Interim Chief of Police



Quote Number: QU0000496857

Effective: 10 JAN 2020

Effective To: 08 APR 2020

Bill-To:

KENSINGTON POLICE DEPT
217 ARLINGTON AVE
KENSINGTON, CA 94707
United States

Attention:

Name: Steve Simpkins
Email: ssimpkins@kppcsd.org

Sales Contact:

Name: Dick Fasi
Email: dfasi@redcloudinc.com
Phone: +1.510.428.0635

Contract Number: CONTRA COSTA COUNTY, (CA)
Freight terms: FOB Destination
Payment terms: Net 30 Due

Item	Quantity	Nomenclature	Description	List price	Your price	Extended Price
1	11	T7664A	DIGITAL SMARTZONE	-	-	-
1a	11	QA00580AE	ENH: TDMA OPERATION	\$518.00	\$248.00	\$2,728.00
2	7	T7697A	DIGITAL SMARTZONE	-	-	-
2a	7	GA00580AC	ENH: UPGRADE TO TDMA	\$518.00	\$248.00	\$1,736.00
3	1	T7562A	DIGITAL SMARTZONE	-	-	-
3a	1	GA00580AB	ENH: UPGRADE TO TDMA	\$518.00	\$248.00	\$248.00

Estimated Tax Amount \$388.74

Total Quote in USD \$5,100.74

- * This quote contains items with approved price exceptions applied against it
- * This quote contains items that reflect discounts from approved total Price Exception of (\$5130)

- PO Issued to Motorola Solutions Inc. must:
- >Be a valid Purchase Order (PO)/Contract/Notice to Proceed on Company Letterhead. Note: Purchase Requisitions cannot be accepted
 - >Have a PO Number/Contract Number & Date
 - >Identify "Motorola Solutions Inc." as the Vendor
 - >Have Payment Terms or Contract Number
 - >Be issued in the Legal Entity's Name
 - >Include a Bill-To Address with a Contact Name and Phone Number
 - >Include a Ship-To Address with a Contact Name and Phone Number
 - >Include an Ultimate Address (only if different than the Ship-To)
 - >Be Greater than or Equal to the Value of the Order
 - >Be in a Non-Editable Format
 - >Identify Tax Exemption Status (where applicable)
 - >Include a Signature (as Required)

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING

January 23, 2020

KPPCSD: PURCHASE AGREEMENT – MOBILE PATROL CAR COMPUTERS (MDCs)

BACKGROUND

For the last several decades, police officers throughout the country have utilized mobile data computers (MDCs) to facilitate critical elements of their duties such as entering missing persons or stolen vehicles into the statewide database. Officers use MDCs at the scene of crimes to quickly enter critical and time-sensitive information. MDCs are also used to capture routine patrol data that is later used to document patrol activity. This routine information is entered through the MDC so that valuable radio traffic time is not utilized; providing routine information over the radio is an issue that can compromise officer safety in both Kensington and Albany.

When the District switched from Richmond to Albany for dispatch services, that switchover necessitated a change in MDCs as well. At that time, the District opted to purchase Albany's used patrol car computers. These used computers from Albany were a sensible way to facilitate using the dispatching software Albany utilizes without having to purchase new hardware at the same time as the dispatch contract change. Unfortunately, the computers have failed several times over and the cost for repairs would be substantial. Currently all the computers purchased from Albany are out of commission, no patrol cars have a functioning MDC which significantly compromises the effectiveness of the Police Department.

DISCUSSION

In reviewing potential solutions for replacing the MDCs, the following criteria was used:

- The MDC must be compatible with RIMS – the dispatch software used by Albany
- The MDC must have data transmittal capability in our hilly neighborhoods
- The MDC must be from a reputable company who delivers tried and tested products that meet or exceed industry standards of function and durability

Albany currently uses the DataLux MDC. This is the same product used by the District now, just an older model. The newer DataLux MDC meets or exceeds our criteria; however, the product requires an additional external modem to communicate. To replace our current MDCs would require both the computer and the modems; the computers cost \$29,211 and the modems are \$9,360.57 for a total cost of \$38,571.57 not including installation.

