

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

AGENDA

A Regular Meeting of the Board of Directors of the Kensington Police Protection and Community Services District will be held Thursday, June 10, 2010, at 7:00 P.M., at the Community Center, 59 Arlington Avenue, Kensington, California.

Note: All proceedings of this meeting will be tape recorded

Roll Call
Public Comments
Board Member/ Staff Comments

APPROVAL OF CONSENT CALENDAR

- a) Minutes of the Regular Meeting May 13, 2010, pg 3
- b) Profit & Loss Budget Performance for May 2010, pg 8
- c) Variance Report May 2010, pg 11
- d) Board Member Reports
- e) Correspondence, pg 13
- f) Police Department Update, pg 16
- g) Monthly Calendar, pg 25
- h) Recreation Report
- i) General Manager Update, pg 27

DISTRICT – OLD BUSINESS

1. Vice-President John Stein will provide members of the Board and the public with information regarding the status of the Community Center Remodeling Project by the Kensington Community Council., pg 29

DISTRICT - NEW BUSINESS

1. Chief of Police Greg Harman will award a commendation to Sergeant Rickey Hull for his assignment as the General Manager- Chief of Police between April 1st and May 31st., pg 30
2. Chief of Police Greg Harman will award a commendation to Reserve Officer Suzanne Tyler for her actions on May 18th during an armed robbery at the El Cerrito Safeway Store, ECPD Case # 2010-9794/ KPD-case # 2010-1967., pg 31
3. Director Bill Wright will present the Board with a proposal for discussion and possible action, to hire Koff & Associates, Inc. to prepare, in collaboration with the District and with the Kensington Police Officer's Association, a total compensation comparative salary analysis for use by the District and the KPOA during their pending contract negotiations., pg 32
4. General Manager Greg Harman will request the Board set a Special Meeting to review for possible approval the proposed KPPCSD 2010/2011 Annual Budget for Thursday, June 24th., pg 54
5. General Manager Greg Harman will request that the Board authorize the purchase of a solar powered speed monitoring advisory sign for the area of 46 Arlington (SB), with the remaining 2008/2009 COPS Grant funding. Board Action., pg 56

ADJOURNMENT

General Information

Accessible Public Meetings

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

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

CONSENT CALENDAR

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

KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

Meeting Minutes for 05/13/2010

AGENDA

A Regular meeting of the Board of Directors of the Kensington Police Protection and Community Services District was held Thursday May 13, 2010, 7:00 PM , at the Community Center, 59 Arlington Avenue, Kensington, California.

The board entered into Open Session at 7:00 PM.

ATTENDEES

Elected Members	Guests/Presenters:	
Charles Toombs, President	Lynn Wolter	
John Stein, Vice President	Joan Gallegos	
Bill Wright, Director	Joel Koosed	
Patricia M. McLaughlin, Director	Nicki Kaiser	
Cathie Kosel, Director	Officer Doug Wilson	
	Officer Kevin Hui	
	Ann Delk	
	Tony Lloyd	
	Linda Lipscomb	
Sgt. Rickey Hull, Acting General Manager/ Chief of Police	Kim Zvik	
Stephanie Fries, District Secretary	Officer Eric Stegman	

ANNOUNCEMENTS: None

PUBLIC COMMENTS

Tony Lloyd, resident, gave an update on the KCC Community Center Remodel Project, noting that the planning commission approved the model plans on May 3, 2010 and the remodel will begin in early June 2010.

Ann Delk, resident, commented that since 1994, District revenue has increased by 3.8% per year while inflation has gone up only 2.4%. Ms. Delk asked the Board if they plan to spend Measure G money wisely. Director McLaughlin responded by reminding everyone that the Kensington community elected the Board and the Board is in place to do the community's bidding. Director Kosel responded by suggesting that Ms. Delk should be asking if salaries are comparable to similar cities and indicated that Kensington Police Officer salaries are much higher.

Officer Eric Stegman addressed the letter sent out to Kensington residents from the Kensington Police Officers' Association, noting a minor correction to the 5-year salary increase indicated in the letter. Officer Stegman noted that the letter indicated a 19% 5-year salary increase, but that those numbers were not compounded. The compounded total for the 5-year salary increase is 20.46%.

KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Officer Stegman also responded to incorrect claims that some have made about the 5-year salary increase being as high as 29%, noting that this information is false and the correct information is publically available in the Kensington Police Officers' Memorandum of Understanding.

Nicki Kaiser, resident, asked the Board why Windsor Avenue residents were not notified by KPPCSD about the KMAC meeting regarding the park restroom. Director Wright responded that KMAC is not a District committee and they are responsible for notifying residents of their meetings.

BOARD COMMENTS

Director Kosel commended Acting Chief of Police / General Manager Rickey Hull on his level of productivity in the last couple of weeks. Director Kosel suggested freezing all staff promotions and splitting the General Manager / Chief of Police position.

Director Kosel also commented on General Manager / Chief of Police Gregory Harman's Worker's Compensation claim, commenting that she knows for a fact that Daly City should be paying for his claim, not Kensington. Director Kosel suggested meeting with counsel to discuss the matter in an effort to save the District money.

Director McLaughlin announced that the Contra Costa County Fire Department will hold a meeting concerning fire hazards on Saturday May 24 at the Arlington Club House at 6:30pm.

Director Stein gave a summary of the progress of the Kensington Park Building Ad-hoc Committee and the Joint Emergency Committee, commenting that the Park Building Committee's goal is to come up with an overall needs assessment plan to be ready in August or September to report back to the Board.

Director Kosel asked for a correction to Outlook Editor Joel Koosed's article, noting that she has an issue with his use of the term "board as a whole".

-NO STAFF COMMENTS-

CONSENT CALENDAR

Director McLaughlin pulls Item C - Profit & Loss Budget Performance Report from the Consent Calendar, noting that she would like to re-emphasize that the numbers in the report are accurate as of the date of the report.

MOTION: The Board moves to adopt the Consent Calendar as presented.

AYES: Wright, Kosel, Toombs, McLaughlin, Stein

NOES: 0

ABSENT: 0

NEW BUSINESS #1 - Acting Police Chief Ricky Hull will swear in Kensington Police Officer Kevin Hui

Acting Police Chief Ricky Hull swears in Kensington Police Officer Kevin Hui.

Kensington Police Protection and Community Services District – Board of Directors Meeting - 05/13/2010

KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

NEW BUSINESS #2 - Acting Police Chief Rickey Hull will award a commendation to Detective Keith Barrow for his investigation and arrest of a hit and run suspect, KPD# 2010-1457

Acting Police Chief Rickey Hull awarded a commendation to Detective Keith Barrow.

NEW BUSINESS #3 - Acting General Manager Rickey Hull will present the Board with the Kensington Police Protection & Community Services District Traffic Safety Evaluation, prepared by the University of California, Institute of Transportation Studies, Technology Transfer Program for review, discussion, and possible action.

Acting General Manager Rickey Hull presented the Traffic Safety Evaluation and gave a summary of the recommendations which include a zero tolerance traffic enforcement policy for Kensington.

BOARD COMMENTS

Director McLaughlin commented that the strongest recommendation of the survey is the zero tolerance traffic enforcement policy and believes there is no need to look at other recommendations.

Director Stein suggested that the Police Department give regular traffic safety improvement updates to the Board.

PUBLIC COMMENTS

Nicki Kaiser, resident, asked the Board to clarify the zero tolerance policy recommended by the survey. President Toombs responded by noting that a warning is not as effective as giving a ticket, and this is what the survey recommends.

MOTION: The Board moves to accept the Traffic Safety Evaluation and its recommendation regarding the zero tolerance policy.

AYES: Wright, Toombs, McLaughlin, Stein, Kosel NOES: 0 ABSENT: 0

NEW BUSINESS #4 - Acting General Manager Rickey Hull will present the Board with Resolution 2010-06, a Resolution of the Board of Directors of the Kensington Police Protection and Community Services District, confirming the assessment and ordering the levy for the Kensington Park Assessment District for Fiscal Year 2010/2011, for discussion and Board action.

Acting General Manager Rickey gave a summary of Resolution 2010-06.

MOTION: The Board moves to approve Resolution 2010-06 as presented.

AYES: Wright, Toombs, McLaughlin, Stein, Kosel NOES: 0 ABSENT: 0

KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

NEW BUSINESS #5 - Acting General Manager Rickey Hull will present the Board with Resolution 2010-08, a Resolution of the Board of Directors of the Kensington Police Protection and Community Services District, to the Contra Costa County Election Department, requesting and consenting to consolidation of election to be held in the District, setting forth the election order, requesting the Board of Supervisors allow the Registrar of Voters to render services, and specifying who will be paying the costs of the candidates statements and limiting the number of words of the statements, for discussion and Board action.

Acting General Manager Rickey Hull gave a summary of Resolution 2010-08, noting that Directors McLaughlin, Stein, and Wright's seats are up for election in November 2010.

MOTION: The Board moves to approve Resolution 2010-05 as presented.

AYES: Wright, Toombs, McLaughlin, Stein, Kosel

NOES: 0

ABSENT: 0

NEW BUSINESS #6 - Acting General Manager Rickey Hull will present the Board with Resolution 2010-09, a Resolution of the Board of Directors of the Kensington Police Protection and Community Services District, confirming with CALPERS that that all contributions made to CALPERS, although designated as employee contributions, are being paid by the District in lieu of contributions by the employees who are members of CALPERS, for discussion and Board action

Acting General Manager Rickey Hull gave a summary of Resolution 2010-09, noting that the District has been paying these contributions since 1982 and this resolution merely formalizes the existing agreement between the District and CalPERS.

BOARD COMMENTS

Director Kosel asked if all employees are covered by CalPERS. Acting General Manager Rickey Hull noted that only sworn employees are covered by CalPERS.

Director McLaughlin noted that the District has been doing this since 1982.

Vice President Stein noted that the District is simply making a correction to an agreement that went into effect in 1982.

-NO PUBLIC COMMENTS-

MOTION: The Board moves to approve Resolution 2010-09 as presented.

AYES: Wright, Toombs, McLaughlin, Stein

NOES: 0

ABSTAIN: Kosel

ABSENT: 0

KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

NEW BUSINESS #7 - Director Cathie Kosel will present the Board with a proposal to sign up and participate in "CrimeReports.com", for Board discussion and possible action

Director Kosel gave a summary and explanation of what CrimeReports.com does, noting that the program would cost the District \$50 per month and seventeen cities in Contra Costa County currently participate in the program.

President Toombs asked how CrimeReports.com would receive our information. Acting General Manager Rickey Hull responded by indicating CrimeReports.com would physically install their own equipment at the police station and access our information directly through our server.

Director Wright expressed concern over a few provisions in the terms of use.

Director McLaughlin commented that the Board has a strong policy concerning the use of individuals' names and we would no longer have control of that using this service.

Director Stein commented that it may be wise to speak with other agencies currently using this service before making a decision.

PUBLIC COMMENTS

Nicki Kaiser, resident, expressed concern about the amount of personal information given out on CrimeReports.com, such as names and dates of birth.

Linda Lipscomb, resident, expressed concern about unintended uses of this website, noting that no one outside of law enforcement should be installing data collection software on our systems. Ms. Lipscomb further commented that she does not feel it is in the community's interest to utilize this website as it could be prejudicial to the prosecution of crimes.

MOTION: Director Kosel moves to approve the District's enrollment in CrimeReports.com

NO SECOND OF MOTION -- MOTION FAILS

MOTION: President Toombs moves to adjourn the meeting at 8:32.

