

**RESOLUTION NO. 2022-24**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES  
DISTRICT AMENDING ITS CONFLICT OF INTEREST CODE BY  
ADDING A NEW APPENDIX A TO POLICY 1000 OF THE POLICIES  
AND PROCEDURES MANUAL**

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

*WHEREAS*, on at its regular meeting on December 12, 2019, the Board adopted a Policy 1000, which includes Policy 1035, the District’s Conflict of Interest Code, and Appendix A to Policy 1000, which lists those District officials required to file financial disclosures; and

*WHEREAS*, on December 10, 2020, the Board adopted Resolution No. 2021, which updated Appendix A to Policy 1000; and

*WHEREAS*, a Conflict of Interest Code requires a current list of positions that must file financial disclosures; and

*WHEREAS*, the District has made several administrative changes that affect the list of required filers; and

*WHEREAS*, on October 13, 2022, the Board considered the draft amendment replacing Appendix A to Policy 1000, took public testimony and decided to adopt the draft new Appendix A.

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

1. The amendment to Policy 1035, Appendix A, attached hereto and incorporated herein by reference, is hereby adopted.

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District upon motion by \_\_\_\_\_, seconded by \_\_\_\_\_, on Thursday, the 13<sup>th</sup> day of October 2022, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAINED:

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Sylvia Hacaj  
President, Board of Directors

I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on Thursday, the 13th day of October 2022.

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Lynelle M. Lewis  
District Clerk of the Board

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Anthony Constontouros  
Interim General Manager

## EXHIBIT A TO POLICY 1000

### CONFLICT OF INTEREST CODE of the Kensington Police Protection & Community Services District

#### Designated Officials, Employees and Consultants

[Adopted October 13, 2022]

Designated positions shall file statements of economic interests with the District as provided below. If the designated position manages investments for the District, such official shall file the original of the statement with the Fair Political Practices Commission and file a copy with the District; all other designated positions shall file their statements with the District. The District shall retain said documents for the period required by applicable records retention regulations. Statements of Economic Interests are public records available for public inspection.

**DESIGNATED POSITIONS:** The designated positions listed below are required to file Form 700 Statements of Economic Interests disclosing certain personal financial interests. These positions are required to file the applicable individual schedules to report investments, business positions, sources of income and interests in real property located in the District's jurisdiction. The applicable schedules to be filed for each position are based on the disclosure category assigned to the designated position.

Designated Positions	Disclosure Category
Board Member	1
General Manager	1
Employees with limited decision-making authority, such as purchasing, contracting for services, and/or making recommendations to the District Board or General Manager: <ul style="list-style-type: none"><li>• Chief of Police</li><li>• Clerk of the Board</li><li>• Finance Director</li></ul>	2
General Counsel	1
Consultant	3

**DISCLOSURE CATEGORIES:**

**Disclosure Category 1:** Persons in this category shall disclose:

- A. Interests in real property located entirely or partly within District boundaries, or within two miles of District boundaries, or of any landed owned or used by the District.
- B. Investments or business positions in or income (including gifts, loans and travel payments) from sources that provide, plan to provide, or have provided in the last two years facilities, goods, software, hardware, or services, including consulting services, to the District, or are engaged in the acquisition of real property within the District.

**Disclosure Category 2:** Persons in this category shall disclose:

- A. All investments, business positions in, and income (including gifts, loans, and travel payments) from sources that manufacture, sell or provide goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the employee's designated department.

**District Category 3:**

- A. Consultants shall disclose pursuant to the broadest disclosure category in the conflict-of-interest code subject to the following limitation: the General Manager may determine in writing that a particular consultant is hired to perform a range of duties that is limited in scope and, thus, is not required to comply with the full disclosure requirements described above, but instead must comply with more tailored disclosure requirements specific to that consultant. Such a determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of the disclosure requirements.