In researching other local agencies, another viable option was found. The Sheriff's Office, Richmond and San Pablo all use the GeTac MDC. The Sheriff's Office has used the GeTac at patrol stations throughout the county for the last five years with no notable issues in functionality or durability. The GeTac has a three-year warranty and the product has performed well for the Sheriff's Office and exceeded performance expectations. The Sheriff's Office loaned the District a GeTac MDC for testing and we have found it to function properly in our environment. The GeTac MDC supports RIMS and does not need an external modem to communicate.

The GeTac meets or exceeds our criteria and is a significant cost savings as compared to the current DataLux MDC. Staff obtained a purchase quote for GeTacs for a cost of \$25,157.55 which includes a five-year warranty and around the clock hardware support. There is an additional installation cost of \$2,819.74, making the total requested for this purchase \$27,977.29.

There will be an ongoing monthly cost for the air cards that communicate the information from Dispatch to the MDCs. That cost is \$189.95 per month and will be covered by existing budget funds.

RECOMMENDATION

Take public comment and decide by roll call vote if the Board wishes to approve the purchase agreement as presented.

If the Board approves, the motion should authorize the Interim Police Chief to execute the purchase agreements subject to the review and approval of the General Counsel.

ATTACHMENTS

Purchase agreement with DuraTech USA for GeTac Computers
Purchase agreement with LEHR/Pursuit North for installation
Quotes from DataLux & Cradlepoint Modems (as exemplars only)

SUBMITTED BY: Steve Simpkins, Interim Chief of Police

DuraTech USA, Inc.

Rugged Mobile Computing Solutions

6765 Westminster Bl. #314
Westminster, CA 92683
www.DuraTechUSA.com

Phone # 714-898-2171

FEIN# 20-2777132

**Certified 8(a),SBE #19486, DBE #40914, OCTA# 39991,
CUCP#35922, MBE & WBE
GSA SCHEDULE 70 GS-35F-115BA
CMAS # 3-15-70-3195A
CMAS # 3-15-70-3195B**

QUOTE

Date

Quote #

12/30/2019

123019KPD3

Customer Information

City of Kensington Police Dept.
217 Arlington Ave.
Kensington, CA 94707

Rep

Project Delivery Date

Terms

Customer E-mail

1/29/2020

Net 30

anath@kppcsd.org

Item	Description	Qty	Cost	Total
FL21ZDJA1UXX	F110 G5,Intel Core i5-8265U Processor 1.6GHz,11.6" With Webcam,Microsoft Windows 10 Pro x64 with 8GB RAM,256GB SSD,Sunlight Readable (Full HD LCD+ Touchscreen) ,AC Adapter + US Power Cord,Rear Camera,WIFI + BT + GPS+ 4G LTE (EM7511) + Pass-through,Low Temp -21°C, TPM 2.0, IP65, 3 Year Warranty	5	2,595.99	12,979.95T
GE-SVTBNFX5Y	Getac 4th & 5th Year Bumper to Bumper Warranty	5	625.00	3,125.00T
4166243	Gamber Johnson Tri Pass-through Vehicle Dock & Replication (DC power adaptor sold separately)	5	725.00	3,625.00T
CA LCD Dispos...	CALIFORNIA LCD DISPOSAL FEE	5	5.00	25.00
7160-0454	Universal Adapter	5	44.25	221.25T
7160-1015	Adapter plate	5	29.95	149.75T
MMKDM-W15-3...	"Mobile Mark: Surface Mount Multi-band 2.4, 4.9-6 GHz & GPS"	5	95.00	475.00T
MXRNMOPFP1...	3/4" Hole NMO Brass Mnt w/Gold Pin 17' ProFlex+195 & Cr SMA	5	19.00	95.00T

Total

Delivery Lead time 4-6 weeks (unless otherwise noted) from date of purchase unless otherwise noted.

Prices are good for 30 days and may be subject to change without notice

**Some Options & Upgrade costs applicable to time of original purchase only

NET 30 Terms for Govt Orders

Prepaid Company check or bank wire transfer with PO or Net30 OAC. VISA, M/C, American Express Cards Accepted (Discounts not applicable with credit card orders)

All International Orders -Prepaid Wire Transfer (\$30 Wire Fee Applies)

All California purchases require \$5 LCD Disposal Fee per unit & applicable sales taxes

All Customs Fee, Duties & Taxes & shipping costs are the responsibility of purchaser

Please check specifications carefully!

Due to Customization -All Sales are final!