AYES: Wright, Toombs, McLaughlin, Stein, Kosel

NOES: 0

ABSENT: 0

KPPCSD
Unaudited Profit & Loss Budget Performance
 May 2010

	May 10	Budget	Jul '09 - May 10	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
400 · Police Activities Revenue					
401 · Levy Tax	96.54	0.00	1,217,760.41	1,273,315.09	1,279,315.09
402 · Special Tax-Police	0.00		680,130.00	680,340.00	680,340.00
410 · Police Fees/Service Charges	330.00	250.00	2,037.71	2,750.00	3,000.00
415 · Grants-Police	30,237.02		87,644.74		
416 · Interest-Police	0.00		4,457.41	13,500.00	18,000.00
418 · Misc Police Income	250.04	1,000.00	10,554.22	11,000.00	12,000.00
400 · Police Activities Revenue - Other	20.00		20.00		
Total 400 · Police Activities Revenue	30,933.60	1,250.00	2,002,604.49	1,980,905.09	1,992,655.09
420 · Park/Rec Activities Revenue					
424 · Special Tax-L&L	0.00		30,451.36	29,000.00	29,000.00
426 · Park Donations	0.00		350.00	750.00	1,000.00
427 · Community Center Revenue	600.00	1,250.00	19,069.72	13,750.00	15,000.00
436 · Interest-Park/Rec	0.00		263.65	525.00	700.00
438 · Misc Park/Rec Rev	154.00		998.05		
420 · Park/Rec Activities Revenue - Ot	0.00		1,159.50		
Total 420 · Park/Rec Activities Revenue	754.00	1,250.00	52,292.28	44,025.00	45,700.00
440 · District Activities Revenue					
448 · Franchise Fees	0.00		13,672.08	14,000.00	21,000.00
456 · Interest-District	0.00		778.82	1,875.00	2,500.00
458 · Misc District Revenue	0.00		5,252.22		
Total 440 · District Activities Revenue	0.00		19,703.12	15,875.00	23,500.00
Total Income	31,687.60	2,500.00	2,074,599.89	2,040,805.09	2,061,855.09
Expense					
500 · Police Sal & Ben					
502 · Salary - Officers	74,306.82	77,078.34	747,520.07	847,861.66	924,940.00
504 · Compensated Absences	0.00		17,988.36	10,000.00	10,000.00
506 · Overtime	3,141.03	2,500.00	56,678.88	27,500.00	30,000.00
508 · Salary - Non-Sworn	1,955.75	2,437.50	28,553.75	26,812.50	29,250.00
516 · Uniform Allowance	666.60	666.66	6,632.70	7,333.34	8,000.00
518 · Safety Equipment	0.00	208.34	2,500.00	2,291.66	2,500.00
521-A · Medical/Vision/Dental-Active	3,280.88	10,189.08	116,481.97	112,079.88	242,269.00
521-R · Medical/Vision/Dental-Retired	0.00	9,500.00	97,071.42	104,500.00	114,000.00
522 · Insurance - Police	1,971.93	1,016.66	13,405.16	11,183.34	12,200.00
523 · Social Security/Medicare	934.14	1,249.16	13,031.47	13,740.84	14,990.00
524 · Social Security - District	228.63	325.67	3,466.28	3,582.33	3,908.00
527 · PERS - District Portion	21,021.24	24,100.92	231,535.12	265,110.08	289,211.00
528 · PERS - Officers Portion	6,192.60	6,997.09	68,491.63	76,967.91	83,965.00
530 · Workers Comp	-3,832.04		17,284.17	46,279.00	46,279.00
Total 500 · Police Sal & Ben	109,867.58	136,269.42	1,420,640.98	1,555,242.54	1,811,512.00
550 · Other Police Expenses					

KPPCSD
Unaudited Profit & Loss Budget Performance
May 2010

	May 10	Budget	Jul '09 - May 10	YTD Budget	Annual Budget
552 · Expendable Police Supplies	381.99	166.67	4,013.91	1,833.33	2,000.00
553 · Range/Ammunition Supplies	0.00		2,850.66	2,000.00	2,000.00
562 · Vehicle Operation	590.41	3,000.00	37,335.22	33,000.00	36,000.00
564 · Communications (RPD)	17,420.28	9,380.00	53,984.17	103,180.00	112,560.00
566 · Radio Maintenance	0.00	366.66	0.00	4,033.34	4,400.00
568 · Prisoner/Case Exp./Booking	2,670.23	416.67	7,081.11	4,583.33	5,000.00
570 · Training	1,273.01	1,000.00	10,780.93	11,000.00	12,000.00
572 · Recruiting	900.00	637.50	11,497.40	7,012.50	7,650.00
574 · Reserve Officers	603.33	166.66	9,474.15	1,833.34	2,000.00
576 · Misc. Meals & Travel	0.00	250.00	1,115.35	2,750.00	3,000.00
580 · Utilities - Police	581.32	666.67	6,584.65	7,333.33	8,000.00
581 · Bldg Repairs/Maint.	0.00	166.67	138.66	1,833.33	2,000.00
582 · Expendable Office Supplies	75.92	500.00	6,542.71	5,500.00	6,000.00
588 · Telephone(+Rich. Line)	690.92	920.66	7,612.39	10,127.34	11,048.00
590 · Housekeeping	264.64	416.67	2,963.73	4,583.33	5,000.00
592 · Publications	0.00	250.00	2,980.26	2,750.00	3,000.00
594 · Community Policing	0.00	416.66	2,528.67	4,583.34	5,000.00
596 · WEST-NET/CAL I.D.	0.00		12,471.00	12,472.00	12,472.00
598 · COPS Special Fund	5,329.96	2,622.50	68,735.49	28,847.50	31,470.00
550 · Other Police Expenses - Other	0.00		26.79		
Total 550 · Other Police Expenses	30,782.01	21,343.99	248,717.25	249,256.01	270,600.00
600 · Park/Rec Sal & Ben					
601 · Park & Rec Administrator	651.75	812.50	9,368.00	8,937.50	9,750.00
602 · Custodian	875.00	1,895.84	18,375.00	20,854.16	22,750.00
623 · Social Security/Medicare - Dist	49.88	62.16	725.28	683.84	746.00
Total 600 · Park/Rec Sal & Ben	1,576.63	2,770.50	28,468.28	30,475.50	33,246.00
635 · Park/Recreation Expenses					
640 · Community Center Expenses					
642 · Utilities-Community Center	482.40	333.34	4,091.93	3,666.66	4,000.00
643 · Janitorial Supplies	0.00		1,574.38	1,500.00	1,500.00
646 · Community Center Repairs	1,066.84		1,637.49	1,000.00	1,000.00
Total 640 · Community Center Expens	1,549.24	333.34	7,303.80	6,166.66	6,500.00
660 · Annex Expenses					
662 · Utilities - Annex	23.29	41.67	402.78	458.33	500.00
666 · Annex Repairs	410.44		908.34		
Total 660 · Annex Expenses	433.73	41.67	1,311.12	458.33	500.00
672 · Kensington Park O&M	2,790.00	4,400.00	33,768.75	48,400.00	52,800.00
674 · Park Construction Exp	0.00		563.10		
678 · Misc Park/Rec Expense	0.00	500.00	2,944.25	2,000.00	2,000.00
Total 635 · Park/Recreation Expenses	4,772.97	5,275.01	45,891.02	57,024.99	61,800.00
800 · District Expenses					
810 · Computer Maintenance	0.00	1,266.66	14,045.45	21,633.34	22,900.00
820 · Cannon Copier Contract	378.94	458.34	7,434.72	5,041.66	5,500.00

KPPCSD
Unaudited Profit & Loss Budget Performance
 May 2010

	May 10	Budget	Jul '09 - May 10	YTD Budget	Annual Budget
830 · Legal (District/Personnel)	3,402.60	4,166.66	50,424.71	45,833.34	50,000.00
835 · Consulting	0.00	833.34	45,650.50	9,166.66	10,000.00
840 · Accounting	1,590.00	1,144.44	19,907.46	20,655.56	21,800.00
850 · Insurance	0.00		23,713.39	30,000.00	30,000.00
860 · Election	0.00		21,804.51	8,000.00	8,000.00
865 · Police Bldg. Lease	0.00	3,567.66	27,890.65	39,244.34	42,812.00
870 · County Expenditures	0.00		19,847.06	18,600.00	18,600.00
890 · Waste/Recycle	0.00		30,176.58	30,000.00	30,000.00
898 · Misc. Expenses/Lobbyist	0.00	779.16	4,399.80	8,570.84	9,350.00
Total 800 · District Expenses	5,371.54	12,216.26	265,294.83	236,745.74	248,962.00
950 · Capital Outlay					
972 · Park Buildings Improvement	2,976.23		6,093.52		
Total 950 · Capital Outlay	2,976.23		6,093.52		
997 · Payroll Expenses	0.00		0.00		
Total Expense	155,346.96	177,875.18	2,015,105.88	2,128,744.78	2,426,120.00
Net Ordinary Income	-123,659.36	-175,375.18	59,494.01	-87,939.69	-364,264.91
Other Income/Expense					
Other Expense					
700 · Bond Issue Expenses					
701 · Bond Proceeds	0.00		-178,410.52		
710 · Bond Admin.	0.00		8,264.47		
715 · Bond Interest Income	0.00		-482.23		
720 · Bond Principal	0.00		101,987.21		
730 · Bond Interest	0.00		62,443.29		
Total 700 · Bond Issue Expenses	0.00		-6,197.78		
Total Other Expense	0.00		-6,197.78		
Net Other Income	0.00	0.00	6,197.78	0.00	0.00
	-123,659.36	-175,375.18	65,691.79	-87,939.69	-364,264.91

Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED YES NO

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

FORWARDED TO:

Date: Friday, June 04, 2010

Subject: May 2010 Unaudited Profit & Loss Variance Report

The following are the most significant unaudited budget variances for the month:

415 Grants-Police In May we received \$30,237.02 of our COPS Grant allocation, totaling \$87,644.74 of our \$100,000 allocation. This was the main reason our total police revenue increased from \$1,970,978.24 in April to \$2,002,604.49 in May.

As of June 4th, total income to date is \$2,074,599.89 which is \$12,744 more than estimated in the 2009/2010 annual budget (\$2,061,855.09).

	May	Budgeted	Jul-May	YTD Budgeted
502 Salary-Officers	\$74,306	\$77,078	\$747,520	\$847,861

We continue to save on officer salaries when we maintain 9 sworn officers, however, with the hiring of Officer Hui with the COPS Grant funds, his salary will appear in Account 598 COPS Special Fund.

506 Overtime	\$3,141	\$2,500	\$56,678	\$27,500
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In May, we had an increase in overtime due to coverage for officers attending POST training and an increase in investigations.

568 Prisoner/Case Exp	\$2,670	\$416	\$7,081	\$4,583
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In May, we had an increase in case expenditures due to fees charged at a crime scene by the County Lab to process evidence.

Greg Harman
General Manager

United States Senate

SENATE CAUCUS ON
INTERNATIONAL NARCOTICS CONTROL
HART SENATE OFFICE BUILDING, ROOM 818-C
WASHINGTON, DC 20510

April 23, 2010

Chief Gregory E. Harman
Kensington Police Department
217 Arlington Ave
Kensington, California 94707

Dear Chief Harman:

Thank you for your letter expressing your concerns regarding fiscal year 2011 funding for the High Intensity Drug Trafficking Area (HIDTA) Program. As you note in your letter, the Office of Management and Budget has proposed reducing funding for the HIDTA Program from its fiscal year 2010 level of \$239 million down to \$210 million in fiscal year 2011. This represents a 12.5% decrease despite the program's demonstrated record of success. I share your concerns about these cuts to the HIDTA Program, and am well aware of the public safety benefits this program has provided to California and our country generally. I support reinstating funding for the HIDTA Program at its fiscal year 2010 level of \$239 million.

I know that as the United States continues to combat narcotics trafficking and related violence, the HIDTAs are critical to support our federal, state and local agencies in their attempts to secure the highest level of public safety. The hard work of the HIDTAs has been clearly demonstrated through their success in disrupting drug trafficking organizations, methamphetamine-producing organizations, large scale marijuana cultivators and drug gangs. With adequate funding I am confident that the HIDTA programs will continue this success.

Reinstating the fiscal year 2010 funding of \$239 million will allow the HIDTAs to continue their successful work and will help prevent the reduction of valuable programs, personnel, and resources. During my time in the Senate, I have been a strong advocate for HIDTA funding. Last year, for example, I asked for an even higher level of funding for the program (\$248 million) than was ultimately appropriated.

As a member of both the Senate Judiciary Committee and the Senate Appropriations Committee, I will continue to fight for funding for state and local law enforcement and drug trafficking prevention at a robust level, during FY2011 and beyond. I appreciate your sharing your concerns with me. If you have further questions or comments, please feel free to call René Hanna or Brandon Deplet, my legislative staff on these issues, at (202) 228-3081.

Sincerely,

A handwritten signature in black ink, appearing to read "Dianne Feinstein". The signature is fluid and cursive, with a large initial "D" and a long horizontal stroke at the end.

Dianne Feinstein
United States Senator

For information about my position on issues of concern to California and the Nation or to subscribe to electronic e-mail updates, please visit <http://feinstein.senate.gov/public/>.

DF:ag



EL CERRITO POLICE DEPARTMENT

May 26, 2010

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

Dear Chief Harman:

I would like to take this opportunity to thank you and your agency for your assistance on Tuesday, May 18, 2010, when you provided us with the services of Sergeant Khan, *OFF. STEGMAN*, Officer Juan Ramos, and Reserve Officer Suzanne Tyler to assist with the investigation of a report of an armed take-over at the Safeway Store, 10636 San Pablo Ave. (Case # 2010-9794) Their presence during the incident was invaluable.

On Tuesday May 18, 2010, at approximately 2100 hours our officers were dispatched to Safeway Store, 10636 San Pablo Avenue, on report of an armed take-over. Our officers upon arrival saw a number of customers fleeing the store. When we started talking with the customers, half of them stated that the armed gunman took hostages and was still in the store, and half stated that the gunman had fled.

Two of your Officer's assisted Officer Cheng in holding a position at the rear of the business. Once customers and employees were escorted outside, Reserve Officer Tyler assisted in obtaining statements from customers that were inside the store at the time of the robbery.

Your Officers demonstrated the kind of professional commitment, sense of cooperation and positive attitude any agency desires to see in their officers and are deserving of a commendation.

