



Agenda

Kensington Police Protection and Community Services District

Board of Directors
Regular Meeting (**Hybrid**)

Thursday, February 8, 2024
6:30 p.m. Special Meeting (Closed Session)
7:00 p.m. Regular Meeting
Kensington Community Center
59 Arlington Avenue, Kensington, CA

www.kppcsd.org/2024-02-08-kppcsd-board-meeting

The page at the URL above will have instructions on how to join the online meetings.

Virtual Access:

<https://us02web.zoom.us/j/86865297547?pwd=djJva2xtbzZIS1hnWEpzbTVTOFFZZz09>

Webinar ID: 868 6529 7547 Passcode: 130920

The Board may hold hybrid meetings, where most or all of the Directors attend in person but the District offers the public the option of attending by Zoom or other teleconferencing methods. Please be advised that those participating in such meetings remotely do so at their own risk. The Board meeting will not be cancelled if any technical problems occur during the meeting.

Special Meeting (Closed Session) – 6:30 p.m.

Special Meeting Agenda Item Public Comments

*Individuals wishing to address the Board of Directors concerning the Special Meeting agenda are invited to make oral comments of up to 3 minutes. **For Zoom attendees:** Please raise your hand via Zoom. When you are called on by the Board President, you will be unmuted and you can address the Board of Directors. Please state your name clearly for the audio recording. You are requested to Public address your comments to the Board of Directors and not to staff and/or the audience. By state law, the Board is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the Board, please mail or email it to the Clerk of the Board at 10940 San Pablo Ave., Bldg. B, El Cerrito, CA 94530 or llewis@kppcsd.org. For other concerns or needs contact David Aranda at (510) 960-0716.*

Adjourn to Closed Session

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of litigation pursuant to Government Code Section 54956.9(d)(4): one case

Regular Meeting - 7:00 p.m.

1. **Call to Order** (*We are asking all participants to be recognized by the President before speaking*)
2. **Roll Call**
3. **President's Comments**
4. **Public Comment**

*Individuals wishing to address the Board of Directors concerning any items not on the agenda may make oral comments of up to three minutes. **For Zoom attendees:** Please raise your hand via Zoom. When you are called on by the Board President, you will be unmuted and you can address the Board of Directors. Please state your name clearly for the audio recording. You are requested to address your comments to the President and Board of Directors and not to staff and/or the audience. By state law, the Board is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the Board, please mail or email it to the Clerk of the Board at 10940 San Pablo Ave., El Cerrito, CA 94530 or llewis@kppcsd.org. For other concerns or needs contact David Aranda at (510) 960-0716.*

Consent Calendar

5. Approve meeting minutes for the Regular Meeting of January 11, 2024.
6. Receive the January 2023 bills paid and December Financial statements.

Discussion and Action

7. Presentation and approval of the Fiscal Year 2023 Audit.
8. Approval of the Automated License Plate Reader Policy.
9. Discussion and direction regarding the reorganization process and the dissolution of the Reorganization Committee.
10. Final presentation by the Police Department & District Office Permanent Location Committee and recommendation with the following two motions:
 - a. Motion to explore the KPPCSD property south of the Kensington Public Library on the Arlington Avenue as the permanent location for the Kensington Police Department & KPPCSD office, with the first step being authorizing the Interim General Manager David Aranda to enter into an agreement with a firm to survey the parcel, with a cost not to exceed \$30,000.

- b. Motion to dissolve the Police Department & District Office Permanent Location Committee effective Feb. 8, 2024.
11. Discussion and approval of the Lieutenant position terms of employment, job description and salary schedule.

Comments & Reports

12. Police Chief Report.
 - Monthly Report
13. General Manager's Report.
 - Monthly Report
 - Recreation Report – February 2024
16. Director Comments.

Adjourn

The next regular meeting is scheduled for March 14, 2024.

General Information

- All proceedings of the Open Session will be audio and video recorded if possible.
- Upon request, the Kensington Police Protection and Community Services District will provide written agenda materials in appropriate alternative formats or disability-related modification of disabilities to participate in public meeting. Please send written request, including your name, mailing address, phone number, and a brief description of the requested materials and preferred alternative format or auxiliary aid or service at least two days before the meeting. Requests should be sent to Kensington Police Protection & Community Service District at *10940 San Pablo Ave., El Cerrito, CA 94530*).
- To be added to the Board Agenda Mailing List, complete and submit the form at <https://www.kppcsd.org/agenda-mailing-list> or by notifying the Clerk of the Board at llewis@kppcsd.org.

Posted Agenda

Kensington Police Department – Colusa Food Market – Arlington Kiosk and at www.kppcsd.org
Complete agenda packets are available at the Public Safety Building at *10940 San Pablo Ave., El Cerrito, CA 94530*.

All public records that relate to an open session item of a meeting of the Kensington Police Protection & Community Service District that are distributed to a majority of the Board less than 72 hours before the meeting, excluding records that are exempt from disclosure pursuant to the California Public Records Act, will be available for inspection at the District offices at *10940 San Pablo Ave., El Cerrito, CA 94530* at the same time that those records are distributed or made available to a majority of the Board.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Thursday, January 11, 2024

Regular Meeting (Hybrid)

Regular Meeting – 7:00 p.m.

1. **Call to Order** [[TS 5:56](#)]

President David Spath called the regular meeting to order at 7:05 p.m.

2. **Roll Call** [[TS 6:06](#)]

Vice-President Alexandra Aquino-Fike, Director Cassandra Duggan, Director Sarah Gough, Director Sylvia Hacaj, and President David Spath were present at roll call.

Staff present included Interim General Manager David Aranda, General Counsel Ann Siprelle (via Zoom) and Clerk of the Board Lynelle M. Lewis.

3. **President's Comments** [[TS 6:23](#)]

President Spath wished everyone a happy new year. He commented on the upcoming 2024 challenges outlined in the General Manager's Report and emphasized the importance of public participation as we move forward on these issues. President Spath asked residents to reach out to neighbors and encourage them to get involved in the public meeting process so that the Board can understand the public's priorities. In concluding, President Spath mentioned the Board would discuss agenda Item 8 (Automatic License Plate Reader Policy) before Item 7 (FLOCK Software).

4. **Public Comment** [[TS 8:03](#)]

- Addressing the Board was the following person: 1) Lynn Wolter asked for a response to her December comments about the absence of a Police Department response to a medical emergency at her home.

Consent Calendar [[TS 14:13](#)]

- Motion by Director Duggan, seconded by Vice-President Aquino-Fike, to approve the Consent Calendar as presented, carried (4-0-1) by voice vote. Director Gough abstained from voting due to a potential conflict of interest with one of the vendors (Item 6).

5. Approved Meeting Minutes for the Special and Regular Meetings of December 14, 2023.
6. Received the December 2023 bills paid. [Note: the December Financial statements will be presented at the February meeting due to the early date of the January board meeting.]

Discussion and Action

7. **Discussion and Approval of Purchasing the FLOCK Public Safety Camera Software.** [\[TS 54:12\]](#)

Interim General Manager David Aranda noted that the recommended action is to purchase software and enter into a two-year agreement with FLOCK at a price of \$18,250 the first year. He pointed out that staff posted a contract that was prepared by FLOCK; however, General Counsel Ann Siprelle recommended that the Board approve an agreement with a form that has been approved by the District Counsel. This professional services agreement with FLOCK would come back to the Board once it has been finalized.

Director Hacaj noted that staff should ensure that the tax rate applied for goods and services is for a Kensington agency in Contra Costa County rather than that of the surrounding cities.

- Motion by Vice-President Aquino-Fike, seconded by Director Gough, that we approve the contract with FLOCK subject to our General Counsel putting it into a form that she recommends, carried (5-0) by the following roll call vote: AYES (Aquino-Fike, Duggan, Gough, Hacaj and Spath); NOES (None); ABSTAINED (none); ABSENT (none).

8. **Discussion and Approval of a Plate Reader Policy.** [\[TS 15:28\]](#)

Interim General Manager Aranda noted that the recommended action is to approve Kensington Police Department Policy 426, Automated License Plate Readers (ALPRs). Board member asked questions about retention of ALPR data, provided input on the policy, and suggested corrections to Section 426.3.1. and Section 426.6.

- Addressing the Board was the following person: 1) Sylvia Elsbury pointed out a concern about being identified as the sender of the ACLU article and questioned how FLOCK shares stored data and protects privacy rights.
- Motion by Director Hacaj, seconded by Director Duggan, that the Board of Directors adopt the policy before us with the following modifications which we will need to see back before us and those modifications are a correction on Section 426.3.1 outlined by Vice-President Aquino-Fike which is to strike the second sentence and turn the third sentence into a new subsection F and renumber F to G to clarify the first paragraph on page 5 that begins with all “ALPR data downloaded to the server” in particular to understand which server they are

referring to, and lastly to reference the civil code for the records release and maintenance policy under 426.6, carried (5-0) by the following roll call vote: AYES (Aquino-Fike, Duggan, Gough, Hacaj and Spath); NOES (None); ABSTAINED (none); ABSENT (none).

9. Discussion and Approval of the LT Job Description and Salary Schedule. [\[TS 1:00:58\]](#)

President Spath announced that this item was tabled to the February meeting.

10. Presentation of a Proclamation of Former Police Chief Rickey Hull's Passing. [\[TS 1:01:15\]](#)

President Spath read the proclamation from the Board acknowledging the passing of former police officer Rickey Hull. Rickey Hull joined the Kensington Police Department in October 1997, and served with unwavering dedication until his retirement in December 2020, leaving an indelible mark on the community he served. He served the Kensington Police Department with distinction as an Officer, Master Sergeant, Captain, Interim Chief of Police, and Interim General Manager leaving behind a legacy of leadership and professionalism. The proclamation expressed the profound gratitude for Rickey Hull's twenty-three years of dedicated service and his significant impact on the Kensington Police Department and the community at large. Chief of Police Gancasz noted that the proclamation would be framed and sent to Rickey Hull's mother.

11. Discussion and Additional Direction on the Progress of a New Police Building. [\[TS 1:06:46\]](#)

Interim General Manager Aranda reported that the property south of the Kensington Library is the focus for a new police building moving forward, and recommended the following actions:

1. Meet with an architect and have a rendering developed of not just a building but an area that provides the police building and magnifies the park area. The architect is available to meet on January 22nd at 2:00 p.m.
2. Set up meetings with the community to discuss the rendering and the concept involved in what it will do for the community.
3. Parallel with 1 and 2, move forward with phase two of the geotechnical study to confirm the ability to build on the property is stable.
4. Parallel with 1, 2 and 3 move forward with applying for various grants that will hopefully become available in 2024.
5. As items 1-4 start to take off, it would be prudent for the District to start moving forward with all the legal permitting that would be required.

General Counsel Siprelle commented that at the request of Interim General Manager Aranda, she reviewed the Grant Deed dated January 31, 1996 by which the Richmond Unified School District granted the park property ("property") to the Kensington Police Protection and Community Services District ("KPPCSD") along with the documents relating to the Limited Obligation Improvement Bonds issued in 1995 to finance the acquisition of the property and construction of certain improvements on

the property. Based on her review, she concluded that neither the grant deed nor the bond issuance restricts the KPPCSD's ability to construct a police station on the property.

There was discussion about whether the current Police Department & District Office Permanent Location Ad Hoc Committee was still in force and whether a new committee should be appointed. President Spath confirmed that the current committee composition will remain intact.

There was also discussion about whether more board members should be able to speak to the architect on the rendering, about the possibility of obtaining multiple concepts, costs for the rendering, and the contract provisions.

- Addressing the Board were the following persons: 1) John Gaccione commented that the Board needs to outline what is needed and give direction to the architect, and then cautioned the Board to be careful about using the term "rendering" because it can be disputed; 2) Danielle Madugo, newest member of the Kensington Fire Protection District Board of Directors, commented that this is a preliminary step, cautioned about presenting a "rendering", and suggested considering what part of the parcel would be best to develop; and 3) Sylvia Elsbury commented to be careful about using the term "rendering" and on the purpose of the Permanent Location Committee.

Following discussion, there was general consensus to move forward with the recommendations proposed by Interim General Manager Aranda. Two board members from the existing committee will meet on January 22nd along with Interim General Manager Aranda and Chief of Police Gancasz.

12. Discussion and Possible Direction Regarding the Agreement to Engage Ridgeline in a Financial Study Regarding Reorganization. [[TS 1:59:06](#)]

President Spath reported that at the December board meeting, the Board voted to approve the proposal from Ridgeline to carry out a financial study to determine the feasibility of the reorganization of both agencies. The approval by the KPPCSD Board of Directors was contingent upon the KFPD approving the proposal as well; however, President Spath pointed out that did not occur. Interim General Manager David Aranda provided an update on conversations with Ridgeline and KFPD General Manager Mary Morris-Mayorga, and said it is hopeful that this item will be brought back to the KFPD Board for consideration. Mr. Aranda recommended that the KPPCSD Board reiterate the desire to jointly have Ridgeline perform the financial study as outlined in the proposal, and the KPPCSD Board wait to see what the results of the KFPD board meeting reveal.

13. Discussion and Input Regarding the Hazard Mitigation Plan. [[TS 2:03:02](#)]

Interim General Manager David Aranda announced the plan to hold a general town hall meeting on February 8, 2024 at 6:00 p.m. to present the Hazard Mitigation Plan (HMP) projects KPPCSD is submitting to the Contra Costa County/Contractor. The meeting will be an opportunity for the public to provide comments on the projects and to help the community understand the importance of the HMP and what it takes to get the projects moving. All agencies are working on a very short time frame in order to finish the plan, have it approved, and thus be able to submit grants to FEMA in 2024.

Director Hacaj suggested that in addition to wild fire and climate change project, to think about incorporating a cooling center in these plans.

- Addressing the Board was Lin Due, of the Outlook newspaper, who suggested that information about the town hall meeting should go into the February Outlook since the publication is a major news source for the community.
- Motion by Director Gough, seconded by Hacaj, that we draft some language for the Outlook regarding the town hall meeting, schedule dates and times leaving it open with hope that the fire board might or will join, carried (5-0) by voice vote.

Comments & Reports

14. **Police Chief Report.** [[TS 2:16:22](#)]

Chief of Police Mike Gancasz announced that his monthly report was submitted online. Chief Gancasz recognized Sgt. Lande for his work on the Automated License Plate Readers program. The Board offered its thanks to Sgt. Lande.

15. **General Manager's Report.** [[TS 2:17:47](#)]

Interim General Manager David Aranda announced that the General Manager's Review for 2023 and Thoughts For 2024 was submitted online.

16. **Director Comments.** [[TS 2:17:55](#)]

- Vice-President Aquino-Fike thanked Interim General Manager David Aranda for the way he outlined the issues and challenges facing KPPCSD in his report.
- President Spath expressed appreciation for the detail outlined in the General Manager's Report.

Adjournment [[TS 2:18:43](#)]

President Spath announced that the meeting was adjourned at 9:18 p.m. The next regular meeting is scheduled for February 8, 2024.

SUBMITTED BY:

Lynelle M. Lewis, District Clerk of the Board

APPROVED: February 8, 2024

David Aranda, Interim General Manager

David Spath, President of the Board

Kensington Police Protection & Community Services District
Balance Sheet
As of December 31, 2023 (Unaudited)

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
100 · Petty Cash	\$ 100
101 · Five Star Checking	361,437
102 · Five Star Payroll	(0)
103 · Five Star Saving	271,863
104 · CLASS - KCC Capital	30,045
105 · CLASS - KPPCSD	1,502,274
110 · CCC Cash Accts	(100,313)
117b · Admin - Cash	29,058
133b · Resv - Cash	93,430
134 · CCC LAIF Accounts	666,953
Total Checking/Savings	2,854,848
Accounts Receivable	1,757,328
Other Current Assets	0
Total Current Assets	4,612,176
Fixed Assets	5,516,690
Other Assets	6,732,572
TOTAL ASSETS	16,861,437
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	42,987
Credit Cards	10,424
Other Current Liabilities	(410)
Total Current Liabilities	53,001
Long Term Liabilities	
240 · 2020 Pension Obligation Bond	4,076,000
265 · Compensated Absence/Vac Buyback	58,202
290 · Community Center Loan	137,549
293 · Vehicle Capital Lease	89,395
295 · Net OPEB Liability	(24,244)
297 · Deferred Inflows - OPEB	483,478
298 · Deferred Inflows - Pension	2,848,908
Total Long Term Liabilities	7,669,288
Total Liabilities	7,722,288
Equity	
350 · Invest. in Assets	5,164,503
390 · Retained Earnings	1,889,024
Net Income	2,085,621
Total Equity	9,139,149
TOTAL LIABILITIES & EQUITY	\$ 16,861,437

Kensington Police Protection & Community Services District
Profit & Loss Budget vs. Actual
December 31, 2023 (Unaudited)

	All Funds				
	Dec 23	Jul - Dec 23	YTD Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
400 · Property Tax Revenue					
401 · Levy Tax Police- Co. Prop. 1%	\$ 132,472	\$ 2,433,755	\$ 2,400,000	\$ 33,755	101%
402 · Special Tax-Police	-	685,470	685,000	470	100%
404 · Measure G Supplemental Tax PD	-	679,346	660,000	19,346	103%
410 · Police Fees/Service Charges	399	2,839	5,000	(2,161)	57%
414 · POST Reimbursement	801	6,488	10,000	(3,512)	65%
415 · COPS/Other PD Grants	18,119	139,188	195,000	(55,812)	71%
418 · Reimbursements/Refunds	6,777	7,673	-	7,673	100%
Total 400 · Property Tax Revenue	158,567	3,954,759	3,955,000	(241)	100%
420 · Park/Rec Activities Revenue					
406 · Per Capita Park Grant	-	-	180,000	(180,000)	0%
424 · Special Tax-L&L Parks	-	46,719	46,000	719	102%
427 · Community Center Revenue	16,187	37,773	50,000	(12,227)	76%
438 · Tennis Court Revenue	234	1,273	1,000	273	127%
439 · Other Community Center Revenue	30,000	31,321	-	31,321	100%
Total 420 · Park/Rec Activities Revenue	46,421	117,086	277,000	(159,914)	42%
431 · Unrealized Gains/Loss	-	9,950			
440 · District Activities Revenue					
448a · Franchise Fees Gross	-	-	120,000	(120,000)	0%
448b · less Franchise Fees Paid Out	-	-	-	-	0%
456 · Interest-District	2,827	9,287	10,000	(713)	93%
458 · Other District Revenue	17,884	24,341	68,500	(44,159)	36%
Total 440 · District Activities Revenue	20,711	33,627	198,500	(164,873)	17%
460 · Waste Removal Revenue					
461 · Waste Removal Franchise Fee	7,990	44,136	68,500	(24,364)	64%
Total 460 · Waste Removal Revenue	7,990	44,136	68,500	(24,364)	64%
480 · Rental Revenue - KPFD	-	4,877	29,300	(24,423)	17%
Total Income	233,689	4,164,436	4,528,300	(363,864)	92%
Gross Profit	233,689	4,164,436	4,528,300	(363,864)	92%
Expense					
500 · Police Salary and Benefit Exp					
502 · Salary - Officers					
503.1 · Holiday Pay	3,747	18,802	50,100	(31,298)	38%
503.2 · Incentive Pay- Education	974	5,028	4,100	928	123%
503.3 · Incentive Pay- POST Certificate	3,806	20,669	34,600	(13,931)	60%
502 · Salary - Officers - Other	96,387	483,129	1,141,400	(658,271)	42%
Total 502 · Salary - Officers	104,913	527,627	1,230,200	(702,573)	43%
506 · Overtime	10,724	75,164	120,000	(44,836)	63%
508 · Salary - Non-Sworn	4,787	31,360	53,900	(22,540)	58%
509 · Hiring Bonus	4,000	15,000	20,000	(5,000)	75%
510 · Vacation Cash Out	-	-	20,600	(20,600)	0%
516 · Uniform Allowance	900	4,400	10,800	(6,400)	41%
521-A · Medical/Vision/Dental-Active	15,130	92,813	183,700	(90,887)	51%
521-R · Medical/Vision/Dental-Retired	11,406	84,059	145,400	(61,341)	58%
522 · Officer Life Insurance	406	2,472	8,500	(6,028)	29%
523 · SocialSecurity/Medicare-Police	1,774	9,256	20,300	(11,044)	46%
524 · Social Security - District	297	1,944	4,100	(2,156)	47%
527 · PERS - District Portion	18,592	99,882	269,700	(169,818)	37%
529 · Pension Obln Bond Payment	-	78,463	330,900	(252,437)	24%
530 · Workers Comp	-	38,000	38,000	-	100%
531 · Unemployment	-	6,750	52,000	(45,250)	13%
Total 500 · Police Salary and Benefit Exp	172,930	1,067,189	2,508,100	(1,440,911)	43%
520 · In Lieu Health Expense	-	500	500	-	100%
550 · Police Operating Expenses					
552 · Office Supplies and Expenses	2,479	4,871	21,400	(16,529)	23%
553 · Police Equipment and Supplies	3,783	13,184	30,000	(16,816)	44%
554 · Traffic Safety	12,795	19,063	25,000	(5,937)	76%
560 · Crossing Guard	-	-	-	-	0%
561 · Fleet Expense	355	19,801	17,000	2,801	116%
562 · Vehicle Operation	2,686	24,549	30,000	(5,451)	82%
563 · Vehicle Lease	4,610	31,032	86,500	(55,468)	36%

Kensington Police Protection & Community Services District
Profit & Loss Budget vs. Actual
December 31, 2023 (Unaudited)

	All Funds				
	Dec 23	Jul - Dec 23	Budget	\$ Over Budget	% of Budget
564 · Annual Law Encfcm. Tec/Dispatch	4,514	174,622	160,000	14,622	109%
566 · Radio Maintenance	900	11,360	37,800	(26,440)	30%
567 · Alarm	-	-	4,000	(4,000)	0%
568 · Evidence	1,430	4,227	7,500	(3,273)	56%
569 · Emergency Preparedness	-	-	3,000	(3,000)	0%
570 · Training and Travel Exp	1,335	15,415	30,000	(14,585)	51%
571 · Records	8,845	9,145	38,800	(29,655)	24%
572 · Hiring	3,392	7,382	25,000	(17,618)	30%
574 · Reserve Officers	-	(70)	-	(70)	100%
576 · Dues and Subscriptions	505	1,515	7,000	(5,485)	22%
580 · Utilities - Police	1,724	21,756	27,000	(5,244)	81%
581 · Bldg Repairs/Maint.	2,860	5,567	10,000	(4,433)	56%
587 · IT Contract	-	303	43,300	(42,997)	1%
588 · Telephone	928	11,773	10,000	1,773	118%
591 · General Liability Insurance	-	52,942	55,000	(2,058)	96%
592 · Online Services/Business Accts	-	440	5,000	(4,560)	9%
593 · Volunteer Programs	248	248	7,500	(7,252)	3%
594 · Community Events	741	3,749	7,500	(3,751)	50%
595 · Legal/Consulting - Police	4,375	6,055	9,000	(2,945)	67%
597 · Police Bldg. Lease	11,261	47,554	66,000	(18,446)	72%
597.1 · Bldg Maintenance/Repair	736	3,951	10,000	(6,049)	40%
597.2 · Utilities	-	-	-	-	0%
597.3 · Janitorial - Police Building	1,150	4,256	14,000	(9,744)	30%
599 · Police Taxes Administration	-	-	5,000	(5,000)	0%
Total 550 · Police Operating Expenses	71,651	494,691	792,300	(297,609)	62%
600 · Park/Rec Sal & Ben					
601 · Park & Rec Administrator	1,762	11,281	86,000	(74,719)	13%
602 · Custodial/Cleaning Services	-	(20)	12,000	(12,020)	-0%
623 · Social Security/Medicare - Dist	-	-	6,600	(6,600)	0%
600 · Park/Rec Sal & Ben - Other	-	625	-	625	100%
Total 600 · Park/Rec Sal & Ben	1,762	11,886	104,600	(92,714)	11%
635 · Park/Recreation Expenses					
640 · Community Center Expenses					
641 · General Maintenance	3,028	14,690	2,500	12,190	588%
642 · Utilities-Community Center	518	5,945	13,000	(7,055)	46%
643 · Janitorial Supplies	96	1,113	1,500	(387)	74%
644 · Landscaping	-	-	30,000	(30,000)	0%
645 · General Liab./Workers Comp	-	1,362	1,400	(38)	97%
646 · Community Center Repairs	-	463	10,000	(9,537)	5%
647 · Legal/Consulting	-	582	-	582	100%
640 · Community Center Expenses - Other	30	3,958	-	3,958	100%
Total 640 · Community Center Expenses	3,672	28,113	58,400	(30,287)	48%
650 · Park					
651 · General Maintenance	-	2,730	30,000	(27,270)	9%
652 · Repairs	-	915	-	915	100%
653 · Landscaping	-	360	-	360	100%
656 · Utilities	484	11,742	-	11,742	100%
657 · General Liab/Workers Comp	-	12,000	12,000	-	100%
658 · Levy Administration	2,071	6,200	10,000	(3,800)	62%
674 · Tennis Court Maint/Repair	-	351	-	351	100%
Total 650 · Park	2,555	34,298	52,000	(17,702)	66%
Total 635 · Park/Recreation Expenses	6,228	62,410	110,400	(47,990)	57%
750 · Waste Management Expenses					
751 · Waste Removal Franchise Fee Exp	1,337	18,915	51,400	(32,485)	37%
752 · Waste Management Program Admin	-	-	68,490	(68,490)	0%
753 · Other Waste Management Exp	-	8,047	3,040	5,007	265%
Total 750 · Waste Management Expenses	1,337	26,963	122,930	(95,967)	22%
800 · District Expenses					
807 · Salaries	19,487	117,691	259,400	(141,709)	45%
808 · Payroll Taxes	1,620	9,843	19,800	(9,957)	50%
809 · Benefits	-	-	50,000	(50,000)	0%
815 · Admin Communications	249	4,022	7,500	(3,478)	54%

Kensington Police Protection & Community Services District
Profit & Loss Budget vs. Actual
December 31, 2023 (Unaudited)

	All Funds				
	Dec 23	Jul - Dec 23	Budget	\$ Over Budget	% of Budget
816 · Office Supplies	508	1,406	2,000	(594)	70%
817 · Postage	144	962	-	962	100%
818 · Mileage Reimbursement	40	419	-	419	100%
819 · Dues/Subscriptions	161	14,921	11,000	3,921	136%
820 · Copier Contract	376	2,252	-	2,252	100%
825 · Board Continuing Ed/Conferences	282	5,065	8,000	(2,935)	63%
830 · Legal (District/Personnel)	13,194	40,362	25,000	15,362	161%
831 · Training and Travel Admin	816	10,236	18,700	(8,464)	55%
835 · Consulting	-	2,025	50,000	(47,975)	4%
840 · Accounting/Audit	17,500	41,488	95,000	(53,512)	44%
850 · Insurance	-	45,000	45,000	-	100%
851 · Workers Comp	-	1,569	1,500	69	105%
861 · LAFCO	-	1,455	2,000	(545)	73%
870 · County Expenditures	-	5,624	25,000	(19,376)	22%
891 · COVID	-	-	-	-	0%
898 · Other Expenses	61	8,551	5,000	3,551	171%
Total 800 · District Expenses	54,437	312,891	624,900	(312,009)	50%
950 · Capital Outlay					
963 · Patrol Car Accessories	-	61,530	-	61,530	100%
967 · Station Equipment	-	(136)	-	(136)	100%
968 · Office Furn/Eq	-	(690)	-	(690)	100%
974 · Other Park Improvements	6,520	37,339	80,000	(42,661)	47%
978 · Pk/Rec Furn/Eq	-	1,323	-	1,323	100%
Total 950 · Capital Outlay	6,520	99,365	80,000	19,365	124%
997 · Payroll Expenses	294	1,986	-	1,986	100%
Total Expense	315,159	2,077,880	4,343,730	(2,265,850)	48%
Net Ordinary Income	(81,470)	2,086,555	184,570	1,901,985	1,130%
Other Income/Expense					
Other Expense					
700 · Bond Expense					
975 · Community Center Loan Repayment	-	-	30,500	(30,500)	0%
Total 700 · Bond Expense	-	-	30,500	(30,500)	0%
Total Other Expense	-	-	30,500	(30,500)	0%
Net Other Income	-	-	(30,500)	30,500	0%
Net Income	\$ (81,470)	\$ 2,086,555	\$ 154,070	\$ 1,932,485	1,354%

Kensington Police Protection & Community Services District
General Fund Profit & Loss Budget vs. Actual
December 31, 2023 (Unaudited)