Send Orders to: PO@DuraTechUSA.com

DuraTech USA, Inc.

Rugged Mobile Computing Solutions

6765 Westminster Bl. #314
 Westminster, CA 92683
 www.DuraTechUSA.com
 Phone # 714-898-2171
 FEIN# 20-2777132

**Certified 8(a),SBE #19486, DBE #40914, OCTA# 39991,
 CUCP#35922, MBE & WBE
 GSA SCHEDULE 70 GS-35F-115BA
 CMAS # 3-15-70-3195A
 CMAS # 3-15-70-3195B**

QUOTE

Date	Quote #
12/30/2019	123019KPD3

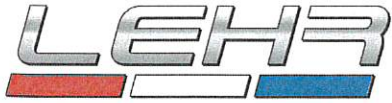
Customer Information	
City of Kensington Police Dept. 217 Arlington Ave. Kensington, CA 94707	

Rep	Project Delivery Date	Terms	Customer E-mail
	1/29/2020	Net 30	anath@kppcsd.org

Item	Description	Qty	Cost	Total
MXRBMLPVDB...	Maxrad External Cellular Antenna 698-960/1710-2500 MHz,Dualband Low Profile Antenna, Black	5	65.00	325.00T
590GBL000198	TG3,KBA-BLTXR-G4460-5US,TG3 83 Key,RUBBER, Backlit, Touchpad, USB, Coiled Cord, No logo, bundled 5 year "no fault" warranty	5	275.00	1,375.00T
12-16	12-16 VDC Vehicle Adapter	5	95.00	475.00T
GDOFU5	F110 Office Dock with Power Supply	1	325.00	325.00T
Shipping	NOTE: DIRECT SIGNATURE REQUIRED ON ALL ORDERS	1	50.00	50.00
	Sales Tax		8.25%	1,911.60

Total	\$25,157.55
--------------	--------------------

Delivery Lead time 4-6 weeks (unless otherwise noted) from date of purchase unless otherwise noted.
 Prices are good for 30 days and may be subject to change without notice
 **Some Options & Upgrade costs applicable to time of original purchase only
 NET 30 Terms for Govt Orders
 Prepaid Company check or bank wire transfer with PO or Net30 OAC. VISA, M/C, American Express Cards Accepted (Discounts not applicable with credit card orders)
 All International Orders -Prepaid Wire Transfer (\$30 Wire Fee Applies)
 All California purchases require \$5 LCD Disposal Fee per unit & applicable sales taxes
 All Customs Fee, Duties & Taxes & shipping costs are the responsibility of purchaser
 Please check specifications carefully! Due to Customization -All Sales are final! Send Orders to: PO@DuraTechUSA.com



Sales Quote

Page: 1

661 Garcia Avenue Pittsburg, CA 94565
Phone: 925-370-2144 Fax: 925-370-2087

Quote Number: 21491
Document Date: 1/7/2020
Terms: Net 30
Payment Method:

Sell Kensington Police Department
To: 1217 Arlington Ave
Berkeley, CA 94707
USA
Phone: 510-526-4141

Ship Kensington Police Department
To: Attn: Amit Nath
217 Arlington Ave
Berkeley, CA 94707
Phone:

Ship Via Installation
Location: Lehr - Pittsburg
Blanket PO:

Customer ID 40255
SalesPerson Mary Pagliero

Vehicle Information:

Item No.	Description	Category	Quantity	Unit Price	Total Price
AP-MMF-CWG-Q-S222-BL	MULTIMAX FV 3 IN 1 ANTENNA CELL/LTE,WiFi & GNNS	ANTNAPLU S	5	211.50	1,057.50
L	LABOR CHARGES TO INSTALL COMPUTER ANTENNA & CUSTOMER SUPPLIED PARTS	LABOR	5	325.00	1,625.00
F	Shipping Charges	OTHER	5	10.00	50.00

Amount Subject to Sales Tax 1057.50
Amount Exempt from Sales Tax 1,675.00

Subtotal: \$2,732.50
Total Sales Tax: \$87.24
Total: \$2,819.74



Date: 6/17/19

Customer:
 To: Kensington Police Department
 Contact: Det. Rodney Martinez
 Phone: _____
 Email: rmartinez@Kensingtoncalifornia.org