Sincerely,

A handwritten signature in black ink that reads "Scott C. Kirkland".

Scott C. Kirkland
Chief of Police

*CC: LISTED OFFICERS/
FILE*



May 2010 Police Department Report

June 4, 2010

- Department Personnel

Officer Hui began working as a full time paid officer on April 17th. He has completed his Field Training Program and is currently assigned to Sergeant Khan's Team, working Sunday- Wednesday, between 11 AM and 9 PM.

We are also in the background process with three new reserve officer candidates. If all three pass their backgrounds, we will have a total of eight reserve officers in the department.

- Commendations and Correspondence

- Sergeant Hull will receive a Blue Commendation for his assignment as the Acting general Manager/ Chief of Police during the months of April and May.
- Reserve Officer Suzanne Tyler will receive a Blue Commendation for her actions during an armed robbery that occurred at the El Cerrito Safeway store on May 18th.
- Sergeant Khan and Officers Ramos, Tyler, and Stegman received a letter of commendation from El Cerrito Police Chief Scott Kirkland for their actions in responding to the armed robbery at the El Cerrito Safeway on May 18th.
- Chief Harman received a letter of thanks from Senator Dianne Feinstein for the letter he sent requesting continued funding for the High Intensity Drug Trafficking Program in our area.

- Investigation of Alleged Misconduct

- Department Investigation #09-06 was initiated on December 24th on an allegation that an officer was rude during a disturbance call for service. The investigation is continuing by Sergeant Khan.

- 9-1-1 / Richmond Communication Center Information.

- The Ring Time Report for April shows that of the 72 total "911" calls

received, 6 had a ring time of over 20 seconds. Average ring time was 7.5 seconds.

Of these 6, 3 had ring times between 21 and 22 seconds.

Of the three remaining calls;

04-02-10 10:00 PM, ring time 31 seconds, fire call in which caller spoke to the dispatcher for 15 seconds and there is no further information.

04-15-10 6:53 PM, ring time of 40 seconds, medical call with a self transport.

04-23-10 8:56 PM, ring time 1:08 minutes, fire call for service in which the caller spoke to the dispatcher for 24 seconds and there is no further information.

- Communication Center Service Complaints
 - No complaints received this month however, ***this is a good time to remind everyone that for police non-emergencies, you need to contact the dispatch center at "236-0474" and not the KPPCSD business line of 526-4141.*** The KPPCSD business line is only monitored 6 hours a day during the week and should not be used to report police matters. Doing so, only delays the police response time, so please dial Dispatch direct.

- Community Networking
 - On 05-06-10, Chief Harman attended the 46 Arlington Traffic Meeting.
 - On 05-11-10, Chief Harman attended the CSDA Leg Day in Sacramento.
 - On 05-19-10, Chief Harman attended the Contra Costa County Emergency Management Meeting in Martinez.
 - On 05-26-10, Chief Harman and Officers Wilson, Hui, and Tyler attended the Exchange Club of Albany-El Cerrito's Law Enforcement Officer of the Year Dinner honoring Officer Eric Stegman, the Kensington Officer of the Year winner.

- Community Criminal Activity
 - This section of the report has been prepared by the Watch

Commanders reporting on their areas of responsibility.

- Watch Commander Reports

- **Sergeant Khan Team 1**

SIGNIFICANT CASES/ EVENTS:

- 10-1751 On 5/2/10 at 1545 hrs. Officer Ramos took a grand theft report of grave markers being stolen from the cemetery.
- 10-1935 On 5/17/10 at 0942 hrs. Officer Hui took a residential burglary report on Anson Way.
- 10-1953 On 5/18/10 at 0727 hrs. Officer Hui took a grand theft report from a business on Colusa Ave.
- 10-2008 On 5/22/10 at 1228 hrs. Officer Wilson took an identity theft report from a resident on Ardmore Rd.
- 10-2009 On 5/22/10 at 1235 hrs. Officer Wilson took a battery report (mutual combat) from two subjects on Stratford Rd.
- 10-2050 On 5/24/10 at 1724 hrs. I took a hit/ run report involving two parked cars on Arlington Ave. Officer Barrow located the suspect and suspect vehicle on Kenyon Ave. I arrested the unlicensed, but insured driver.
- 10-2057 On 5/25/10 at 1015 hrs. Officer Tyler took a vandalism report at the Kensington Hilltop School. Some miscreant had smashed a window with a wine bottle.
- 10-2151 On 5/30/10 at 1749 hrs. Officer Hui took a vandalism report from a resident on Lake Dr.
- 10-2160 On 5/31/10 at 0457 hrs. Officers Stegman and Colon stopped a suspicious vehicle at Oberlin Ave. and Stanford Ave. They arrested both subjects for parole violations and possession of burglary tools. These arrests probably prevented many thefts from the District.

BRIEFING/ TRAINING:

Officer Hui completed field training with Officer Wilson and has been assigned to my team. Officers Hui and Ramos received training with the AR-15 rifle.

SERGEANT'S SUMMARY:

This month has been busy for us in the area of accidents. We have had a total of seven. I think the extra amount of rain we have had is a contributing factor. We all need to be more careful behind the wheel. Drive courteously and defensively. Make sure you have left enough time to get to your destination, so you don't have to rush. That will prevent most accidents. *"Safe driving is no accident."*

TEAM STATISTICS:

Officer	<u>Wilson</u>	<u>Stegman</u>	<u>Hui</u>
Days Worked	11	14	14
Traffic Stops (no cite)	1	11	7
Moving Citations	0	4	13
Parking Citations	0	0	1
Vacation/ Security Checks	28	22	64
Field Interviews (FI's)	2	0	0
Cases	4	2	5
Self Initiated Cases	0	2	0
Arrests	0	2	0
Calls for Service	15	12	39

•• Sergeant Hull Team 2

TEAM STATISTICS

Officer:	Martinez (K31) (0600-1800)	Medina (K35) (1800-0600)	Ramos (K41) (0730-1730)
Days Worked	15	16	2
Traffic Stops	17	4	2
Moving Citations	1	0	2
Parking Citations	0	0	0
Vacation/Security Checks	21	8	2
FI-Field Interview	0	0	0
Cases	9	1	0
Self Initiated Cases	0	0	0
Arrests	0	0	0
Calls for Service	59	58	0

- Officer Martinez took one day vacation.
- Reserve Lafitte worked two shifts with Officer Martinez.
- Reserve Lafitte wrote two citations.
- Sgt. Hull attended Officer Involved Fatal Incidents Training.
- On 5-25-2010 Officer Ramos began working as traffic officer.
- Officer Medina covered Albany PD with a probation search.

SIGNIFICANT EVENTS:

2010-1734 – On 5-1-2010 Officer Martinez took a report of a domestic dispute in the unit block of Kingston Drive. Approximately one week later a Judicial Officer granted an emergency restraining order to separate the couple.

2010-1745 – On 5-1-2010, at approximately 1958 hours, Officer Medina took a coroner's case in the unit block of Edgemoor Road.

2010-1806 – On 5-6-2010, at approximately 2217 hours, Officer Medina took an identity theft case in the 300 block of Coventry Road.

2010-1826 – On 5-8-2010, at approximately 1228 hours, Officer Hui took an identity theft case in the 300 block of Coventry Road.

2010-1828 – On 5-8-2010, at approximately 1459 hours, Officer Hui took a petty theft case in the unit block of Arlington Avenue.

2010-1889 – 5-13-2010, at approximately 0958 hours, Reserve Lafitte took a report of grand theft in the 100 block of Colusa Avenue.

2010-1890 – On 5-13-2010, at approximately 1058 hours, Officer Martinez took vehicle accident in the unit block of Arlington Avenue.

2010-1894 – On 5-13-2010, at approximately 1526 hours, Officer Martinez took an identity theft case in the 100 block of Ardmore Road.

2010-1981 – On 5-20-2010, at approximately 1147 hours, Officer Martinez took a case of petty theft in the 200 block of Los Altos Drive.

2010-1983 – On 5-20-2010, at approximately 1430 hours, Officer Martinez took a vehicle accident with injuries in the 200 block of Arlington Avenue.

2010-2105 – On 5-28-2010, at approximately 1209 hours, Officer Martinez took a report of a missing juvenile in the 200 block of Yale Avenue.

2010-2109 – On 5-28-2010, at approximately 1300 hours, Officer Martinez took a report of identity theft in the unit block of Sunset Drive.

2010-2111 – On 5-28-2010, at approximately 1635 hours, Officer Martinez took a report of petty theft in the 300 block of Colusa Avenue.

BRIEFING/TRAINING:

- Reviewed KPD Policy 450 – Use of Audio Recorders.
- Reviewed KPD Policy 452 – Medical Marijuana.
- Reviewed CCC Public Works Traffic Survey to be used for effective and efficient traffic enforcement.
- Reviewed KPD Policy 500 – Traffic Function and Responsibility.
- Reviewed KPD Policy 502 – Traffic Collision Reporting.
- Reviewed KPD Policy 503 – Traffic Accident Investigator.

- Reviewed KPD Policy 510 – Vehicle Towing Policy.
- Began review of Exigent Circumstances in Winter 2010 Point of View.

SERGEANT'S SUMMARY:

- Identity Theft cases are on the rise, I would like to remind residents not to give personal information like social security numbers, driver's license numbers, and maiden names over the phone and be real skeptical about putting them on paper or electronic applications. This information can be gathered on the internet for a nominal fee, but there is no reason to make it any easier on the criminals. I would also like to remind everyone to shred or burn (in a fireplace) any material with any information about you or personal information like old bank statements, resumes, household bills to prevent from being a victim of Identity Theft.

•• **Detective Keith Barrow**

SIGNIFICANT EVENTS:

2010-1429 Warrant Arrest.

I arrested a suspect wanted by Kensington Police for a burglary warrant. **Pled guilty.**

2010-1457 Hit and Run Vehicle Accident.

A vehicle left the roadway and struck an AT&T phone box and two parked vehicles. The driver fled the area and was located in Pinole where he was arrested. **Charges have been filed in this case.**

2010-1067 Residential Burglary.

Two suspects were arrested for a residential burglary after Chief Harman, Officer Wilson, Officer Ramos, and I had ascertained that the suspects had been hiding next door to the victim's residence. One suspect was on parole for burglary and the other has a history of theft. The victim's stolen items were recovered and returned. One of the suspects pled guilty to a felony charge for possession of stolen property. **The other suspect has been held to answer for the burglary and a trial will be held in July.**

KPD INVESTIGATIONS INFORMATION:

2010-1962 No Bail Warrant and Narcotics Arrest.

During follow up investigation two suspects were arrested on unrelated charges to the investigation. Both were book into Contra Costa County Jail. **This case will be filed with the Contra Costa County District Attorney.**

2010-1958 Possession of Narcotics for sale.

Kensington Police Officers and California State Parole Agents conducted a

parole search of a person of interest, concerning thefts that have occurred in the Sunset View Cemetery. Over 8 grams of Methamphetamine was located in the residence but due to the number of occupants no one was arrested at this time. This case is still under investigation and I believe that an arrest will be made soon.

2010-1953 Attempted Grand Theft.

An attempted theft of a bronze door that was attached to a mausoleum in the Sunset View Cemetery was interrupted by a grounds keeper. The attempt took place on 5/18/10 at approximately 0710 hours. Two suspects were seen and reported as a white male adult approx. 29 years old, white and black jacket. The second suspect was a black male adult approx. 29 years old wearing all black clothing. The two suspects fled on foot through the back yard of a home on Sea View Drive. **If you have any information to aid in the apprehension of the suspect(s) please call Detective Barrow at 510-526-4141 ex. 26 Case open and under investigation.**

2010-1889 Grand Theft.

The Sunset View Cemetery sustained the theft of a 100 year old Bronze door that was attached to a mausoleum. The theft of the Bronze Door occurred on 5/11/10. **If you have any information to aid in the apprehension of the suspect(s) please call Detective Barrow at 510-526-4141 ex. 26 Case open and under investigation.**

2010-1751 Grand Theft.

The Sunset View Cemetery has sustained the theft of approximately 40 Bronze Tombstone placards. The theft of the placards occurred from 2030 hours on 4/30/10 to 1500 hours on 5/2/10. **If you have any information to aid in the apprehension of the suspect(s) please call Detective Barrow at 510-526-4141 ex. 26 Case open and under investigation.**

2010-1560 Residential Burglary and two vehicles were stolen.

Three suspects have been arrested in connection with this residential burglary. Two other subjects are also being sought for questioning in this case. The two vehicles that were stolen have been recovered in good condition and with minimal damage if any. We also recovered numerous other stolen items that have been returned to the victim. **This case is still under investigation.**

2010-1336 Residential Burglary.

Victim reported a residential burglary that took place during the day. The suspect(s) entered through an unlocked rear window and took several household items. This case is under investigation.

2010-629 Commercial Burglary.

An unknown suspect(s) smashed a window to a commercial business taking no less than 60 packs of cigarettes and a boom box portable radio. This case is

under investigation.