	General Fund				
	Dec 23	Jul - Dec 23	YTD Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
400 · Property Tax Revenue					
401 · Levy Tax Police- Co. Prop. 1%	\$ 132,472	\$ 2,433,755	\$ 2,400,000	\$ 33,755	101%
402 · Special Tax-Police	-	685,470	685,000	470	100%
404 · Measure G Supplemental Tax PD	-	679,346	660,000	19,346	103%
Total 400 · Property Tax Revenue	<u>132,472</u>	<u>3,798,571</u>	<u>3,745,000</u>	<u>53,571</u>	<u>101%</u>
440 · District Activities Revenue					
456 · Interest-District	2,827	8,553	10,000	(1,447)	86%
458 · Other District Revenue	17,884	24,341	68,500	(44,159)	36%
Total 440 · District Activities Revenue	<u>20,711</u>	<u>32,893</u>	<u>78,500</u>	<u>(45,607)</u>	<u>42%</u>
480 · Rental Revenue - KPPFD	-	4,877	29,300	(24,423)	17%
Total Income	<u>153,183</u>	<u>3,836,341</u>	<u>3,852,800</u>	<u>(16,459)</u>	<u>100%</u>
Gross Profit	<u>153,183</u>	<u>3,836,341</u>	<u>3,852,800</u>	<u>(16,459)</u>	<u>100%</u>
Expense					
500 · Police Salary and Benefit Exp					
502 · Salary - Officers	-	(216)	-	(216)	100%
Total 500 · Police Salary and Benefit Exp	<u>-</u>	<u>(216)</u>	<u>-</u>	<u>(216)</u>	<u>100%</u>
750 · Waste Managment Expenses					
753 · Other Waste Management Exp	-	79	-	79	100%
Total 750 · Waste Managment Expenses	<u>-</u>	<u>79</u>	<u>-</u>	<u>79</u>	<u>100%</u>
800 · District Expenses					
807 · Salaries	19,487	117,691	259,400	(141,709)	45%
808 · Payroll Taxes	1,620	9,843	19,800	(9,957)	50%
809 · Benefits	-	-	50,000	(50,000)	0%
815 · Admin Communications	249	4,022	7,500	(3,478)	54%
816 · Office Supplies	508	1,406	2,000	(594)	70%
817 · Postage	144	962	-	962	100%
818 · Mileage Reimbursement	40	419	-	419	100%
819 · Dues/Subscriptions	161	14,921	11,000	3,921	136%
820 · Copier Contract	376	2,252	-	2,252	100%
825 · Board Continuing Ed/Conferences	282	5,065	8,000	(2,935)	63%
830 · Legal (District/Personnel)	13,194	40,362	25,000	15,362	161%
831 · Training and Travel Admin	816	10,236	18,700	(8,464)	55%
835 · Consulting	-	2,025	50,000	(47,975)	4%
840 · Accounting/Audit	17,500	41,488	95,000	(53,512)	44%
850 · Insurance	-	45,000	45,000	-	100%
851 · Workers Comp	-	1,569	1,500	69	105%
861 · LAFCO	-	1,455	2,000	(545)	73%
870 · County Expenditures	-	6,164	25,000	(18,836)	25%
898 · Other Expenses	61	8,550	5,000	3,550	171%
Total 800 · District Expenses	<u>54,437</u>	<u>313,430</u>	<u>624,900</u>	<u>(311,470)</u>	<u>50%</u>
997 · Payroll Expenses	294	1,986	-	1,986	100%
Total Expense	<u>54,731</u>	<u>315,279</u>	<u>624,900</u>	<u>(309,621)</u>	<u>50%</u>
Net Ordinary Income	<u>98,452</u>	<u>3,521,062</u>	<u>3,227,900</u>	<u>293,162</u>	<u>109%</u>
Net Income	<u>\$ 98,452</u>	<u>\$ 3,521,062</u>	<u>\$ 3,227,900</u>	<u>\$ 293,162</u>	<u>109%</u>

Kensington Police Protection & Community Services District
Police Profit & Loss Budget vs. Actual
December 31, 2023 (Unaudited)

	Police Fund				
	Dec 23	Jul - Dec 23	YTD Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
400 · Property Tax Revenue					
410 · Police Fees/Service Charges	\$ 399	\$ 2,839	\$ 5,000	\$ (2,161)	57%
414 · POST Reimbursement	801	6,488	10,000	(3,512)	65%
415 · COPS/Other PD Grants	18,119	139,188	195,000	(55,812)	71%
418 · Reimbursements/Refunds	6,777	7,673	-	7,673	100%
Total 400 · Property Tax Revenue	26,095	156,189	210,000	(53,811)	74%
431 · Unrealized Gains/Loss	-	9,950	-	9,950	100%
Total Income	26,095	166,139	210,000	(43,861)	79%
Gross Profit	26,095	166,139	210,000	(43,861)	79%
Expense					
500 · Police Salary and Benefit Exp					
502 · Salary - Officers					
503.1 · Holiday Pay	3,747	18,802	50,100	(31,298)	38%
503.2 · Incentive Pay- Education	974	5,028	4,100	928	123%
503.3 · Incentive Pay- POST Certificate	3,806	20,669	34,600	(13,931)	60%
502 · Salary - Officers - Other	96,387	483,344	1,141,400	(658,056)	42%
Total 502 · Salary - Officers	104,913	527,843	1,230,200	(702,357)	43%
506 · Overtime	10,724	75,164	120,000	(44,836)	63%
508 · Salary - Non-Sworn	4,787	31,360	53,900	(22,540)	58%
509 · Hiring Bonus	4,000	15,000	20,000	(5,000)	75%
510 · Vacation Cash Out	-	-	20,600	(20,600)	0%
516 · Uniform Allowance	900	4,400	10,800	(6,400)	41%
521-A · Medical/Vision/Dental-Active	15,130	92,813	183,700	(90,887)	51%
521-R · Medical/Vision/Dental-Retired	11,406	84,059	145,400	(61,341)	58%
522 · Officer Life Insurance	406	2,472	8,500	(6,028)	29%
523 · SocialSecurity/Medicare-Police	1,774	9,256	20,300	(11,044)	46%
524 · Social Security - District	297	1,944	4,100	(2,156)	47%
527 · PERS - District Portion	18,592	99,882	269,700	(169,818)	37%
529 · Pension Obln Bond Payment	-	78,463	330,900	(252,437)	24%
530 · Workers Comp	-	38,000	38,000	-	100%
531 · Unemployment	-	6,750	52,000	(45,250)	13%
Total 500 · Police Salary and Benefit Exp	172,930	1,067,405	2,508,100	(1,440,695)	43%
520 · In Lieu Health Expense	-	500	500	-	100%
550 · Police Operating Expenses					
552 · Office Supplies and Expenses	2,479	4,871	21,400	(16,529)	23%
553 · Police Equipment and Supplies	3,783	13,184	30,000	(16,816)	44%
554 · Traffic Safety	12,795	19,063	25,000	(5,937)	76%
561 · Fleet Expense	355	19,801	17,000	2,801	116%
562 · Vehicle Operation	2,686	24,549	30,000	(5,451)	82%
563 · Vehicle Lease	4,610	31,032	86,500	(55,468)	36%
564 · Annual Law Enfcmnt. Tec/Dispatch	4,514	174,622	160,000	14,622	109%
566 · Radio Maintenance	900	11,360	37,800	(26,440)	30%
567 · Alarm	-	-	4,000	(4,000)	0%
568 · Evidence	1,430	4,227	7,500	(3,273)	56%
569 · Emergency Preparedness	-	-	3,000	(3,000)	0%
570 · Training and Travel Exp	1,335	15,415	30,000	(14,585)	51%
571 · Records	8,845	9,145	38,800	(29,655)	24%
572 · Hiring	3,392	7,382	25,000	(17,618)	30%
574 · Reserve Officers	-	(70)	-	(70)	100%
576 · Dues and Subscriptions	505	1,515	7,000	(5,485)	22%
580 · Utilities - Police	1,724	21,756	27,000	(5,244)	81%
581 · Bldg Repairs/Maint.	2,860	5,567	10,000	(4,433)	56%
587 · IT Contract	-	303	43,300	(42,997)	1%
588 · Telephone	928	11,773	10,000	1,773	118%
591 · General Liability Insurance	-	52,942	55,000	(2,058)	96%
592 · Online Services/Business Accts	-	440	5,000	(4,560)	9%
593 · Volunteer Programs	248	248	7,500	(7,252)	3%
594 · Community Events	741	3,749	7,500	(3,751)	50%
595 · Legal/Consulting - Police	4,375	6,055	9,000	(2,945)	67%
597 · Police Bldg. Lease	11,261	47,554	66,000	(18,446)	72%

Kensington Police Protection & Community Services District
Police Profit & Loss Budget vs. Actual
December 31, 2023 (Unaudited)

	Police Fund				
	Dec 23	Jul - Dec 23	YTD Budget	\$ Over Budget	% of Budget
597.1 · Bldg Maintenance/Repair	736	3,951	10,000	(6,049)	40%
597.3 · Janitorial - Police Building	1,150	4,256	14,000	(9,744)	30%
599 · Police Taxes Administration	-	-	5,000	(5,000)	0%
Total 550 · Police Operating Expenses	71,651	494,691	792,300	(297,609)	62%
950 · Capital Outlay					
963 · Patrol Car Accessories	-	61,530	-	61,530	100%
967 · Station Equipment	-	(136)	-	(136)	100%
968 · Office Furn/Eq	-	(690)	-	(690)	100%
Total 950 · Capital Outlay	-	60,703	-	60,703	100%
Total Expense	244,581	1,623,299	3,300,900	(1,677,601)	49%
Net Ordinary Income	(218,486)	(1,457,161)	(3,090,900)	1,633,739	47%
Net Income	\$ (218,486)	\$ (1,457,161)	\$ (3,090,900)	\$ 1,633,739	47%

Kensington Police Protection & Community Services District
Profit & Loss Budget vs. Actual
December 31, 2023 (Unaudited)

	Parks Fund				
	Dec 23	Jul - Dec 23	YTD Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
420 · Park/Rec Activities Revenue					
406 · Per Capita Park Grant	\$ -	\$ -	\$ 180,000	\$ (180,000)	0%
424 · Special Tax-L&L Parks	-	46,719	46,000	719	102%
427 · Community Center Revenue	16,187	37,773	50,000	(12,227)	76%
438 · Tennis Court Revenue	234	1,273	1,000	273	127%
439 · Other Community Center Revenue	30,000	31,321	-	31,321	100%
Total 420 · Park/Rec Activities Revenue	46,421	117,086	277,000	(159,914)	42%
Total Income	46,421	117,086	277,000	(159,914)	42%
Gross Profit	46,421	117,086	277,000	(159,914)	42%
Expense					
600 · Park/Rec Sal & Ben					
601 · Park & Rec Administrator	1,762	11,281	86,000	(74,719)	13%
602 · Custodial/Cleaning Services	-	(20)	12,000	(12,020)	-0%
623 · Social Security/Medicare - Dist	-	-	6,600	(6,600)	0%
600 · Park/Rec Sal & Ben - Other	-	625	-	625	100%
Total 600 · Park/Rec Sal & Ben	1,762	11,886	104,600	(92,714)	11%
635 · Park/Recreation Expenses					
640 · Community Center Expenses					
641 · General Maintenance	3,028	14,690	2,500	12,190	588%
642 · Utilities-Community Center	518	5,945	13,000	(7,055)	46%
643 · Janitorial Supplies	96	1,113	1,500	(387)	74%
644 · Landscaping	-	-	30,000	(30,000)	0%
645 · General Liab./Workers Comp	-	1,362	1,400	(38)	97%
646 · Community Center Repairs	-	463	10,000	(9,537)	5%
647 · Legal/Consulting	-	582	-	582	100%
640 · Community Center Expenses - Other	30	3,958	-	3,958	100%
Total 640 · Community Center Expenses	3,672	28,113	58,400	(30,287)	48%
650 · Park					
651 · General Maintenance	-	2,730	30,000	(27,270)	9%
652 · Repairs	-	915	-	915	100%
653 · Landscaping	-	360	-	360	100%
656 · Utilities	484	11,742	-	11,742	100%
657 · General Liab/Workers Comp	-	12,000	12,000	-	100%
658 · Levy Administration	2,071	6,200	10,000	(3,800)	62%
674 · Tennis Court Maint/Repair	-	351	-	351	100%
Total 650 · Park	2,555	34,298	52,000	(17,702)	66%
Total 635 · Park/Recreation Expenses	6,228	62,410	110,400	(47,990)	57%
800 · District Expenses					
898 · Other Expenses	-	1	-	1	100%
Total 800 · District Expenses	-	1	-	1	100%
950 · Capital Outlay					
974 · Other Park Improvements	6,520	37,339	80,000	(42,661)	47%
978 · Pk/Rec Furn/Eq	-	1,323	-	1,323	100%
Total 950 · Capital Outlay	6,520	38,662	80,000	(41,338)	48%
Total Expense	14,510	112,958	295,000	(182,042)	38%
Net Ordinary Income	31,911	4,128	(18,000)	22,128	-23%
Other Income/Expense					
Other Expense					
700 · Bond Expense					
975 · Community Center Loan Repayment	-	-	30,500	(30,500)	0%
Total 700 · Bond Expense	-	-	30,500	(30,500)	0%
Total Other Expense	-	-	30,500	(30,500)	0%
Net Other Income	-	-	(30,500)	30,500	0%
Net Income	\$ 31,911	\$ 4,128	\$ (48,500)	\$ 52,628	-9%

Kensington Police Protection & Community Services District
Waste Management Profit & Loss Budget vs. Actual
December 31, 2023 (Unaudited)

		Waste Management Fund				
		Dec 23	Jul - Dec 23	YTD Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense						
Income						
440 · District Activities Revenue						
448a · Franchise Fees Gross		\$ -	\$ -	\$ 120,000	\$ (120,000)	0%
456 · Interest-District		-	734	-	734	100%
Total 440 · District Activities Revenue		-	734	120,000	(119,266)	1%
460 · Waste Removal Revenue						
461 · Waste Removal Franchise Fee		7,990	44,136	-	44,136	100%
Total 460 · Waste Removal Revenue		7,990	44,136	-	44,136	100%
Total Income		7,990	44,870	120,000	(75,130)	37%
Gross Profit		7,990	44,870	120,000	(75,130)	37%
Expense						
750 · Waste Management Expenses						
751 · Waste Removal Franchise Fee Exp		1,337	18,915	51,400	(32,485)	37%
752 · Waste Management Program Admin		-	-	68,490	(68,490)	0%
753 · Other Waste Management Exp		-	7,969	3,040	4,929	262%
Total 750 · Waste Management Expenses		1,337	26,884	122,930	(96,046)	22%
800 · District Expenses						
870 · County Expenditures		-	(837)	-	(837)	100%
Total 800 · District Expenses		-	(837)	-	(837)	100%
Total Expense		1,337	26,047	122,930	(96,883)	21%
Net Ordinary Income		6,653	18,823	(2,930)	21,753	-642%
Net Income		\$ 6,653	\$ 18,823	\$ (2,930)	\$ 21,753	-642%

Kensington Police Protection & Community Services District
Transaction List by Date
January 17, 2024

Item #06b

Type	Date	Num	Adj	Name	Memo	Account	Class	Clr	Split	Debit	Credit
Jan 17, 24											
Bill Pmt -Check	01/17/2024	30420		Advanced Systems Group LLC	C10169	101 - Five Star Checking			210 - Accounts Payable		2,025.00
Bill Pmt -Check	01/17/2024	30421		AFLAC	M1F02 INV# 403501 December billin	101 - Five Star Checking			210 - Accounts Payable		625.26
Bill Pmt -Check	01/17/2024	30422		Amazon	A1297SCF5R73DC	101 - Five Star Checking			210 - Accounts Payable		430.15
Bill Pmt -Check	01/17/2024	30423		AT&T CalNET 3	BAN 9391062077 Stmt 12/03/2023 -	101 - Five Star Checking			210 - Accounts Payable		925.35
Bill Pmt -Check	01/17/2024	30424		Best Best & Krieger LLP	Professional services rendered throu	101 - Five Star Checking			210 - Accounts Payable		12,829.67
Bill Pmt -Check	01/17/2024	30425		C & J Cleaning Services	December 2023	101 - Five Star Checking			210 - Accounts Payable		1,150.00
Bill Pmt -Check	01/17/2024	30426		C. L. E. A.	January 2024 Billing	101 - Five Star Checking			210 - Accounts Payable		256.00
Bill Pmt -Check	01/17/2024	30427		CC County Conservation & Developm	Franchise fee for November 2023	101 - Five Star Checking			210 - Accounts Payable		1,337.39
Bill Pmt -Check	01/17/2024	30428		CCC - Sheriff - Forensic Services	INV# KPD-2311	101 - Five Star Checking			210 - Accounts Payable		540.00
Bill Pmt -Check	01/17/2024	30429		Comcast	8155 40 044 0278610	101 - Five Star Checking			210 - Accounts Payable		209.69
Bill Pmt -Check	01/17/2024	30430		Delta Dental	05-0491200004	101 - Five Star Checking			210 - Accounts Payable		1,326.97
Bill Pmt -Check	01/17/2024	30431		EBMUD		101 - Five Star Checking			210 - Accounts Payable		901.72
Bill Pmt -Check	01/17/2024	30432		Eide Bailly LLP	Client # 266131	101 - Five Star Checking			210 - Accounts Payable		12,500.00
Bill Pmt -Check	01/17/2024	30433		Galls Incorporated	3524376	101 - Five Star Checking			210 - Accounts Payable		2,827.38
Bill Pmt -Check	01/17/2024	30434		Great America Financial Services	015-1439943-000	101 - Five Star Checking			210 - Accounts Payable		241.79
Bill Pmt -Check	01/17/2024	30435		Greg Harman	Coverage Period February 2024	101 - Five Star Checking			210 - Accounts Payable		349.40
Bill Pmt -Check	01/17/2024	30436		JB Construction	INV# 1719 Light installation and main	101 - Five Star Checking			210 - Accounts Payable		2,860.00
Bill Pmt -Check	01/17/2024	30437		Kanchana Borisuthiratana	Travel reimbursement from 12/19/23-	101 - Five Star Checking			210 - Accounts Payable		868.42
Bill Pmt -Check	01/17/2024	30438		KEL-AIRE	INV# 082486	101 - Five Star Checking			210 - Accounts Payable		483.13
Bill Pmt -Check	01/17/2024	30439		LEHR	INV# S197672	101 - Five Star Checking			210 - Accounts Payable		6,306.55
Bill Pmt -Check	01/17/2024	30440		Major Alarm	150046003	101 - Five Star Checking			210 - Accounts Payable		69.00
Bill Pmt -Check	01/17/2024	30441		Michael Logan	Vehicle 1501 Light Repair - reimburs	101 - Five Star Checking			210 - Accounts Payable		285.46
Bill Pmt -Check	01/17/2024	30442		Minuteman Press		101 - Five Star Checking			210 - Accounts Payable		1,006.62
Bill Pmt -Check	01/17/2024	30443		Mobile Modular	R1031374	101 - Five Star Checking			210 - Accounts Payable		5,630.25
Bill Pmt -Check	01/17/2024	30444		NBS Government Finance Group	INV# 202312-3739 & 3794 for service	101 - Five Star Checking			210 - Accounts Payable		2,644.82
Bill Pmt -Check	01/17/2024	30445		Nextiva, Inc.	AC# 3994083 Contract# 2751865	101 - Five Star Checking			210 - Accounts Payable		747.24
Bill Pmt -Check	01/17/2024	30446		PG&E	1525420294-6 Billing from 11/20/202	101 - Five Star Checking			210 - Accounts Payable		868.84
Bill Pmt -Check	01/17/2024	30447		Principal Life Insurance	1129864-10001, for January	101 - Five Star Checking			210 - Accounts Payable		150.40
Bill Pmt -Check	01/17/2024	30448		Richard Meure	INV# KPD0003	101 - Five Star Checking			210 - Accounts Payable		450.00
Bill Pmt -Check	01/17/2024	30449		Rosa Ruiz	December reimbursement	101 - Five Star Checking			210 - Accounts Payable		64.86
Bill Pmt -Check	01/17/2024	30450		Rubiconn LLC	January 2024 Billing	101 - Five Star Checking			210 - Accounts Payable		4,482.00
Bill Pmt -Check	01/17/2024	30451		Smile Business Products, Inc.	KP01 INV# 1167272	101 - Five Star Checking			210 - Accounts Payable		134.16
Bill Pmt -Check	01/17/2024	30452		SSD Alarm	Account # A000093 - Work order 229	101 - Five Star Checking			210 - Accounts Payable		736.46
Bill Pmt -Check	01/17/2024	30453		Streamline	INV# 4E33FC18-0037	101 - Five Star Checking			210 - Accounts Payable		249.00
Bill Pmt -Check	01/17/2024	30454		TransUnion	813540	101 - Five Star Checking			210 - Accounts Payable		75.00
Bill Pmt -Check	01/17/2024	30455		UBS	27250	101 - Five Star Checking			210 - Accounts Payable		591.70
Bill Pmt -Check	01/17/2024	30456		US Bank CCard	4866 9145 5552 5747	101 - Five Star Checking			210 - Accounts Payable		6,635.23
Bill Pmt -Check	01/17/2024	30457		USbancorp	Cust# 1783852	101 - Five Star Checking			210 - Accounts Payable		4,609.59
Bill Pmt -Check	01/17/2024	30458		Vision Service Plan	00102808	101 - Five Star Checking			210 - Accounts Payable		258.48
Bill Pmt -Check	01/17/2024	30459		Walnut Creek Ford	INV 112591	101 - Five Star Checking			210 - Accounts Payable		69.95
Bill Pmt -Check	01/17/2024	30460		Wex Bank - Chevron	0496-00-526644-0	101 - Five Star Checking			210 - Accounts Payable		1,147.28
Bill Pmt -Check	01/17/2024	30461		Wex Bank - Exxon	369-677-649-5	101 - Five Star Checking			210 - Accounts Payable		1,855.81
Bill Pmt -Check	01/17/2024	30462		Fernando Herrera	Services rendered in January 2024	101 - Five Star Checking			210 - Accounts Payable		4,515.00
Bill Pmt -Check	01/17/2024	30463		Ron DuPratt Ford	INV# 547101 Vehicle repair	101 - Five Star Checking			210 - Accounts Payable		2,045.66
Bill Pmt -Check	01/17/2024	30464		Department of Justice	155717	101 - Five Star Checking			210 - Accounts Payable		66.00
Jan 17, 24									Total Paid Amount:	88,382.68	



Date: February 8, 2024
To: Board of Directors
From: David Aranda, Interim General Manager
Presented by: Paul Kaymark of Nigro & Nigro
Subject: Presentation and Approval of the Fiscal Year 2023 Audit

Recommendation

After the presentation and questions have been answered a motion to “Approve the 2023 audit as presented” is needed.

Background

As required by California Government Code, the District is responsible for having a qualified certified public accounting firm perform the audit for each fiscal year. Paul Kaymark with Nigro and Nigro will provide the overview of the audit.

Please ask questions after his presentation to assist each of you to better understand the financial position of the District.

Exhibit(s)

- Dashboard – Audited Financial Statements 2023
- Financial Statements & Auditors Report

Kensington Police Protection Community Services District			
Dashboard – Audited Financial Statements			
June 30, 2023 vs 2022			
Revenues & Expenses	2023	2022	Variance
Program Revenues:			
Special Assessment:			
Public Safety	\$ 685,470	\$ 685,470	\$ -
Measure "G" Public Safety	651,974	620,989	30,985
Recreation	44,359	42,164	2,195
Charges for Services	90,743	39,541	51,202
Operating Grants & Contributions	217,383	165,675	51,708
Capital Grants & Contributions	456	158,358	(157,902)
Other Revenue	46,028	16,788	29,240
General Revenues:			7,428
Property Taxes 10% increase	2,381,352	2,164,907	216,445
Franchise Fees, net	83,256	66,551	16,705
Investment Earnings	26,095	(32,146)	58,241
Total Revenues	4,227,116	3,928,297	306,247
Expenses:			
Salaries & Wages	1,799,249	1,396,178	403,071
Employee Benefits	2,917,240	(3,396,472)	6,313,712
Materials & Services	1,900,063	1,037,848	862,215
Depreciation Expense	161,908	154,402	7,506
Interest Expense	92,800	168,552	(75,752)
Total Expenses	6,871,260	(639,492)	7,510,752
Change in Revenues & Expenses	\$ (2,644,144)	\$ 4,567,789	\$ (7,204,505)
Capital Outlay:			
Capital Asset Additions	\$ (68,061)	\$ (44,185)	\$ (23,876)
Depreciation Expense	161,908	154,402	7,506
Change in Capital Expense	93,847	110,217	(16,370)
Debt Service:			
Principal Payments	\$ (168,169)	\$ (189,703)	\$ 21,534
Cash & Investments	\$ 2,605,834	\$ 2,661,049	\$ (55,215)
Quick Summary:			
Change in Revenues & Expenses	\$ (2,644,144)		
Change in Capital Expense	93,847	Use of Cash	
Debt Service - Principal Payments	(168,169)	Use of Cash	
Compensated Absences Change	33,760	Change to Cash	
OPEB Credit	(451,074)	Change to Cash	
Pension Expense	3,082,652	Change to Cash	
Change in Cash & Investments	\$ (53,128)	Approximately	\$ 2,087
Investment Earnings to Portfolio	0.99%		

**KENSINGTON POLICE PROTECTION
AND COMMUNITY SERVICES DISTRICT
FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITORS' REPORT
For the Fiscal Year Ended
June 30, 2023
(With Comparative Information as of June 30, 2022)**

NIGRO & NIGRO^{PC}

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT
For the Fiscal Year Ended June 30, 2023
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Financial Section



INDEPENDENT AUDITORS' REPORT

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

Opinion

We have audited the accompanying financial statements of the governmental activities and each major fund of the Kensington Police Protection and Community Services District as of and for the fiscal year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the general fund, of the District as of June 30, 2023, and the respective changes in financial position for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, schedule of proportionate share of the net pension liability, schedule of pension contributions, schedule of changes in the District's total OPEB liability and related ratios, and the notes to the required supplementary information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Prior-Year Comparative Information

The financial statements include partial prior-year comparative information. Such information does not include sufficient detail to constitute a presentation in accordance with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the District's financial statements for the year ended June 30, 2022, from which such partial information was derived.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued a separate report dated February 8, 2024, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Walnut Creek, California
February 8, 2024

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT
Management's Discussion and Analysis (Unaudited)
For the Fiscal Year Ended June 30, 2023

Management's Discussion and Analysis (MD&A) offers readers of Kensington Police Protection and Community Services District's financial statements a narrative overview of the District's financial activities for the fiscal year ended June 30, 2023. This MD&A presents financial highlights, an overview of the accompanying financial statements, an analysis of net position and results of operations, a current-to prior year analysis, a discussion on restrictions, commitments and limitations, and a discussion of significant activity involving capital assets and long-term debt. Please read in conjunction with the financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

- The District's net position decreased \$2,644,144 or 37.01% as a result of this year's operations.
- Total revenues from all sources increased \$298,819 or 7.61%, from \$3,928,297 to \$4,227,116, from the prior year, primarily due to an increase of \$216,445 in property taxes received.
- Total expenses for the District's operations increased by \$7,510,752 or 1,174.49%, from (\$639,492) to \$6,871,260, from the prior year, primarily due to large increases in non-cash employee benefit expenses as a result of the District's annual revaluation of net pension and OPEB liabilities.
- The District purchased new capital assets during the year in the amount of \$68,061. Depreciation expense was \$161,908.

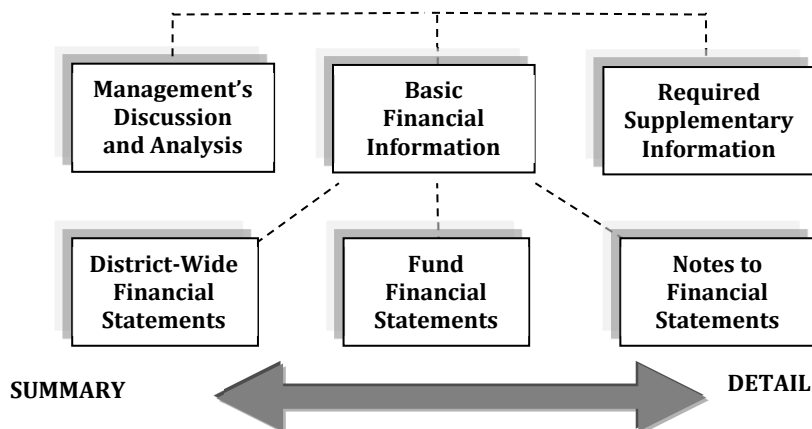
OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of three parts – management discussion and analysis (this section), the basic financial statements, and required supplementary information. The basic financial statements include two kinds of statements that present different views of the District:

- *District-wide financial statements* provide both short-term and long-term information about the District's overall financial status.
- *Fund financial statements* focus on individual parts of the District, reporting the District's operations in more detail than the district-wide statements.
 - The *governmental funds* statements tell how basic services were financed in the short term as well as what remains for future spending.