Bill To:
 To: Same
 Contact: _____
 Phone: _____
 Email: _____

Computer Hardware and Accessories/Warranties

QTY	PART #	DESCRIPTION	MSRP	EXT	Total
5	Tracer TF120	<ul style="list-style-type: none"> 12.1 Police Mobile Data System Intel 5th Gen i5 Processor 4GB DDR3 System Memory WiFi, ExpressCard Slot, Bluetooth 1-RS232 Serial Port (2) USB 3.0 + (4)USB 2.0 Ports 2 LANs Standard 1024x768 Resistive Touch LCD Internal Vehicle Power Conditioning Windows 10 Professional 5-year warranty, 128GB SSD 	\$4,304	\$3,760	\$18,800
5	Upgrade	Upgrade RAM to 16GB	\$400	\$320	\$1,600
5	Upgrade	Upgrade CPU to i7	\$270	\$262	\$1,310
5	Upgrade	Upgrade to 500GB SSD	\$447	\$360	\$1,800
5		Fingerprint Reader	\$200	\$160	\$800
5	TRU-KEYBD-XXX	Backlit USB Keyboard (NEW)	\$350	\$320	\$1,600
5	619-306	TRU-Keyboard tilting, articulating arm for TRU-Mount	\$160	\$152	\$760

Mounting Hardware/Specialty Items

0					
0					
0					
0					
0					

COMMENTS/NOTES

Quotation Terms and Conditions:
 Valid until Dec. 31, 2019
 Final Sale Pending Credit Approval
 Prices are FOB Winchester VA
 Prices do not include taxes or installations
 Delivery 8-10 weeks ARPO
 Leasing available, please ask about current rates.

Subtotal:	\$26,670
Tax:	\$2,266
Shipping [MUST ENTER]:	\$275
Total:	\$29,211

Quotation by: Sophia McCreary
 Phone: 323-356-3159
 Email: smccreary@datalux.com

QUOTE CONFIRMATION



DEAR RON HEIN,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LBWL538	11/25/2019	KENSINGTON CRADLEPOINT	12486276	\$9,360.57

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Cradlepoint 1-Year NetCloud Mobile Essentials with IBR1700-1200M-B Router Mfg. Part#: MA1-1700120B-NNA Electronic distribution - NO MEDIA Contract: Sourcewell 100614#CDW Technology Catalog/NSA (081419-CDW)	5	5740628	\$1,213.70	\$6,068.50
Cradlepoint 9-in-1 Dome - antenna Mfg. Part#: CP-1019-1-PAN UNSPSC: 43221723 Contract: Sourcewell 100614#CDW Technology Catalog/NSA (081419-CDW)	5	5065421	\$361.27	\$1,806.35
Panorama Foam Pad for Cradlepoint Low Profile Dome Antenna Mfg. Part#: CP-1008-1-PAN Contract: Sourcewell 100614#CDW Technology Catalog/NSA (081419-CDW)	5	5164996	\$27.23	\$136.15
Cradlepoint NetCloud Advanced for Mobile Routers (Enterprise) - subscriptio Mfg. Part#: MA1-NCADV UNSPSC: 43233204 Electronic distribution - NO MEDIA Contract: Sourcewell National Sherriff Associations Software (081419-CDW)	5	4949162	\$113.70	\$568.50

PURCHASER BILLING INFO		SUBTOTAL	\$8,579.50
Billing Address: ALBANY POLICE DEPARTMENT 1000 SAN PABLO AVE ALBANY, CA 94706-2226 Phone: (510) 525-7300 Payment Terms: Net 30 Days-Govt State/Local		SHIPPING	\$0.00
		SALES TAX	\$781.07
		GRAND TOTAL	\$9,360.57
DELIVER TO		Please remit payments to:	
Shipping Address: ALBANY POLICE DEPARTMENT 1000 SAN PABLO AVE ALBANY, CA 94706-2226 Phone: (510) 525-7300 Shipping Method: DROP SHIP-GROUND		CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION



Brian Clouser

| (866) 339-4119

| briaclo@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager

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KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING

January 23, 2020

Proposal to engage RDC to create a design for the public safety building that houses both the Fire and Police departments

BACKGROUND

At the September 11, 2019, meeting of the Kensington Fire Protection District (KFPD) the architectural firm of RossDrulisCusenbery (RDC) presented the current plan for the renovation of the Public Safety Building (PSB.) This plan has no space allocated to the operations of the KPPCSD or KPD. The firm did spend some time looking at the desired space requirements for the both departments (numbers presumably from the 2015 survey) and concluded that it wasn't possible to fit everything desired into the current footprint of 217 Arlington.