2010-449 Hit and Run Property Damage only Vehicle Accident.

A suspected yellow over green colored taxi cab exited the roadway and into the front yard of an Arlington Avenue residence. The taxi left the scene without reporting the accident. **A suspect was identified and the case was filed with the Contra Costa County District Attorney.**

2009-3190 Residential Burglary.

The suspect has pled guilty in Contra Costa County Court for this Residential Burglary. The suspect has received two years in a state prison. Alameda County District attorney is currently pursuing charges committed in Oakland related to this case.

2009-5446 Vandalism

On 12-02-09, from 2100hrs until 12-03-09, 0700 hrs, four parked vehicles had there windows shot out with a BB gun in the area of Colusa Avenue and Berkeley Park Blvd. Berkeley and Albany Police Departments also had numerous reports of similar windows of vehicles being shot out during the same time periods. We believe the same suspects are responsible for all of these crimes. No arrests have been made. **If you have any information to aid in the apprehension of the suspect(s) please call Detective Barrow at 510-526-4141 ex. 26 Case open and under investigation.**

2007-3645 Lewd or Lascivious Acts with a Child under the age of 14 years. This case is under investigation.

KPD INVESTIGATIONS

- Attended and completed a 24 hour Search Warrant Class.
- Attended and completed a 32 hour officer Involved Fatal Incidents class.
- Made several court runs for filling cases, and citation drop off's.
- Facilitated the repair of 11 patrol radios.
- Updated the KPD residential burglary log.
- Updated the KPD stolen vehicle log.

WEST-NET ASIGNMENT:

I am currently assigned to the West Contra Costa County Narcotic Enforcement Team (West-NET) one day per week.

While on this assignment I work with other West Contra Costa County law enforcement officers and agencies. I participate and aid in the service of search warrants, surveillance, and on going narcotics investigations.

West-NET Agents served eleven search warrants throughout West County, with the help of C-NET Agents, CCC Sheriff's, Police Officers from San Pablo, Richmond, El Cerrito, and Kensington. The operation yielded to date 25 arrests, seized over \$75,000.00, recovered 1 SKS assault rifle, 1 hand gun, over 6 lbs. of packaged for sale marijuana, and over 1,000 marijuana plants. **This investigation is still on going and 9 more search warrants have been served in the bay area. The search warrants have yielded over 6 more arrests, seized over \$125,000, two hand guns, over 10 lbs. of packaged for sale Marijuana, and well over 1,000 more marijuana plants.**

INVESTIGATORS SUMMARY:

In the month of May the District of Kensington saw a rise in vehicle accidents and overall crime. The District of Kensington sustained 4 identity thefts, 4 non-injury vehicle accidents and 1 Hit and Run Vehicle Accident, 0 Injury Hit and Run Accidents, 2 Injury Accidents, 1 Residential Burglary, 0 Attempted Residential Burglaries, 0 Commercial Burglary, 4 Auto Burglaries, 0 Thefts from unlocked vehicles, 1 Stolen Vehicle, 3 Petty Thefts, 2 Vandalisms, 0 Attempted Grand Thefts and 2 Grand Thefts.

•• Chief Harman

During the month of May, our officers participated in two outstanding cases.

The first occurred on May 18th, when El Cerrito PD requested assistance on a report of an armed robbery at the El Cerrito Safeway Store. Initial reports indicated that the suspects had taken hostages and were still inside the store. Officers Stegman, Tyler, and Ramos responded along with Sergeant Khan and initially set up perimeter containment at the rear of the store.

Officer Stegman was later used as a member of the entry team, while Officer Tyler was used to search females leaving the store. Officer Tyler was also key in gathering witness information and as a result of her actions, will receive a commendation at the June KPPCSD Board Meeting.

On May 31st, Officer Stegman working with Reserve Officer Colon made an excellent arrest of two parolees for possession of burglary tools and parole violation, after they were spotted driving suspiciously in the area of Stanford and Oberlin.

This pro-active arrest of two parolees with burglary tools surely stopped a crime from being committed in our community.

June 2010

June 2010

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

July 2010

S	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
M	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
T	18	19	20	21	22	23	24	25	26	27	28	29	30	31															
W	25	26	27	28	29	30	31																						
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S																													

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 30		31	Jun 1	2	3	4	5
			7:00pm Troop 100; C		7:30pm EBC; CC3	8:00am troop 100 BB	3:00pm Hilltop Grad t
6		7	8	9	10	11	12
	4:00pm Dad's Club D	4:00pm Daisy Troop; 7:30pm KCC; CCM	6:00am Eelctions; Rr 6:00pm KCC Drama;	7:00pm KFD Mtg; CC	7:00pm GPFF; CCM 7:00pm KPPCSD, CC;	6:00pm CC-RENTAL	2:00pm CC-Rental; C
13		14	15	16	17	18	19
20		21	22	23	24	25	26
27		28	29	30	Jul 1	2	3

July 2010

July 2010							August 2010						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28
							29	30	31				

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jun 27		28	29	30	Jul 1	2	3
4		5 7:00pm KCC; CCM	6	7	8 7:00pm GPFF; CCM 7:00pm KPPCSD, CC3	9	10
11		12 7:30pm KARO; CC3	13 7:00pm KFD Mtg; CC	14 7:00pm KFD Mtg; CC	15 7:30pm EBC; CC3	16	17
18		19	20	21	22	23	24
25		26 8:00am KIC; CC3	27 7:30pm KMAC, CC3	28	29	30	31

Jul 27 - Jul 3

Jul 4 - 10

Jul 11 - 17

Jul 18 - 24

Jul 25 - 31

General Manager May 2010 Report

Budget

Police Tax

The Kensington Improvement Club and the Kensington Homeowners Association have both held their Town Hall Meetings, and the ballots have been mailed out for the increase to the Special Police Tax for the June 8th election.

CERBT Funding

The Finance Committee has already recommended the Calpers CERBT Program for the District, and this recommendation was passed by the Board at the April 8th Meeting. I am currently working with Nicolay Consulting to update our actuarial report and will be starting the process of funding with the Calpers CERBT Program.

Kensington Park

Park Restroom

On Monday, May 3rd, the Land Use Permit hearing for the restroom was held at the County Department of Conservation & Development hearing in Martinez and our permit was granted. We are currently putting together our specifications for the project in preparing to go to bid on the project.

Community Center

At a Special meeting of the KCC Board on May 28th, the KCC Board voted to withdraw their offer to remodel the Community Center at this time. KPPCSD Vice President John Stein will provide further information regarding this development at the June 10th KPPCSD Board Meeting.

Annex

At our March 11th KPPCSD Board meeting, the Board formed a Park Building Master Plan Committee to research and prepare a recommendation to the Board at the May KPPCSD Board meeting for the best uses for the park's buildings and how best to use funds to support these facilities. The committee held its first meeting on May 5th, and will meet again on June 16th.

Emergency Preparedness

We now have the agenda and the minutes of the Public Safety Council posted on the KPPCSD web page for future review.

The next meeting of the Kensington Public Safety Council will take place Monday, June 14th, at 6:30 PM at the Community Center Room #3.

On May 19th, I attended the Contra Costa Operational Area Emergency Management Meeting in Martinez. Topics included the Op Area Earthquake Plan Update, the Op Area Volunteer Plan, the Op Area Mass Evacuation and Transportation Plan Update, and a presentation on DART/ SART.

On May 20th, I attended the POST certified, 8 hour class on Critical Incident Management for Executives, held in Brentwood. Topics included Legal Liability Issues, Role of the Field Leader and the Executive on Scene, Crisis Media Management, Executives Critical Incident Response Checklist, and discussion on case studies.

Other District Items of Interest

Public Works

On Monday, June 14th, The County Public Works Division will be resurfacing areas of Arlington Avenue between the Public Safety Building and Sunset Avenue. This project will cause delays in traffic flow and you should plan accordingly.

Street Sweeping

Street sweeping began in Kensington in January and will be provided at no cost to Kensington by the Contra Costa County Public Works Department. On the first Friday of every month, the County will sweep the streets of Arlington, Coventry, Ardmore, Edgcroft, Lenox, Kingston, Stratford, Beverly, Berkeley Park, Ocean View, Oak View, and Colusa.

Residents are being asked to help by moving their vehicles, garbage and recycling cans from the street, clearing large debris and obstructions from the gutters, trimming back vegetation along the curb and sidewalk, and not piling leaves or green waste in the roadway.

If we all do our part we can keep Kensington streets clean and help keep pollutants out of our waterways.

Census

During the last week in February, the United States Department of Commerce was in Kensington to begin the 2010 Decennial Census. The process began with the delivery of the census questionnaires and the contacting of some residents. Census Bureau employees will be working in the area through August and they can be identified through identification cards issued by the Census Bureau.

Website

The Board packets, monthly reports, and minutes and recordings of the KPPCSD Board Meetings are available for review on our website at:

www.kensingtoncalifornia.org.

OLD BUSINESS

#1 - Vice-President John Stein will provide members of the Board and the public with information regarding the status of the Community Center Remodeling Project by the Kensington Community Council.

NEW BUSINESS

#1 - Chief of Police Greg Harman will award a commendation to Sergeant Rickey Hull for his assignment as the General Manager- Chief of Police between April 1st and May 31st.

NEW BUSINESS

#2 - Chief of Police Greg Harman will award a commendation to Reserve Officer Suzanne Tyler for her actions on May 18th during an armed robbery at the El Cerrito Safeway Store, ECPD Case # 2010-9794/ KPD case # 2010-1967.

NEW BUSINESS

#3 - Director Bill Wright will present the Board with a proposal for discussion and possible action, to hire Koff & Associates, Inc. to prepare, in collaboration with the District and with the Kensington Police Officer's Association, a total compensation comparative salary analysis for use by the District and the KPOA during their pending contract negotiations.



PROPOSAL

For A

TOTAL COMPENSATION STUDY

For The

**KENSINGTON POLICE PROTECTION
AND
COMMUNITY SERVICES DISTRICT**

Submitted by:

**KOFF & ASSOCIATES, INC.
6400 Hollis Street, Suite 5
Emeryville, CA 94608**

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KOFF & ASSOCIATES, INC.
Human Resource Consulting Since 1984

**PROPOSAL
For A
TOTAL COMPENSATION STUDY
For The
KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT**

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UNDERSTANDING OF THE PROJECT

The Kensington Police Protection and Community Services District desires human resources consulting assistance to conduct an objective comprehensive total compensation review for its police classifications, i.e., Officers and Sergeants. The purpose of the compensation survey will be to determine the appropriate compensation levels based upon an appropriately defined labor market.

The study's purpose is to conduct a total compensation market study (salaries and benefits) using a set of appropriate comparator agencies. It is understood that the identification of appropriate comparator agencies to be surveyed will be an iterative process that will include all stakeholders. We have found this open discussion philosophy to be critical to our success for buy-in by all stakeholders. In addition, our experience has shown that the negotiations process will be much more productive when all stakeholders agree to the appropriate labor market.

STUDY OBJECTIVES

Total Compensation Objectives

- To review and make recommendations regarding appropriate comparator agencies prior to beginning the data collection for the study;
- To collect accurate salary and benefits data from the approved group of comparator agencies and to ensure that this information is analyzed in a manner that is clear and comprehensible to all stakeholders;
- To carefully analyze the scope and level of duties and responsibilities, requirements for successful work performance, and other factors according to generally accepted compensation philosophy;
- To recommend an appropriate salary level and benefits package based on the market survey findings;
- To provide implementation recommendations for achieving compensation goals within a reasonable time frame and the economic and political limitations of the agency; and
- To ensure sufficient documentation throughout the study, including a final report, so that the plan can be maintained in a competent and fair manner.

Overall Objectives

- To conduct a start-up meeting or conference call, as desired, to finalize study plans and timetables;
- To work collaboratively and effectively with the stakeholders while at the same time maintaining control and objectivity in the conduct of the study;
- To conduct ongoing meetings or conference calls with the District to report on study progress and findings;
- To document all steps in the process and provide recommendations, documentation, and objective perspectives so that the stakeholders can make informed decisions; and
- To provide effective ongoing communications throughout the duration of the project.

QUALIFICATIONS OF THE FIRM

Koff & Associates, Inc. is a majority woman-owned public sector human resources consulting firm and State-certified small business that was founded in 1984 and has been assisting special districts, cities, and counties for the past twenty-six (26) years. Our firm has worked on numerous studies involving law enforcement and we are familiar with the various organizational structures, agency missions, operational and budgetary requirements, and staffing expectations of many of the San Francisco Bay Area counties and municipalities.

We have extensive experience working in both union and non-union environments (including serving as negotiator in meet & confer and negotiation meetings), working with City Councils, Boards of Supervisors, Merit Boards, Joint Power Authorities and Boards of Directors.

The firm's areas of focus are organizational, compensation, classification, and staffing studies (approximately 70% of our workload); policy/procedure development and employee handbooks; executive search and staff recruitments; performance management issues; employee and labor relations; and serving as off-site HR Director for our smaller public agencies that need the expertise of an HR Director but do not need a full-time, on-site professional.