Figure A-1. Organization of Kensington Police Protection and Community Services District's Annual Financial Report

The financial statements also include *notes* that explain some of the information in the statements and provide more detailed data. Figure A-1 shows how the various parts of this annual report are arranged and related to one another.



KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT
Management's Discussion and Analysis (Unaudited)
For the Fiscal Year Ended June 30, 2023

OVERVIEW OF THE FINANCIAL STATEMENTS (continued)

Figure A-2 summarizes the major features of the District's financial statements, including the portion of the District's activities they cover and the types of information they contain.

Figure A-2. Major Features of the District-Wide and Fund Financial Statements

Type of Statements	District-Wide	Governmental Funds	Fiduciary Fund
<i>Scope</i>	Entire District	The activities of the District that are not proprietary or fiduciary, such as public safety services	Instances in which the District administers resources on behalf of someone else, such as retirement benefits
<i>Required financial statements</i>	<ul style="list-style-type: none"> • Statement of Net Position • Statement of Activities 	<ul style="list-style-type: none"> • Balance Sheet • Statement of Revenues, Expenditures & Changes in Fund Balances 	<ul style="list-style-type: none"> • Statement of Fiduciary Net Position • Statement of Changes in Fiduciary Net Position
<i>Accounting basis and measurement focus</i>	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus	Accrual accounting and economic resources focus
<i>Type of asset/liability information</i>	All assets and liabilities, both financial and capital, short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no long-term items are included, such as capital assets or long-term debt.	All assets and liabilities, both short-term and long-term; The District's funds do not currently contain nonfinancial assets, though they can
<i>Type of inflow/outflow information</i>	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payment is due during the year or soon thereafter	All revenues and expenses during the year, regardless of when cash is received or paid

The remainder of this overview section of management's discussion and analysis highlights the structure and contents of each of the statements.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT
Management's Discussion and Analysis (Unaudited)
For the Fiscal Year Ended June 30, 2023

OVERVIEW OF THE FINANCIAL STATEMENTS (continued)

District-Wide Statements

The district-wide statements report information about the District as a whole using accounting methods similar to those used by private-sector companies. The Statement of Net Position includes all of the District's assets, deferred outflows of resources, liabilities, and deferred inflows of resources. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

The two district-wide statements report the District's net position and how it has changed. Net position – the difference between the District's assets and deferred outflows of resources and liabilities and deferred inflows of resources – is one way to measure the District's financial health, or *position*.

- Over time, increases and decreases in the District's net position are an indicator of whether its financial position is improving or deteriorating, respectively.
- To assess the overall health of the District, you need to consider additional nonfinancial factors such as changes in the District's demographics and the condition of buildings and other facilities.
- In the district-wide financial statements, the District's activities are categorized as *Governmental Activities*. Most of the District's basic services are included here, such as weed abatement, landscape maintenance, and administration. State and local programs finance most of these activities.

Fund Financial Statements

The fund financial statements provide more detailed information about the District's most significant funds – not the District as a whole. Funds are accounting devices the District uses to keep track of specific sources of funding and spending on particular programs. Some funds are required by State law and by grantor requirements.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT
Management's Discussion and Analysis (Unaudited)
For the Fiscal Year Ended June 30, 2023

FINANCIAL ANALYSIS AND CONDENSED FINANCIAL INFORMATION

Analysis of Net Position

Table A-1: Condensed Statement of Net Position

	<u>June 30, 2023</u>	<u>June 30, 2022</u>	<u>Change</u>
Assets:			
Current assets	\$ 2,770,621	\$ 3,010,320	\$ (239,699)
Non-current assets	138,185	2,352,214	(2,214,029)
Capital assets, net	<u>5,422,843</u>	<u>5,516,690</u>	<u>(93,847)</u>
Total assets	<u>8,331,649</u>	<u>10,879,224</u>	<u>(2,547,575)</u>
Deferred outflows of resources	<u>3,851,560</u>	<u>4,405,446</u>	<u>(553,886)</u>
Liabilities:			
Current liabilities	551,603	444,896	106,707
Non-current liabilities	<u>4,929,323</u>	<u>4,362,527</u>	<u>566,796</u>
Total liabilities	<u>5,480,926</u>	<u>4,807,423</u>	<u>673,503</u>
Deferred inflows of resources	<u>2,201,566</u>	<u>3,332,386</u>	<u>(1,130,820)</u>
Net position:			
Net investment in capital assets	5,104,368	5,198,046	(93,678)
Unrestricted (Deficit)	<u>(603,651)</u>	<u>1,946,815</u>	<u>(2,550,466)</u>
Total net position	<u>\$ 4,500,717</u>	<u>\$ 7,144,861</u>	<u>\$ (2,644,144)</u>

At the end of fiscal year 2023, the District shows a positive balance overall for its net position of \$4,500,717. The decrease of the net investment in capital assets represents the amount of capital asset additions over depreciation expense. The District showed a negative (deficit) balance in its unrestricted net position of (\$603,651) which was due to the estimated amounts for the net pension and net OPEB liabilities and the related deferred outflows/inflows.

Analysis of Revenues and Expenses

Table A-2: Condensed Statements of Activities

	<u>June 30, 2023</u>	<u>June 30, 2022</u>	<u>Change</u>
Program revenues	\$ 1,736,413	\$ 1,728,985	\$ 7,428
Expenses	<u>(6,871,260)</u>	<u>639,492</u>	<u>(7,510,752)</u>
Net program expense	(5,134,847)	2,368,477	(7,503,324)
General revenues	<u>2,490,703</u>	<u>2,199,312</u>	<u>291,391</u>
Change in net position	<u>(2,644,144)</u>	<u>4,567,789</u>	<u>(7,211,933)</u>
Net position:			
Beginning of year	<u>7,144,861</u>	<u>2,577,072</u>	<u>4,567,789</u>
End of year	<u>\$ 4,500,717</u>	<u>\$ 7,144,861</u>	<u>\$ (2,644,144)</u>

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT
Management's Discussion and Analysis (Unaudited)
For the Fiscal Year Ended June 30, 2023

FINANCIAL ANALYSIS AND CONDENSED FINANCIAL INFORMATION (continued)

Analysis of Revenues and Expenses (continued)

The statement of activities shows how the government's net position changed during the fiscal year. In the case of the District, the operations of the District decreased its net position by \$2,644,144.

Table A-3: Total Revenues

	<u>June 30, 2023</u>	<u>June 30, 2022</u>	<u>Increase (Decrease)</u>
Program revenues:			
Special assessments:			
Public safety	\$ 685,470	\$ 685,470	\$ -
Measure "G" public safety	651,974	620,989	30,985
Recreation	44,359	42,164	2,195
Charges for services	90,743	39,541	51,202
Operating grants and contributions	217,383	165,675	51,708
Capital grants and contributions	456	158,358	(157,902)
Other revenue	46,028	16,788	29,240
Total program revenues	<u>1,736,413</u>	<u>1,728,985</u>	<u>7,428</u>
General revenues:			
Property taxes	2,381,352	2,164,907	216,445
Franchise fees, net	83,256	66,551	16,705
Investment earnings	26,095	(32,146)	58,241
Total general revenues	<u>2,490,703</u>	<u>2,199,312</u>	<u>291,391</u>
Total revenues	<u>\$ 4,227,116</u>	<u>\$ 3,928,297</u>	<u>\$ 298,819</u>

Total revenues from all sources increased \$298,819 or 7.61%, from \$3,928,297 to \$4,227,116, from the prior year, primarily due to an increase of \$216,445 in property taxes received.

Table A-4: Total Expenses

	<u>June 30, 2023</u>	<u>June 30, 2022</u>	<u>Increase (Decrease)</u>
Expenses:			
Salaries and wages	\$ 1,799,249	\$ 1,396,178	\$ 403,071
Employee benefits	2,917,240	(3,396,472)	6,313,712
Materials and services	1,900,063	1,037,848	862,215
Depreciation expense	161,908	154,402	7,506
Interest expense	92,800	168,552	(75,752)
Total expenses	<u>\$ 6,871,260</u>	<u>\$ (639,492)</u>	<u>\$ 7,510,752</u>

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT
Management's Discussion and Analysis (Unaudited)
For the Fiscal Year Ended June 30, 2023

FINANCIAL ANALYSIS AND CONDENSED FINANCIAL INFORMATION (continued)

Analysis of Revenues and Expenses (continued)

Total expenses for the District's operations increased by \$7,510,752 or 1,174.49%, from (\$639,492) to \$6,871,260, from the prior year, primarily due to large increases in non-cash employee benefit expenses as a result of the districts reductions in pension and OPEB liabilities/(assets) in the 2022 fiscal year.

FINANCIAL ANALYSIS OF THE DISTRICT'S FUNDS

The financial performance of the District as a whole is reflected in its governmental funds as well. As the District completed this year, its governmental funds reported a fund balance of \$2,514,331, which is below last year's ending fund balance of \$2,823,743. The primary cause of the decrease in fund balance is due to an increase in total expenditures related to materials and services.

General Fund Budgetary Highlights

The final budgeted expenditures for the District at year-end were \$253,428 less than actual. The variance is principally due to \$716,863 more in material and services expenditures. Actual revenues were less than the anticipated budget by \$58,384, primarily because less than anticipated grant revenue was received.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

By the end of 2022-23 the District had invested \$68,061 in new capital assets, related to building improvements and equipment purchases. (More detailed information about capital assets can be found in Note 3 to the financial statements). Total depreciation expense for the year was \$161,908.

Table A-5: Capital Assets at Year End, Net of Depreciation

	Balance	Balance
	<u>June 30, 2023</u>	<u>June 30, 2022</u>
Capital assets:		
Non-depreciable assets	\$ 2,808,347	\$ 2,808,347
Depreciable assets	4,314,189	4,246,128
Accumulated depreciation	<u>(1,699,693)</u>	<u>(1,537,785)</u>
Total capital assets, net	<u>\$ 5,422,843</u>	<u>\$ 5,516,690</u>

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT
Management's Discussion and Analysis (Unaudited)
For the Fiscal Year Ended June 30, 2023

CAPITAL ASSET AND DEBT ADMINISTRATION (continued)

Long-term Debt

Capital related debt was being repaid in fiscal year 2022-23. (See note 5 for further information)

Table A-6: Long-term Debt at Year End

	Balance	Balance
	<u>June 30, 2023</u>	<u>June 30, 2022</u>
Long-term debt:		
Loan payable	\$ 161,019	\$ 184,524
Direct finance purchase	<u>157,456</u>	<u>134,120</u>
Total long-term debt	<u>\$ 318,475</u>	<u>\$ 318,644</u>

FACTORS AFFECTING CURRENT FINANCIAL POSITION

Management is unaware of any item that would affect the current financial position.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

The District's basic financial statements are designed to present users with a general overview of the District's finances and to demonstrate the District's accountability. If you have any questions about the report or need additional information, please contact the District's General Manager at 10940 San Pablo Avenue, El Cerrito, CA 94530 or (510) 526-4141.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT
Statement of Net Position
June 30, 2023 (With Comparative Information as of June 30, 2022)

ASSETS	Governmental Activities	
	2023	2022
Current assets:		
Cash and cash equivalents (note 2)	\$ 2,605,834	\$ 2,661,049
Accrued interest receivable	5,149	1,145
Accounts receivable	13,350	83,916
Property taxes receivable	31,698	29,791
Other receivables	86,159	65,271
Prepaid items	28,431	169,148
Total current assets	2,770,621	3,010,320
Non-current assets:		
Net other post-employment benefits asset (note 8)	138,185	24,244
Net pension asset (note 9)	-	2,327,970
Capital assets – not being depreciated (note 3)	2,808,347	2,808,347
Capital assets, net – being depreciated (note 3)	2,614,496	2,708,343
Total non-current assets	5,561,028	7,868,904
Total assets	8,331,649	10,879,224
<u>DEFERRED OUTFLOWS OF RESOURCES</u>		
Deferred amounts related to net OPEB asset (note 8)	694,408	244,246
Deferred amounts related to net pension asset/liability (note 9)	3,157,152	4,161,200
Total deferred outflows of resources	3,851,560	4,405,446
<u>LIABILITIES</u>		
Current liabilities:		
Accounts payable and accrued expenses	256,290	186,577
Long-term liabilities – due in one year:		
Compensated absences (note 4)	45,981	29,101
Loan payable (note 5)	24,398	23,505
Direct finance purchase (note 6)	50,934	37,713
Pension obligation bonds payable (note 7)	174,000	168,000
Total current liabilities	551,603	444,896
Noncurrent liabilities:		
Long-term liabilities – due in more than one year:		
Compensated absences (note 4)	45,981	29,101
Loan payable (note 5)	136,621	161,019
Direct finance purchase (note 6)	106,522	96,407
Pension obligation bonds payable (note 7)	3,902,000	4,076,000
Net pension liability (note 9)	738,199	-
Total noncurrent liabilities	4,929,323	4,362,527
Total liabilities	5,480,926	4,807,423
<u>DEFERRED INFLOWS OF RESOURCES</u>		
Deferred amounts related to net OPEB asset (note 8)	340,223	483,478
Deferred amounts related to net pension asset/liability (note 9)	1,861,343	2,848,908
Total deferred inflows of resources	2,201,566	3,332,386
<u>NET POSITION</u>		
Net investment in capital assets (note 10)	5,104,368	5,198,046
Unrestricted (Deficit) (note 12)	(603,651)	1,946,815
Total net position	\$ 4,500,717	\$ 7,144,861

The notes to financial statements are an integral part of this statement.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT*Statement of Activities**For the Fiscal Year Ended June 30, 2023**(With Comparative Information for the Year Ended June 30, 2022)*

	<u>Governmental Activities</u>	
	<u>2023</u>	<u>2022</u>
Expenses:		
Public safety and recreation:		
Salaries and wages	\$ 1,799,249	\$ 1,396,178
Employee benefits	2,917,240	(3,396,472)
Materials and services	1,900,063	1,037,848
Depreciation expense	161,908	154,402
Interest expense	92,800	168,552
Total expenses	<u>6,871,260</u>	<u>(639,492)</u>
Program revenues:		
Special assessments:		
Public safety	685,470	685,470
Measure "G" public safety	651,974	620,989
Recreation	44,359	42,164
Charges for services	90,743	39,541
Operating grants and contributions	217,383	165,675
Capital grants and contributions	456	158,358
Other revenue	46,028	16,788
Total program revenues	<u>1,736,413</u>	<u>1,728,985</u>
Net program expense	<u>(5,134,847)</u>	<u>2,368,477</u>
General revenues:		
Property taxes	2,381,352	2,164,907
Franchise fees, net	83,256	66,551
Investment earnings	26,095	(32,146)
Total general revenues	<u>2,490,703</u>	<u>2,199,312</u>
Change in net position	<u>(2,644,144)</u>	<u>4,567,789</u>
Net position:		
Beginning of year	<u>7,144,861</u>	<u>2,577,072</u>
End of year	<u>\$ 4,500,717</u>	<u>\$ 7,144,861</u>

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT*Balance Sheet – Governmental Funds**June 30, 2023 (With Comparative Information as of June 30, 2022)*

	<u>General Fund</u>	
<u>ASSETS</u>	<u>2023</u>	<u>2022</u>
Assets:		
Cash and cash equivalents	\$ 2,605,834	\$ 2,661,049
Accrued interest receivable	5,149	1,145
Accounts receivable	13,350	83,916
Property taxes receivable	31,698	29,791
Other receivables	86,159	65,271
Prepaid items	28,431	169,148
Total assets	\$ 2,770,621	\$ 3,010,320
<u>LIABILITIES AND FUND BALANCE</u>		
Liabilities:		
Accounts payable and accrued expenses	\$ 256,290	\$ 186,577
Total liabilities	256,290	186,577
Fund balance: (note 11)		
Nonspendable	28,431	169,148
Assigned	91,962	58,202
Unassigned	2,393,938	2,596,393
Total fund balance	2,514,331	2,823,743
Total liabilities and fund balance	\$ 2,770,621	\$ 3,010,320

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT
*Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position
June 30, 2023 (With Comparative Information as of June 30, 2022)*

	<u>2023</u>	<u>2022</u>
Fund Balance of Governmental Funds	\$ 2,514,331	\$ 2,823,743
Amounts reported for governmental activities in the statement of net position are different because:		
Other long-term assets are not available to pay for current period expenses and accordingly are not reported as fund assets. Other long-term assets are reported in the statement of net position as follows:		
Net other post-employment benefits asset	138,185	24,244
Net pension asset	-	2,327,970
Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the governmental funds balance sheet. However, the statement of net position includes those assets as capital assets.		
	5,422,843	5,516,690
Deferred outflows of resources used in governmental activities are not current financial resources and, therefore, are not reported in the governmental funds balance sheet. However, the statement of net position includes those deferred outflows of resources.		
	3,851,560	4,405,446
Long-term liabilities applicable to the District are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities, both current and long-term, are reported in the statement of net position as follows:		
Compensated absences	(91,962)	(58,202)
Loan payable	(161,019)	(184,524)
Direct finance purchase	(157,456)	(134,120)
Pension obligation bonds payable	(4,076,000)	(4,244,000)
Net pension liability	(738,199)	-
Deferred inflows of resources used in governmental activities are not current financial resources and, therefore, are not reported in the governmental funds balance sheet. However, the statement of net position includes those deferred inflows of resources.		
	<u>(2,201,566)</u>	<u>(3,332,386)</u>
Total adjustments	<u>1,986,386</u>	<u>4,321,118</u>
Net Position of Governmental Activities	<u><u>\$ 4,500,717</u></u>	<u><u>\$ 7,144,861</u></u>

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT*Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds
For the Fiscal Year Ended June 30, 2023**(With Comparative Information for the Year Ended June 30, 2022)*

	<u>General Fund</u>	
	<u>2023</u>	<u>2022</u>
Revenues:		
Property taxes	\$ 2,381,352	\$ 2,164,907
Franchise fees, net	83,256	66,551
Special assessments:		
Public safety	685,470	685,470
Measure "G" public safety	651,974	620,989
Recreation	44,359	42,164
Charges for services	90,743	39,541
Operating grants and contributions	217,383	165,675
Capital grants and contributions	456	158,358
Investment earnings	26,095	(32,146)
Other revenue	46,028	16,788
Total revenues	<u>4,227,116</u>	<u>3,928,297</u>
Expenditures:		
Current operations:		
Salaries and wages	1,765,489	1,433,769
Employee benefits	541,946	461,945
Materials and services	1,900,063	1,037,848
Capital outlay	68,061	44,185
Debt service:		
Principal payment	168,169	189,703
Interest payment	92,800	168,552
Total expenditures	<u>4,536,528</u>	<u>3,336,002</u>
Excess of revenues over expenditures	<u>(309,412)</u>	<u>592,295</u>
Change in fund balance	<u>(309,412)</u>	<u>592,295</u>
Fund Balance:		
Beginning of year	<u>2,823,743</u>	<u>2,231,448</u>
End of year	<u>\$ 2,514,331</u>	<u>\$ 2,823,743</u>

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances to the Statement of Activities

For the Fiscal Year Ended June 30, 2023

(With Comparative Information for the Year Ended June 30, 2022)

	<u>2023</u>	<u>2022</u>
Net Change in Fund Balance – Governmental Funds	<u>\$ (309,412)</u>	<u>\$ 592,295</u>
Amount reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense:		
Capital outlay	68,061	44,185
Depreciation expense	(161,908)	(154,402)
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenses in governmental funds as follows:		
Net change in compensated absences	(33,760)	37,591
Net change in net OPEB asset and related deferred resources	707,358	451,074
Net change in net pension liability/(asset) and related deferred resources	(3,082,652)	3,407,343
Principal repayment of long-term debt is reported as an expenditure in governmental funds. However, principal repayments reduce liabilities in the statement of net position and do not result in expenses in the statement of activities.	<u>168,169</u>	<u>189,703</u>
Total adjustments	<u>(2,334,732)</u>	<u>3,975,494</u>
Change in Net Position of Governmental Activities	<u>\$ (2,644,144)</u>	<u>\$ 4,567,789</u>

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2023

NOTE 1 – DESCRIPTION OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES

A. Description of Organization

The Kensington Police Protection and Community Services District (District) provides police protection services, parks and recreation services as well as waste management services to the unincorporated area of Kensington in Contra Costa County, California. The District is governed by five unpaid board members elected into office by the community to serve staggered four-year terms. Board meetings are held once a month on the second Thursday of the month.

B. Reporting Entity

A reporting entity is comprised of the primary government, component units, and other organizations that are included to ensure the financial statements are not misleading. The primary government of the District consists of all funds, departments, and agencies that are not legally separate from the District.

Component units are legally separate organizations for which the District is financially accountable. Component units may also include organizations that are fiscally dependent on the District, in that the District approves their budget, the issuance of their debt or the levying of their taxes. In addition, component units are other legally separate organizations for which the District is not financially accountable but the nature and significance of the organization's relationship with the District is such that exclusion would cause the District's financial statements to be misleading or incomplete.

The District has identified no organizations that are required to be reported as component units.

C. Basis of Presentation, Basis of Accounting

1. Basis of Presentation

Government-Wide Financial Statements

The statement of net position and the statement of activities display information about the primary government (the District) and its component units. These statements include the financial activities of the overall government. Eliminations have been made to minimize the double-counting of internal activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange transactions.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the District's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Governmental Funds

The District maintains the following governmental funds:

General Fund: This fund is used to account for all financial resources of the District except those required to be accounted for in another fund. Included are transactions for charges for services, property taxes, and investment earnings. The general fund balance is available to the District for any purpose provided it is expended.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2023

NOTE 1 – DESCRIPTION OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (continued)

C. Basis of Presentation, Basis of Accounting (continued)

1. Measurement Focus, Basis of Accounting

Government-Wide Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Nonexchange transactions, in which the District gives (or receives) value without directly receiving (or giving) equal value in exchange, include property taxes, grants, entitlements, and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year in which all eligibility requirements have been satisfied.

Governmental Fund Financial Statements

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. Capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and financing from capital leases are reported as other financing sources.

3. Revenues - Exchange and Non-Exchange Transactions

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. Available means that the resources will be collected within the current fiscal year. Generally, available is defined as collectible within 60 days.

Non-exchange transactions, in which the District receives value without directly giving equal value in return, include property taxes, certain grants, entitlements, and donations. Revenue from property taxes is recognized in the fiscal year in which the taxes are received. Revenue from certain grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include time and purpose requirements. On a modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2023

NOTE 1 – DESCRIPTION OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (continued)

D. Budgetary Data

The District follows these procedures in establishing budgetary data reflected in the Required Supplementary Information – Budgetary Comparison Schedule:

The District Manager submits to the Board of Directors a proposed operating budget at the May Board meeting for the ensuing year. The annual budget is a complete financial plan for the ensuing budget year and consists of an operating, capital and debt repayment budget. The General Fund is the only fund for which an annual budget is legally adopted on a basis consistent with the modified accrual basis of accounting. The Board then considers the proposed budget at its regular meeting in June, which is open to the public. The budget represented in the required supplementary information was the final budget for the fiscal year.

E. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position

1. Cash and Cash Equivalents

For purposes of the statement of cash flows, the District considers all highly liquid investments with a maturity of three months or less, when purchased, to be cash equivalents. Cash deposits are reported at carrying amount, which reasonably estimates fair value.

2. Investments

Investments are reported at fair value except for short-term investments, which are reported at cost, which approximates fair value. Cash deposits are reported at carrying amount, which reasonably estimates fair value. Investments in governmental investment pools are reported at fair value based on the fair value per share of the pool's underlying portfolio.

In accordance with fair value measurements, the District categorizes its assets and liabilities measured at fair value into a three-level hierarchy based on the priority of the inputs to the valuation technique used to determine fair value. The fair value hierarchy gives the highest priority to quoted prices in active markets for identical assets or liabilities (Level 1) and the lowest priority to unobservable inputs (Level 3).

If the inputs used in the determination of the fair value measurement fall within different levels of the hierarchy, the categorization is based on the lowest level input that is significant to the fair value measurement.

Financial assets and liabilities recorded on the balance sheet are categorized based on the inputs to the valuation techniques as follows:

Level 1 – Inputs that reflect unadjusted quoted prices in active markets for identical investments, such as stocks, corporate and government bonds. The District has the ability to access the holding and quoted prices as of the measurement date.

Level 2 – Inputs, other than quoted prices, that are observable for the asset or liability either directly or indirectly, including inputs from markets that are not considered to be active.

Level 3 – Inputs that are unobservable. Unobservable inputs reflect the District's own assumptions about the factors market participants would use in pricing an investment, and is based on the best information available in the circumstances.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2023

NOTE 1 – DESCRIPTION OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (continued)

E. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position (continued)

3. Capital Assets

Capital assets are stated at cost or at their estimated fair value at date of donation. It is the District's policy to capitalize assets costing over \$5,000. The provision for depreciation is computed using the straight-line method over the estimated service lives of the capital assets.

Estimated service lives for the District's classes of assets are as follows:

Description	Estimated Lives
Buildings and improvements	10-30 years
Machinery and equipment	5-10 years
Furniture and office equipment	6 years
Vehicles	5 years

4. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position reports a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net assets that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of net position reports a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net assets that applies to a future period and will not be recognized as an inflow of resources (revenue) until that time.

5. Compensated Absences

The liability for compensated absences reported in the government-wide statements consists of unpaid, accumulated vacation leave balances. The liability has been calculated using the vesting method, in which leave amounts for both employees who currently are eligible to receive termination payments and other employees who are expected to become eligible in the future to receive such payments upon termination are included.

6. Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the District's California Public Employees' Retirement System (CalPERS) plan and addition to/deductions from the Plans fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

The following timeframes are used for pension reporting:

Valuation Date June 30, 2021
Measurement Date June 30, 2022
Measurement Period July 1, 2021 to June 30, 2022

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2023

NOTE 1 – DESCRIPTION OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (continued)

E. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position (continued)

6. Pensions (continued)

Gains and losses related to changes in total pension liability and fiduciary net position are recognized in pension expense systematically over time. The first amortized amounts are recognized in pension expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to pensions and are to be recognized in future pension expense. The amortization period differs depending on the source of the gain or loss. The difference between projected and actual earnings is amortized straight-line over 5 years. All other amounts are amortized straight-line over the average expected remaining service lives of all members that are provided with benefits (active, inactive and retirees) as of the beginning of the measurement period.

7. Postemployment Benefits Other Than Pensions (OPEB)

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the District's Retiree Benefits Plan ("the Plan") and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by the Plan. For this purpose, the Plan recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value, except for money market investments which are reported at cost.

The following timeframes are used for OPEB reporting:

Valuation Date June 30, 2022

Measurement Date June 30, 2022

Measurement Period July 1, 2021 to June 30, 2022

8. Long – Term Obligations

In the government-wide financial statements, long-term debt and obligations are reported as long-term obligations. In the fund financial statements, government funds recognize the face amount of debt issued as an other financing source. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures. Payments on debt, including principal and interest are reported as expenditures.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2023

NOTE 1 – DESCRIPTION OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (continued)

E. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position (continued)

9. Net Position

Net position is classified into two components: investment in capital assets and unrestricted. These classifications are defined as follows:

- **Net investment in capital assets** - This component of net position consists of capital assets net of accumulated depreciation and reduced by the outstanding balances of any borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- **Unrestricted net position** - This component of net position consists of net position that does not meet the definition of "net investment in capital assets".

10. Fund Balances

The fund balance for governmental funds is reported in classifications based on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

Nonspendable: Fund balance is reported as nonspendable when the resources cannot be spent because they are either in a nonspendable form or legally or contractually required to be maintained intact. Resources in nonspendable form include inventories and prepaid assets.

Assigned: Resources that are constrained by the District's intent to use them for a specific purpose, but are neither restricted nor committed, are reported as assigned fund balance. Intent may be expressed by either the Board, committees (such as budget or finance), or officials to which the Board has delegated authority.

Unassigned: Unassigned fund balance represents fund balance that has not been restricted, committed, or assigned and may be utilized by the District for any purpose. When expenditures are incurred, and both restricted and unrestricted resources are available, it is the District's policy to use restricted resources first, then unrestricted resources in the order of assigned, and then unassigned, as they are needed.

F. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reported period. Actual results could differ from those estimates.