RDC then attempted to design a "best practices" fire department with the space deemed available, and presented those drawings. Director Deppe asked if RDC had attempted to fit both departments into the building using, if necessary, a less than ideal or a just essentials design, and they responded that they did not, as they not been directed to do so by the Fire District. After some further discussion it was suggested that if the KPPCSD were interested in such a design, the District should pay the architect's cost.

At the September 12th meeting of the KPPCSD, Julie Stein, President of the KFPD, stated that the KPPCSD was welcome to initiate our own engagement with RDC.

Director Deppe contacted Mr. Cusenbery, presenter of the design from RDC, to ask about the possibility for collaboration. Mr. Cusenbery wanted formal approval from the Fire District before discussing the matter with the KPPCSD. Brenda Navellier, General Manager of the KFPD, also said that the KPPCSD would need to formally request permission from the KFPD to work with RDC, and that any such engagement would have to be done as a joint venture, and not something we could do on our own.

Since that time the KFPD has indicated that it would be acceptable for the KPPCSD to contact RDC directly and engage them to create a design. In December then director Deppe contacted RDC, and in January a proposal was received.

While there is no guarantee this would result in a practical design, we feel it is worth the effort to see if there is a way to fit both departments in the PSB.

RECOMMENDATION

Discuss the proposal and if so desired accept the proposal. Since any design would ultimately need to be approved by both boards, step 5 would need to be contingent upon approvals of the conceptual floor plans.

FISCAL IMPACT

To cost to get to conceptual floor plans is estimated at \$10,993. While the last step is estimated to cost an additional \$4,658 it is probably hard to really calculate the total costs after conceptual floor plans are complete.

ATTACHMENTS

Kensington PD Fee Pro Letter 20200110.pdf

SUBMITTED BY: Director Christopher Deppe

18294
Sonoma Highway
Sonoma
CA 95476

TEL 707 996 8448
FAX 707 996 8542

ARCHITECTURE

January 10, 2020

Christopher Deppe

Kensington Police Protection and Community Services District
217 Arlington Avenue
Kensington, CA 94707

Regarding: Proposal for Architectural Services: Kensington Police Department

Dear Christopher:

RossDrulisCusenbery Architecture, Inc. (RDC) is pleased to submit this proposal for Architecture Design Services for the Kensington Police Department to explore options for retaining the Police Department in the remodel of the Kensington Public Safety Building. Work will include exploring new program options and workshopping various planning scenarios in collaboration with the Kensington Fire Department.

RDC will provide services on a Time and Material's basis. The estimated fees for the above services are detailed below:

Task	Principal Hours	Principal Rate	Subtotal	PM Hours	PM Rate	Subtotal	Program mer Hours	Program mer Rate	Subtotal	Total
Task 1: Program Verification Meeting	2	\$245	\$490	2	\$195	\$390		\$111	\$0	\$880
Task 2: Workshop with Fire Department and Police Department	6	\$245	\$1,470	6	\$195	\$1,170		\$111	\$0	\$2,640
Task 3: Program Revisions	2	\$245	\$490	6	\$195	\$1,170	8	\$111	\$888	\$2,548
Task 4: Conceptual Floor Plans	1	\$245	\$245	24	\$195	\$4,680		\$111	\$0	\$4,925
Task 5: General Coordination / Administration		\$245	\$0	24	\$195	\$4,680		\$111	\$0	\$4,6580
TOTAL	11		\$2,695	62		\$12,090	8		\$888	\$15,673

SCHEDULE:

RDC is prepared to proceed with work upon approval by the Board.

CONTRACT FORMAT: AIA Standard Form of Agreement Between Owner and Architect B105-2017.

EXCLUSIONS:

The following fees and services are excluded for this phase:

- Meetings beyond those outlined above.
- Public outreach meetings.
- Engineering consultant services.

RossDrulisCusenbery Architecture, Inc.
Proposal for Architectural Services: Kensington Police Department
January 10, 2020
Page 2.