Without exception, all of our various studies have successfully met all of our intended commitments; communications were successful with employees, supervisors, management, and union representatives; and we were able to assist each agency in successfully implementing our recommendations. All studies were brought to completion within stipulated time limits and proposed budget.

The firm's growing list of clients is indicative of its reputation throughout California as being a quality organization that can be relied upon for producing comprehensive, sound, and cost-effective recommendations and solutions. Koff & Associates, Inc. has a reputation for being "hands-on" with an ability and expertise to implement its ideas and recommendations through completion in both union and non-union environments.

Koff & Associates, Inc. relies on our stellar reputation and on the recommendations and referrals of current clients to attract new clients. Our work speaks for itself and our primary goal is to provide professional and technical consulting assistance with integrity, honesty and a commitment to excellence.

WORK PLAN AND METHODOLOGY

A. INITIAL DOCUMENTATION REVIEW/MEETING WITH PROJECT TEAM

Our team will meet or conduct a conference call with the client team to create the specific work plan and work schedule; reaffirm the primary objectives; determine deadline dates; determine who will be responsible for coordinating/scheduling communications; and develop a timetable for conducting the same.

Also included will be the gathering of written documentation including assembling class descriptions, organizational charts, salary schedules, Memoranda of Understanding, personnel policies, and any other relevant documentation. We will discuss methodology, agree to a compensation format, and discuss the selection of appropriate comparator agencies for compensation survey purposes. We will respond to any questions.

B. DETERMINE COMPARATOR AGENCIES AND BENEFIT DATA ELEMENTS

During the initial meeting with the client team, we will discuss the compensation study factors that need to be agreed upon. We will discuss appropriate comparator agencies and desired benefit data elements that will be included in the study.

1. Determination of Comparator Agencies

The selection of comparator agencies is considered a critical step in the study process. Using the following factors to identify appropriate comparators, we will receive approval before proceeding with the compensation survey.

Our recommended methodology is that we involve all stakeholders in the decision-making process of agreeing as to which agencies are included, **PRIOR** to beginning the study. Our experience has shown that this is the most successful approach. The factors that we review when selecting and recommending appropriate comparator agencies include:

- **Organizational type and structure** – While various public agencies may provide overlapping services and employ some staff having similar duties and responsibilities, the role of each organization is somewhat unique, particularly in regard to its relationship to the citizens it serves and level of service expectation.
- **Similarity of population served, agency demographics, agency staff and operational and capital improvement budgets** – These elements provide guidelines in relation to resources required (staff and funding) and available for the provision of services.
- **Scope of services provided** – When it comes to law enforcement, it should be easy to identify other agencies that provide the same services.
- **Labor market** – The reality of today’s labor market is that many agencies are in competition for the same pool of qualified employees. No longer do individuals necessarily live in the community they serve. Therefore, the geographic labor market area (where the agency may be recruiting from or losing employees to) will be taken into consideration when selecting potential comparator organizations.
- **Cost of living** – The price of housing and other cost-of-living related issues are some of the biggest factors in determining labor markets. We will review overall cost of living of various geographic areas, median house prices, and median household incomes to determine the appropriateness of various potential comparator agencies. Because Orange County is in a somewhat unique geographical location, we may expand our search for comparable agencies beyond Southern California.

We typically recommend using ten to twelve (10-12) comparator agencies and no fewer than eight (8).

2. Determination of Salary and Benefits Data to Be Collected

Benefit data elements for a total compensation study normally include at least the following. Shown below are descriptions of those benefits that we normally collect (which can be modified to include any other information you desire):

- **Monthly Salary** – The top of the published salary range and/or negotiated current salary. All figures are presented on a monthly basis.
- **Employee Retirement** – This includes two figures: the amount of the employee’s State or other public retirement contribution that is contributed by the agency and the amount of the agency’s Social Security contribution. Many agencies have enhanced their retirement program and we collect and document these costs also.
- **Insurance** – Health, Dental, Life, Long-Term Disability, Short-Term Disability, Vision, Employee Assistance Program (EAP), etc.

- **Leave** – Other than sick leave, which is usage-based, leave is the amount of days off for which the agency is obligated. All days will be translated into direct salary costs.
 - **Holidays** – The number of holidays (including floating) available to the employee on an annual basis.
 - **Vacation** – The number of vacation days available to the employee.
 - **Administrative/Personal Leave** – Administrative leave is normally the number of days available to management staff to compensate in lieu of overtime. Personal leave may be available to augment vacation or other time off.
- **Deferred Compensation** – This is any deferred compensation in addition to retirement, either as an employer matching contribution or as a straight dollar or percentage contribution.
- **Other** – For law enforcement personnel, this could include a series of special pay categories for which employees may be eligible.

C. DATA COLLECTION

Our firm does not collect market compensation data by merely sending out a written questionnaire. We find that such questionnaires are often delegated to the individual in the department with the least experience in the organization and given a low priority. We conduct all of the data collection and analysis ourselves to ensure validity of the data and quality control. This approach also ensures that we compare job description to job description and not just job titles, therefore ensuring true “matches” of at least 70%, which is the percentage we use to determine whether to include a comparator or not. Our job analysis method is the whole position analysis approach.

As a side note, it is worth mentioning that matching law enforcement classifications is typically a more straight-forward process as they are structured fairly uniformly across the State. Nevertheless, objective factors in the whole position classification methodology that we consider include:

1. Education
2. Experience
3. Problem Solving/Ingenuity
4. Attention/Stress (Concentration/Time Pressure & Interruptions)
5. Independence of Action/Responsibility
6. Contacts with Others/Internal/External
7. Supervision Received and/or Given to Others
8. Consequences of Action/Decisions Made on the Job
9. Working Conditions
10. Physical/Mental Demands

Typically, we collect job descriptions, organization charts, employment contracts, and other information via website, in person, by telephone or by an onsite interview. With this prior knowledge and our experience in the public personnel field, our professional staff makes preliminary “matches” and then schedules an appointment by telephone, and sometimes in person, with a knowledgeable individual to answer specific questions. We find that the information collected using these methods has a very high validity rate and is generally substantiated before all stakeholders.

While it would appear that comparing law enforcement positions would be more “obvious” from one agency to another, we pay close attention to the above-listed set of criteria and also analyze the type, structure, size, organization, and service provision of each comparator agency to ensure appropriate “matches” are made.

In addition, we will collect information regarding each comparator agency’s staffing levels, position allocations, and staffing ratios between management and line staff.

D. ANALYSIS AND PRELIMINARY DATA REVIEW

Data will be entered into spreadsheet format designed for ease of interpretation and use. The information will be presented in a format that will identify the comparator positions from each comparator agency. Information will be calculated based upon both average and median figures, allowing you to make informed compensation decisions. Benefit data will be collected and displayed in an easy-to-read format. You will receive three sets of spreadsheets, one with base pay, one with the benefits detail, and one with total compensation statistical data.

On a separate report, we will show summary staffing information per agency, as well as, detailed data sheets regarding agency and community demographics as they relate to law enforcement.

E. DRAFT STUDY FINDINGS AND MEETING WITH CLIENT TEAM

We distribute our draft findings to the stakeholders.

After the District’s preliminary review, K&A will meet or have a conference call with the client team to receive requests for reanalysis of certain comparators and to answer questions and address concerns. This provides an opportunity for the client team to review and question any of our recommended benchmark comparator matches and/or staffing information.

If questions arise, we conduct follow-up analysis to reconfirm our original analysis and/or make corrections as appropriate.

F. COMPENSATION AND OTHER RECOMMENDATIONS

The final step of the process is to recommend appropriate compensation levels and/or salary ranges for the Officer and Sergeant classifications based on the market survey findings. We can also make recommendations regarding benefits, as desired. In addition, we will make recommendations regarding staffing levels, as desired.

Draft recommendations will be discussed with the client team prior to developing a report.

G. PREPARATION OF FINAL REPORT AND RECOMMENDATIONS – OPTIONAL

If you desire, a Draft Report of the Total Compensation Study will be completed and submitted for review and comment. The report will provide detailed compensation findings, documentation, and recommendations. The report will also include a set of all spreadsheets.

Once all of the District's questions/concerns are addressed and discussed, a Final Total Compensation Report will be created and submitted in bound format.

H. PRESENTATION TO THE STAKEHOLDERS

Our proposal includes multiple meetings or conference calls and status/progress updates to the client team. Regarding a final presentation to the stakeholders, again this may be an optional component that you may want to choose, depending on cost concerns.

PROPOSED PROJECT COSTS

In order to provide you with a "menu" of options, here are various different approaches to this effort and we are more than happy to discuss others, as needed:

		Option 1:	Option 2:
	Total Compensation Study	Hours	
A.	Kick-off Meeting and Initial Document Review	4	4
B.	Comparator Agencies/Benefits	4	4
C.	Data Collection Option 1: 2 classifications, 10 to 12 comparator agencies, total compensation Option 2: 2 classifications, 8 comparator agencies, total compensation	16	12
D.	Analysis and Preliminary Data Review	6	4
E.	Draft Market Findings/Project Team Meeting/Additional Analysis	4	4
F.	Compensation, Implementation, and Other Recommendations	2	2
G.	Development of Draft Final and Final Report	6	6
H.	Final Presentation to the Stakeholders	2	2
	Total Professional Hours	44	38
	Combined professional and clerical composite rate: \$95/Hour	\$4,180	\$3,610
	Expenses:	\$200	\$200
	Expenses include but are not limited to duplicating documents, binding reports, phone, fax, supplies, postage, etc.		
	TOTAL LUMP SUM FOR PROJECT NOT TO EXCEED:	\$4,380	\$3,810
	*Additional consulting will be honored at composite rate of \$95/hr.		

Respectfully Submitted,

By: **KOFF & ASSOCIATES, INC.**
State of California



February 5, 2010

Katie Kaneko
President

Date

QUALIFICATIONS OF THE FIRM

Koff & Associates, Inc. is a majority woman-owned public sector human resources consulting firm that was founded in 1984 and has been assisting counties, cities, and special districts for the past twenty-four (24) years. We are familiar with the various organizational structures, agency missions, compensation and benefits plans, and staffing expectations.

We have extensive experience working in both non-union and union environments (including serving as the management representative in meet & confer and negotiation meetings), working with Boards of Supervisors, City Councils, Merit Boards, Joint Power Authorities and Boards of Directors. We have excellent rapport with all public sector unions and, if requested, can provide specific business agent references.

The firm's areas of focus are compensation and classification studies (approximately 70% of our workload); policy/procedure development and employee handbooks; executive search and staff recruitments; performance management issues; public sector agency mergers; and serving as off-site HR Director for our smaller public agencies that need the expertise of an HR Director but do not need a full-time, on-site professional.

Without exception, all of our classification and compensation studies have successfully met all of our intended commitments; communications were successful with employees, supervisors, management, and union representatives; and we were able to assist each agency in successfully implementing our recommendations. All studies were brought to completion within stipulated time limits and proposed budget.

The firm's growing list of clients is indicative of its reputation throughout California as being a quality organization that can be relied upon for producing comprehensive, sound and cost-effective recommendations and solutions. Koff & Associates, Inc. has a reputation for being "hands-on" with an ability and expertise to implement its ideas and recommendations through completion in both union and non-union environments.

Koff & Associates, Inc. relies on our stellar reputation and on the recommendations and referrals of current clients to attract new clients. Our work speaks for itself and our primary goal is to provide professional and technical consulting assistance with integrity, honesty and a commitment to excellence.

CONSULTING TEAM

Professional qualifications of staff that will be included in this study are:

Georg S. Krammer, M.B.A., S.P.H.R.
Chief Executive Officer

Georg brings over thirteen (13) years of management-level human resources experience to K&A with an emphasis in classification and compensation design; market salary

studies; executive and staff recruitment; performance management; organizational development; and employee relations, in the public sector, large corporations and small, minority-owned businesses.

After obtaining a Master's Degree in English and Russian and teaching credentials at the University of Vienna, Austria, Georg came to the United States to further his education and experience and attained his MBA from the University of San Francisco. After starting his human resources career in Wells Fargo Bank's college recruiting department, he moved on to human resources management positions in the banking and high-tech consulting industries. With his experience as a well-rounded senior HR generalist and his education in business and teaching, Georg's contribution to K&A's variety of projects greatly complements our consulting team.

Georg is our resident Project Manager for classification and compensation studies and will be assigned as the Project Director for this study to ensure close coordination of client needs throughout the project.

Catherine Kaneko, C.P.A., P.H.R.
President

Catherine brings over eighteen (18) years of management level human resources experience to Koff & Associates, Inc., both as a human resources director and as a management consultant in the hi-tech industry as well as the public sector. She has extensive experience in compensation including equity plans, survey design and reporting, recruitment in both the public and private sector; staffing; classification and job analysis; compensation and job evaluation techniques, employee relations, retention strategies, infrastructure development; coaching; policy and procedure development; mergers and acquisitions; change management and employee training.