G. Property Taxes

Property taxes attach as an enforceable lien on property as of January 1, each year. Secured property taxes are levied on July 1 and are payable in two installments, on December 10 and April 10. The Contra Costa County Assessor's Office assesses all real and personal property within the County each year. Property tax in California is levied in accordance with Article 13A of the State Constitution at one (1%) of countywide assessed valuations. The Contra Costa County Treasurer-Tax Collector's Office remits an undisclosed portion of the one (1%) current and delinquent property tax collections to the District throughout the year.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT
Notes to Financial Statements
June 30, 2023

NOTE 2 – CASH AND INVESTMENTS

Cash and investments as of June 30, were classified on the statement of net position as follows:

<u>Description</u>	<u>Balance</u>
Governmental funds:	
Cash and cash equivalents	\$ 2,605,834
Total cash and cash equivalents	<u>\$ 2,605,834</u>

Cash and investments at June 30, 2023, are reported at fair value and consisted of the following:

<u>Description</u>	<u>Balance</u>
Cash on hand	\$ 100
Demand deposits with financial institutions	518,860
Deposits with Contra Costa County Treasury Pool	1,440,981
Deposits with Local Agency Investment Fund (LAIF)	<u>645,893</u>
Total cash and cash equivalents	<u>\$ 2,605,834</u>

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure, the Authority’s deposits may not be returned to it. The District does not have a policy for custodial credit risk for deposits. Cash balances held in banks are insured up to \$250,000 by the Federal Depository Insurance Corporation (FDIC) and are collateralized by the respective financial institutions. In addition, the California Government Code requires that a financial institution secure deposits made by State or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under State law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110 percent of the total amount deposited by the public agencies. California law also allows financial institutions to secure public deposits by pledging first trust deed mortgage notes having a value of 150 percent of the secured public deposits and letters of credit issued by the Federal Home Loan Bank of San Francisco having a value of 105 percent of the secured deposits.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2023

NOTE 2 – CASH AND INVESTMENTS (continued)

Contra Costa County Treasury Pool

The District is a voluntary participant in the Contra Costa County Treasury Pool (Pool) pursuant to Government Code Section 53694. The cash flow needs of participants are monitored daily to ensure that sufficient liquidity is maintained to meet the needs of those participants. At the time deposits are made, the Contra Costa County Treasurer may require the depositing entity to provide annual cash flow projections or an anticipated withdrawal schedule for deposits in excess of \$1 million. Projections are performed no less than semi-annually. In accordance with Government Code Section 27136, all request for withdrawal of funds for the purpose of investing or deposits the funds elsewhere shall be evaluated to ensure the proposed withdrawal will not adversely affect the principal deposits of the other participants. Pool detail may be obtained from the Contra Costa County Treasurer-Tax Collector's office at 625 Court Street, Suite 100, Martinez, CA 94553.

The Contra Costa County Treasury Pool is not categorized under the fair value hierarchy established by GAAP as it is held at an amortized cost basis. For financial reporting purposes, the District considers the funds held in the Pool as cash equivalents due to their highly liquid nature and dollar-in dollar-out amortized cost methodology. As of June 30, 2023, the District held \$1,440,981 in the Pool.

Local Agency Investment Fund (LAIF)

The California State Treasurer, through the Pooled Money Investment Account (PMIA), invests taxpayers' money to manage the State's cash flow and strengthen the financial security of local governmental entities. PMIA policy sets as primary investment objectives safety, liquidity and yield. Through the PMIA, the Investment Division manages the Local Agency Investment Fund (LAIF). The LAIF allows cities, counties and special districts to place money in a major portfolio and, at no additional costs to taxpayers, use the expertise of Investment Division staff. Participating agencies can withdraw their funds from the LAIF at any time as LAIF is highly liquid and carries a dollar-in dollar-out amortized cost methodology.

The District is a voluntary participant in LAIF. The fair value of the District's investment in this pool is reported at an amount based upon the District's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of the of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF. LAIF is not categorized under the fair value hierarchy established by GAAP as it is held at an amortized cost basis and it is Not Rated under the current credit risk ratings format. For financial reporting purposes, the District considers LAIF a cash equivalent due to its highly liquid nature and dollar-in dollar-out amortized cost methodology. As of June 30, 2023, the District held \$645,893 in LAIF.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT
Notes to Financial Statements
 June 30, 2023

NOTE 3 – CAPITAL ASSETS

Changes in capital assets for the year ended June 30, 2023, were as follows:

	<u>Balance July 1, 2022</u>	<u>Additions/ Transfers</u>	<u>Deletions/ Transfers</u>	<u>Balance June 30, 2023</u>
Non-depreciable capital assets:				
Land	\$ 2,808,347	\$ -	\$ -	\$ 2,808,347
Total non-depreciable capital assets	<u>2,808,347</u>	<u>-</u>	<u>-</u>	<u>2,808,347</u>
Depreciable capital assets:				
Buildings and improvements	3,622,435	-	-	3,622,435
Machinery and equipment	130,226	-	-	130,226
Furniture and office equipment	108,965	-	-	108,965
Vehicles	384,502	68,061	-	452,563
Total depreciable capital assets	<u>4,246,128</u>	<u>68,061</u>	<u>-</u>	<u>4,314,189</u>
Accumulated depreciation:				
Buildings and improvements	(1,111,376)	(95,904)	-	(1,207,280)
Machinery and equipment	(109,995)	(8,535)	-	(118,530)
Furniture and office equipment	(62,107)	(11,167)	-	(73,274)
Vehicles	(254,307)	(46,302)	-	(300,609)
Total accumulated depreciation	<u>(1,537,785)</u>	<u>(161,908)</u>	<u>-</u>	<u>(1,699,693)</u>
Total depreciable capital assets, net	<u>2,708,343</u>	<u>(93,847)</u>	<u>-</u>	<u>2,614,496</u>
Total capital assets, net	<u>\$ 5,516,690</u>	<u>\$ (93,847)</u>	<u>\$ -</u>	<u>\$ 5,422,843</u>

NOTE 4 – COMPENSATED ABSENCES

Changes to compensated absences balances for the year ended June 30, 2023, were as follows:

<u>Balance July 1, 2022</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance June 30, 2023</u>	<u>Current Portion</u>	<u>Long-term Portion</u>
\$ 58,202	\$ 131,914	\$ (98,154)	\$ 91,962	\$ 45,981	\$ 45,981

NOTE 5 – LOAN PAYABLE

Changes to the loan payable balance for the year ended June 30, 2023, was as follows:

<u>Balance July 1, 2022</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance June 30, 2023</u>	<u>Current Portion</u>	<u>Long-term Portion</u>
\$ 184,524	\$ -	\$ (23,505)	\$ 161,019	\$ 24,398	\$ 136,621

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2023

NOTE 5 – LOAN PAYABLE (continued)

Community Center Loan

In 2019, the District secured a \$250,000 10-year at 3.80% construction loan to complete the improvements to the District’s Community Center. Principal and interest payments are due in June of each year. The loan is payable until June 2029. Future remaining payments are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 24,398	\$ 6,119	\$ 30,517
2025	25,325	5,192	30,517
2026	26,287	4,230	30,517
2027	27,286	3,231	30,517
2028	28,323	2,194	30,517
2029	29,400	1,117	30,517
Total	161,019	<u>\$ 22,083</u>	<u>\$ 183,102</u>
Current	<u>(24,398)</u>		
Long-term	<u>\$ 136,621</u>		

NOTE 6 – DIRECT PURCHASE FINANCING

Changes in direct purchase financing amounts for the year ended June 30, 2023, were as follows:

<u>Direct Purchase Financing</u>	<u>Balance July 1, 2022</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance June 30, 2023</u>	<u>Current Portion</u>	<u>Long-term Portion</u>
Vehicle financing agreement I	\$ 134,120	\$ -	\$ (37,713)	\$ 96,407	\$ 38,378	\$ 58,029
Vehicle financing agreement II	-	68,061	(7,012)	61,049	12,556	48,493
	<u>\$ 134,120</u>	<u>\$ 68,061</u>	<u>\$ (44,725)</u>	<u>\$ 157,456</u>	<u>\$ 50,934</u>	<u>\$ 106,522</u>

Vehicle financing agreement I

On November 24, 2021, the District entered into a tax-exempt purchase agreement with U.S. Bancorp Government Leasing and Finance, Inc. for three Police Vehicles and related equipment in the amount of \$190,000. The term is five years with an interest rate of 1.75%. Principal and interest payments are due monthly in the amount of \$3,309.54, with the final payment due in December 2025.

Future remaining payments are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 38,378	\$ 1,337	\$ 39,715
2025	39,055	660	39,715
2026	18,974	72	19,046
Total	96,407	<u>\$ 2,069</u>	<u>\$ 98,476</u>
Current	<u>(38,378)</u>		
Long-term	<u>\$ 58,029</u>		

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2023

NOTE 6 – DIRECT PURCHASE FINANCING (continued)

Vehicle financing agreement II

On December 19, 2022, the District entered into a tax-exempt purchase agreement with U.S. Bancorp Government Leasing and Finance, Inc. for one Police Vehicle and related equipment in the amount of \$68,061. The term is five years with an interest rate of 5.50%. Principal and interest payments are due monthly in the amount of \$1,300.05, with the final payment due in November 2027.

Future remaining payments are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 12,556	\$ 3,044	\$ 15,600
2025	13,265	2,336	15,601
2026	14,013	1,588	15,601
2027	14,803	797	15,600
2028	<u>6,412</u>	<u>88</u>	<u>6,500</u>
Total	61,049	<u>\$ 7,853</u>	<u>\$ 68,902</u>
Current	<u>(12,556)</u>		
Long-term	<u>\$ 48,493</u>		

NOTE 7 – PENSION OBLIGATION BONDS

Changes in pension obligation bonds amounts for the year ended June 30, 2023, were as follows:

<u>Balance</u>			<u>Balance</u>	<u>Current</u>	<u>Long-term</u>
<u>July 1, 2022</u>	<u>Additions</u>	<u>Deletions</u>	<u>June 30, 2023</u>	<u>Portion</u>	<u>Portion</u>
<u>\$ 4,244,000</u>	<u>\$ -</u>	<u>\$ (168,000)</u>	<u>\$ 4,076,000</u>	<u>\$ 174,000</u>	<u>\$ 3,902,000</u>

On June 18, 2020, the District issued 2020 Taxable Pension Obligation Bonds in the amount of \$4,544,000. The 2021 bonds were placed with Capital One Public Funding, LLC. The bonds were issued to (a) finance \$4,424,408 of the District’s unfunded accrued liability to the California Public Employees’ Retirement System (CalPERS) for the benefit of the District’s employees and to pay a portion of current normal costs, and (b) pay \$119,592 of the costs incurred in connection with the issuance of the bonds. The bonds bear interest at 3.850% and are payable semiannually on January 1 and July 1 of each year, commencing January 1, 2021 until maturity or earlier redemption. The bonds mature in fiscal year 2040. Total principal and interest remaining on the bonds as of June 30, 2023 is \$5,629,862.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2023

NOTE 7 – PENSION OBLIGATION BONDS (continued)

Future remaining payments are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 174,000	\$ 156,926	\$ 330,926
2025	181,000	150,227	331,227
2026	188,000	143,259	331,259
2027	195,000	136,021	331,021
2028	203,000	128,513	331,513
2029-2033	1,136,000	519,404	1,655,404
2034-2038	1,373,000	283,129	1,656,129
2039-2040	626,000	36,383	662,383
Total	4,076,000	\$ 1,553,862	\$ 5,629,862
Current	(174,000)		
Long-term	\$ 3,902,000		

Bond Provisions

The obligations of the District under the bonds, including the obligation to make all payments of interest and principal when due, are obligations of the District imposed by law and are absolute and unconditional, without any right of set-off or counterclaim. The bonds do not constitute an obligation of the District for which the District is obligated to levy or pledge any form of taxation. Neither the bonds nor the obligations of the District to make payments on the bonds constitute an indebtedness of the District, the State of California, or any of its political subdivisions in contravention of any constitutional or statutory debt limitation or restriction. For the purpose of paying the principal of and interest on the bonds, the District's council has covenanted under the trust agreement, to take such actions annually as are necessary or appropriate to cause the debt service on the bonds due in any fiscal year to be included in the budget for such fiscal year and to make the necessary appropriations therefor from any legally available funds to ensure that sufficient sums are available to pay the annual principal of and interest on the bonds as the same become due.

NOTE 8 – OTHER POSTEMPLOYMENT BENEFITS (OPEB)

Summary

The following balances on the balance sheet will be addressed in this footnote as follows:

<u>Description</u>	<u>2023</u>
OPEB related deferred outflows	\$ 694,408
Net other post-employment benefits (OPEB) asset	138,185
OPEB related deferred inflows	340,223

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2023

NOTE 8 – OTHER POSTEMPLOYMENT BENEFITS (OPEB) (continued)

A. General Information about the OPEB Plan

Plan description

The District provides lifetime retiree medical coverage to eligible police (safety) employees who retire at age 50, along with their dependents. The medical plan benefits are contracted with the California Public Employees' Retirement System under the Public Employees' Medical and Hospital Care Act (PEMHCA).

Eligible retirees may enroll in any of the plans available through the CalPERS Program. The District contributes the entire cost of post-employment medical coverage up to a cap of the Kaiser Bay Area rates for the coverage selected. Also, the District contributes the entire cost of post-employment dental and vision premiums for retirees.

Plan Members

	<u>2022</u>
Inactive plan members or beneficiaries currently receiving benefit payments	15
Inactive plan members entitled to but not yet receiving benefit payments	-
Active plan members	<u>6</u>
Total	<u><u>21</u></u>

Funding Policy

The contribution requirements of plan members and the District are established and may be amended by the District and/or the District's Board of Directors. Currently, contributions are not required from plan members. The District has been typically funding this OPEB plan on a pay-as-you-go basis; however, recently contributions have been made to an OPEB Trust.

Contributions

Benefit provisions and contribution requirements are established and may be amended through agreements and memorandums of understanding between the District and its employees. The plan does not require employee contributions. Administrative costs of this plan are financed by the District. For fiscal year ended June 30, 2022, the measurement period, the District's contributions totaling \$191,908 included \$155,643 in current year premium payments, and an implied subsidy of \$36,265.

Accounting for the Plan

The other post-employment benefit trust is prepared using the accrual basis of accounting. Employer contributions to the plan are recognized when due and the employer has made a formal commitment to provide contributions. Benefits are recognized when due and payable in accordance with the terms of each plan.

Method Used to Value Investments

Investments are reported in the accompanying financial statements at fair value, which is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measure date. Securities for which market quotations are not readily available are valued at their fair value as determined by the custodian with the assistance of a valuation service.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2023

NOTE 8 – OTHER POSTEMPLOYMENT BENEFITS (OPEB) (continued)

A. Net OPEB Liability/(Asset)

The District's total OPEB liability was measured as of June 30, 2022 and was determined by an actuarial valuation as of June 30, 2022. A summary of the principal assumptions and methods used to determine the total OPEB liability is shown below.

Actuarial Assumptions

The total OPEB liability in the June 30, 2022 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Valuation Date	June 30, 2022
Measurement Date	June 30, 2022
Actuarial Cost Method	Entry age normal, level percentage of payroll
Asset Valuation Method	Market value of assets as of the measurement date
Actuarial Assumptions:	
Discount Rate	
Long-Term Expected	
Rate of Return on Investments	6.00%
Inflation	2.50%
Payroll increases	3.00%
Healthcare Trend Rates	Pre-65 - 6.68% trending down to 5.0% by 2030 Post-65 - 5.0% constant to 2027
Morbidity	CalPERS 2017 Study
Mortality	CalPERS 2017 Study
Disability	Valued
Retirement	2017 CalPERS Police 3%@50 for actives hired before 1/1/13 and 2.7%@57 for actives hired after 1/1/13.
Percent Married	100% of future retirees would enroll a spouse

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of the arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-term Expected Real Rate of Return</u>
CERBT Strategy 1 investment policy:		
Equity	59.00%	5.90%
Fixed income	25.00%	0.90%
REITs	8.00%	3.30%
TIPS & Commodities	8.00%	40.00%
Total	100.00%	

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2023

NOTE 8 – OTHER POSTEMPLOYMENT BENEFITS (OPEB) (continued)

B. Net OPEB Liability/(Asset) (continued)

Discount Rate

The discount rate used to measure the total OPEB liability was 6.00%. The projection of cash flows used to determine the discount rate assumed that the District's contributions will be made at rates equal to the actuarially determined contribution rates. Based on those assumptions, the OPEB plan's fiduciary net position was projected to be available to make all projected OPEB payments for current active and inactive employees and beneficiaries. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

C. Changes in the Net OPEB Liability/(Asset)

The changes in the net OPEB liability/(Asset) are as follows:

	Increase (Decrease)		
	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability/(Asset)
Balance at July 1, 2022 (Measurement date July 1, 2021)	\$ 2,302,695	\$ 2,326,939	\$ (24,244)
Changes for the year:			
Service cost	45,057	-	45,057
Interest	163,711	-	163,711
Differences in experience	(164,207)	-	(164,207)
Changes in assumption	130,983	-	130,983
Changes in benefit terms	(400,013)	-	(400,013)
Employer contributions	-	201,478	(201,478)
Net investment income	-	(311,417)	311,417
Benefit payments	(201,478)	(201,478)	-
Administrative expenses	-	(589)	589
Net changes	(425,947)	(312,006)	(113,941)
Balance at June 30, 2023 (Measurement date June 30, 2022)	\$ 1,876,748	\$ 2,014,933	\$ (138,185)

Subsequent Events

There were no subsequent events that would materially affect the results presented in this disclosure.

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate

The following presents the net OPEB liability/(Asset) of the District, as well as what the District's net OPEB liability/(Asset) would be if it were calculated using a discount rate that is 1-percentage point lower (5.00%) or 1 percentage point higher (7.00%) than the current discount rate:

	1% Decrease 5.00%	Discount Rate 6.00%	1% Increase 7.00%
	Net OPEB Liability	\$ 45,398	\$ (138,185)

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2023

NOTE 8 – OTHER POSTEMPLOYMENT BENEFITS (OPEB) (continued)

C. Changes in the Net OPEB Liability/(Asset) (continued)

Sensitivity of the Net OPEB Liability to Changes in Medical Trend Rates

The following presents the total OPEB liability/(Asset) of the District, as well as what the District’s net OPEB liability/(Asset) would be if it were calculated using medical trend rates that are 1-percentage point lower:

	Healthcare Cost		
	<u>5.00%</u>	<u>6.00%</u>	<u>7.00%</u>
Net OPEB Liability	<u>\$ (200,572)</u>	<u>\$ (138,185)</u>	<u>\$ (51,588)</u>

D. OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB

For the year ended June 30, 2023, the District recognized OPEB credit of \$115,437. At June 30, 2023, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

<u>Account Description</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
OPEB contributions made after the measurement date	\$ 191,908	\$ -
Changes in assumptions	90,050	(8,545)
Differences between expected and actual experience	-	(120,976)
Differences between projected and actual earnings on OPEB plan investments	<u>412,450</u>	<u>(210,702)</u>
Total Deferred Outflows/(Inflows) of Resources	<u>\$ 694,408</u>	<u>\$ (340,223)</u>

The differences between projected and actual earnings on plan investments is amortized over five years. The District reported \$191,908 as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the total OPEB liability in the year ending June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized as OPEB expense as follows:

<u>Amortization Period Fiscal Year Ended June 30</u>	<u>Deferred Outflows/(Inflows) of Resources</u>
2024	\$ 14,244
2025	27,784
2026	23,970
2027	<u>96,279</u>
Total	<u>\$ 162,277</u>

OPEB Plan Fiduciary Net Position

Detailed information about the OPEB plan’s fiduciary net position is available in the separately issued CalPERS financial report and can be obtained from CalPERS’ website under Forms and Publications.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT
Notes to Financial Statements
June 30, 2023

NOTE 9 – NET PENSION LIABILITY AND PENSION PLAN

Summary

The following balances on the balance sheet will be addressed in this footnote as follows:

<u>Description</u>	<u>2023</u>
Net pension liability	\$ 738,199
Pension related deferred outflows	3,157,152
Pension related deferred inflows	1,861,343

Qualified employees are covered under a multiple-employer defined benefit pension plan maintained by agencies of the State of California known as the California Public Employees' Retirement System (CalPERS), or "The Plan".

A. General Information about the Pension Plan

The Plan

The District has engaged with CalPERS to administer the following pension plans for its employees (members):

	<u>Safety Plans</u>	
	<u>Classic Tier 1</u>	<u>PEPRA Tier 2</u>
Hire date	Prior to <u>January 1, 2013</u>	On or after <u>January 1, 2013</u>
Benefit formula	3.0% @ 50	2.7% @ 57
Benefit vesting schedule	5-years of service	5-years of service
Benefits payments	monthly for life	monthly for life
Retirement age	50 - 55 & Up	50 - 57 & Up
Monthly benefits, as a % of eligible compensation	3.00%	2.0% to 2.7%
Required member contribution rates	9.000%	13.750%
Required employer contribution rates – FY 2022	23.710%	13.130%

Plan Description

The District contributes to the California Public Employees' Retirement System (CalPERS), a cost-sharing multiple-employer defined benefit pension plan. CalPERS acts as a common investment and administrative agent for participating public entities within the State of California. A full description of the pension plan, benefit provisions, assumptions (for funding, but not accounting purposes), and membership information are listed in the June 30, 2022 Annual Actuarial Valuation Report. This report and CalPERS' audited financial statements are publicly available reports that can be obtained at CalPERS' website under Forms and Publications.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2023

NOTE 9 – NET PENSION LIABILITY AND PENSION PLAN (continued)

A. General Information about the Pension Plan (continued)

Plan Description (continued)

At June 30, 2022, the following members were covered by the benefit terms:

Plan Members	Safety Plans		Total
	Classic Tier 1	PEPRA Tier 2	
Active members	3	3	6
Transferred and terminated members	10	3	13
Retired members and beneficiaries	31	-	31
Total plan members	44	6	50

All qualified permanent and probationary employees are eligible to participate in the District’s cost-sharing multiple-employer defined benefit pension plans administered by the California Public Employees’ Retirement System (CalPERS). Benefit provisions under the Plans are established by state statute and District resolution. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions, and membership information that can be found on the CalPERS website.

Benefits Provided

CalPERS provides service retirement and disability benefits, annual cost of living adjustments, and death benefits to Plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full-time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for nonindustrial disability benefits after five years of service. The death benefit is one of the following the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost-of-living adjustments for each Plan are applied as specified by the Public Employees’ Retirement Law.

Contributions

Section 20814(c) of the California Public Employees’ Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for both Plans are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

Contributions for the year ended June 30, 2023, (Measurement Date June 30, 2022) were as follows:

Contribution Type	Safety Plans		Total
	Classic Tier 1	PEPRA Tier 2	
Contributions – employer	\$ 162,614	\$ 51,751	\$ 214,365
Contributions – members	52,843	50,420	103,263
Total contributions	\$ 215,457	\$ 102,171	\$ 317,628

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2023

NOTE 9 – NET PENSION LIABILITY AND PENSION PLAN (continued)

A. General Information about the Pension Plan (continued)

Proportionate Share of Net Pension Liability and Pension Expense

The District's net pension liability for each Plan is measured as the proportionate share of the net pension liability. The net pension liability of each of the Plans is measured as of June 30, 2022, and the total pension liability for each Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2021, rolled forward to June 30, 2022, using standard update procedures. The District's proportionate share of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined.

The following table shows the District's proportionate share of the risk pool collective net pension liability over the measurement period for the Plan for the fiscal year ended June 30, 2022 (Measurement Date):

<u>Plan Type and Balance Descriptions</u>	<u>Total Pension Liability</u>	<u>Fiduciary Net Position</u>	<u>Net Pension Liability</u>
CalPERS – Safety Plan:			
Balance as of June 30, 2021 (Measurement Date)	\$ 16,250,416	\$ 18,578,386	\$ (2,327,970)
Balance as of June 30, 2022 (Measurement Date)	\$ 16,817,570	\$ 16,079,371	\$ 738,199
Change in Plan Net Pension Liability	<u>\$ 567,154</u>	<u>\$ (2,499,015)</u>	<u>\$ 3,066,169</u>

The District's proportionate share percentage of the net pension liability for the June 30, 2022, measurement date was as follows:

	<u>Percentage Share of Risk Pool</u>		<u>Change Increase/ (Decrease)</u>
	<u>Fiscal Year Ending June 30, 2023</u>	<u>Fiscal Year Ending June 30, 2022</u>	
Measurement Date	<u>June 30, 2022</u>	<u>June 30, 2021</u>	
Percentage of Risk Pool Net Pension Liability	0.001074%	-0.066334%	0.067408%
Percentage of Plan (PERF C) Net Pension Liability	0.006391%	-0.043044%	0.049435%

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2023

NOTE 9 – NET PENSION LIABILITY AND PENSION PLAN (continued)

B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions (continued)

For the year ended June 30, 2023, the District recognized pension credit of \$3,297,016. At June 30, 2023, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<u>Account Description</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Pension contributions made after the measurement date	\$ 214,365	\$ -
Difference between actual and proportionate share of employer contributions	841,709	(1,042,412)
Adjustment due to differences in proportions	1,879,522	(810,915)
Differences between expected and actual experience	30,551	(8,016)
Differences between projected and actual earnings on pension plan investments	116,572	-
Changes in assumptions	74,433	-
Total Deferred Outflows/(Inflows) of Resources	<u>\$ 3,157,152</u>	<u>\$ (1,861,343)</u>

The deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the subsequent fiscal year. The deferred outflows/(inflows) of resources related to the difference between projected and actual earnings on pension plan investments will be amortized over a closed five-year period. The deferred outflows/(inflows) of resources related to the net change in proportionate share of net pension liability, changes of assumptions, and differences between expected and actual experience in the measurement of the total pension liability will be amortized over the Expected Average Remaining Service Life (EARSL) of all members that are provided benefits (active, inactive, and retirees) as of the beginning of the measurement period. The EARSL for the measurement period is 3.8 years.

An amount of \$214,365 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ending June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as a reduction to pension expense as follows:

<u>Amortization Period Fiscal Year Ended June 30</u>	<u>Deferred Outflows/(Inflows) of Resources</u>
2024	\$ 422,067
2025	363,953
2026	224,313
2027	71,111
Total	<u>\$ 1,081,444</u>

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2023

NOTE 9 – NET PENSION LIABILITY AND DEFINED BENEFIT PENSION PLAN (continued)

B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions (continued)

Actuarial Methods and Assumptions Used to Determine Total Pension Liability

For the measurement period ending June 30, 2022 (the measurement date), the total pension liability was determined by rolling forward the June 30, 2021, total pension liability. The June 30, 2022, total pension liability was based on the following actuarial methods and assumptions:

Actuarial Methods and Assumptions Used to Determine Total Pension Liability

Actuarial Cost Method	Entry Age Normal in accordance with the requirement of GASB Statement No. 68
Actuarial Assumptions:	
Discount Rate	6.90%
Inflation	2.30%
Salary Increases	Varies by Entry Age and Service
Mortality Rate Table	Derived using CalPERS' Membership Data for all Funds. The mortality table used was developed based on CalPERS' specific data. The table includes 20 years of mortality improvements using Society of Actuaries Scale BB.
Post Retirement Benefit Increase	Contract COLA up to 2.30% until Purchasing Power Protection Allowance Floor on Purchasing Power applies, 2.30% thereafter

Long-term Expected Rate of Return

The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11+ years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses. The table below reflects long-term expected real rate of return by asset class.

Asset Class	Assumed Asset Allocation	Real Return ^{1,2}
Global Equity - Cap-weighted	30.0%	4.54%
Global Equity - Non-Cap-weighted	12.0%	3.84%
Private Equity	13.0%	7.28%
Treasury	5.0%	0.27%
Mortgage-backed Securities	5.0%	0.50%
Investment Grade Corporates	10.0%	1.56%
High Yield	5.0%	2.27%
Emerging Market Debt	5.0%	2.48%
Private Debt	5.0%	3.57%
Real Estate	15.0%	3.21%
Leverage	-5.0%	-0.59%
	100.0%	

¹ An expected inflation of 2.30% used for this period.

² Figures are based on the 2021 Asset Liability Management study.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2023

NOTE 9 – NET PENSION LIABILITY AND DEFINED BENEFIT PENSION PLAN (continued)

B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions (continued)

Discount Rate

The discount rate used to measure the total pension liability was 7.15%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the Plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Subsequent Events

There were no subsequent events that would materially affect the results in this disclosure.