- Drawings beyond conceptual plans.
- 3D renderings or images.
- Presentation to Board of Directors. (If this is needed RDC preparation and attendance will be compensated on a time and materials basis.)

Thank you for the opportunity to provide these services for the Kensington Police Department.

Sincerely,

A handwritten signature in black ink, appearing to read "Mallory Scott Cusenbery". The signature is stylized and written over the printed name below it.

Mallory Scott Cusenbery, AIA
RossDrulisCusenbery Architecture, Inc.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING

January 23, 2020

Consultation with KPPCSD Legal Counsel by attorney of KFPD

BACKGROUND

On May 23, 2019, the KPPCSD Board considered the proposal to share legal costs with the KFPD (Kensington Fire Protection District) on obtaining a legal opinion on the right of the KPPCSD to sell a portion of Kensington Park for the building of a public safety building. This proposal, which would have required a legal finding within 60 days of May, 8, 2019, was not acted upon by the Board.

Some members of the KFPD Board have continued to express desire to consider Kensington Park as a location of a future public safety building. In early 2019, KPPCSD approached their attorney, Ann Danforth, who determined that the direction of the 1998 bond was not entirely clear and would require further study. The KPPCSD has not authorized further legal work to dedicated bond counsel.

RECOMMENDATION

In order to provide greater clarity on the development of Kensington Park, the KPPCSD would authorize their attorney, Ann Danforth, to work with counsel chosen by the KFPD to clarify the rights and responsibilities given to each special district in developing lands acquired through bonds. Their attorney will also share all research done to date on this issue. This help would be limited to ten hours of time before August of 2020.

The KPPCSD is not indicating that development in the park is authorized, economically feasible, or of interest, but does allow the KFPD to pursue the question of legality under the authority rendered by the bond passage.

It is recommended that the Board agree to this action in order to possibly alleviate questions that have developed.

FISCAL IMPACT

Up to \$2100 for ten hours of clarification and communication with District counsel, Ann Danforth.

ATTACHMENTS

Letter to President Nottoli, dated, May 15, 2019

SUBMITTED BY: Director Sherris-Watt



May 15, 2019

Ms. Eileen Nottoli, President
Kensington Police Protection and Community Services District
217 Arlington Avenue
Kensington, CA 94707

Dear President Nottoli,


At its regular meeting on May 8, 2019, the Board of Directors of the Kensington Fire Protection District (KFPD) discussed strategies to continue with and finalize its analyses of viable alternatives to a) seismically upgrade and renovate or b) build a new Public Safety Building for Kensington. The Public Safety Building at 217 Arlington Avenue presently houses all personnel and equipment for the KFPD and the Kensington Police Protection and Community Services District (KPPCSD).

As authorized by the KFPD Board on May 8, 2019, I am writing to request that KPPCSD obtains a legal opinion addressing whether KPPCSD is prohibited by bond covenants, grant restrictions, or otherwise from allowing the development of a new Public Safety Building within Kensington Park. The KFPD is prepared to enter into an agreement with KPPCSD to pay 50% of the costs of such an opinion, up to \$5,000 for each District, as long as the opinion is delivered to the Kensington Fire Protection District within 60 days from May 8, 2019.

In addition to authorizing this request for the above-referenced legal opinion, the KFPD Board also moved to begin planning a public forum to educate the public on the status of the Public Safety Building and seek community input on its future. We anticipate that the public forum will be held in the fall of 2019, and invite the KPPCSD to participate with the KFPD Board in this community event.

I hope that the KPPCSD Board will look favorably on this request to obtain a timely legal opinion in the interest of assuring the public that we have carefully investigated the alternatives for the future of the Public Safety Building. Please do not hesitate to contact me if you have any questions.

Best regards,


Julie Stein, President
Kensington Fire Protection District

cc: Brenda Navellier, KFPD District Manager,
Anthony Constantouros, KPPCSD General Manager

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING

January 23, 2020

Proposal to give permission to Kensington Fire Protection District to determine if a fault exists in Kensington Park.

BACKGROUND

In 2019, the building committee representatives of the KPPCSD, suggested to the representatives of the KFPD that the KFPD Board consider funding a seismic study in Kensington Park. This was with the understanding that members of the KFPD were still very interested in exploring a public safety building in the park. It seemed that this would be a valuable next step in determining whether a park location was feasible. This step could have been executed parallel to, or irrespective of, the exploration of legality under the late 90's bond for Kensington Park.