With a Bachelor's Degree in Business Administration, Catherine started her career as a Certified Public Accountant (CPA) in an international accounting/consulting firm. She transitioned into Human Resources within the firm to become the Human Resources Director of the San Francisco office. She then moved into the hi-tech industry where she served in leadership positions for high-growth, startup, and organizations in transition. Her primary focus in recent years has been in classification, compensation, and recruitment services in the public sector.

Catherine's experience provides a broad knowledge of human resource management within diverse organizations. Her background provides her a strong ability to understand the big picture, identify problems and solutions, and effectively implement them. Her skill set complements our current consultant base with additional levels of service areas.

Gail Koff
Managing Director

Gail Koff, Principal of Koff & Associates, Inc. for 21 years and now the Managing Director, has over thirty (30) years of human resource management experience, 27 years of which have been serving the needs of public agencies. Gail's prior experience, after receiving her degree from Boston University, includes serving as the Personnel Director for one of California's largest sanitary districts, Central Contra Costa Sanitary District as well as the Personnel Director for the California College of Arts and Crafts.

She has spent the last twenty one (21) years in her own firm providing consulting assistance to cities, counties and special districts (housing, transit, water, wastewater, hospital, school, community service, air quality management, fire, etc.). She specializes in strategic development; labor/management issues; classification and job analysis; compensation design and pay for performance strategies; executive search; employee handbooks and policy direction; performance management; and organizational efficiency issues.

Gail is familiar with the unique problems of public agencies and has worked extensively with publicly elected Councils, Boards, Commissions, numerous unions, and management and employee groups.

Gail works closely with the staff throughout the entire process to ensure success. She is actively engaged throughout the study's progress to ensure quality control, timeliness, and meeting client expectations.

Milana Targan
Firm Associate

Milana brings her public sector experience in classification and compensation to Koff & Associates, Inc. With a bachelor's degree from USF and a Master of Science in Industrial/Organizational Psychology from San Francisco State University, Milana has had extensive experience in job analysis, classification development, compensation data gathering and analysis and completing special projects relating to a variety of human resources issues. Her experience also includes conducting specific job analysis for the purpose of developing validated test questions for public sector entrance and promotional examinations.

Milana's experience includes working for a human resources consulting firm with a specialty in affirmative action as well as working for the California Public Utility Commission conducting job analysis, classification development, market salary analysis and human resource management program design. Since joining K&A, Milana is actively engaged in classification and total compensation studies and manages many of our executive search and recruitment activities.

Milana has extensive classification and compensation experience and has worked on numerous projects since she joined the firm.

Jeremy Hannah
Firm Associate

Jeremy earned his bachelor's degree in Psychology with a minor in General Management from California State Polytechnic University, Pomona and completed his Master of Science in Industrial/Organizational Psychology from San Francisco State University. After working for five (5) years in management in private organizations, Jeremy moved into the public sector to work for the California Public Utilities Commission performing job analysis, designing selection examinations, conducting employee opinion surveys, developing human resource selection examinations, and developing human resource management processes.

Jeremy has extensive class description development and data gathering and analysis experience and has completed numerous studies since joining the firm.

Alyssa Uchimura
Firm Associate

Alyssa, the newest member of our firm, earned her bachelor's degree in Psychology with a minor in Sociology – Organization Studies from the University of California, Davis and is currently working on her PhD in Organizational Psychology from Alliant International University. She brings with her over six years of human resources experience in compensation data gathering and analysis, classification analysis and development, performance management, affirmative action program development and recruitment. Alyssa also brings with her experience in designing and conducting quantitative and qualitative research studies.

REFERENCES:

City of Piedmont
Management Pay For Performance
and Total Compensation study completed

Contact: Mr. Geoffrey Grote
City Administrator
(510) 420-3042
120 Vista Avenue
Piedmont, CA 94611 May 2008.

Town of Danville
City-wide compensation study, completed
May 2008. Police compensation survey
completed in December 2009.

Contact: Ms. Denise Phoenix
Human Resources Director
(925) 314-3376
510 La Gonda Way
Danville, CA 94526

San Ramon Valley Fire Protection District
Classification and Total Compensation
Study; special project work.

Contact: Mr. Bob Leete
Administrative Services Director
(925) 838-6677

1500 Bollinger Canyon Road
San Ramon, CA 94583

City of San Ramon

Retained for four separate engagements to
conduct classification and compensation studies
over a 12-year period; including police.

Contact: Mr. Herb Moniz

City Manager
2228 Camino Ramon
San Ramon, CA 94583
(925) 973-2532

LIST OF CLIENTS

Counties

County of Alameda Housing Authority
County of Butte
County of Contra Costa
County of Los Angeles
County of Marin
County of Marin Housing Authority
County of Placer
County of San Mateo
County of Tehama

Cities

City of Alameda
City of Atherton
City of Auburn
City of Bellflower
City of Brisbane
City of Calistoga
City of Capitola
City of Citrus Heights
City of Coachella
City of Delano
City of El Cerrito
City of Emeryville
City of Eureka
City of Fortuna
City of Foster City
City of Fremont
City of Galt
City of Greenfield
City of Hayward
City of Hercules
City of Indian Wells
City of Lynwood
City of Malibu

City of Mill Valley
City of Mission Viejo
City of Monterey
City of Napa
City of National City
City of Newman
City of Orange
City of Orinda
City of Pacific Grove
City of Paso Robles
City of Perris
City of Piedmont
City of Pinole
City of Pleasanton
City of Poway
City of Red Bluff
City of Richmond
City of Rio Vista
City of Rocklin
City of Sacramento
City of San Juan Bautista
City of San Luis Obispo
City of San Ramon
City of Santa Rosa
City of Soledad
City of South San Francisco
City of Stockton
City of Sunnyvale
City of Tigard
City of Tracy
City of Tulare
City of Twentynine Palms
City of Walnut Creek
Town of Apple Valley
Town of Danville

Special Districts

Alameda County Housing Authority
Alameda County Transportation Authority
Alameda County Water District
Amador Water Agency
Bay Area Water Supply & Conservation Agency
Brookside Hospital
Butte Air Quality Management District
Calaveras County Water District
Cannon Associates

Carmel Area Wastewater District
Carollo Engineers
Carpinteria Sanitary District
Castro Valley Sanitary District
Central Contra Costa Sanitary District
Central Contra Costa Solid Waste Authority
Central Marin Sanitation Agency
Children's Hospital
Chino Basin
Coastside Water District
Construction Authority
Contra Costa County Retirement Association
Contra Costa Public Works
Contra Costa Transportation Authority
Covello Group
Delta Diablo Sanitation District
Dublin-San Ramon Services District
East Bay Municipal Utility District
East Palo Alto Sanitary District
Fairfield-Suisun Sanitary District
Feather River AQMD
Goleta Sanitary District
Greater LA County Vector Control District
Groveland CSD
Health Plan of San Mateo
Ironhouse Sanitary District
Lake Arrowhead CSD
Las Gallinas Valley Sanitary District
LINC Housing Corp.
Madera Irrigation District
Mammoth Community Water District
Marin Housing Authority
Marina Coast Water District
Mendel Biotechnology
Mendocino Coast District Hospital
Metropolitan Transit Commission
Mid-Peninsula Water District
Monterey Regional Waste Management District
Napa Sanitation District
Nipomo Community Services District
Novato Sanitary District
Ojai Valley Sanitary District
Palos Verdes Library District
Peninsula Traffic Congestion Relief Alliance
Placentia Library District
Port of Oakland

Ross Valley Sanitary District
San Diego County Water Authority
San Diego Housing Commission
San Francisco Auto Return
San Ramon Valley Fire District
Sanitary District No. 5 of Marin County
Santa Clara Valley Water District
Sausalito–Marin City Sanitary District
Solano County Water Agency
Solano Transportation Authority
South Coast Air Quality Management District
South Coast Water District
South Tahoe PUD
Southeastern Economic Development Corp.
State Water Contractors
Stege Sanitary District
Tahoe Donner Association
Tiburon Sanitary District
Trinity PUD
Truckee Donner PUD
Truckee Sanitary District
Vali Cooper Engineering
Veolia Water North America
West Bay Sanitary District
West County Wastewater District
Western Contra Costa County Transit Authority

Courts

Superior Court, Amador County
Superior Court, Calaveras County
Superior Court, San Benito
Superior Court, San Mateo County
Superior Court, Tuolumne County

Education

California State University System
Fremont Unified School District
Huntington Beach School District
UCLA

City of X
Top Monthly Salary Data
July 2008

POLICE OFFICER		Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Increase Percentage
1	City of A ^a			Police Officer	\$7,983	1/1/2008	1/1/2009	Unknown
2	City of B ^a			Police Officer ³	\$7,878	9/3/2007	8/1/2008	Unknown
3	City of C ^a			Police Officer ²	\$7,752	7/1/2008	8/1/2009	4.5%
4	City of D			Police Patrol Officer ⁴	\$7,623	4/1/2008	Unknown	Unknown
5	City of E			Police Officer	\$7,501	4/1/2008	10/1/2008	5.0%
6	City of F			Police Officer ¹	\$7,488	7/1/2008	7/1/2009	Unknown
7	City of G			Police Officer ⁶	\$7,107	6/2/2007	Unknown	Unknown
8	City of H ^a			Police Officer ⁶	\$7,095	7/1/2008	1/1/2009	5.0%
9	City of I ^b			Police Officer ⁷	\$7,090	8/18/2008	Unknown	Unknown
10	City of J ^b			Police Officer	\$6,917	7/18/2008	Unknown	Unknown
11	City of K ^a			Police Officer	\$6,906	1/1/2008	1/1/2009	Unknown
12	City of L			Police Officer	\$6,764	2/4/2008	8/4/2008	3.25%
13	City of X ^a			Police Officer	\$6,549	7/1/2007		
14	City of M ^a			Police Officer ^{8,9}	\$6,397	5/1/2008	Unknown	Unknown
15	City of N			Police Officer ⁵	\$6,199	2/5/2008	12/31/2008	Unknown
Average of Comparators % City of X Above/Below					\$7,193 -9.8%			
Median of Comparators % City of X Above/Below					\$7,101 -8.4%			

NOTE: All calculations exclude City of X

- 1- Requires successful completion of P.O.S.T. basic academy.
- 2- Requires 40 semester units of college.
- 3- No P.O.S.T. requirements; requires 30 units of college level courses.
- 4- Possession of Academy completion Certificate.
- 5- Requires High School Diploma, plus one year of Law Enforcement experience, plus P.O.S.T. Basic Certificate.
- 6- Requires P.O.S.T. Basic Academy graduation.
- 7- Graduation from Academy required.
- 8- Requires High School Diploma, plus supplemental course work in Police Science or related field.
- 9- Salaries have been adjusted above market to support employee paid Health Insurance.

a) City includes PERS contribution in reported salaries. The salary is shown net PERS and the PERS contribution is recorded on the benefits sheet.
b) New rates won't be known until August 1; will be retroactively adjusted from July 1 2008