Sensitivity of the Net Pension Liability/(Asset) to Changes in the Discount Rate

The following presents the net pension liability/(asset) of the Plan as of the measurement date, calculated using the discount rate of 6.90%, as well as what the net pension liability/(asset) would be if it were calculated using a discount rate that is 1 percentage-point lower (5.90%) or 1 percentage-point higher (7.90%) than the current rate:

<u>Plan's Net Pension Liability/(Asset)</u>		
<u>Discount Rate - 1%</u>	<u>Current Discount</u>	<u>Discount Rate + 1%</u>
<u>5.90%</u>	<u>Rate 6.90%</u>	<u>7.90%</u>
<u>3,060,679</u>	<u>\$ 738,199</u>	<u>\$ (1,159,904)</u>

Pension Plan Fiduciary Net Position

Detailed information about the pension plan’s fiduciary net position is available in the separately issued CalPERS financial report and can be obtained from CalPERS’ website under Forms and Publications.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT
Notes to Financial Statements
June 30, 2023

NOTE 10 – NET INVESTMENT IN CAPITAL ASSETS

At June 30, 2023, the net investment in capital assets was calculated as follows:

<u>Description</u>	<u>Balance</u>
Net investment in capital assets:	
Capital assets – not being depreciated	\$ 2,808,347
Capital assets, net – being depreciated	2,614,496
Loan payable – current portion	(24,398)
Loan payable – non-current portion	(136,621)
Direct finance purchase – current portion	(50,934)
Direct finance purchase – non-current	<u>(106,522)</u>
Total	<u>\$ 5,104,368</u>

NOTE 11 – FUND BALANCES

At June 30, 2023, fund balances of the District’s governmental funds were classified as follows:

<u>Description</u>	<u>General Fund</u>
Nonspendable:	
Prepaid items	\$ 28,431
Assigned:	
Compensated absences	<u>91,962</u>
Unassigned	<u>2,393,938</u>
Total fund balances	<u>\$ 2,514,331</u>

NOTE 12 – NET POSITION – UNRESTRICTED (DEFICIT)

As of June 30, 2023, the District had an unrestricted net position deficit of (\$603,651). Due to the nature of the deficit from the implementation of GASB Statements No. 68 (net pension liability) and No. 75 (net OPEB obligation) in the prior fiscal years, the District will continue to make its actuarial determined contributions to CalPERS and annually review its outstanding net pension and net OPEB obligations funding requirements for future periods to reduce its deficit position.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2023

NOTE 13 – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District is a member of the Special District Risk Management Authority (SDRMA), an intergovernmental risk sharing joint powers authority created to provide self-insurance programs for California special districts. The purpose of the SDRMA is to arrange and administer programs of self-insured losses and to purchase excess insurance coverage.

A. Entity	SDRMA
B. Purpose	To pool member contributions and realize the advantages of self-insurance
C. Participants	As of June 30, 2023 – 499 member agencies
D. Governing board	Seven representatives employed by members
E. District payments for FY 2023:	
Property/Liability policy	\$76,654
Workers' compensation policy	\$62,101
F. Condensed financial information	June 30, 2023
Statement of net position:	June 30, 2023
Total assets	<u>\$ 146,574,993</u>
Deferred outflows	<u>1,664,198</u>
Total liabilities	<u>76,343,471</u>
Deferred inflows	<u>374,517</u>
Net position	<u><u>\$ 71,521,203</u></u>
Statement of revenues, expenses and changes in net position:	
Total revenues	\$ 100,884,445
Total expenses	<u>(96,706,371)</u>
Change in net position	4,178,074
Beginning – net position	<u>66,343,129</u>
Ending – net position	<u><u>\$ 70,521,203</u></u>
G. Member agencies share of year-end financial position	Not Calculated

At June 30, 2023, the District participated in the liability and property programs of the SDRMA as follows:

- General and auto liability, public officials and employees' errors and omissions: Total risk financing self-insurance limits of \$2,500,000, combined single limit at \$2,500,000 per occurrence. The District purchased additional excess coverage layers: \$10,000,000 for general, auto and public official's liability, which increases the limits on the insurance coverage noted above.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2023

NOTE 13 – RISK MANAGEMENT (Continued)

In addition to the above, the District also has the following insurance coverage:

- Employee dishonesty coverage up to \$400,000 per loss includes public employee dishonesty, forgery or alteration and theft, disappearance and destruction coverage.
- Property loss is paid at the replacement cost for property on file, if replaced within three years after the loss, otherwise paid on an actual cash value basis, to a combined total of \$1.0 billion per occurrence, subject to a \$2,000 deductible per occurrence.
- Boiler and machinery coverage for the replacement cost up to \$100 million per occurrence, subject to a \$1,000 deductible per occurrence.
- Public official's personal liability up to \$500,000 each occurrence, with an annual aggregate of \$500,000 per each elected/appointed official to which this coverage applies, subject to the terms, with a deductible of \$500 per claim.

The District maintains workers' compensation coverage and employer's liability coverage in accordance with the statutory requirements of the State of California.

Settled claims have not exceeded any of the coverage amounts in any of the last three fiscal years. There were no reductions in insurance coverage in fiscal year 2023, 2022, and 2021. Liabilities are recorded when it is probable that a loss has been incurred and the amount of the loss can be reasonably estimated net of the respective insurance coverage. Liabilities include an amount for claims that have been incurred but not reported (IBNR). There were no IBNR claims payable as of June 30, 2023, 2022, and 2021.

NOTE 14 – COMMITMENTS AND CONTINGENCIES

Excluded Leases – Short-Term Leases and De Minimis Leases

The District does not recognize a lease receivable and a deferred inflow of resources for short-term leases. Short-term leases are certain leases that have a maximum possible term under the lease contract of 12 – months (or less), including any options to extend, regardless of their probability of being exercised.

Also, *de minimis* lessor or lessee leases are certain leases (i.e., room rental, copiers, printers, postage machines) that regardless of their lease contract period are *de minimis* with regards to their aggregate total dollar amount to the financial statements as a whole.

Grant Awards

Grant funds received by the District are subject to audit by the grantor agencies. Such audit could lead to requests for reimbursements to the grantor agencies for expenditures disallowed under terms of the grant. Management of the District believes that such disallowances, if any, would not be significant.

Litigation

In the ordinary course of operations, the District is subject to claims and litigation from outside parties. After consultation with legal counsel, the District believes the ultimate outcome of such matters, if any, will not materially affect its financial condition.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT
Notes to Financial Statements
June 30, 2023

NOTE 15 - CURRENT AND SUBSEQUENT EVENTS

The District has evaluated subsequent events through February 8, 2024, the date which the financial statements were available to be issued.

Required Supplementary Information

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT
Budgetary Comparison Schedule – General Fund
For the Fiscal Year Ended June 30, 2023

	<u>Final Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>
Revenues:			
Property taxes	\$ 2,201,900	\$ 2,381,352	\$ 179,452
Franchise fees, net	110,000	83,256	(26,744)
Special assessments:			
Public safety	720,000	685,470	(34,530)
Measure "G" public safety	652,300	651,974	(326)
Recreation	44,400	44,359	(41)
Charges for services	159,500	90,743	(68,757)
Operating grants and contributions	325,000	217,383	(107,617)
Capital grants and contributions	-	456	456
Investment earnings	5,000	26,095	21,095
Other revenue	<u>67,400</u>	<u>46,028</u>	<u>(21,372)</u>
Total revenues	<u>4,285,500</u>	<u>4,227,116</u>	<u>(58,384)</u>
Expenditures:			
Current:			
Salaries and wages	2,199,100	1,765,489	433,611
Employee benefits	656,200	541,946	114,254
Materials and services	1,183,200	1,900,063	(716,863)
Capital outlay	-	68,061	(68,061)
Debt service:			
Principal payment	164,600	168,169	(3,569)
Interest payment	<u>80,000</u>	<u>92,800</u>	<u>(12,800)</u>
Total expenditures	<u>4,283,100</u>	<u>4,536,528</u>	<u>(253,428)</u>
Change in fund balance	<u>\$ 2,400</u>	<u>(309,412)</u>	<u>\$ (311,812)</u>
Fund balance:			
Beginning of year		<u>2,823,743</u>	
End of year		<u>\$ 2,514,331</u>	

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT
Schedule of Proportionate Share of the Net Pension Liability
For the Fiscal Year Ended June 30, 2023

Last Ten Fiscal Years*

California Public Employees' Retirement System (CalPERS) Miscellaneous Plan

Measurement Date	District's Proportion of the Miscellaneous Plan's Net Pension Liability	District's Proportionate Share of the Net Pension Liability	District's Covered Payroll	District's Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll	Plan's Fiduciary Net Position as a Percentage of the Plan's Total Pension Liability
June 30, 2014	0.04113%	2,559,571	\$ 963,888	265.55%	79.75%
June 30, 2015	0.04025%	3,059,855	945,713	323.55%	87.25%
June 30, 2016	0.03796%	3,821,324	974,432	392.16%	84.00%
June 30, 2017	0.03893%	3,860,944	879,501	438.99%	78.83%
June 30, 2018	0.03955%	3,811,481	686,340	555.33%	79.56%
June 30, 2019	0.04036%	4,135,341	701,270	589.69%	72.93%
June 30, 2020	-0.00016%	(16,983)	780,224	-2.18%	100.11%
June 30, 2021	-0.04304%	(2,327,970)	1,140,973	-204.03%	114.33%
June 30, 2022	0.63910%	738,199	1,022,338	72.21%	95.61%

Notes to Schedule:

Benefit Changes:

There were no changes in benefits.

Changes in Assumptions:

From fiscal year June 30, 2015 and June 30, 2016:

GASB 68, paragraph 68 states that the long-term expected rate of return should be determined net of pension plan investment expense but without reduction for pension plan administrative expense. The discount rate of 7.50% used for the June 30, 2014, measurement date was net of administrative expenses. The discount rate of 7.65% used for the June 30, 2015, measurement date is without reduction of pension plan administrative expense.

From fiscal year June 30, 2016 to June 30, 2017:

There were no changes in assumptions.

From fiscal year June 30, 2017 to June 30, 2018:

The discount rate was reduced from 7.65% to 7.15%.

From fiscal year June 30, 2018 to June 30, 2019:

There were no significant changes in assumptions.

From fiscal year June 30, 2019 to June 30, 2020:

There were no significant changes in assumptions.

From fiscal year June 30, 2020 to June 30, 2021:

There were no significant changes in assumptions.

From fiscal year June 30, 2021 to June 30, 2022:

There were no significant changes in assumptions.

From fiscal year June 30, 2022 to June 30, 2023:

The discount rate was reduced from 7.15% to 6.90%.

*Fiscal year 2014 was the first measurement date year of implementation; therefore, only nine years are shown.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT
Schedule of Pension Contributions
For the Fiscal Year Ended June 30, 2023

Last Ten Fiscal Years*

California Public Employees' Retirement System (CalPERS) Miscellaneous Plan

Fiscal Year	Actuarially Determined Contribution	Contributions in Relation to the Actuarially Determined Contribution	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
June 30, 2014	\$ 356,745	\$ (356,745)	\$ -	\$ 963,888	37.01%
June 30, 2015	384,301	(384,301)	-	945,713	40.64%
June 30, 2016	369,564	(369,564)	-	974,432	37.93%
June 30, 2017	478,607	(478,607)	-	879,501	54.42%
June 30, 2018	293,014	(293,014)	-	686,340	42.69%
June 30, 2019	330,361	(330,361)	-	701,270	47.11%
June 30, 2020	382,475	(4,806,883)	(4,424,408)	780,224	616.09%
June 30, 2021	179,521	(179,521)	-	1,140,973	15.73%
June 30, 2022	156,167	(156,167)	-	1,022,338	15.28%
June 30, 2023	214,365	(214,365)	-	1,123,532	19.08%

Notes to Schedule:

Fiscal Year	Valuation Date	Actuarial Cost Method	Asset Valuation Method	Inflation	Investment Rate of Return
June 30, 2014	June 30, 2012	Entry Age	Fair Value	2.75%	7.65%
June 30, 2015	June 30, 2013	Entry Age	Fair Value	2.75%	7.65%
June 30, 2016	June 30, 2014	Entry Age	Fair Value	2.75%	7.65%
June 30, 2017	June 30, 2015	Entry Age	Fair Value	2.75%	7.65%
June 30, 2018	June 30, 2016	Entry Age	Fair Value	2.75%	7.15%
June 30, 2019	June 30, 2017	Entry Age	Fair Value	2.50%	7.15%
June 30, 2020	June 30, 2018	Entry Age	Fair Value	2.50%	7.15%
June 30, 2021	June 30, 2019	Entry Age	Fair Value	2.50%	7.15%
June 30, 2022	June 30, 2020	Entry Age	Fair Value	2.50%	7.15%
June 30, 2023	June 30, 2021	Entry Age	Fair Value	2.30%	6.90%

Amortization Method Level percentage of payroll, closed
Salary Increases Depending on age, service, and type of employment
Investment Rate of Return Net of pension plan investment expense, including inflation
Retirement Age 50 years (3.0%@50), 52 years (2.7%@57)
Mortality Mortality assumptions are based on mortality rates resulting from the most recent CalPERS Experience Study adopted by the CalPERS Board.

*Fiscal year 2014 was the first measurement date year of implementation; therefore, only ten years are shown.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT
Schedule of Changes in the District's Net OPEB Liability and Related Ratios
For the Fiscal Year Ended June 30, 2023

Fiscal Year Ended	Last Ten Fiscal Years*					
	June 30, 2023	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018
Measurement Date	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017
Total OPEB liability:						
Service cost	\$ 45,057	\$ 63,078	\$ 97,806	\$ 93,148	\$ 171,680	\$ 171,679
Interest	163,711	163,469	282,144	270,617	303,635	287,783
Changes of assumptions	130,983	-	(293,401)	-	(349,558)	-
Differences between expected and actual experience	(164,207)	-	(277,547)	(6,903)	(291,717)	(68,601)
Changes of benefit terms	(400,013)	-	(1,204,143)	-	-	-
Benefit payments	(201,478)	(208,795)	(192,057)	(213,923)	(204,377)	(142,894)
Net change in total OPEB liability	(425,947)	17,752	(1,587,198)	142,939	(370,337)	247,967
Total OPEB liability - beginning	2,302,695	2,284,943	3,872,141	3,729,202	4,099,539	3,851,572
Total OPEB liability - ending	1,876,748	2,302,695	2,284,943	3,872,141	3,729,202	4,099,539
Plan fiduciary net position:						
Contributions - employer	201,478	360,099	343,527	460,959	466,839	238,762
Net investment income	(311,417)	470,718	54,053	78,934	69,586	76,726
Administrative expense	(589)	(649)	(733)	(265)	(481)	(383)
Benefit payments	(201,478)	(208,795)	(192,057)	(213,923)	(204,377)	(142,894)
Net change in plan fiduciary net position	(312,006)	621,373	204,790	325,705	331,567	172,211
Plan fiduciary net position - beginning	2,326,939	1,705,566	1,500,776	1,175,071	843,504	671,293
Plan fiduciary net position - ending	2,014,933	2,326,939	1,705,566	1,500,776	1,175,071	843,504
District's net OPEB liability	\$ (138,185)	\$ (24,244)	\$ 579,377	\$ 2,371,365	\$ 2,554,131	\$ 3,256,035
Plan fiduciary net position as a percentage of the total OPEB liability	107.36%	101.05%	74.64%	38.76%	31.51%	20.58%
Covered payroll	N/A	\$ 1,283,193	\$ 1,026,275	\$ 730,130	\$ 686,340	\$ 879,501
District's net OPEB liability as a percentage of covered payroll	0.00%	-1.89%	56.45%	324.79%	372.14%	370.21%

Notes to Schedule:

Benefit Changes:

Measurement Date June 30, 2017 – There were no changes in benefits
Measurement Date June 30, 2018 – There were no changes in benefits
Measurement Date June 30, 2019 – There were no changes in benefits
Measurement Date June 30, 2020 – There were no changes in benefits
Measurement Date June 30, 2021 – There were no changes in benefits
Measurement Date June 30, 2022 – There were no changes in benefits

Changes in Assumptions:

Measurement Date June 30, 2017 – There were no changes in assumptions
Measurement Date June 30, 2018 – All eligible employees will be required to contribute at least \$125 monthly, regardless of the level of coverage selected. The \$125 monthly amount is assumed not to increase in future years.
Measurement Date June 30, 2019 – There were no changes in assumptions
Measurement Date June 30, 2020 – All employees hired prior to December 12, 2019 will have the employer share of costs capped at 90% of the 2020 Kaiser Bay Area rates for every coverage level and Medicare eligibility status. In addition, there is a mandatory \$125 minimum monthly contribution per retiree. Employees hired on or after December 12, 2019 will receive the PEMHCA minimum only.
Measurement Date June 30, 2021 – There were no changes in assumptions
Measurement Date June 30, 2022 – There were no changes in assumptions

* Fiscal year 2018 was the first year of implementation; therefore, only six years are shown.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT
Schedule of Contributions – Other Post-Employment Benefits (OPEB) Plan
For the Fiscal Year Ended June 30, 2023

Fiscal Year Ended	Last Ten Fiscal Years*					
	June 30, 2023	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018
Actuarially determined contribution	\$ 191,908	\$ 313,446	\$ 303,615	\$ 433,330	\$ 418,693	\$ 404,577
Contributions in relation to the actuarially determined contributions	(360,099)	(360,099)	(343,527)	(460,959)	(466,839)	(238,762)
Contribution deficiency (excess)	\$ (168,191)	\$ (46,653)	\$ (39,912)	\$ (27,629)	\$ (48,146)	\$ 165,815
Covered payroll	N/A	\$ 1,283,193	\$ 1,026,275	\$ 730,130	\$ 686,340	\$ 879,501
Contributions as a percentage of covered payroll	0.00%	28.06%	33.47%	63.13%	68.02%	27.15%

Notes to Schedule:

Valuation Date	June 30, 2022	June 30, 2020	June 30, 2020	June 30, 2019	June 30, 2017	June 30, 2017
Methods and Assumptions Used to Determine Contribution Rates:						
Actuarial cost method	Entry Age	Entry Age	Entry Age	Entry Age	Entry Age	Entry Age
Amortization method	Closed period, level percent of pay	(1)	(1)	(1)	(1)	(1)
Amortization period	20-years	20-years	20-years	20-years	20-years	20-years
Asset valuation method	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value
Discount rate	6.00%	7.28%	7.28%	7.28%	7.28%	7.28%
Inflation	2.50%	2.01%	2.01%	2.26%	2.26%	2.26%
Payroll increases	3.00%	2.75%	2.75%	3.25%	3.25%	3.25%
Mortality	(2)	(2)	(2)	(2)	(2)	(2)
Morbidity	(3)	(3)	(3)	(3)	(3)	(3)
Disability	Valued	Valued	Valued	Valued	Valued	Valued
Retirement	(4)	(4)	(4)	(4)	(4)	(4)
Percent Married	100%	100%	100%	100%	100%	100%
Healthcare trend rates	(5)	(5)	(5)	(5)	(5)	(5)

- (1) Closed period, level percent of pay
(2) CalPERS 2017 Study
(3) CalPERS 2017 Study
(4) CalPERS Public Agency Safety 3.0%@55 and 2.7%@57
(5) Pre-65 - 6.68% trending down to 5.00% in 2030 and later
Post-65 - 5.00% consistent to 2030

* Fiscal year 2018 was the first year of implementation; therefore, only six years are shown.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

Notes to the Required Supplementary Information

For the Fiscal Year Ended June 30, 2023

NOTE 1 – PURPOSE OF SCHEDULES

Budgetary Comparison Schedules

The District follows specific procedures in establishing the budgetary data reflected in the financial statements. Each year the District prepares and submits an operating budget to the Board of Directors no later than June of each year. The basis used to prepare the budget does not differ substantially from the modified accrual basis of accounting. The adopted budget becomes operative on July 1. The Board of Directors must approve all supplemental appropriations to the budget and transfers between major accounts.

Schedule of Proportionate Share of the Net Pension Liability

This schedule is required by GASB Statement No. 68 and is required for all employers in a cost-sharing pension plan. The schedule reports the following information:

- The proportion (percentage) of the collective net pension liability (similar to the note disclosure)
- The proportionate share (amount) of the collective net pension liability
- The employer's covered-employee payroll
- The proportionate share (amount) of the collective net pension liability as a percentage of the employer's covered-employee payroll
- The pension plan's fiduciary net position as a percentage of the total pension liability

Schedule of Pension Contributions

This schedule is required by GASB Statement No. 68 and is required for all employers in a cost-sharing pension plan. The schedule reports the following information:

- If an employer's contributions to the plan are actuarially determined or based on statutory or contractual requirements: the employer's actuarially determined contribution to the pension plan (or, if applicable, its statutorily or contractually required contribution), the employer's actual contributions, the difference between the actual and actuarially determined contributions (or statutorily or contractually required), and a ratio of the actual contributions divided by covered-employee payroll.

Schedule of Changes in the District's Net OPEB Liability and Related Ratios

This schedule is required by GASB Statement No. 75 and is required for all employers in a cost-sharing OPEB plan. The schedule reports the following information:

- The employer's proportion (percentage) of the collective net OPEB liability
- The employer's proportionate share (amount) of the collective net OPEB liability
- The employer's covered-employee payroll
- The employer's proportionate share (amount) of the collective net OPEB liability as a percentage of the employer's covered-employee payroll
- The OPEB plan's fiduciary net position as a percentage of the total OPEB liability.

Schedule of Contributions – Other Post-Employment Benefits (OPEB) Plan

This schedule is required by GASB Statement No. 75 and is required for all employers in an OPEB plan. The schedule reports the following information:

- If an employer's contributions to the plan are actuarially determined or based on statutory or contractual requirements: the employer's actuarially determined contribution to the OPEB plan (or, if applicable, its statutorily or contractually required contribution), the employer's actual contributions, the difference between the actual and actuarially determined contributions (or statutorily or contractually required), and a ratio of the actual contributions divided by covered-employee payroll.

Other Independent Auditors' Report



INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the general fund of Kensington Police Protection and Community Services District (District) as of and for the fiscal year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated February 8, 2024.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Walnut Creek, California
February 8, 2024



Date: February 8, 2024
To: Board of Directors
From: David Aranda, Interim General Manager
Subject: Approval of the Automated License Plate Reader Policy

Recommendation

Approval of the Automated License Plate Readers Policy (ALPRs).

Background

At the January 11, 2024, Board of Directors meeting, the agenda consisted of purchasing a software program that allows license plate reading to assist the Police Department in dealing with various potential crimes in the community. The Board approved the purchase with a company called FLOCK, subject to the proper contract wording as presented by legal. FLOCK agreed to using the contract wording presented and the contract has been executed.

The Board also requested a policy to address this software and the use and distribution of what the software generates. The motion that was approved in January was to make some changes to the policy that was presented and to bring the policy back to the Board. Below is the motion that was made in January noting the changes that staff was directed to make.

- Motion by Director Hacaj, seconded by Director Duggan, that the Board of Directors adopted the policy before us with the following modifications which we will need to see back before us and those modifications are a correction on Section 426.3.1 outlined by Vice-President Aquino-Fike which is to strike the second sentence and turn the third sentence into a new subsection F and renumber F to G to clarify the first paragraph on page 5 that begins with all "ALPR data downloaded to the server" in particular to understand which server they are referring to, and lastly to reference the civil code for the records release and maintenance policy under 426.6, carried (5-0) by the following roll call vote: AYES (Aquino-Fike, Duggan, Gough, Hacaj and Spath); NOES (None); ABSTAINED (none); ABSENT (none).

The attached draft policy highlights those changes in yellow.

Exhibit(s)

- Automated License Plate Readers Policy 426

Automated License Plate Readers (ALPRs)

426.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology.

426.2 DEFINITIONS

- Automated License Plate Reader (ALPR) : A device that uses cameras and computer technology to compare digital images to lists of known information of interest.
- ALPR Operator : Trained Department members who may utilize ALPR system/equipment. ALPR operators may be assigned to any position within the Department, and the ALPR Administrator may order the deployment of the ALPR systems for use in various efforts.
- ALPR Administrator : The Chief of Police or their designee, serve as the ALPR Administrator for the Department.
- Hot List : A list of license plates associated with vehicles of interest compiled from one or more databases including, but not limited to, NCIC, CA DMV, Local BOLO's, etc.
- Vehicles of Interest : Including, but not limited to vehicles which are reported as stolen; display stolen license plates or tags; vehicles linked to missing and/or wanted persons and vehicles flagged by the Department of Motor Vehicle Administration or law enforcement agencies.
- Detection : Data obtained by an ALPR of an image (such as a license plate) within public view that was read by the device, including potential images (such as the plate and description of vehicle on which it was displayed), and information regarding the location of the ALPR system at the time of the ALPR's read.
- Hit : Alert from the ALPR system that a scanned license plate number may be in the National Crime Information Center (NCIC) or other law enforcement database for a specific reason including, but not limited to, being related to a stolen car, wanted person, missing person, domestic violation protective order or terrorist-related activity.

426.3 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates along with the vehicle make, model, color and unique identifiers through the Kensington Police Department's ALPR's system and the vendor's vehicle identification technology. The technology is used by the Kensington Police Department to convert data associated with vehicle license plates and vehicle descriptions for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, suspect interdiction and stolen property recovery.

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Chief of Police who will assign members under his/her

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command to administer the day-to-day operation of the ALPR equipment and data.

426.3.1 ALPR ADMINISTRATOR

The Chief of Police shall be responsible for compliance with the requirements of Civil Code § 1798.90.5 et seq. This includes, but is not limited to (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) Only properly trained sworn officers, crime analysts, communication operators, records clerks and police assistants are allowed access to the ALPR system or to collect ALPR information.
- (b) Ensuring that training requirements are completed for authorized users.
- (c) ALPR system monitoring to ensure the security of the information and compliance with applicable privacy laws.
- (d) Ensuring that procedures are followed for system operators and to maintain records of access in compliance with Civil Code § 1798.90.52.
- (e) The title and name of the current designee in overseeing the ALPR operation is maintained.
- (f) Continually working with the Custodian of Records on the retention and destruction of ALPR data.
- (g) Ensuring this policy and related procedures are conspicuously posted on the department's website.

426.4 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. Department members shall not use, or allow others to use the equipment or database records for any unauthorized purpose (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

- (a) An ALPR shall only be used for official law enforcement business.
- (b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
- (c) Partial license plates and unique vehicle descriptions reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) The officer should verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) or dispatch before taking enforcement action based solely on an ALPR alert. Because the ALPR alert may relate to a vehicle and may not relate to the person operating the vehicle, officers are reminded that they need to have reasonable suspicion and/or probable cause to make an enforcement stop of any vehicle. (For example, if a vehicle is entered into the system because of its association with a wanted individual, Officers should attempt to visually match the

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driver to the description of the wanted subject prior to making the stop or should have another legal basis for making the stop.

- (e) Designation of hot lists to be utilized by the ALPR system shall be made by the Chief of Police or their designee. Hot lists shall be obtained or compiled from sources as may be consistent with the purposes of the ALPR system set forth in this policy. Hot lists utilized by the Department's ALPR system may be updated by agency sources more frequently than the Department may be uploading them and thus the Department's ALPR system will not have access to real time data. Occasionally, there may be errors in the ALPR system's read of a license plate, therefore an alert alone shall not be a basis for a police action (other than following the vehicle of interest).

Prior to initiation of a stop of a vehicle or other intervention based on an alert, Department members shall undertake the following:

- (a) Verification of status on a hot list; An officer must receive confirmation, from a Police Department Communications Dispatcher or other Department computer device, that the license plate is still stolen, wanted, or otherwise of interest before proceeding (absent exigent circumstances).
- (b) Visual verification of license plate number; Officers shall visually verify that the license plate of interest matches the image of the license plate number captured (read) by the ALPR, including both the alphanumeric characters of the license plate, state of issue, and vehicle descriptors before proceeding. Department members alerted to the fact that an observed motor vehicle's license plate is entered as a hot plate (hit) in a specific BOLO (be on the lookout) list are required to make a reasonable effort to confirm that a wanted person is actually in the vehicle and/or that a reasonable basis exists before a Department member would have a lawful basis to stop the vehicle.

Department members will clear all stops from hot list alerts by indicating the positive ALPR hit, i.e., with an arrest or other enforcement action. If it is not obvious in the text of the call as to the correlation of the ALPR hit and the arrest, then the Department member shall update with the Communications Dispatcher and original person and/or a crime analyst inputting the vehicle in the hot list (hit).

General hot lists (SVS, SFR, and SLR) will be automatically downloaded into the ALPR system a minimum of once a day with the most current data overwriting the old data.

- (a) All entries and updates of specific hot lists within the ALPR system will be documented by the requesting Department member within the appropriate general offense report. As such, specific hot lists shall be approved by the ALPR Administrator (Lieutenant or Chief of Police designee) before initial entry within the ALPR system. The updating of such a list within the ALPR system shall thereafter be accomplished pursuant to the approval of the Department member's immediate supervisor. The hits from these data sources should be viewed as informational; created solely to bring the officers attention to specific vehicles that have been associated with criminal activity.