While the KFPD explored this consideration, such an action was not authorized. The cost to the KFPD was estimated to be around \$60,000.

RECOMMENDATION

The KPPCSD should allow the KFPD to engage a seismic engineer to study fault lines in Kensington Park at the location identified by the KFPD building committee in March of 2019. This location is adjacent to the library building facing Arlington Avenue about 300 feet from the stop light and intersection.

This approval is in effect until August 2020.

This approval does not imply or approve further development or action on Kensington Park property.

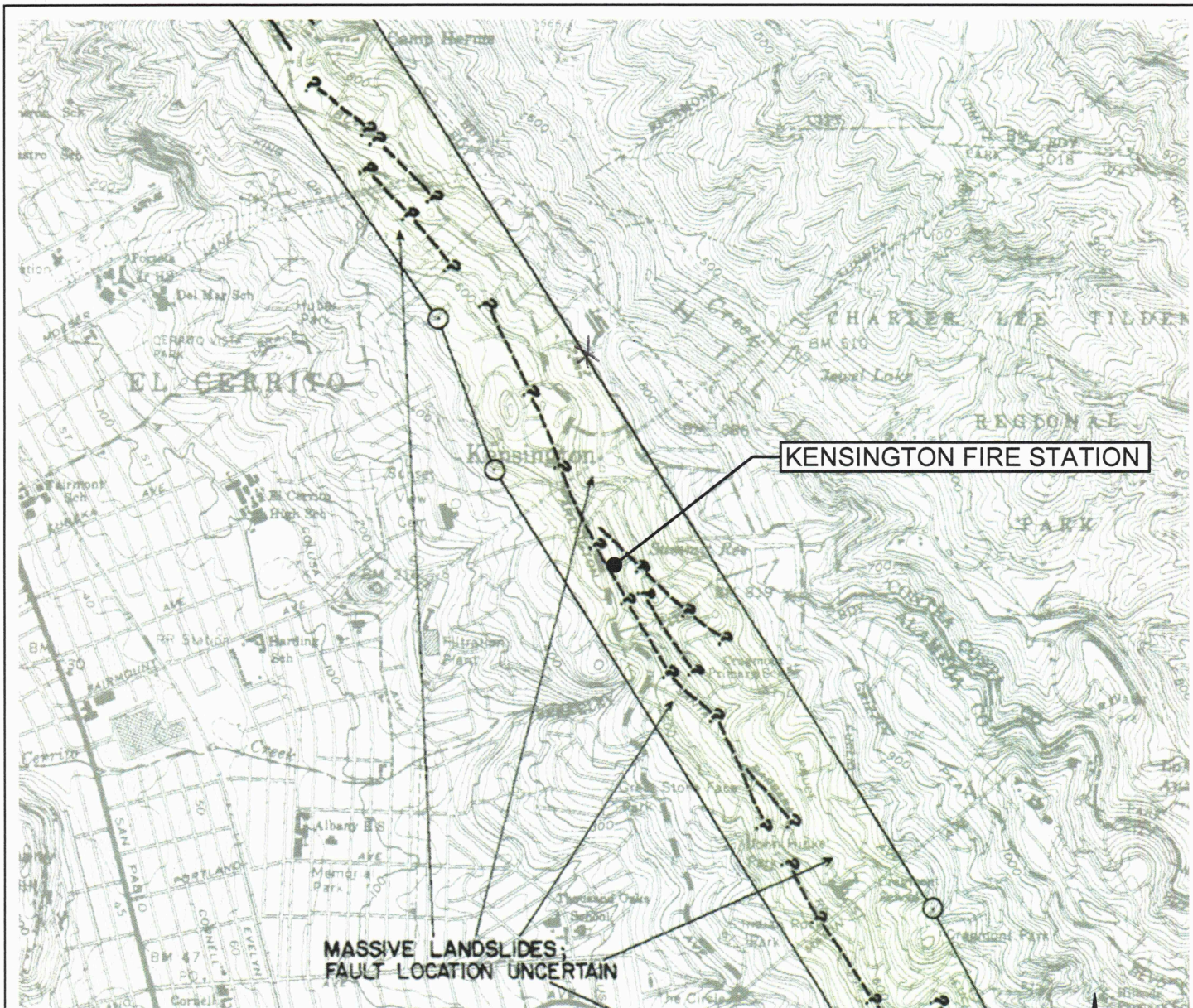
FISCAL IMPACT

None

ATTACHMENTS

Official Earthquake Fault Zones Map, 1982

SUBMITTED BY: Director Sherris-Watt



**MASSIVE LANDSLIDES;
FAULT LOCATION UNCERTAIN**

KENSINGTON FIRE STATION

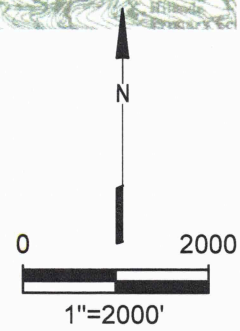
MAP EXPLANATION

Potentially Active Faults

1906 C
 Faults considered to have been active during Holocene time and to have a relatively high potential for surface rupture: solid line where accurately located, long dash where approximately located, short dash where inferred, dotted where concealed; query (?) indicates additional uncertainty. Evidence of historic offset indicated by year of earthquake-associated event or C for displacement caused by creep or possible creep.

Special Studies Zone Boundaries

- These are delineated as straight-line segments that connect encircled turning points so as to define special studies zone segments.
- Seaward projection of zone boundary.



**OFFICIAL EARTHQUAKE FAULT ZONES MAP
(State of California, 1982)**

Kensington Fire Station
 217 Arlington Boulevard
 Kensington, CA

DATE: 12-11-17 | Project No. xxxx.xxx | Figure 9

RYAN GEOLOGICAL CONSULTING, INC.
 PROVIDING LOGICAL GEOLOGICAL SOLUTIONS

BASE: PORTION OF STATE OF CALIFORNIA SPECIAL STUDIES ZONES, RICHMOND QUADRANGLE, CALIFORNIA AT A SCALE OF 1:24,000.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING

January 23, 2020

Proposal from the Kensington Fire Protection District to create a joint committee to explore options for housing the Fire and Police departments

BACKGROUND

At the January 9th meeting of the Kensington Police Protection and Community Services District the president of the Kensington Fire Protection district delivered a letter to the KPPCSD inviting us to form a joint committee to address the future housing of the Fire and Police departments.