City of X
 Comparator Agency
 Special Benefits Detail
 July 2008

Agency	Longevity	Retiree Medical Benefits (pre-funded)	Management Incentive	EAP - city cost per employee	City pd LTD	Leave: Vacation, Holidays, Administrative	Signing Bonuses
City of F	None	None	None	\$5	Premium is \$19.50 per month.	Police Officer & Police Sergeant receive 15 days, holidays 12 days. Police Lieutenant, Chief and Assistant City Manager receive 15 days, holidays 10, and admin 96 hours per year.	None
City of L	0%	LPOA - Employees hired after 2/1/07 - 5% city contrib w/ 1% employee mandatory contribution. Employees hired prior to 2/1/07 - 1% mandatory employee contribution.	2.5% for goal achievement	\$11	Police Officer & Police Sergeant premium is \$9.50 per month. Police Lieutenant premium is \$100.00.	Police Officer & Police Sergeant receive for vacation 137.28 hrs, Police Lieutenant 135.28 hours, holidays all receive 0.75 of base salary (Chief and ACM get 12 days/yr), admin 24 hrs per year for Police Officer & Police Sergeant, Police Lieutenant, Chief and ACM receive 112 hours for admin.	None
City of A	3% @ 5yrs, 5% @ 14 yrs, 8.2% @ 24yrs, 10.6% @ 25 yrs, 15.1% @ 28 yrs	1% City contribution of payroll plus benefits towards retiree dependant medical care	None	\$5	Premium is \$19.50 per month.	All police receive 10.57 days for vacation and 6% of base salary for holiday pay. Chief and ACM get 21 days/vacation and 13 holidays.	None
City of C	None	Pol Mgmt - \$200 mo for 1 to 5 yrs service, \$250 mo for 6 to 10 years service, \$300 mo for 10+ yrs service	None	\$6	Police Lieutenant, Police Chief and ACM premium is \$36.62 a month. Police Sergeant & Police Officer costs 0.0106 of base salary.	All Police receive 17 days vacation. Police Officer & Police Sergeant receive 10 hrs per year for admin, and Police Lieutenant, Chief and ACM receive 88 hrs admin.	None
City of M	3 yrs @ top step E and 3.75% (step F); 4 yrs @ 3.75% (step G); 5 yrs @ 3.75%	None	None	None	Only Police Officer & Police Sergeant premium costs \$19.50 per month.	All positions receive 120 hrs for vacation and 13 holiday pay. Police Officer & Police Sergeant receive 23 days, Police Lieutenant receive 23 days and 2% of base salary for admin, Chief and ACM get 14 holidays	\$7500 cash bonus pd in 3 installments; \$2500 comp of FTO mng. \$2500 completion of 12 mo probationary period, \$2500 after 2 yrs empmt.
City of G	5%	None	Discretionary Bonus	\$6	Police Officer & Police Sergeant premium costs \$19.50 per month. Police Lieutenant, Chief and ACM Assistant City Manager premium costs \$54.17 per month.	Police Officer & Police Sergeant receive 15 days vacation and 0.75% of base salary for holidays. Police Lieutenant, Chief, and Assistant City Manager receive 15 vacation days, 14 holidays and 56 hrs admin.	
City of B	POA - 7.5% @ 10 yrs, PSA must have 4 yrs @ 10 yrs, PSA must have 44 hrs receive	None	DH's only up to 5%	\$3	Police Officer & Police Sergeant premium costs \$19.50 per month. Police Lieutenant, Chief and ACM premium costs 0.02 per \$100.00.	All receive 120 hrs vacation time, 14 holidays. Police Lieutenant, Chief and ACM receive 160 hrs admin.	POA - \$500 once hire passes FTO training
City of E	5% @ 20 yrs	None	None	\$5	All Police premium costs 0.65 per \$100.00.	All Police receive 27 days vacation, 13 holidays. Police Sergeant & Police Lieutenant receive 80 hrs per year for admin.	None
City of H	None	None	None	\$5	None	All receive 120 hrs vacation time and 8.88 days holiday pay. Police Lieutenant receives 84 hours admin. Chief and ACM receive 80 hours admin.	None
City of D	Yes - Police Mgmt = 2.5% after 10 years	None	Optional Benefit Plan - Over 10 yrs \$1200 yr. Less than 10 yrs \$1100 yr.	\$4	Police Officer & Police Sergeant premium costs \$19.50 per month. Police Lieutenant, Chief and ACM premium is 0.69 per \$100.00.	All receive 120 hrs vacation time and 104 hrs holiday. Police Lieutenant receives 80 hrs admin. Police Chief and ACM receive 104 hours admin.	Police Trainee & Officer - \$3000 - 25% upon hire, 75% upon completion of probation. Contract Incentive = \$3000 after completion of 3 yrs for signatira a 3 year contract.
City of N	City Contribs \$60 mo - POA \$130 mo - PSA	None	None	\$3	None	All receive 86 hrs vacation time. Police Officer & Police Lieutenant receive 120 hrs holiday pay. Police Lieutenant, Chief and ACM receive 96 hrs holiday pay. Lieutenant receives 84 hrs admin. Chief and ACM receive 80 hours admin.	None
City of I	2.5% @ 10 years	None	None	\$5	Premium costs 0.50 per \$100.00	All Police receive 15 vacation days and 14 paid holidays. Police Lieutenant receive 40 hrs admin.	\$100k home loan for any full time employee
City of K	None	None - working on	None	\$3	None	All receive 20 vacation days and 13 paid holidays. Police Lieutenant, Chief and ACM receive 5 admin days.	None
City of J	None	None	None	\$2	None	All receive 13 paid holidays. Police Officer - 15 vacation days. Police Sergeant & Police Lieutenant 16 vacation days. Police Lieutenant, Chief and ACM receive 10 admin days.	None

NEW BUSINESS

- #4 - General Manager Greg Harman will request the Board set a Special Meeting to review for possible approval the proposed KPPCSD 2010/2011 Annual Budget for Thursday, June 24th.

Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED YES NO

From: Gregory E. Harman, General Manager

FORWARDED TO:

Date: Friday, June 04, 2010

Subject: New Business Item #4 Special Meeting June 24th

On April 27th, I prepared a Preliminary Operating Budget for Fiscal Year 2010/2011 to be presented to the Finance Committee for review. Finance Committee Chair Bill Wright suggested a meeting be held during the second week in May, however, due to availability constraints, that was not possible. As May was coming to a close, I suggested that we wait until after the election June 8th, in order to see where the District would be as far as possible revenue and I would have an opportunity to update the budget for expenditures to date.

I checked with our legal counsel and confirmed that there was no legal requirement that a budget be prepared before the beginning of the fiscal year in which it is proposed and that under Government Code 53901, a budget or revenue/expense report need be filed with the County Auditor sixty days after July 1st.

Per the KPPCSD Policy Manual, under Section 3020.3, the proposed annual budget as reviewed and amended by the Finance Committee shall be reviewed by the Board at its regular meeting in May. Under Section 3020.4, the proposed annual budget as amended by the Board shall be adopted at its regular meeting in June. Any exceptions to this date must be approved by the Board action.

I am requesting the Board schedule a Special Meeting to review for possible approval the proposed KPPCSD Annual Budget 2010/2011 on Thursday, June 24th, at 7 PM.

NEW BUSINESS

- #5 - General Manager Greg Harman will request that the Board authorize the purchase of a solar powered speed monitoring advisory sign for the area of 46 Arlington (SB), with the remaining 2008/2009 COPS Grant funding. Board Action.

Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED YES NO

From: Gregory E. Harman, General Manager

FORWARDED TO:

Date: Friday, June 04, 2010

Subject: New Business Item #5 COPS Grant Purchase of a Speed Advisory Sign

Since the beginning of the year, I have been working with the residents in the area of 46 Arlington, representatives from John Gioia's office, and Jerry Fahy, of the Contra Costa County Public Works Division, to improve traffic issues in the area of the unit block of Arlington.

County Public Works has made several traffic improvements to Arlington Avenue; however, all parties agree that a solar powered traffic advisory speed sign would enhance the traffic safety in the area. During the month of May, an experiment was conducted in which vehicle speeds were checked southbound on the Arlington near 46 Arlington, while a mobile speed advisory trailer was deployed. It was confirmed that while the mobile speed advisory trailer was deployed, vehicle speeds southbound along the Arlington were reduced by an average of 5 MPH.

When checking speeds of vehicles without the speed trailer, speeds were recorded as staying the same as in previous speed surveys.

I am requesting that I be authorized to purchase a solar powered speed advisory sign to be placed southbound on Arlington in the area of 46 Arlington. The purchase could be made with the remaining funds available with the 2008/2009 COPS Grant.

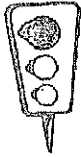
In March, it was estimated that we would have \$4,708 unallocated in the 2008/2009 COPS Grant fund. As of today's date, it is estimated that there will be \$4,307 unallocated in the 2008/2009 COPS Grant fund.

Jerry Fahy has provided an estimate for a solar powered speed advisory sign that the County was investigating for possible purchase from a local vender for a cost of \$7,722.50. I received an estimate for a similar sign from an out of state vender for \$6,964.20.

I would recommend purchasing the sign from the local vender at the higher cost (\$758.30) for ease of servicing the sign.

The \$3,400 difference in the cost of the sign and the possible remaining 2008/2009 COPS Grant funding would be made up from the \$3,500 sale of the old patrol vehicle we made after we purchased the new patrol vehicle with funding from the 2008/2009 COPS Grant.

I am requesting Board approval for the purchase of the Western Pacific Signal 1520-VSC solar powered speed advisory sign as described above, to be installed by the County at no cost, in the area of southbound 46 Arlington.



Western Pacific Signal, LLC

15890 Foothill Blvd.
 San Leandro, CA 94578
 (510) 276-6400

Estimate

Date Issued:	WPS Estimate #
7/20/2009	8954

Quotation Issued to:
Contra Costa County Traffic 2467 Waterbird Way Martinez, CA 94553

Requestor	Estimator / Rep	Payment Terms	FOB / Delivery Terms
John Abraham	Ron	Net 30	Factory

WPS Item Code	Product Description	Qty	Each	Total
1520-VSC	DC Powered Radar Speed Awareness Sign Display Radar Speed Feedback Display Sign, 1520VSC, 15", "YOUR SPEED", 30"x42", (White), w/Violation Alcr, approach only, & High Speed Cutoff (HSC) setting, SpeedCheck	1	4,180.00	4,180.00T
Bundle Option*	Advanced Scheduler and Traffic Analyzer. Bundle Option*	0	780.00	0.00T
Slow Down *	Slow Down Message Option*, Alternates between veh speed/slow down message.	1	585.00	585.00T
SpeedCheck SOLAR	Solar Power System, SpeedCheck, 125W solar array panel assembly, supports up to 12 operational hours, full-time. Includes panel, mounting rack, pole-mount battery package w/ 12V deep-cycle battery, battery box, brackets, wiring, fittings, and charge controller.	1	2,235.00	2,235.00T
WPO*	Wireless Programming* Option, allows wireless programming of basic parameters. SpeedCheck	0	195.00	0.00T
Shipping	Shipping Charges (estimated)	1	75.00	75.00

Allow 4-6 weeks delivery ARO

Subtotal	\$7,075.00
Sales Tax (9.25%)	\$647.50
Total	\$7,722.50

This quotation is good for quantities listed above or greater. All estimates are guaranteed valid for at least (30) days. Except as detailed above, limited mfg. one-year warranty applies to new items, and (90) days to repaired or refurbished items. Visa & M/C purchasing cards are accepted with a 4% convenience fee. Most data sheet specifications are available online at www.wpsignal.com



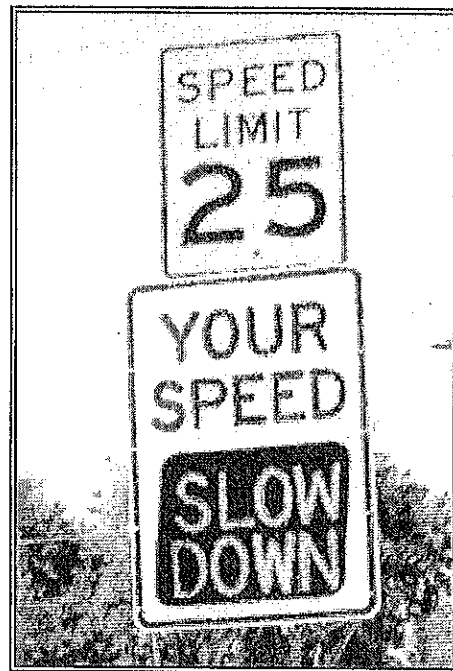
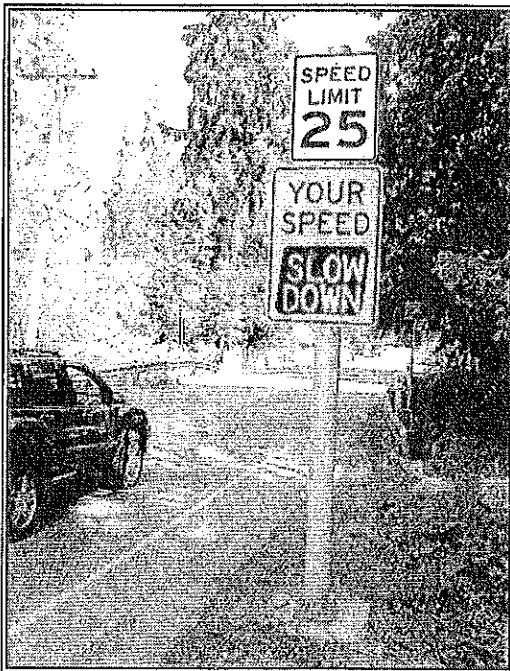
THE BEST IN THE BUSINESS

SPEEDCHECK™

“SLOW DOWN”

SpeedCheck™ speed displays can enhance your traffic calming program by sending a strong message for drivers to SLOW DOWN. The SpeedCheck SLOW DOWN message option:

- ✓ is triggered at a user-defined speed threshold which enables the user to tailor speed feedback in your particular speed zone.
- ✓ can replace our high speed-cut off feature so the sign will flash Slow Down instead of blanking the display or displaying the speed limit.
- ✓ can be set to either display solely or alternate with the speed of the vehicle
- ✓ is available in Red or Amber LEDs; most customers prefer the Red LEDs for extra emphasis.