All hot plates and suspect information entered into the ALPR system will contain the following information as a minimum:

- (a) Entering Department member's name

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- (b) Related case number.
- (c) Short synopsis describing the nature of the originating call.

Login/Log-Out Procedure.

- (a) To ensure proper operation and facilitate oversight of the ALPR system, all users will be required to have individual credentials for access and use of the systems and/or data, which has the ability to be fully audited.

Permitted/Impermissible Uses.

- (a) The ALPR system, and all data collected, is the property of the Kensington Police Department. Department personnel may only access and use the ALPR system for official and legitimate law enforcement purposes consistent with this policy. The following uses of the ALPR system are specifically prohibited:
 1. Invasion of Privacy: Except when done pursuant to a court order such as a search warrant, it is a violation of this policy to utilize the ALPR to record license plates except those of vehicles that are exposed to public view (e.g., vehicles on a public road or street, or that are on private property but whose license plate(s) are visible from a public road, street, or a place to which members of the public have access, such as the parking lot of a shop or other business establishment).
 2. Harassment or Intimidation: It is a violation of this policy to use the ALPR system to harass and/or intimidate any individual or group.
 3. Use Based on a Protected Characteristic: It is a violation of this policy to use the ALPR system or associated scan files or hot lists solely because of a person's, or group's race, gender, religion, political affiliation, nationality, ethnicity, sexual orientation, disability, or other classification protected by law.
 4. Personal Use: It is a violation of this policy to use the ALPR system or associated scan files or hot lists for any personal purpose.
 5. First Amendment Rights: It is a violation of this policy to use the ALPR system or associated scan files or hot lists for the purpose or known effect of infringing upon First Amendment rights.

Anyone who engages in an impermissible use of the ALPR system or associated scan files or hot lists may be subject to:

- (a) criminal prosecution,
- (b) civil liability, and/or
- (c) administrative sanctions, up to and including termination, pursuant to and consistent with the relevant collective bargaining agreements and Department policies

426.5 DATA RETENTION AND COLLECTION

The Chief of Police is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with Department procedures.

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In the event ALPR data must be downloaded from the Flock server to the police department server for an ongoing criminal investigation, it shall be stored for no longer than one year in accordance with the established records retention schedule. Thereafter, all ALPR data shall be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances, the applicable data shall be downloaded from the police department server onto a separate secure media device and placed into evidence.

The ALPR vendor, Flock Safety, will store all captured KPD data on their servers and ensure proper maintenance and security of the information is kept. Flock Safety shall purge all KPD data at the end of the 30 days of storage.

Restrictions on use of ALPR data:

- (a) Information gathered or collected, and records retained by Flock Safety cameras or any other Department ALPR system will not be sold, accessed, or used for any purpose other than legitimate law enforcement or public safety purposes.

426.6 ACCOUNTABILITY AND SAFEGUARDS

All data will be closely safeguarded and protected by both procedural and technological means. The Kensington Police Department will observe the following safeguards regarding access to and use of stored data (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) All non-law enforcement requests for access to stored ALPR data shall be processed in accordance with applicable law.
- (b) All ALPR data downloaded to the mobile workstation shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date, and time.
- (c) Persons approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or Department related civil or administrative action.
- (d) Such ALPR data may be released to other authorized and verified law enforcement officials and agencies for legitimate law enforcement purposes.
- (e) Every ALPR detection browsing inquiry must be documented by either the associated Kensington Police case number or incident number, and/or a reason for the inquiry.

For security or data breaches, see the Records Release and Maintenance Policy.

426.7 POLICY

The policy of the Kensington Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public. All data and images gathered by the ALPR are for the official use of this Department. Because such data may contain confidential information, it is not open to public review.

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The Kensington Police Department does not permit the sharing of ALPR data gathered by the KPPCSD or its contractors/subcontractors for purpose of federal immigration enforcement, pursuant to the California Values (Government Code § 7282.5; Government Code § 7284.2 et seq) – these federal immigration agencies include Immigrations and Customs Enforcement (ICE) and Customs and Border Patrol.

426.8 ALPR DATA DETECTION BROWSING AUDITS

It is the responsibility of the Chief of Police to ensure that an audit is conducted of ALPR detection browsing inquiries at least once during each calendar year. The Department will audit a sampling of the ALPR system utilization from the prior 12-month period to verify proper use in accordance with the above authorized uses. The audit shall randomly select at least 10 detection browsing inquiries conducted by Department employees during the preceding six-month period and determine if each inquiry meets the requirements established in policy section 462.6(e).

The audit shall be documented in the form of an internal Department memorandum to the Chief of Police. The memorandum shall include any data errors found so that such errors can be corrected. After review by the Chief of Police, the memorandum and any associated documentation shall be filed and retained by PSD.

426.9 RELEASING ALPR DATA

The ALPR data may be shared only with other law enforcement or prosecutorial agencies when there is a need to know, a right to know or legal obligation to provide the information.

The agency request for the ALPR data must be in writing and include:

- (a) The name of the agency.
- (b) The name of the person requesting.
- (c) The intended purpose of obtaining the information.

The request is should be reviewed and approved by the Chief of Police or the authorized designee before the request is fulfilled.

The Chief of Police will consider the California Values Act (Government Code § 7282.5; Government Code § 7284.2 et seq), before approving the release of ALPR data. The Kensington Police Department does not permit the sharing of ALPR data gathered by the KPPCSD or its contractors/subcontractors for purpose of federal immigration enforcement, these federal immigration agencies include Immigrations and Customs Enforcement (ICE) and Customs and Border Patrol (CPB).

The Chief of Police will also consider the California Reproductive Privacy Act (Health and Safety Code § 123460 - § 123469) before approving the sharing of ALPR data for the purpose of investigating any person seeking to exercise their reproductive health care rights within California. The Kensington Police Department does not permit the sharing of ALPR data gathered by the District or its contractors/subcontractors for the purpose of prosecuting, investigating or initiating

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any legal proceeding against any person for the exercise of reproductive health care rights as defined by California law.

The approved request is retained on file. Requests for ALPR data by non-law enforcement or nonprosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy (Civil Code § 1798.90.55).

Agencies outside of California that request to access ALPR data through Flock Safety Portal must agree to abide by all applicable Federal and California State Laws as well as Department policy.

- (a) The Department will send a data sharing request to the agency which must be completed and returned prior to the granting of access
- (b) The ALPR Administrator (Lieutenant or Chief of Police designee) will maintain these documents for the entirety of the shared data agreement
- (c) Access to KPD ALPR data can be stopped at anytime by authorized KPD Command Staff.

426.10 TRAINING

The Training Sergeant should ensure that members receive department-approved training for those authorized to use or access the ALPR system (Civil Code § 1798.90.51; Civil Code §1798.90.53).

No member of this Department shall operate ALPR equipment or access ALPR data without first completing Department-approved training.



Date: February 8, 2024
To: Board of Directors
From: David Aranda, Interim General Manager
Subject: Discussion and Direction Regarding the Reorganization Process and the
Dissolution of the Reorganization Committee

Recommendation

The Board President will dissolve the Reorganization Committee and any further direction from the Board to the General Manager would be appreciated.

Background

At the Kensington Fire Protection District (KFPD) board meeting of January 17, 2024 that Board approved the Ridgeline proposal to perform a financial study on KFPD and KPPCSD standing alone as two independent special districts as compared to the two districts reorganizing into one independent special district.

The KPPCSD Board had already approved the Ridgeline proposal. A meeting was held with both Board Presidents and both General Managers on Tuesday, January 30th to assist in coordinating future board meetings in conjunction with the Ridgeline proposal.

The KPPCSD will be the entity that signs the contract with Ridgeline and pays the monthly bills as outlined in the Ridgeline proposal and an agreement with KPPCSD and KFPD to have KFPD pay the 50% share of that cost each month by an invoice and appropriate documentation being submitted each month from KPPCSD to KFPD.

The two General Managers will begin submitting administrative information to Ridgeline (please note that the principal of Ridgeline will be out of the Country for the remainder of February) and future director meetings will be determined as we move into late February.

A phone conversation between the two General Managers and Ridgeline on Friday February 2, 2024, provided some directions that will be of assistance as we move forward on this project. The goal would be to have Ridgelines work completed and a presentation in July 2024.



Date: February 8, 2024
To: Board of Directors
Submitted By: David Aranda, Interim General Manager
Presented: Director Sarah Gough
Subject: Final Presentation by the Police Department & District Office Permanent Location Committee & Recommendations

Recommendation

After the power point presentation comments and questions are welcome and the board should consider recommendation a. and the Board President act on recommendation b.

- a. Motion to explore the KPPCSD property south of the Kensington Public Library on the Arlington Avenue as the permanent location for the Kensington Police Department & KPPCSD office, with the first step being authorizing the Interim General Manager David Aranda to enter into an agreement with a firm to survey the parcel, with a cost not to exceed \$30,000.
- b. Motion to dissolve the Police Department & District Office Permanent Location Committee effective Feb. 8, 2024.

Background

The property south of the Kensington Library is what the Board and staff will focus on moving forward for a new police building and permanent District offices. The next step is to consider the ability to build on the parcel south of the Kensington Public Library. Part of this action, followed by the presentation, questions and comments will be to approve the General Manager contracting with a surveying company to do the necessary survey on the property at a cost not to \$30,000.

There are a number of attachments to this agenda item, all of which I hope is helpful in our discussion. First, find attached the charter of the Police Department & District Office Permanent Location Committee that was developed January 2023. Second, you will find a power point presentation of the final close out report from the committee. It would be appreciated to let Director Gough present the information with questions and comments being taken at the end of her presentation. Third, she will be referencing additional attachments that are part of this ASI. Fourth and finally, there is the need to continue to explore the ability to pursue building on this property

Police Department & District Office Permanent Location

Committee & Recommendations

February 8, 2024

Page 2 of 2

and a topo survey is the next logical step, followed by the second phase of the geotechnical engineer to determine the feasibility of the property for a police building.

Exhibit(s)

- Police Department & District Office Permanent Location Committee Charter that was developed January 2023
- Power Point Presentation
- Summary of Eminent Domain Steps
- Use of KPPCSD Park Property for Police Station Memo
- Alan Kropp Initial Geotechnical/Geologic Study Proposal

Police Department + District Office Permanent Location Committee

Committee Members:

- President Aquino-Fike
- Vice-President Gough

Purpose:

To investigate and recommend a permanent location for the police and district offices within the borders of Kensington. The Committee will consider, inter alia:

1. available commercial, land, and residential properties within Kensington's border
2. architecture plans submitted by Bart Jones
3. architecture plans submitted by Jim Watt

**The Committee will not consider properties located within Kensington Park, the Arlington Avenue parking lot, or in any other city/municipality's borders.*

Deliverables:

1. The Committee will provide public updates at regular monthly board meetings until a location is identified or the committee dissolves.
2. The Committee will provide a recommendation, including a thorough cost-benefit analysis of the top 2 location options, no later than 12 months from the committee formation date.

Limitations:

1. The Committee's final recommendation will be presented in a public board meeting. No vote or action will occur for at least 3 days following the public presentation to allow opportunity for board and community input.
2. No Committee member will commit to any contract or expenditure on behalf of the District without prior approval by the GM or the full board.
3. Committee members will direct all requests for information from staff through the GM, and will endeavour to keep all such requests to a minimum.

Timing:

The Committee will dissolve once a permanent location has been voted on by the full board or no later than 18 months from the committee formation date if no location has been approved.



KPPCSD Police Department & District Office
Permanent Location Committee

Final Committee Recommendation



Agenda

Today's Road Map:

- Review of Committee's Mandate and Completion of Work
- Final Committee Recommendation to Board of Directors
- Requested Actions



Committee Background

- Committee was created by former President Aquino-Fike in the January 2023 meeting.
- In the interest of transparency, a written document laying out the committee's purpose and deliverables was shared with the public.
- This Committee did not pursue options outside the borders of Kensington. The committee mandate did not include this.



Committee Mandate

Purpose:

To investigate and recommend a permanent location for the police and district offices within the borders of Kensington. The Committee will consider, inter alia:

- Available commercial, vacant land, and residential properties within Kensington's borders
- Architecture plans submitted by Bart Jones + Jim Watt

Deliverables:

- Provide updates at monthly meetings until a location is identified or the committee dissolves.
 - Provide a recommendation, including a thorough cost-benefit analysis of the top 2 location options, no later than 12 months from the committee formation date.
-



Options Considered To Date

The Committee explored:

- ✓ Reconsideration of the PSB, including plans submitted by Bart Jones and Jim Watt
- ✓ Commercial properties within Kensington
- ✓ Residential properties within Kensington
- ✓ Vacant land

In Addition, the Committee assessed the following options suggested by residents:

- ✓ EBMUD properties
 - ✓ UUCB Rental Options
 - ✓ County Properties
 - ✓ Eminent Domain
 - ✓ KPPCSD land south of the library
-

Recap:

Non-negotiable KPD Space Needs

Police Admin/Receptionist Workspace/Lobby Area	Computer Server/IT Room
Chief's Office	Some File Storage (secure)
Lieutenant's Office	Some Equipment Storage (secure)
Shared Sergeants' Office	Office Supplies/Printer Area
Patrol room with 2 workstations	Break Space
Police Support Staff Workspace	2 Bathrooms (staff only and staff/public)
Locker Room (all gender, 10 lockers)	Janitorial/Cleaning Storage
Evidence Storage Cabinet + Refrigeration	Secure parking for 7 patrol vehicles
Guns/Ammunition Storage Cabinet (secure)	

Recap:

Standard Police Dep't Space Needs

Conference/Meeting/Training Room Interview Room	File Cabinets for Personal Workstation Items
More Storage (equipment and files)	Gender Specific Locker Rooms and Showers
Additional Workstations (personnel)	Exercise Room
Individual Supervisor Offices (vs. shared)	Volunteer Workspace
Armory Room	Livescan Area
Evidence Room	Staff parking
Custody Processing Area	Visitor parking
Interview Room	

Recap of Options

Legend	
■	Positive
■	Negative
■	Neutral

Possible Option	Available	Need to Purchase/ Lease Property	Counter-party/ Litigation Risk	Meets Min Requirements	Major Construction Involved
PSB	Maybe	Yes	Yes	No	Yes
Commercial	Maybe	Yes	Yes	Maybe	Yes
Residential	Yes	Yes	Yes	Maybe	Yes
Vacant Land (not KPPCSD property)	Yes	Yes	Yes	Maybe	Yes
EBMUD	No	Yes	Yes	Maybe	Yes
UUCB	No	Yes	Yes	Yes	Maybe
County Properties	Maybe	Yes	Yes	Maybe	Yes
KPPCSD land south of library	Yes	No	No	Yes	Yes
Eminent Domain	No	Yes	Yes	Yes	Yes



Assumptions

- The new police and district offices building will:
 - Be efficiently designed to satisfy police and district needs, approx. 2000-3000 sq ft.
 - Be directly accessible from Arlington Avenue.
 - Not be visible from the recreational areas of the park.
 - Not interfere with any other community activities/services in the area.
 - Be sensitive to the natural environment and surrounding neighborhood.



Recommendation

The KPPCSD south lot is our best option for permanently housing our police and district offices in Kensington.

Advantages:

- No cost to entry
- No counterparty risk
- Access can be achieved from the Arlington
- "Town Center" concept
- Contained scope (limit in sq ft, usage)
- Cleared by Legal, minimal risk of litigation
- Positive initial geotechnical report
- Positive feedback from several key stakeholders

Challenges:

- Drainage
- Traffic light
- New construction costs

Ballpark Cost Estimate - 2,000 sq ft

May 2023:

\$1200 x 2000 sq ft = \$2,400,000

20% design contingency = \$480,000

18% soft costs = \$432,000

Traffic Light = \$500,000

Cost to Purchase Land = \$0

Total = \$3,812,000

February 2024:

\$1800 x 2000 sq ft = \$3,600,000

20% design contingency = \$720,000

18% soft costs = \$648,000

Traffic Light = \$500,000

Cost to Purchase Land = \$0

Total = \$5,468,000

Ballpark Cost Estimate - 3,000 sq ft

May 2023:

\$1200 x 3000 sq ft = \$3,600,000

20% design contingency = \$720,000

18% soft costs = \$648,000

Traffic Light = \$500,000

Cost to Purchase Land = \$0

Total = \$5,468,000

February 2024:

\$1800 x 3000 sq ft = \$5,400,000

20% design contingency = \$1,080,000

18% soft costs = \$972,000

Traffic Light = \$500,000

Cost to Purchase Land = \$0

Total = \$7,952,000



Conclusion

- The advantages and opportunities of the south lot far exceed the challenges.
- There is no other option for moving our police *back* to Kensington that:
 - Satisfies our min. building requirements,
 - Does not compromise the quality of our police services/expose district to other risks.
- There are no inexpensive options.
- Grants and other funding measures will be proactively pursued.
- The KPPCSD is only at the start of analyzing the feasibility of the south side of the Library.



Requested Actions

1. Motion to direct the Interim General Manager to focus exploration of a new permanent location for the KPD and district offices on the KPPCSD property south of the Kensington Public Library on Arlington Avenue.
2. Formal request to the Board President to dissolve the Police Department & District Office Permanent Location Committee effective Feb. 8, 2024.

MEMORANDUM

TO: Kensington Police Protection & Community Services District **CLIENT-MATTER NO.**
83892.00003:

FROM: BB&K, Ann Siprelle

DATE: January 30, 2024

RE: Acquisition by Eminent Domain - Procedural Steps and Issues

Entry Onto Property Before Condemnation

- As part of determining if it wants to acquire property, the District may enter property to make photographs, studies, surveys, examinations, tests, soundings, borings, samplings or appraisals.
- The District must either obtain written consent of the owner for entry on to the property or an order from the superior court.

Initial Steps to be Considered Prior to Commencing Condemnation

- Precondemnation Statutory Obligations
 - As a preliminary step to appraising the property, the District must give the property owner written notice of its intent to appraise the property.
 - Once the appraisal of the property is completed and approved by counsel, the Board would need to meet in closed session, approve the appraisal and set just compensation based on the amount of the appraisal, and authorize staff and counsel to make an offer to purchase to the property owner based on the amount of the appraisal. (That is, the District may not offer the property owner less than the amount of the approved appraisal.)
 - Once the offer is sent to the property owner, the District could then engage in open negotiations with the property owner. How long the District engages in negotiations, before taking the next step (conducting a Resolution Of Necessity hearing) would depend on the progress of the negotiations and the District's schedule.
 - During such pre-condemnation negotiations, the District should not indicate that it has already decided to commence eminent domain proceedings.
- Environmental Review

- Concurrent with the appraisal, offer, and negotiations process, the District would need to make certain that its acquisition and the overall project complied with the requirements of the California Environmental Quality Act (“CEQA”).
- Hearing on Resolution of Necessity
 - The adoption of a Resolution Of Necessity authorizes the District to commence eminent domain proceedings. The Resolution must be adopted before an eminent domain action may be filed in superior court.
 - Notice of the hearing for consideration of the Resolution must be given to the owner of the subject property whose name and address appears on the last equalized county assessment roll. The owner has fifteen (15) days after mailing of the notice to request to be heard at the hearing. The hearing must be held by the Board at a meeting where any parties requesting a hearing are given an opportunity to be heard.
- Contents of the Resolution Of Necessity
 - At the hearing, staff would make an oral (and perhaps visual) presentation to the Board regarding the property acquisition and project, and address the following issues, each of which would be findings that the Board would have to make in order to adopt a Resolution Of Necessity:
 1. That the public interest and necessity require the proposed project;
 2. That the proposed project is planned or located in a manner that will be most compatible with the greatest public good and least private injury;
 3. That the subject property is necessary for the proposed project; and
 4. That the written offer to purchase has been made.
 - The Resolution Of Necessity must be adopted by two-thirds vote of the voting members of the Board (not merely two-thirds of the members present).

Filing an Eminent Domain Lawsuit

- If and when the District adopted a Resolution Of Necessity for eminent domain, the District’s next step, if it were unable to negotiate a purchase with the owner, would be to file a civil eminent domain action against the property owner. The length of time necessary to complete that lawsuit, and the cost involved, is difficult to predict. The timing and expense depends a great deal on the response of the property owner. For example, the property owner could choose not to contest the lawsuit.

- The lawsuit must be filed within six (6) months of adoption of resolution of necessity; otherwise, the resolution may be set aside or the agency may be sued for inverse condemnation.
- If the property owner contests the lawsuit and seeks greater compensation, the lawsuit could take a year to a year and a half to complete.
- The District's legal expenses would depend on the amount of discovery taken in the lawsuit, the number of expert witnesses involved, and the length of the trial. If the District got to the point of eminent domain litigation, counsel could provide the District with incremental budgets for the various phases of the litigation. This approach is preferred because the District's overall approach should be to consider the prospects of settlement at each milestone, and these incremental litigation budgets would help the Board, staff, and legal counsel analyze settlement prospects along the way. In other words, the District should not look at any individual step, such as adopting a Resolution or filing the eminent domain lawsuit, as "crossing the Rubicon" to all out war.

Possession Before Trial

- The District may apply to the court at any time after filing the complaint for an order for immediate possession. The District must satisfy the court that it has the power of eminent domain and that it has deposited with the court the probable amount of compensation to be paid to the land owner based upon the appraisal.
- Immediate possession may be granted in three (3) days if the court finds an urgent need and that possession will not displace or unreasonably affect any person in actual possession.
- Property occupied by a home, business or farm can be occupied by the District ninety (90) days after service of the order of possession, and in all other cases, after thirty (30) days.

Activities After Action Filed

- Sixty days before trial, the parties will exchange appraisal information, including the identity of their expert witnesses for trial and any appraisal figures that will be relied upon at trial. Significantly, although the District could get an appraisal figure or settlement demand from the property owner before this exchange, the District cannot compel the property owner to provide an appraisal figure or settlement demand before then.
- At least twenty (20) days prior to the date of trial, the District must file with the court its final offer of compensation and defendant/property owner must file its final demand for compensation. If the court finds that the ultimate offer by the District was unreasonable in light of the evidence admitted and compensation awarded, the court can award the property owner its litigation expenses incurred, (this includes attorneys' fees, expert witness fees, and certain costs).

Trial

- Compensation shall include the value of the property actually taken, the amount of damage, if any, to the remainder, less the amount of the benefit, if any, to the remainder, and compensation for loss of goodwill if a business is involved.
- Eminent domain trials are entitled to time preference over other trials.

Post-Judgment Activity

- The judgment must be paid within thirty (30) days after it becomes final. Failure to pay within that time entitles the defendant to move for the dismissal of the eminent domain action.
- The amount awarded bears interest from the earliest of the following dates:
 - The date of entry of judgment.
 - The date the District takes possession of the property.
 - The date after which the District is authorized to take possession of the property by an order for possession.



Memorandum

To: Board of Directors of KPPCSD
From: Ann M. Siprelle
Date: January 8, 2024
Re: Use of KPPCSD Park Property for Police Station

At the request of Interim General Manager David Aranda, I have reviewed the Grant Deed dated January 31, 1996 by which the Richmond Unified School District granted the park property (“property”) to the Kensington Police Protection and Community Services District (“KPPCSD”); and the documents relating to the Limited Obligation Improvement Bonds issued in 1995 to finance the acquisition of the property and construction of certain improvements on the property. The purpose of my review was to determine whether these documents contain any limitation or restriction on KPPCSD’s future use of the property.

I have concluded based on my review that: (1) the grant deed did not contain any use restrictions; and (2) the bonds, which since have been closed out, likewise did not in any way limit the future uses of the park property. Accordingly, neither the grant deed nor the bond issuance restrict the KPPCSD’s ability to construct a police station on the property.

In addition, I have conferred with the District’s former legal counsel, and she concurs with my conclusions.

ALAN KROPP, CE, GE
JAMES R. LOTT, CE, GE
JERDEN VAN DEN BERG, CE
THOMAS M. BRENCIC, CE



ALAN KROPP
& ASSOCIATES, INC.

GEOTECHNICAL
CONSULTANTS

October 10, 2023
P-9279, L-33184

David Aranda
Kensington Police Protection & Community Services District
217 Arlington Avenue
Kensington, CA 94707

RE: Initial Geotechnical/Geological Studies
Police Department Building Site
Kensington, California

Dear Mr. Aranda:

This letter presents our proposal to perform initial geotechnical/geologic studies for a possible new Kensington Police Protection & Community Services District (KPPCSD) facility. The property under consideration for this project is a large, vacant parcel along the east side of Arlington Avenue, immediately south of the Kensington Library. The property slopes downhill to the west, toward Arlington Avenue. No conceptual plans for the site have been developed, but the facility will likely include a main building (with perhaps 3,000 square feet of floor space), parking for 10 to 12 vehicles, and an access driveway from Arlington Avenue.

The site is located within the Alquist-Priolo Earthquake Fault Zone (APEFZ) established by the State of California around the Hayward fault. In addition, landslides have been mapped in areas northwest and southwest of the site. To provide an initial indication of the viability of the site from a geotechnical/geologic hazards standpoint, we propose to perform an assessment based on data which currently exists. Subsurface exploration would be performed during a future phase of investigation if the project proceeds beyond the initial studies, and is not included in the cost of initial work.

PURPOSE AND SCOPE OF WORK

The purpose of our services in this initial study would be to assess whether the site looks viable for the proposed development from a geotechnical/geologic hazards standpoint.

Our scope of work would include:

- Reviewing key relevant published geologic maps and reports;
- Reviewing available consultant reports for the immediate area;
- Performing a reconnaissance of the site and vicinity to observe current site conditions and possible evidence of obvious geologic concerns;

- Compiling and reviewing the collected data; and
- Preparation of an initial geotechnical/geologic study report presenting our analyses and including our conclusions regarding the viability of the site for the proposed development from a geotechnical/geologic hazards standpoint. In order to reduce paper waste, our report will be submitted to you in an electronic PDF format only, unless we receive a specific request from you for print copies.

PROJECT COST

We would perform this initial study in accordance with the attached schedule of charges. Our cost for this job would be a lump sum of \$5,900.

SCHEDULE

We estimate that the study can be completed within about four weeks of authorization.

FUTURE CHARGES

Please note that our scope does not include any meetings during or following our initial study. Although we would be pleased to attend meetings, time spent at the meetings would be billed in addition to our lump sum cost.

Also, as noted above, detailed subsurface exploration and other elements of study would be needed if the project proceeds beyond this initial phase. The cost for that work can be provided after conceptual development plans have been prepared.

LIMITATIONS

This firm's services would be performed in accordance with generally accepted geological and geotechnical engineering principles and practices. This warranty is in lieu of all other warranties, either expressed or implied.

AUTHORIZATION TO PROCEED

If the scope and cost of this proposal are acceptable to you, please indicate your authorization to proceed by returning one signed copy of this letter to our office.

Thank you for considering our firm. If you have any questions, please call us.

Very truly yours,



Alan Kropp, G.E.
Principal Engineer

AK/jc

Copies: Addressee (PDF) – daranda@kppcsd.org

Attachment: Schedule of Charges and Terms

Any modifications or additions to this proposal must be countersigned by a representative from Alan Kropp & Associates, Inc., to be considered valid.

I have read and agree to the provisions contained in both the proposal and the attached Schedule of Charges and Terms:

Approved by _____ Title _____ Date _____

P-9279 Kensington Police - Vacant Lot Initial Study

ALAN KROPP & ASSOCIATES, INC.
STANDARD SCHEDULE OF CHARGES AND TERMS
FOR 2023 (Effective January 1, 2023)

CHARGES

Lump Sum Agreement: If Alan Kropp and Associates, Inc. (hereafter designated AKA) services are performed for a lump sum fee, the Client agrees to pay the lump sum fee stated in the proposal letter.

Time and Materials Agreement: If AKA services are performed on a time-and-materials basis, the Client agrees to pay AKA in accordance with the following schedule of charges:

<u>Personnel</u>		<u>Equipment*</u>	
Principal Engineer	\$325/hour	All Vehicles	\$0.70/mile
Principal Geologist	\$255/hour	Nuclear Gauge Testing	\$15.00/test
Associate Engineer	\$260/hour	Slope Inclinometer Probe	\$150/½-day
Senior Engineer	\$235/hour		\$200/full day
Senior Geologist	\$230/hour	Electronic Manometer	\$100/day
Project Engineer II	\$190/hour		
Project Engineer I	\$175/hour	<u>Laboratory Testing**</u>	
Project Geologist	\$165/hour	Moisture Content (ASTM D 2216)	\$45.00
Staff Engineer II	\$155/hour	Moisture and Density (ASTM D 2937)	\$60.00
Staff Engineer I	\$145/hour	Sieve w/Percent Passing #200 (ASTM D 422)	\$155.00
Staff Geologist	\$145/hour	Sieve w/Hydrometer (ASTM D 422)	\$260.00
Junior Engineer	\$125/hour	Percent Passing #200 Wash (ASTM D 1140)	\$110.00
Senior Engineer Tech	\$155/hour	Plastic and Liquid (Atterberg) Limits	
Engineering Technician	\$135/hour	(ASTM D 4318, Method B)	\$240.00
Engineering Assistant	\$115/hour	Unconfined Compression (ASTM D 2166)	\$125.00
CAD/GIS Specialist	\$145/hour	Modified Proctor Compaction – 4” Mold	
Technical Illustration	\$120/hour	(ASTM D 1557)	\$335.00
Word/Data Processing	\$100/hour	Modified Proctor Compaction – 6” Mold	
		(ASTM D 1557)	\$415.00
		Modified Proctor Compaction Check Point	
		(ASTM D 1557)	\$150.00
<u>Depositions, Arbitrations, Mediations, and Court Appearances</u>			
Principal Engineer	\$625/hour		
Associate Engineer	\$505/hour		

AKA Library Charges

Aerial Photographs	\$75/pair
Historical Consultant Data	\$150/report

*Charges for other equipment can be quoted at time of usage.