RECOMMENDATION

Discuss the idea, including how a joint committee would work, scheduling, goals, etc., and if so desired approve the creation of a committee.

ATTACHMENTS

Letter from the KFPD re Joint Committee.pdf

SUBMITTED BY: Director Christopher Deppe



January 9, 2020

Kensington Police Protection and Community Services District
217 Arlington Avenue
Kensington, CA 94707

Dear KPPCSD Directors and General Manager Constantouros:

Request from the KFPD Board to the KPPCSD Board to form a 2x2 joint committee to hold publicly noticed meetings concerning the future housing of the Kensington Police and Fire Departments

Almost a year ago, the Kensington Property Owners Association urged both our boards to form a joint committee and to meet publicly to try to craft solutions to the problems that confront us regarding the future homes of the Police and Fire Departments and their staffs.

Because the KPPCSD Board did not allow any investigation of building a new, joint-purpose Public Safety Building (PSB) in Kensington Park (which they own on behalf of Kensington residents), the KFPD saw no choice but to elect to try to renovate the existing PSB at 217 Arlington (which they similarly own). It is not yet clear from KFPD's architects how much space can be available for various functions, but we expect the necessary footprints of both units to expand based on new building codes, Federal and County requirements, and best practices.

KPPCSD Directors have repeatedly voiced their commitment to a full working Police facility in Kensington, regardless of how the force and its staff are employed (independent, full contract out, or hybrid model). The KFPD Board feels that the financial and logistic resources of both districts are owned by our citizens, and our obligation is to deliver the best facilities possible with the optimal use of tax dollars. But the condition of the PSB is poor and our employees who live and work there are endangered, so time is of the essence.

We invite you to form with us a 2x2 joint committee to hold publicly noticed meetings, as developing circumstances dictate, to address the future housing of the Fire and Police departments and the best ways to fund these projects, beginning in February 2020. We ask that you put this item for action on your February 2020 agenda. Thank you.

Respectfully,

Julie Stein
President, Kensington Fire Protection District
jstein@kensingtonfire.org