Operation example for a 25 mph speed limit zone (user-configurable to support your application):

1. Speed begins to display at 10 mph hour
2. At 26 mph our Violation Alert feature kicks in and the speed of the vehicle begins to flash
3. At 28 mph the vehicle speed is flashing more rapidly than at 26 mph
4. At 30 mph the vehicle speed is flashing even faster and alternating with the Slow Down message
5. At 40 mph the sign only displays the Slow Down message to discourage drivers from racing

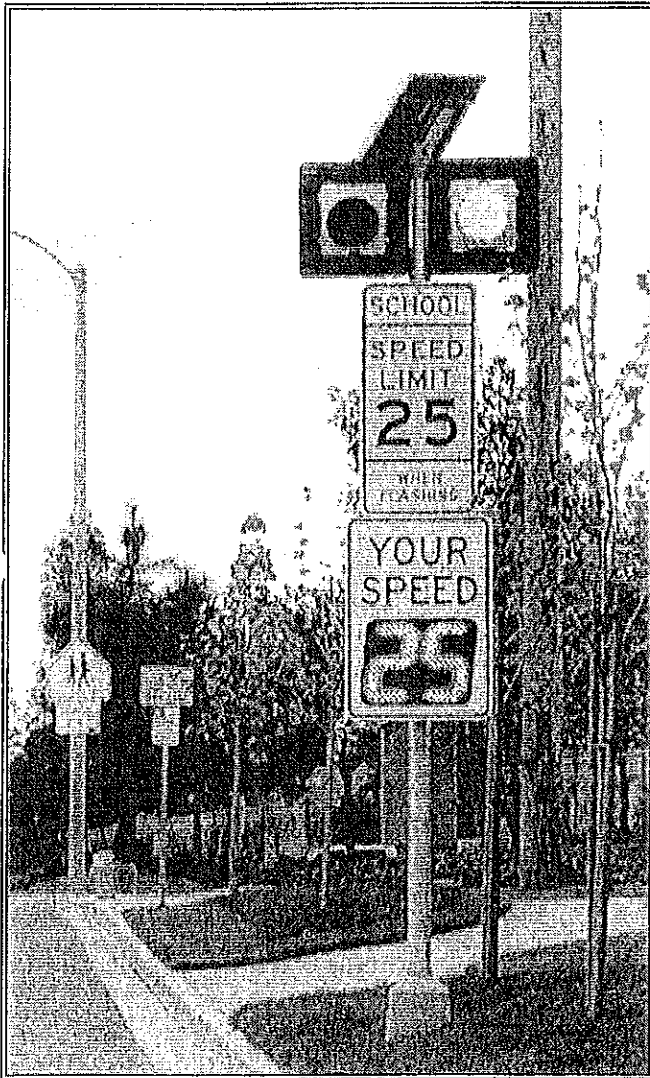


THE BEST IN THE BUSINESS

SPEEDCHECK™

Scheduler and TimeKeeper

SpeedCheck™ can support your traffic calming program throughout school and non-school hours, providing traffic calming 24 hours a day, and automatically adjusts for daylight savings time changes. SpeedCheck Scheduler offers sophisticated scheduling capability available in our speed display product which allows unlimited flexibility.



SpeedCheck Scheduler™ enables the user to tailor the sign operation for your particular traffic calming application such as:

- ✓ School hours
- ✓ Commuter Traffic
- ✓ Residential
- ✓ Day-time or Night-time hours
- ✓ Vacation Days

SpeedCheck Scheduler includes eight on/off events per day using a PDA to set schedule parameters.

With the SpeedCheck Notebook/PC version you can program up to 16 on/off events per day and maintain a two-year calendar.

Scheduler enables 24-hour coverage even in a speed zone that has two different speeds based on time of day, such as school zones when children are present only part of the day.

In addition, the Scheduler can trigger or control external devices such as school zone flashers or strobes.

Also available is the SpeedCheck TimeKeeper™ for automatic daily time clock synchronization via GPS satellite signal.

School Zone example: violation alert can be set for two speed thresholds by time of day:

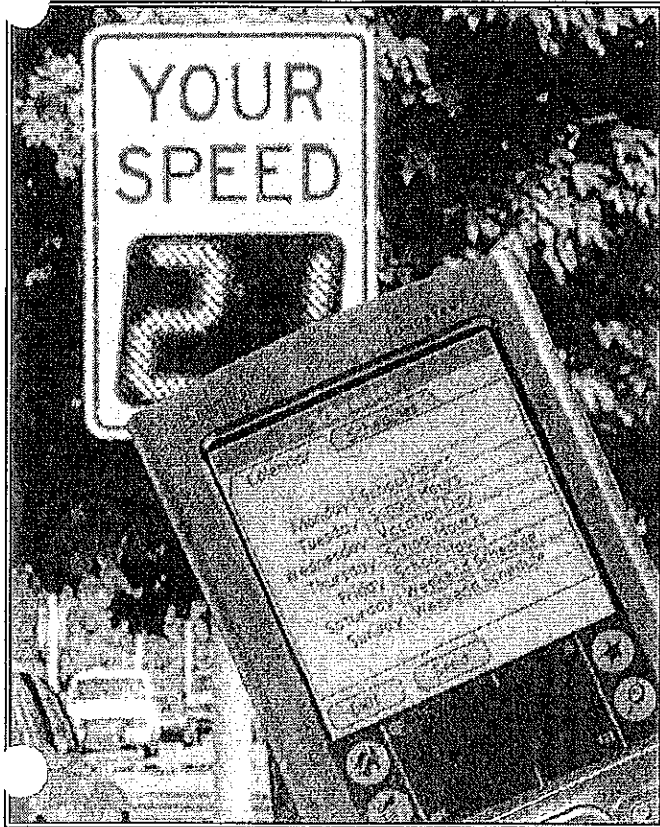
- ✓ First speed setting supports school speed limit when children are present; with the speed limit set to 25MPH and violation alert flashing begins at 26MPH.
- ✓ Second speed setting supports non-school hours; speed limit set to 45MPH, violation alert begins at 46MPH



THE BEST IN THE BUSINESS

SPEEDCHECK™

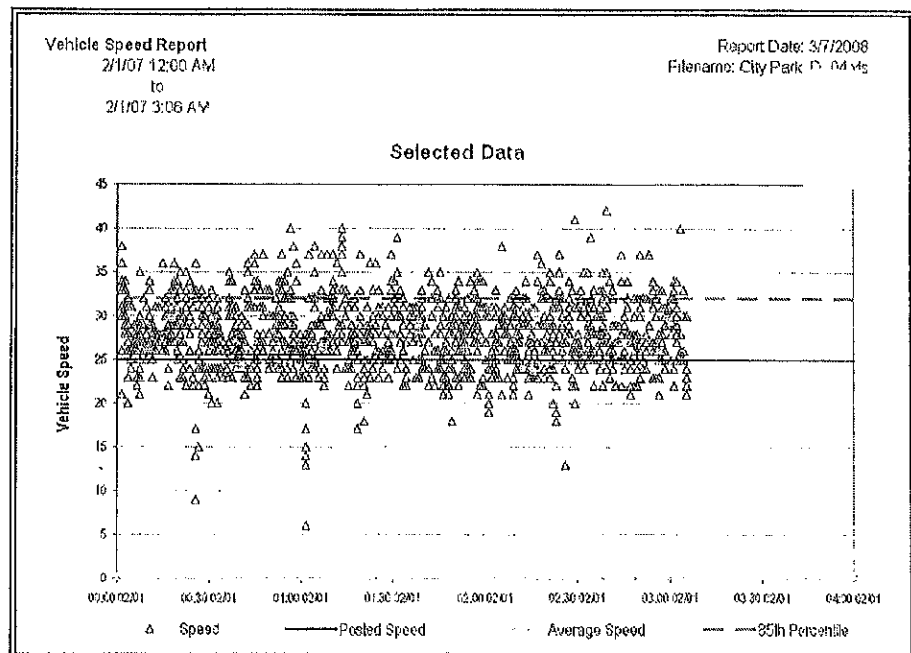
Traffic Analyzer



- ✓ Capture and download vehicle count and speed data
- ✓ Date and timestamp for each target
- ✓ Wireless downloading of data
- ✓ Excel-compatible reporting & analysis:
 - Average speeds
 - 85th Percentile speeds
 - Date and time windows
 - Total vehicles
 - Moving averages
- ✓ Automatic charts and reports
- ✓ Standard text file output for feeding other analysis programs
- ✓ Cost effective - costs less than separate

Features

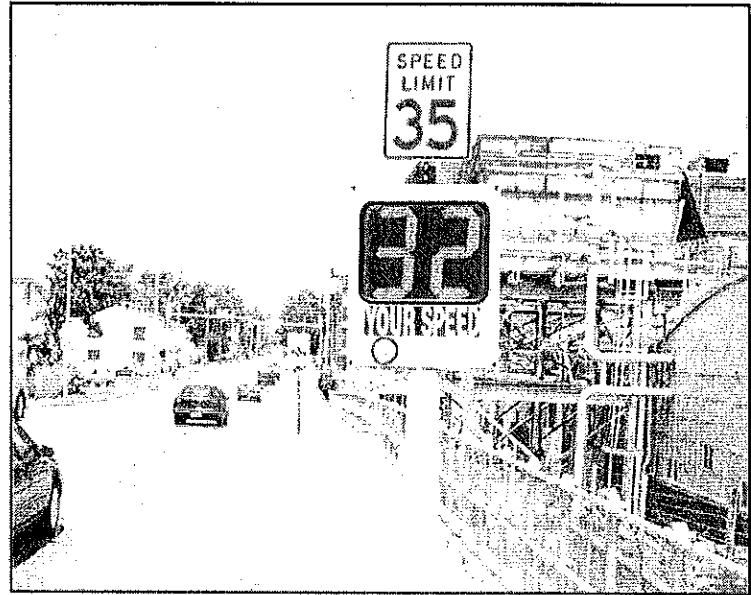
- ✓ Excel™ template allows full analysis of any or all data downloaded from the SpeedCheck display
- ✓ Data selection and charting of sign location, posted speed, average speed, 85th percentile
- ✓ Full access to the raw data permits further analysis and charting in Excel
- ✓ Upgrade option for all SpeedCheck displays manufactured after January of 2002





Speed Monitor™ F Advisory Sign

Control speed without tying up a police officer. Self-policing creates positive attitudes in the general public. Drivers' confidence in the speed display is enhanced because it incorporates MPH's exclusive Approach-Only Sensor™, which eliminates false speeds generated by opposite direction traffic. The Speed Monitor F is completely self-contained. Since the unit mounts quickly on a standard 4" pole, it can even be moved from site to site with minimal effort. Available with 120 VAC or solar power options.



Features

Benefits

- Integral Approach-Only Sensor™** *No false speeds due to opposite direction traffic.*
- 18" (46cm) two digit, super-bright LED speed display** *Visible at 1100 feet (360 m), automatically dims for optimum viewing at night.*
- Radar, speed display and power supply** *Portable, weatherproof unit mounts easily on a standard 4" (10 cm) pole or mounts on a pickup bed.*
- Automated speed control** *Reduces speed without tying up an officer.*
- Vandal-resistant** *Locking electronic cabinet, Lexan® display window, and graffiti-resistant epoxy paint.*
- Power supply options** *12 volt DC system available 120 Volt AC (240 volt AC) and solar power options meet any deployment situation.*

Speed Monitor™ F Advisory Sign

Specifications

Description: Fixed location speed display with self-contained, one-direction only radar. Intended for mounting on standard 4" (10 cm) break-away pole. Visible up to 1100 feet (360 m). Automatic dimming.

- ❖ **Display Characteristics:** *Two, 18 inch (46 cm) high digits
Constructed with red (amber optional) light emitting diodes(LEDs)*
- ❖ **Housing:** *14 gauge steel enclosure with locking rear access door
Scratch-resistant Margard® Lexan® display window
Weatherproof to NEMA 4 rating*
- ❖ **Radar Specifications:** *K-band Approach-only Sensor™ (1000 ft. range)
25mW transmitter power, nominal
12 degree antenna beamwidth
Type accepted under FCC Part 90*
- ❖ **System Specifications:** *User Supplied 13.8 VDC +/- 20% (standard automotive voltage)
Operating current less than 3 Amps
Operating temperature range of 160° F to - 22° F*

*Width: 30 inches (76 cm)
Height: 36 inches (91 cm)
Depth: 9 inches (23 cm)
Weight: 100 pounds (45 kg)*
- ❖ **Accessories and Options:** *Pedestal for mounting to a concrete slab
110 Volt power system
Solar power system with battery two-day reserve capacity
Speed limit sign with interchangeable digits and mounting bracket
Speed violation alarm (flashes the speed display)
TimeMark traffic statistics computer with radar data interface*

For more information or to obtain bidding specifications contact MPH at 1-888-689-9222 (fax: 270-685-6288)

5522.00 Sign/Solar/SM.
A33.00 TRAF COM-INFO
✓ 5655.00 x 9.25 = 52242.50



MPH Industries, Inc.

316 E. Ninth Street
Owensboro, KY 42303

Phone: (888) 689-9222
Fax: (270) 685-6288

The Company: MPH Industries, Inc. specializes in velocity measurement. Formed in 1975, MPH is one of the largest suppliers of Doppler radars to Law Enforcement worldwide. MPH also serves the highway and rail transportation industries, education and sports. MPH Industries is a subsidiary of MPD, Inc., a manufacturer of aerospace components and subsystems, electronic components and breath alcohol analyzers.