**Additional testing may be provided by independent laboratory and will be billed at cost plus 15 percent.

These rates will be charged for work performed during this current year. Work continuing into the following year or years will be charged at the new year's rate or rates. Work required over eight hours on a weekday or on a Saturday will be billed at 1.5 times the rates shown above. On our invoice, this will be accommodated by increasing the amount of hours worked by 50%. Work required on Sundays or holidays will be billed at 2.0 times the rates shown above. On our invoice, this will be accommodated by increasing the amount of hours worked by 100%. Services will be charged in ¼-hour increments, with time rounded upward to the nearest ¼ hour. There will be a minimum charge of ½-hour engineering assistant time, as well as a minimum charge of ½-hour engineering time, to set up each job. Project related charges incurred prior to contract authorization are customarily incorporated into total project charges upon contract authorization. Any time spent out of the office is charged on a portal-to-portal basis, including mileage.

Miscellaneous Charges: Drilling and backhoe services, special and consultant fees, permits, bridge tolls, insurance, fares, telegrams, shipping, special equipment rental, printing, reproduction, and other similar project-related costs are billed at cost plus 15 percent.

COOPERATION AND PROJECT UNDERSTANDING

Client will make available to AKA all information regarding past, existing, and proposed conditions of the site. The information shall include, but not be limited to, plot plans, topographic surveys, hydrographic data, and previous soil data including borings, field or laboratory tests, and written reports.

Client will immediately transmit to AKA any new information that becomes available or any change in plans.

AKA shall not be liable for any incorrect advice, judgment, or decision based on any inaccurate information furnished by Client, Client's agents or Client's other consultants, and Client will indemnify AKA against claims, demands, or liability arising out of or contributed to by such information.

No warranty of any kind whatsoever, expressed or implied, is made or intended in connection with the work to be performed by AKA or by the proposal for consulting or other services or by the furnishing of oral or written reports or findings made by AKA. No guarantee is given that reviewing bodies will grant project approval based on the work performed by AKA. If additional studies are required by such reviewers, Client will have the option of requesting the additional work be performed by AKA at additional cost or that no further work be performed by AKA and all outstanding invoices be paid.

PROJECT SITE

Client shall grant free access to the site for all necessary equipment and personnel. The Client shall notify any and all possessors of the project site, that Client has granted AKA free access to the project site. The acquisition of, and the payment for, any necessary permits, easements or other site approvals shall be the responsibility of the Client.

Client shall take reasonable steps to see that the property is protected, on and off site. AKA will not be responsible for damage to lawns, shrubs, landscapes, walks, or sprinkler systems, caused by movement of earth or equipment unless a specific agreement is made to the contrary.

Client shall locate for AKA and shall assume responsibility for the accuracy of his representations as to the locations of all known underground utilities and installations. AKA will not be responsible for damage to any such utilities or underground facilities, the locations of which were not known or accurately disclosed by Client. Client agrees to defend, indemnify and hold AKA harmless from any claim or liability for injury or loss, including costs of defense, arising from damage done to subterranean structures and utilities not identified or accurately located. Any such damage may, at AKA's option, be repaired by AKA and billed at cost to Client.

AKA shall backfill all borings or excavations on completion of their work unless monitoring of groundwater depth is appropriate. Settlement of the backfill may occur and the Client shall fill holes as required.

SAMPLES

AKA will retain all soil and rock samples for 30 days after the issuance of the report or notification to terminate work. If Client desires extended storage, the Client shall notify AKA prior to the expiration of this period. Extended storage or transfer will be at Client's expense.

SAFETY

AKA will not be responsible for the general safety on the site or the work of contractors and third parties.

INVOICES

AKA will submit invoices to client monthly, at other intervals appropriate to the project, or upon completion of services at the option of AKA. Our fees will be billed using an invoice format produced by a standardized accounting software package. Invoices will show hours, rate, and total charges broken down by personnel for services rendered during the billing period. A more detailed separation of charges and backup data will be provided upon Client's requests, but at additional costs.

Requests for a basic description of services performed will be provided at a minimum charge of \$25.00 per invoice. A basic description will categorize the work performed on each day, i.e. site visit, phone call, meeting. Requests for more specific descriptions of services performed will be provided at our normal hourly rate shown on this Schedule of Charges and Terms.

BILLING AND PAYMENT

Invoices will be submitted to Client by AKA, and will be due and payable upon presentation. If Client objects to all or any portion of any invoice, Client will so notify AKA in writing within fourteen calendar days of the invoice date, identify the cause of disagreement, and pay when due that portion of the invoice not in dispute. The parties will immediately make every effort to settle the disputed portion of the invoice. In the absence of written notification described above, the balance as stated on the invoice will be paid.

Invoices are delinquent if payment has not been received within thirty days from date of invoice. Client will pay an additional charge of one and one-half percent per month on any delinquent amount, except any portion of the invoiced amount in dispute and resolved in favor of Client. Payment thereafter will first be applied to accrued interest and then to the principal unpaid amount. All time spent and expenses incurred (including any attorney's fees) in connection with collection of any delinquent amount will be paid by the Client to AKA per AKA's current fee schedules. In the event Client fails to pay AKA within sixty days after invoices are rendered, Client agrees that AKA will have the right to consider the failure to pay AKA's invoice as a breach of this AGREEMENT.

OWNERSHIP OF DOCUMENTS

All reports, boring logs, field data, field notes, laboratory test data, calculations, estimates, and other documents prepared by AKA, as instruments of service, shall remain the property of AKA. AKA will retain all pertinent records relating to the services performed for a period of 5 years following submission of the report. Client shall notify AKA promptly if a longer retention time is required (as for FEMA or Federal Government reimbursements).

DISPUTES

In the event that Client makes a claim, at law or otherwise, against AKA for any alleged error, omission, or other acts arising out of performance of the professional services of AKA, and Client fails to prove such claim upon final adjudication, then Client shall pay all costs incurred by AKA in defending themselves against the claim, including, but not limited to, personnel-related costs, attorney's fees, court costs, and all other claim-related expenses. All disputes, claims, and other matters in controversy between Client and AKA arising out of or in any way related to this AGREEMENT will be submitted to alternative dispute resolution such as mediation and/or arbitration, before and as a condition precedent to other remedies provided by law.

If any provision of this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall remain in full force and effect and are binding on AKA and Client.

STANDARD OF CARE

Services performed by AKA under this AGREEMENT will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions and in the same locality. Client recognizes that subsurface conditions may vary from those encountered at the location where borings, surveys, or explorations are made by AKA and that the data, interpretations and recommendations of AKA are based solely on the information available. AKA will be responsible for the reasonable development of those data, interpretations, and recommendations, but shall not be responsible for the interpretation by others of the information developed.

LIMITATION OF LIABILITY

In order for client to obtain a lower fee from AKA, among other benefits, and in order for AKA to reduce its residual risk created by providing services to client, client and AKA agree that, to the fullest extent permitted by law, AKA's total aggregate liability to client is limited to \$50,000 or the fee, whichever is higher, for any and all injuries, damages, claims, losses, expenses, or claim expenses (including attorney's and expert witness fees) arising out of this AGREEMENT from any cause or causes. Such causes include, but are not limited to, AKA's negligence, errors, omissions, breach of contract, breach of warranty, strict liability, negligent misrepresentation, statutory liability, or other acts giving rise to liability based upon contract, tort, or statute. Client understands that dollar limits higher than \$50,000 are available, and that AKA might be willing to waive the limitation of liability altogether. (If client wishes to discuss other limits or the possibility of waiving this provision, and the resulting impact on AKA's retained risk and fee, client shall so notify AKA in writing. If client fails to issue such notification prior to accepting this AGREEMENT, through signature or, without signature, by orally or in writing authorizing AKA to commence services, client shall be deemed to have accepted the limit of \$50,000 or the fee, whichever is higher.) This provision takes precedence over any conflicting provisions of this AGREEMENT.

INSURANCE

AKA represents and warrants that it maintains workers' compensation, commercial general liability, automobile liability, and professional liability insurance policies. Certificates for all such policies of insurance shall be provided to client upon request in writing. Listings as additional insured on any of our policies will be charged to the client at a fee of \$125 for each occurrence. AKA shall not be responsible for any loss, damage, or liability beyond the amounts, limits and conditions of such insurance. AKA shall not be responsible for any loss, damage, or liability arising from any negligent acts by Client, its contractors, agents, staff, and other consultants employed by it.

INDIVIDUAL RESPONSIBILITY

The individual or individuals who sign this Contract on behalf of Client guarantee that Client will perform its duties under the Contract. The individual or individuals so signing this Contract warrant that they are duly authorized agents of the Client.

TERMINATION OF AGREEMENT

In the event that either party desires to terminate this Contract prior to completion of AKA's work on the project, written notification of such intention to terminate must be tendered to the other party. In the event that Client notifies AKA of such intention to terminate AKA's services prior to completion, AKA reserves the right to complete such analysis and records as are necessary to place files in order, to dispose of samples, put equipment in order, and (where considered necessary to protect AKA's professional reputation) to complete a report on the work performed to date. In the event that AKA incurs cost in Client's termination of this AGREEMENT, a termination charge to cover such cost shall be paid by Client. In the absence of a notification of termination, this AGREEMENT shall continue in full force and effect until such time as AKA has completed its services.

BANKRUPTCY

If Client or AKA should become bankrupt or make an assignment for the benefit of creditors, AKA, or its trustee in bankruptcy, shall be paid the reasonable value of all work theretofore performed, and the obligations of all parties under this Contract shall thereupon terminate. In determining reasonable value under this paragraph, the Contract price shall be deemed reasonable.

DELAY

AKA will be excused for any delay in completion of the Contract caused by acts of God, acts of Client or Client's agent, inclement weather, labor trouble, acts of public utilities, public bodies or inspectors, extra work, failure of Client to make payments promptly, or other contingencies, unforeseen by AKA and beyond the reasonable control of AKA. Additional costs incurred by AKA as a result of a delay caused by factors beyond the control of AKA shall be paid by Client, even if they exceed previously agreed-upon charges.

ASSIGNMENTS

Neither the Client nor AKA may delegate, assign, sublet, or transfer his duties or interest in this AGREEMENT without the written consent of the other party.

DISCOVERY OF UNANTICIPATED HAZARDOUS MATERIALS

Client warrants that a reasonable effort to inform AKA of known or suspected hazardous materials on or near the project site has been made.

Hazardous materials may exist at a site where there is no reason to believe they could or should be present. AKA and Client agree that the discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of the scope of work or termination of services. AKA and Client also agree that the discovery of unanticipated hazardous materials may make it necessary for AKA to take immediate measures to protect health and safety. Client agrees to compensate AKA for any equipment decontamination or other costs incident to the discovery of unanticipated hazardous waste.

AKA agrees to notify Client when unanticipated hazardous materials or suspected materials are encountered. Client agrees to make any disclosures required by law to the appropriate governing agencies. Client also agrees to hold AKA harmless for any and all consequences of disclosures made by AKA, which are required by governing law. In the event the project site is not owned by Client, Client recognizes that it is the Client's responsibility to inform the property owner of the discovery of unanticipated hazardous materials or suspected hazardous materials.

Notwithstanding any other provision of the AGREEMENT, Client waives any claim against AKA, and to the maximum extent permitted by law, agrees to defend, indemnify, and save AKA harmless from any claim, liability, and/or defense costs for injury or loss arising from AKA's discovery of unanticipated hazardous materials or suspected hazardous materials including any costs created by delay of the project and any cost associated with possible reduction of the property's value.

Client will be responsible for ultimate disposal of any samples secured by AKA, which are found to be contaminated.



Date: February 8, 2024
To: Board of Directors
Submitted by: David Aranda, Interim General Manager
Presented by: Mike Gancasz, Chief of Police
Subject: Discussion and Approval of the Lieutenant Position terms of employment, job description and salary schedule

Recommendation

The Chief and IGM are asking the Board to make a motion to approve the employment agreement which includes the salary schedule and the job description.

Background

In 2021 the Board approved Resolution No. 2021-13 which acknowledged the need for a Lieutenant position and set a salary schedule for the position. This agenda item is not changing the intent of Resolution No. 2021-13 but rather expanding on the resolution so that it is more comprehensive and understandable and updates the salary needs for this position.

With a great amount of work by the Chief and assistance from Best Best & Kreiger you will find the following attached:

- The Terms of Employment for the Lieutenants position which includes a salary schedule: and:
- The Job Description for the Lieutenants position.

Exhibit(s)

- Terms of Employment for the Lieutenant position which includes a Salary Schedule
- Job Description for the Lieutenant position.



KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

TERMS OF EMPLOYMENT

for

Unrepresented Police Lieutenants

February 8, 2024, through June 30, 2028

These Terms of Employment are made and entered into on February 8, 2024, by the Kensington Police Protection and Community Services District (“the District”). It is the intent and purpose of this document to summarize the benefits and other terms and conditions of employment applicable to the covered employee(s).

I. RECOGNITION AND APPLICATION.

These Terms of Employment apply to the position of “Lieutenant” within the District (“Lieutenant” or “Employee” or “Employees”), a sworn public safety officer subject to the Peace Officers Bill of Rights, set forth in California Government Code sections 3300, *et al.* These Terms of Employment do not apply to any other classification within the District, including any substitute, temporary, or part-time employees, the Chief of Police, or any employees who are subject to and governed by the Memorandum of Understanding applicable to the Kensington Police Officers Association.

II. BENEFITS.

A. Health-Related Benefits.

1. Health Plan Benefits Current Employees:

The District shall provide health benefits through the Public Employees’ Retirement System Health Benefit Program. The District will pay through a cafeteria plan 90% of the Kaiser Northern California premium at each level of coverage. The cafeteria plan option shall be integrated with the PEMHCA medical plan benefit. The premium for active members shall be adjusted annually on or about January 1 of each year based on changes in Kaiser rates for that year.

ELIGIBLE RETIREES.

Coverage Level	2020 Kaiser Bay Area Monthly Premiums	KPOA Member Contribution Effective 1/1/2020	Maximum District Contribution Effective 1/1/2020
Employee Only	\$768.49	\$76.85	\$691.64
Employee + 1	\$1,536.98	\$153.70	\$1,383.28
Employee + 2	\$1,998.07	\$199.81	\$1,798.26

The District will pay the health care premiums for eligible retirees and their eligible dependents pursuant to the Public Employees’ Medical and Hospital Care Act (PEMHCA) and in the amounts required by California Government Code §22892(b).

The District obligation for existing retirees and retirement medical benefit of existing employees who later retire and are entitled to retirement health benefits under PEMHCA rules shall be set at a fixed dollar amount equal to 90% of the 2020 Kaiser Northern California rate or \$125 per retiree per month, whichever is greater. The rates paid by the District shall be as follows: Upon achieving Medicare eligibility, the District shall pay 90% of the applicable 2020 Medicare rate at each level of coverage or the employee shall pay \$125 per month, whichever leads to a greater retiree contribution.

Employees employed on or before January 6, 2020, and retirees who were employed on or before January 6, 2020, shall have a vested right to a retiree benefit of their choosing at the fixed dollar amount applicable (e.g. Medicare/non-Medicare) to their personal situation, based upon the flat dollar amount (90% of the Kaiser rate) established in 2020. This vesting agreement shall be subject to California law and any applicable PEMHCA rules.

NEW EMPLOYEES.

Employees and retirees hired on or after January 6, 2020, shall receive only the PEMHCA minimum for a retiree health benefit.

2. Dental and Vision Benefits:

The District shall provide for a vision plan through VSP, and a dental plan through Delta Dental, maintaining the same benefit package as is currently provided under the District's VSP Group Vision Care Plan, effective October 1, 2013, and the District's Contract with Delta Dental, effective October 1, 2007, as amended. Except as provided in subsection (B) above, the District will pay the premiums for the eligible employee and his or her eligible dependents.

3. In Lieu Coverage:

Employees who elect not to receive the District's medical insurance shall be provided an alternative benefit in the form of a monthly five-hundred-dollar (\$500) cash payment in lieu of benefits listed in Article II.A.1 above of these Terms of Understanding.

Eligibility for receipt of alternative benefits is restricted to those employees in regular or probationary status who, in accordance with PEMHCA regulations: (1) elect to opt-out of the District's medical insurance and (2) provide proof of medical insurance coverage from an alternative plan.

4. Employee Assistance Program:

Employees shall be enrolled in the Employee Assistance Program offered by the District.

B. Retirement Benefits.

Classic Member (definition): "Classic Member" means an employee who first became a member of CalPERS, or another public retirement system that has reciprocity with CalPERS, before January 1, 2013, and who did not have a break in service of more than six months before returning to membership in CalPERS with a new employer.

No Change to Classic Members: Three Percent (3%) at Age 50 CalPERS plan. To Include: One Year Final Compensation 01/06/93

1959 Survivor Benefit 09/01/79 Inc. 59 Survivor Benefit 07/04/80 Pension Cost Sharing under AB 340 (PEPRA), as amended:

Effective the first full pay period after July 1, 2021, Employees shall contribute the full 9% of pensionable compensation to the employee's share of pension contributions, and the District shall not contribute to the employee's share.

The District shall adopt and file with CalPERS a resolution providing that employee pension contributions will be picked up by the District under section 414(h)(2) of the Internal Revenue Code.

New Member (definition): "New Member" means an employee who first becomes a member of CalPERS on or after January 1, 2013, and who was not a member of another public retirement system that has reciprocity with CalPERS before that date, or, if he or she was a member of CalPERS, or another public retirement system that has reciprocity with CalPERS, before that date, returned to CalPERS membership with a new employer after a break in service of more than a six months.

Pension Plan: CalPERS Option Plan Two; 2.7% at Age 57.

Final compensation for New Members shall be the average of the pensionable compensation earned during the 36-consecutive month period of employment that produces the highest average.

Pension Cost Sharing under AB 340: New Members must contribute 50% of the normal cost of pension benefits, as defined by CalPERS, with no cap in place as for Classic Members. AB 340 (PEPRA), as amended, prohibits the employer from paying this contribution on the employee's behalf (Govt. Code Sect. 7522.30(c)).

The District will enroll eligible Employees as members of the California Public Employees Retirement System (CalPERS), consistent with the terms of the District's contract with CalPERS and the terms set forth in the MOU for the POA.

C. Life Insurance.

The District shall provide a one hundred-thousand-dollar (\$100,000) term life insurance policy for all Employees subject to these Terms of Employment. The District shall purchase and pay for the base premium and provide documentation of the purchase to the Employee. The Employee shall pay any additional costs over the standard base premium.

D. Disability Insurance.

The District agrees to provide disability benefits through California Law Enforcement Association (CLEA) "Plan A" or Police Officers Research Association of California (PORAC) "Premier Plus" plan. The District shall increase each members' base pay by the cost of the plan premium. The Employee shall pay the premium for the plan through payroll deduction.

E. Deferred Compensation.

The District has established a Deferred Compensation Plan to be made available to all eligible District employees pursuant to applicable law. Employees can invest portions of their current income to meet their future financial requirements and supplement their District retirement, at no cost to the District.

F. Contra Costa County Employees Federal Credit Union.

Optional participation by payroll deduction at no cost to the District.

G. Sick Leave.

1. Accrual. Employees shall accrue sick leave at the rate of ten (10) hours for each calendar month that the employee works. Employees may accrue an unlimited amount of sick leave. At the discretion of the Chief of Police, a medical professional's note may be required for any period of sick leave that exceeds five (5) consecutive days. Requests for medical notes shall not be subject to the grievance procedure.

2. Family Sick Leave. Employees may utilize up to 60 hours of accrued sick leave per year for illness or injury to members of their immediate family as defined by applicable California law. Additional family sick leave may be granted at the discretion of the Chief of Police.

3. Sick Leave at Separation. If an Employee has accumulated and unused sick leave at the time of separation, Employee shall not be eligible for a cash payout for that sick leave time. However, if the Employee separates by way of retirement, service credit for any such accumulated and unused sick leave may be allowed per CalPERS agreement in effect at the time of the Employee's retirement.

H. Sick Leave Sharing Plan for Catastrophic Illness or Injury.

Employees have access to the 'Sick Leave Sharing Plan' to assist employees who have exhausted accrued leave time due to a serious or catastrophic illness or injury. The Sick Leave Sharing Plan (SLSP) will allow each employee to donate up to 10 days of sick leave to affected Lieutenant, so that he/she can remain in a paid status for a longer period, thus partially ameliorating the financial impact of the illness, injury, or condition. This donated time will be placed in the SLSP and drawn down from the SLSP by the eligible Lieutenant.

To be eligible for this benefit, the receiving employee must: (1) be a regular full time employee, (2) have sustained or have an immediate family member who has sustained a life threatening or debilitating illness, injury or condition which may require confirmation by a physician, (3) have exhausted all accumulated paid leave including vacation, holiday, sick leave, and/or compensatory time off, (4) be unable to return to work for at least 30 days or in the case of the condition affecting the immediate family member, that member must be in need of prolonged and significant personal care; (5) conform to the requirements of the California Family Rights Act , and (6) not be eligible for workers compensation (4850) benefits.

III. LEAVES OF ABSENCE.

A. Family Care.

The District adheres to the provisions of the California Family Rights Act (CFRA), and California Pregnancy Disability Leave (PDL).

B. Pregnancy Disability Leave.

An employee disabled due to pregnancy may be entitled to a leave of absence for the period of disability up to four months (or 17 1/3 weeks). Employees on Pregnancy Disability Leave may utilize accrued unused sick leave and vacation during the leave period.

C. Voting Leave.

Consistent with the provisions of California law, employees shall be granted sufficient time to vote during municipal, primary and general elections.

D. Military Leave.

The District shall comply with all State and Federal requirements regarding military duty leave.

E. Bereavement Leave.

Each employee shall receive forty (40) hours of bereavement leave per qualifying incident. A qualifying incident is defined as the death of an employee’s parent, stepparent, parents-in-law, grandparent, child, stepchild, grandchild, spouse, domestic partner, legal dependent, sister or brother, brother/sister-in-law, legal guardian or with approval by the Chief of Police, a substitute family member for a person defined above. In addition to the forty hours of bereavement leave, Employees may use accrued unused vacation or sick leave to extend their bereavement leave up to a total of sixty (60) hours.

At the discretion of the Chief of Police, additional time may be taken by the employee using their accrued leave. District paid bereavement leave shall be limited to a maximum of forty (40) hours per incident. In special cases, the Chief of Police may approve additional bereavement leave or a leave of absence for bereavement in other circumstances

F. Jury Duty Leave.

The District provides jury duty leave with pay for all employees who are called upon to serve for court jury duty according to the following provisions: An employee called for jury duty shall immediately provide the Chief of Police with a copy of the jury summons. Employees' compensation for jury duty shall be limited to three months (63 workdays). Employees whose jury service is more than three months (63 workdays) may make a request to the Chief of Police for continued payment. An employee serving jury duty more than the above limit may use accrued unused vacation or other approved leave to continue pay.

G. Administrative Leave.

Lieutenants shall receive 60 hours of administrative leave pay on July 1 of each year as flexible compensation for the irregular duty periods, work more than 40 hours per week, and unpredictable demands on employee’s time. Administrative leave must be used prior to June 30 of the fiscal year it was awarded or it is lost and cannot be converted into a cash payout.

New employees and promoted staff shall receive the following bank of hours of Administrative Leave based on hire/appointment date as follows:

Date of Employment/Appointment	Credit for Administrative Leave
July 1 through September 30	60 hours
Oct 1 through December 31	40 hours
Jan 1 through March 31	20 hours
April 1 through June 30	0 hours

H. Vacation.

1.Accrual:

Vacation accrual is based on years of service as a sworn police officer regardless of time spent with the District. Accrual formula shall be:

Years of Service	Annual Accrual (hrs.)	Weeks
10	168	4.2
11	168	4.2
12	176	4.4
13	176	4.4
14	184	4.4
15	184	4.6
16	192	4.8
17	192	4.8
18	200	5.0
19	200	5.0
20	208	5.2

2.Usage:

Employees will work with the Chief of Police to mitigate schedule conflicts that result in less than adequate supervision in the Police Department. Employees will sign up for vacation in blocks of forty (40) hours at the beginning of each calendar year no later than January 30.

3.Payment at Separation.

Employees may not exceed three hundred twenty (320) hours vacation accrual unless authorized by the Chief of Police in emergency staffing circumstances. Employees are eligible to convert one hundred (100) vacation hours twice per calendar year to a cash payout using the regular hourly rate formula established by the Finance Department. The exclusive dates for cash payouts are December 1, and June 1. Employees leaving the District with accrued vacation leave shall be paid the amount of accrued vacation to the date of termination. Payment for accrued vacation shall be at the employee's current rate of pay.

I. Holidays.

Employees shall receive 14 designated holidays per year to be observed during each Fiscal Year (July 1-June 30). Employees normally scheduled to work on those days will be given ten (10) hours off with pay provided. Employees on approved vacation or sick leave shall not be charged for vacation or sick leave for the Holiday.

The following days shall be recognized as holidays:

1. New Year's Day
2. Martin Luther King's Birthday
3. Juneteenth
4. President's Day
5. Cesar Chavez Day
6. Memorial Day
7. Independence Day
8. Labor Day
9. Admission Day
10. Columbus Day
11. Veteran's Day
12. Thanksgiving Day
13. Day After Thanksgiving
14. Christmas

Employees are required to take paid holidays off. If the holiday falls on a regularly scheduled day off, employees may adjust their schedules and apply the holiday to a regular workday in the same pay period.

IV. PAY AND COMPENSATION.

A. Salaries.

1. Salary Ranges:

Employees must be paid a salary within the range established for the Employee's classification. The current salary ranges for position(s) covered by these Terms of Employment, as set forth in the District's publicly available salary schedule, are as follows:

Rank	Step 1	Step 2	Step 3	Step 4	Step 5
Lieutenant	\$12,756.69 mo.	\$13,394.52 mo.	\$14,064.24 mo.	\$14,626.80 mo.	\$15,065.60 mo.

2. Advancement through steps:

Employees are eligible for step advancements in pay pursuant to the salary schedule for the position. Step increases are based on an employee's performance evaluation prepared by the Chief of Police annually. For the purposes of this agreement, the anniversary date shall be the date of appointment to the rank of Lieutenant. Step increases in pay may not be more than once every twelve months.

B. Equivalent Hourly Rate of Pay.

The hourly rate shall be calculated by multiplying the monthly salary by twelve (12) and dividing by the total number of working hours per year, which by convention is 2080.

C. Working Out of Class.

Eligible employees authorized in writing by the Chief of Police to work in a higher classification and salary range than their own, and who are required to temporarily perform substantial duties and assume the responsibilities of the position, will receive out of class pay at a rate of 5% above their base hourly rate of pay. Employees will be eligible for work in a higher classification on the first workday in a higher classification. Lieutenants are eligible for a working out of class incentive only when assigned to the Acting Chief of Police role.

D. Patrol Coverage.

Employees may be required to fill the shift of a Patrol Sergeant or a Patrol Officer when staffing levels are below minimum. In these cases, employees shall be compensated an additional 5% of their base salary for the duration of their assignment.

E. Longevity Pay.

Employees will receive 3% of their base salary beginning with the 3rd year of service with the District and an additional 3% of their base salary beginning with the 6th year of service with the District.

F. Education Incentive.

Employees shall receive 3% of their base salary for possession of a master's degree from a college or university that has been accredited by an organization that is recognized by the U.S. Department of Education as an accrediting agency (e.g. WASC or Northwest Commission on Colleges and Universities).

G. POST Certificate.

Employees shall receive 1% of their base salary for possession of a Management Certificate from the California Commission on Peace Officer Standards and Training.

H. Hours of Work.

Exempt, unrepresented employees shall work a minimum of forty (40) hours per week, except when vacation, sick, or other approved leave is taken. The standard workweek (Monday-Sunday) shall be forty (40) hours per week, worked in units of four ten-hour days (4/10s), five eight-hour days (5/8s) or three twelve-hour days (3/12s) with payback hours to be determined each pay period. Unrepresented employees shall work the number of hours necessary & sufficient to professionally discharge their duties and assignments. Schedules, start, and finish times are generally flexible and selected by the Chief of Police based on the needs of the department and the employee.

I. Uniform Allowance.

The District shall provide a clothing allowance in the amount of one-thousand two hundred dollars (\$1200.00) per year, to be paid in twenty-four (24) installments of \$50.00. This is for the maintenance and upkeep of the employees' uniforms and duty equipment throughout the year. The District shall provide new employees with all the required uniforms and safety equipment. Internal employees promoted to a management role will examine existing uniforms and equipment for serviceability prior to purchasing new equipment. All uniforms and equipment must be returned by the employee upon separation from the District.

V. OTHER TERMS OF EMPLOYMENT.

A. Vehicle Assignment.

The District shall provide an assigned vehicle for the Police Lieutenant. The Lieutenant shall adhere to all Department policy and procedures related to department vehicles. The assigned car is strictly for traveling to and from work or work-related needs. The vehicle is not for personal use off duty. The District will cover all costs including insurance, maintenance, and fuel. The Chief of Police may revoke the vehicle privilege for identified policy violations or to meet the needs of the patrol fleet.

B. Education Incentive Program.

The District establishes an education pool each Fiscal Year; individual employees shall have the opportunity to draw from this pool to a maximum of two-thousand dollars (\$2,000.00) per individual per year. The money shall be used for tuition, books, materials and supplies. Employees shall be working towards a degree, POST Certificate, or taking a class that benefits the District, as approved by the Chief of Police prior to enrollment. The course must be completed with a grade of B and must be conducted on the employee's personal time. All receipts and transcripts must be provided by the employee before reimbursement will be authorized. Records are to be kept in the employee's personnel file.

C. Probationary Period.

All employees are subject to a twelve (12) month probationary period. Existing POA members who are promoted to the rank of Lieutenant and are unable satisfactorily complete their probation may be granted a probationary extension of six months by the Chief of Police. Promoted employees can formally request a demotion back to their original assignment. The demotion of a promoted employee is subject to the availability of a vacant position. If a Sergeant position is unavailable at the time of the request, the employee may be placed at the rank of police officer. Demotions, transfers, and reassignments are subject to approval by the Chief of Police.

D. Disciplinary Action.

Employees are required to adhere to all the policies and procedures set forth in the Kensington Police Department Policy Manual and the District of Kensington Personnel Rules. Employees are subject to discipline for violating these policies.

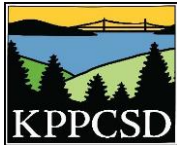
Approved:

David Spath, President
Board of Directors

Date

David Aranda, Interim General Manager

Date



JOB CLASSIFICATION SPECIFICATION

March 2024

Class Title: Police Lieutenant **Type:**

Management/Confidential **FLSA:**

Exempt

Bargaining Unit: Unrepresented

Reports to: Chief of Police

JOB SUMMARY

To plan, schedule, organize, supervise, review, and evaluate the work of field, investigative officers, traffic officers and records staff through a subordinate level of supervision; train staff and provide professional development; develop and implement specific departmental operational programs; provide complex administrative and budgetary support to the Chief of Police; and to act for the Chief of Police on a relief capacity on an assigned basis; perform related work as required. Directions are provided by the Chief of Police. Responsibilities include direct supervision of sworn and non-sworn personnel. Assignments may also require indirect supervision of sworn and non-sworn personnel.

DISTINGUISHING CHARACTERISTICS

This mid-management class is a sworn Peace Officer position responsible for planning patrol, investigative, public service activities, and assisting the Chief in various budgetary, special program and administrative areas. This position will also work closely with the Contra Costa County Office of Emergency Services, with the El Cerrito Fire Department on Emergency Preparedness, to include the Emergency Response and Evacuation Planning. While the incumbents may respond to calls for service, crime scene security or become involved with investigations, the primary responsibilities are managerial, including the coordination of activities with those of surrounding first responder jurisdictions and law enforcement agencies.

EXAMPLES OF WORK

(Duties are illustrative only and not all inclusive, and may vary by individual assignment)

Plan, schedule, organize, assign, review, and evaluate the work of sworn and nonsworn staff; ensure coverage of staff for all shifts and assignments, including investigation; provide for the training of staff in work procedures and professional development. Commend selection, disciplinary and other personnel decisions; counsel employees and

administer discipline as required. Interpret laws, codes, policies, and procedures to staff; ensure legality and consistency of application.

Assist with the development of goals, objectives, policies, procedures, and work standards for the department; assist with development and administration of the budget. Coordinate sworn personnel selection procedures, including conducting interviews and acting as liaison with background investigators as well as medical and/or psychological screening professionals. Develop cooperative working relationships and mutual aid agreements with representatives of other local public safety departments.

Monitor legal, regulatory, technological, and societal changes and court decisions that may affect the work of the department. Recommend equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner. Investigate and resolve problems with requests for services or complaints regarding police functions.

Prepare and review a variety of correspondence, reports, procedures, and other written materials. Maintain and direct the maintenance of departmental files, direct the release of records as well as property and evidence activities.

Represent the City in meetings with members of other public and private organizations, businesses, educational and community groups, as well as the public. Respond to emergency or unusual situations; perform the full range of patrol, investigative and related duties of an officer and assume a command role as appropriate; may oversee and coordinate the work of multi-agency task forces or committees. Provide and coordinate mutual aid to other law enforcement agencies in accordance with departmental policy. May assume command in the absence of the Police Chief. Perform other duties of a similar nature or level and as assigned.

Understand administrative principles and practices, including goal setting, program development, implementation, and evaluation. Understand principles and practices of work organization, staff supervision, training, professional development, work review and evaluation. Knowledge of functions, services, and funding sources of a full-service police department, law enforcement principles, practices and techniques related to patrol, traffic enforcement, crime scene control and investigation. Understand the protection of life and property, apprehension, and transport of suspects. Knowledge of the rules of evidence regarding search and seizure and the preservation of evidence. Investigation and identification techniques and equipment. Courtroom procedures and techniques for testifying; applicable laws, codes, ordinances, and court decisions. Safety practices and equipment related to the work, including the safe use and proper care of firearms. Computer applications related to work. Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.

MINIMUM JOB QUALIFICATIONS

The ideal candidate possesses ten (10) years experience as a sworn law enforcement officer with a minimum of three (3) years supervisory experience at the rank of Police Sergeant or above. Possess a Supervisory Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.). Possess a bachelor's degree from an accredited university at the time of appointment. All candidates must maintain a firearms qualification and possess a valid California class C driver license and have a satisfactory driving record. External candidates must complete a background investigation as set forth by the California Commission on Peace Officer Standards and Training (POST).

PHYSICAL DEMANDS

Must maintain P.O.S.T. physical standards for a Peace Officer.



KENSINGTON POLICE DEPARTMENT

10940 San Pablo Avenue ▪ El Cerrito ▪ CA ▪ 94530

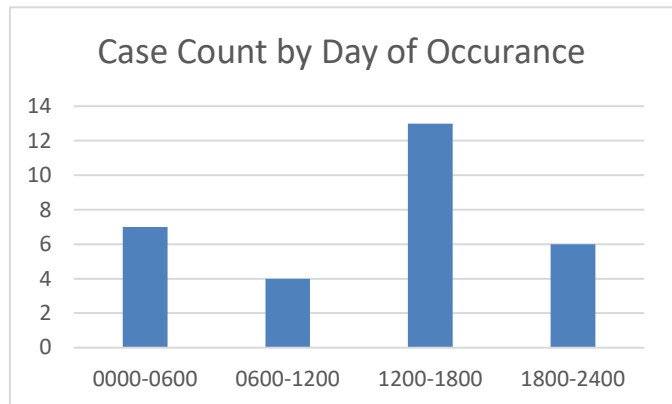
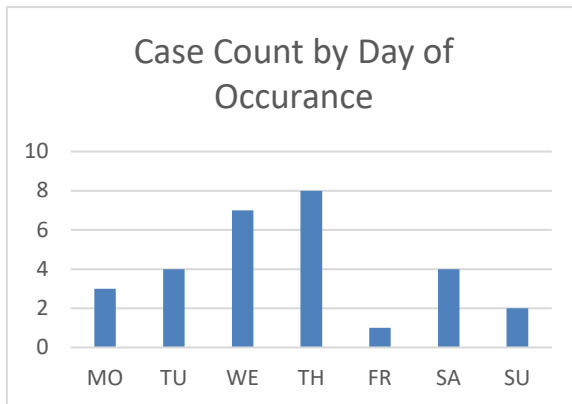
(510) 526-4141

www.kppcsd.org

DATE: January 31, 2024
TO: David Aranda: General Manager
FROM: M. Gancasz, Chief of Police
RE: Police Chief's Monthly Report, January 2024

Patrol Operations

The Kensington Police Department handled 811 incidents during January (up from 665 the prior month). 550 were officer-initiated events, including 49 traffic enforcement stops resulting in 25 citations (up from 23 in the prior month). Officers responded to 261 dispatched calls for service (up from 251) and took 31 reports (up from 26 in December). During January, 1 felony and 1 misdemeanor arrest were made. Officers investigated two vehicle thefts, two hit-and-run collisions, 1 domestic battery, 5 residential burglaries, and two thefts from motor vehicles. Six missing persons investigations were conducted. Twenty-six percent of this month's investigations were felony crimes. Average response times for officers decreased from 5.9 to 5.4 minutes.



Traffic Safety

There were 5 traffic collisions reported in January. Three of the collisions were hit-and-runs, of which one was a felony hit-and-run with injuries. There was one online supplemental traffic report, but it pertained to an issue in another jurisdiction.

Administration

Three candidates for Police Officer were interviewed and their files reviewed. Two applicants are in the final phase of their background with one applicant set for a Chiefs interview on February 8.

Training

Sgt. Lande completed the Firearms and Use-of-Force Perishable Skills Program training with El Cerrito PD at the Rex Cliff Training Facility in Fairfield. Officers Fajardo, Payne, and Thota attended the California Highway Patrol's Advanced Roadside Impaired Driving Enforcement (ARIDE) hosted by the Kensington Police Department at the Kensington Community Center. The class was full and attended by a wide range of police departments in the Bay Area, including Albany PD and El Cerrito PD. Sgt. Nath, Ofc. Thota, and Reserve Ofc. Tranate attended the Stanislaus County Sheriff's Offices' Sheriff's Tactical Operations Program (STOP) to complete their state-mandated Perishable Skills Program training. Chief Gancasz attended the Contra Costa County Chiefs of Police Conference in Napa.

Ofc. Thota completed the 16-week Field Training Program successfully and graduated to become a solo officer working his own shift. Congratulations Ofc. Thota!

January Patrol Log

- On Monday, January 1, at 1544 hours, officers took a report of a hit and run collision that occurred on Highland Blvd. The investigation is ongoing.
- On Tuesday, January 2, at 0742 hours, officers responded to the 100 block of Arlington Avenue for a report of a stolen vehicle. The investigation is ongoing.
- On Wednesday, January 3, at 1507 hours, officers responded to the 200 block of Arlington Avenue for a vehicle vs pedestrian collision. Medical assistance was provided to the victim and the investigation was sent to the Contra Costa County District Attorney Office for review.
- On Wednesday, January 3, at 1705 hours, officers responded to a hit and run collision that occurred around Ardmore Road and Kingston Drive. The investigation is ongoing.
- On Thursday, January 4, at 0630 hours, officers located a vehicle on Lenox Road that had been vandalized. The investigation is ongoing.
- On Thursday, January 4, at 0823 hours, officers responded to the 300 block of Colusa Avenue for a report of a stolen vehicle. The investigation is ongoing.
- On Thursday, January 4, at 1956 hours, officers responded to a report of a missing person in the 700 block of Coventry Road. The individual was located unharmed.
- On Tuesday, January 9, at 0815 hours, officers took an informational report of a civil dispute in the 200 block of Arlington Avenue.
- On Wednesday, January 10, at 1709 hours, officers took a report of a non-injury collision at Arlington Avenue and Westminster Avenue.
- On Friday, January 12, at 2116 hours, officers took a report of petty theft in the 100 Block of Purdue Avenue.

- On Saturday, January 13, at 0102 hours, officers responded to a report of domestic violence on Edgcroft Road. One suspect was arrested, and the investigation was delivered to Contra Costa County District Attorney office for review.
- On Saturday, January 13, at 1553 hours, officers responded to a residential burglary on Kingston Rd. Officers arrested one suspect who was transported to County Jail in Martinez.
- On Friday, January 19, at 1147 hours, officers responded to Edgcroft Road for a report of an auto burglary. The investigation is ongoing.
- On Wednesday, January 24, at 1555 hours, officers conducted a traffic enforcement stop on a vehicle with a delinquent registration of more than twelve months. The vehicle was impounded, and the driver released from the scene.

Traffic Safety Grant Patrol Operations

On Friday, January 26th, Kensington Officers were on patrol for impaired drivers as they took part in another grant-funded saturation patrol. Twelve traffic enforcement stops were completed, seven citations were issued, five warnings were given, one DUI investigation was conducted, and two vehicles were impounded. These operations are fully funded by the Office of Traffic Safety (OTS).

Community

There were no community events this month.

KPD to Host California Highway Patrol Training at the Kensington Community Center

Kensington PD hosted a two-day law enforcement training course presented by the California Highway Patrol on identifying impaired drivers. The class, Advanced Roadside Impaired Driving Enforcement (ARIDE), is part of the education section of the CHP Grant, and was held at the Kensington Community Center on January 20 & 21. 25 law enforcement officers from across the Bay Area, including three Kensington Officers were in attendance.





Date: February 8, 2024
To: Board of Directors
From: David Aranda, Interim General Manager
Subject: General Manager's Report for January 10th – 31st

A number of things are going on for KPPCSD in January of 2024.

- Meeting with about thirty pickleball enthusiasts with a discussion about placing lines and a court next to the basketball court in the park.
- Various one on one discussions with residents in Kensington on various subjects.
- Met with the Path Keepers regarding the goal of figuring out how best to preserve the paths in Kensington.
- Zoom meeting with California Consultants who reviewed a number of various grant possibilities with the Board President and me.
- Various discussions with Advance Systems Group regarding the set up and oversight of the board meetings on zoom and the AV needs.
- Biweekly meetings with Fernando regarding park maintenance and park repairs.
- Follow up with employees regarding financial transactions that needed correcting.
- Meeting with architect at no cost to discuss ideas about the property south of the library for a future police building.
- Worked with Ridgeline on fulfilling requirements by the CDIAC regarding the reporting for the past three years on the bonds related to the CalPERS pension paydown. See attached.
- Worked on completing the park grant for \$180,000! See attached.
- Various conversations with the General Manager from KFPD regarding reorganization, hazard mitigation planning and operations.
- Meeting to discuss preparation for Ridgeline's work on the reorganization financial report.
- Continued to correspond with the County on various financial transactions.
- Correspondence regarding public records requests and litigation issue.
- Contacted Jenny Parks a few times in communicating needs and questions between KCC and KPPCSD.

Brief Financial Overview for the first six months of the Year

The District has four departments. The General Fund or administrative department, the Police Department, the Parks Department, and Solid Waste.

General Manager's Report

February 8, 2024

Page 2 of 2

The General Fund is the keeper of property tax money that is received. That is tracking correctly. The overall revenue is on track, but I am still trying to figure out the county's processing of money to KPPCSD.

Overall expenses in the general fund are at 50% with some specific line items under budget and other over. The one-line item over budget that is concerning are unexpected legal costs for contractual issues that arose and public records requests.

Revenue for the Police Department is at 100%, but again that may be because of the method in which the County is paying the District for various assessments that residents pay on their property taxes. I will need to continue to track the County process in distributing revenues to KPPCSD.

Police Salary and Benefit expenses are tracking about on budget. The operating expenses are also on track for halfway through the fiscal year. I will be checking on some specific chart of account line items regarding correct coding by staff.

In Police Capital Outlay, the unbudgeted expense of \$61,530 is for the DUI police vehicle that the Board approved and which we should see a check to offset that amount from the State of California in the next sixty days.

The Parks Department revenue is tracking correctly. We hope to see the per capita park grant money of \$180,000 in April which would place overall revenue received a bit over budget.

For park salaries, we are way under budget, but it was determined that Rosa's pay was supposed to be split between parks and administrative and for the first six months it was all going to administrative. The remaining fiscal year we will charge her pay to parks.

This year has been a learning experience for me regarding parking expenses. While the overall actual expenses are not out of line with the budget, there will be the need for me to make line-item adjustments in budgeting for Fiscal Year 2025.

Capital Park Outlay is primarily dealing with work that is needed in the parks for general safety concerns. A report in March will provide the breakdown of the park replanting project that was approved and hopefully will be completed in the next few weeks.

From: no-reply-cdiac@treasurer.ca.gov

Subject: Review Completed of Annual Debt Transparency Report

The California Debt and Investment Advisory Commission has reviewed and accepted the following Annual Debt Transparency Report:

CDIAC #: 2020-0797

Reporting Period Ending: 06/30/2022

Issuer: Kensington Police Protection and Community Services District

Issue Name: 2020 POBs

Project/Series: CalPERS

Principal Amount: \$4,544,000.00

Closing/Settlement Date: 06/18/2020

Date Reviewed: 01/29/2024

This Annual Debt Transparency Report (ADTR) will display a status of Reviewed in the Data Portal.

Any editing, updating, or revision of this Reviewed ADTR must be done before any subsequent annual reports have been reviewed and accepted by CDIAC.

Future ADTRs for this issue cannot be filed prior to July 1st following the date of this notice.



Information as of Reporting Year End: 06/30/2023

Issuance Information

Issuer Name:	Kensington Police Protection and Community Services District
Issue Name:	2020 POBs
Project Name:	CalPERS
Actual Sale Date:	06/18/2020
Settlement Date:	06/18/2020
Original Principal Amount:	\$4,544,000.00
Net Original Issue Premium/Discount:	\$0.00
Proceeds Used to Acquire Local Obligations (Marks-Roos Only):	\$0.00
Total Reportable Proceeds:	\$4,544,000.00
Total cost of issuance from Report of Final Sale:	\$119,592.00

Issuance Authorization

Authorization (1):	
Authorization Name:	Resolution No 2020-08
Original Authorized Amount:	\$4,544,000.00
Authorization Date:	06/11/2020
Amount Authorized - Beginning of the Reporting Period:	\$0.00
Amount Authorized - During the Reporting Period:	\$0.00
Total Debt Authorized:	\$0.00
Debt Issued During the Reporting Period:	\$0.00
Replenishment Reported During the Reporting Period:	\$0.00
Total Debt Authorized but Unissued:	\$0.00
Authorization Lapsed:	\$0.00
Total Authorization Remaining - End of Reporting Period:	\$0.00

Principal Outstanding



ANNUAL DEBT TRANSPARENCY REPORT
 California Debt and Investment Advisory Commission, 915 Capitol Mall,
 Room 400, Sacramento, CA 95814 P.O. Box 942809, Sacramento, CA
 94209-0001 Tel.: (916) 653-3269 Fax: (916) 654-7440

CDIAC # : 2020-0797
 Status: Draft
 01/29/2024

Principal Balance Upon Sale or at Beginning of the Reporting Period:	\$4,244,000.00
Accreted Interest – During Reporting Period:	\$0.00
Total Principal and Accreted Interest:	\$4,244,000.00
Principal Paid with Proceeds from Other Debt Issues – During the Reporting Period:	\$0.00
Principal Payments - During the Reporting Period (not reported as payments above):	\$168,000.00
Principal Outstanding – End of Reporting Period:	\$4,076,000.00

Refunding/Refinancing Issues

CDIAC #	Refunding/refinancing Amount	Redemption/Payment Date
No data available to display.		

Use of Proceeds

Report End Date	Begin Amount	Spent Amount	Remain Amount
06/30/2020	\$4,544,000.00	\$0.00	\$4,544,000.00
06/30/2021	\$4,544,000.00	\$4,544,000.00	\$0.00
06/30/2022	\$0.00	\$0.00	\$0.00
06/30/2023	\$0.00	\$0.00	\$0.00

Proceeds Spent/Unspent (Fund Level)

Fund Category	Total Reportable Proceeds Available	Proceeds Spent Current Reporting Period	Proceeds Spent Prior Reporting Period(s)	Proceeds Unspent / Remaining
CalPERS UAL Payoff	\$4,544,000.00	\$0.00	\$4,544,000.00	\$0.00
TOTAL:	\$4,544,000.00	\$0.00	\$4,544,000.00	\$0.00

Expenditures of Current Reporting Period

Fund Category	Purpose	Expenditure Amount
No data available to display.		
TOTAL:		\$0.00

Expenditure Summary



ANNUAL DEBT TRANSPARENCY REPORT
 California Debt and Investment Advisory Commission, 915 Capitol Mall,
 Room 400, Sacramento, CA 95814 P.O. Box 942809, Sacramento, CA
 94209-0001 Tel.: (916) 653-3269 Fax: (916) 654-7440

CDIAC # : 2020-0797
 Status: Draft
 01/29/2024

Fund Category	Purpose	Expenditure In Current Reporting Period	Expenditure In Prior Reporting Period(s)	Total Expenditure All Periods
CalPERS UAL Payoff	BOND COUNSEL	\$0.00	\$33,456.00	\$33,456.00
CalPERS UAL Payoff	CDIAC FEE	\$0.00	\$1,136.00	\$1,136.00
CalPERS UAL Payoff	ISSUER COUNSEL	\$0.00	\$5,000.00	\$5,000.00
CalPERS UAL Payoff	MUNICIPAL ADVISOR	\$0.00	\$35,000.00	\$35,000.00
CalPERS UAL Payoff	PAYOFF CALPERS UAL	\$0.00	\$4,424,408.00	\$4,424,408.00
CalPERS UAL Payoff	PLACEMENT AGENT	\$0.00	\$35,000.00	\$35,000.00
CalPERS UAL Payoff	PURCHASER COUNSEL	\$0.00	\$10,000.00	\$10,000.00
TOTAL:		\$0.00	\$4,544,000.00	\$4,544,000.00

Refunded/Refinanced Issues

CDIAC #	Refunding/refinancing Amount	Redemption/Payment Date
No data available to display.		

Filing Contact

Filing Contact Name: Dmitry Semenov
 Agency/Organization Name: Ridgeline Municipal Strategies, LLC
 Address: 2213 Plaza Drive
 City: Rocklin
 State: CA
 Zip Code: 95765
 Telephone: 916-250-1590
 Fax Number:
 E-mail: dsemenov@ridgelinemuni.com



Comments

Issuer Comments:

ADTR Reportable

Principal Outstanding – End of Reporting Period:	\$4,076,000.00
Proceeds Unspent – End of Reporting Period:	\$0.00
ADTR Reportable Next Reporting Year:	Yes

RE: KPPCSD Documents for Per Capita Grant



Lumley, Sam@Parks

To Rosa Ruiz
Cc Lynelle Lewis

Reply Reply All Forward

Tue 1/30/2024 2:37 PM

Hello Rosa,

Thank you for submitting the Letter. It has been added to the project's file. My Supervisor was able to approve the Final Payment Requests for the Kensington Community Center Renovation project and the reimbursement payment has begun processing with our accounting dept and the State Controller's Office. You should receive a check in the mail within the next 10-12 weeks.

Thank you,

Sam Lumley

Pronouns: They/ Them (<https://pronouns.org/>)

Project Officer

Office of Grants and Local Services

Sam.Lumley@Parks.CA.Gov

916.902.8841

Recreation Office Report prepared by Jenny Parks Kensington Community Council February 1, 2024

KASEP:

KASEP Winter session began January 2nd

We are offering 76 classes afterschool this winter session. We continue to use the Arlington Community Church on rainy days for our sports classes.

KASEP Spring Registration opens March 5th at 7pm for kindergarten and 7:30 for grades 1-6

KASEP Winter Holidays- February 19-23rd

KCC Summer Camp:

KCC will offer 10 weeks of Summer Camp. Beginning June 10th and running through August 16th.

Registration for Summer Camp opens February 27th at 7pm. Campers must be entering 1st grade through 6th grade fall of 2024.

Adult Classes

Tai Chi with Nobuo Nishi is on Wednesdays & Fridays 9:30-11am -Community Center

Strength & Balance Yoga Tuesdays 8:30am & Thursdays 11:30am-Community Center

Cardio Dance Class each Friday 11:15-12:15, Community Center

Family Yoga Sundays in front of the Recreation Building

Mediterranean cooking in the CC kitchen, Tuesdays evening 6:00-8:00pm

Jewelry Making class Friday, February 9th, 6-8pm at the Recreation Building.

KCC & Other:

We are working with the Library on some co-sponsored events.

Jose fixed the paper towel dispenser that fell off the wall in the front bathroom and a clogged sink in room B.

Fernando is looking at specs for addition of a water bottle filler to the existing drinking fountain.



Kensington Police Protection & Community Services District

Date: February 05, 2024

To: Board of Directors

From: Rosa Ruiz

Subject: Parks Report

In observance of Presidents' Day, the District office will be closed on Monday, 19th, 2024.

Community Center Events:

1. There are no major community events at the center, just very few private events at the grassy lawn and main hall.
2. I am happy the center did not experience any water inside due to the unexpected rainy weather, as it did in the past.

Park:

1. The park is regularly maintained, no trash overflowing, and the grounds look cleaner despite children's water bottles and sweaters being behind.

From: Chris Wong <Chris.Wong@ac.cccounty.us>
Sent: Monday, January 22, 2024 11:28 AM
To: David Aranda <DAranda@kppcsd.org>
Cc: TAX Treasury Group <CCCTreasury@tax.cccounty.us>; Peter Karumbi <Peter.Karumbi@ac.cccounty.us>; Mary Bowes-Tobol <Mary.Bowes-Tobol@ac.cccounty.us>; Dorothy Lim <Dorothy.Lim@ac.cccounty.us>
Subject: RE: KPPCSD/Kensington Park Assessment District Distribution

Hi David, thank you for taking the time to speak with me today.

To recap our phone conversation:

1. Because this is the first year, there is expected to be some true up activities. After all balances are trued up, you would only expect to hear from us around 4 times a year during the property tax distributions in October, December, April and June.
2. We don't maintain the calculations for the special assessment, as the district (or in this case, the administrator hired by the district, NBS) calculates the taxes that need to be enrolled to satisfy debt service. We reached out to them in late December to ensure we have the same understanding. Below is the calculation provided by the administrator of this particular levy showing the reserve amount. We reached out to them in late December to ensure we have the same understanding.

KENSINGTON POLICE PROTECTION & CSD
Kensington Park Reassessment District No. 2004-1
2019/20 Cost Recovery Analysis

Description	2019/20 Amount	2018/19 Amount	Increase/(Decrease)
Principal	\$150,671.14	\$149,171.70	\$1,499.44
Interest	6,395.38	12,735.74	(6,340.36)
Subtotal	\$157,066.52	\$161,907.44	(\$4,840.92)
Agency administrative costs	\$1,500.00	\$1,500.00	\$0.00
Trustee/Paying Agent costs	0.00	0.00	0.00
County collection fees ⁽¹⁾	1,595.96	1,595.96	0.00
Arbitrage calculation costs	0.00	0.00	0.00
Continuing disclosure costs	0.00	0.00	0.00
Dissemination costs	0.00	0.00	0.00
Administration costs	10,835.05	10,428.35	406.70
Administration expenses	243.05	256.02	(12.97)
Other costs	19,193.01	0.00	19,193.01
Subtotal	\$33,367.07	\$13,780.33	\$19,586.74
Del. management charges ⁽²⁾	\$513.00	\$671.79	(\$158.79)
Manual adjustments	0.00	0.00	0.00
Construction Fund credit	0.00	0.00	0.00
Reserve Fund credit	(116,099.44)	0.00	(116,099.44)
Redemption Fund credit	(9,847.15)	0.00	(9,847.15)
Installment Rounding	0.00	(0.40)	0.40
Subtotal	(\$125,433.59)	\$671.39	(\$126,104.98)
Total Annual Levy	\$65,000.00	\$176,359.16	(\$111,359.16)
Parcels levied	1,771	1,771	0

(1) Total Annual Levy reduced by the collection fee taken by the County Auditor-Controller.

(2) Recovered from the specific parcels for which expenses were incurred.

Fund/Account	6/30/2019	6/30/2018
Fund No. 4694		
Reserve Fund No. 388001	\$116,099.44	
Redemption Fund No. 388000	\$184,386.72	
Prepayment Fund		
Other		
Total	\$300,486.16	

Levy Approval


 Signature

8-1-2019
 Date

From: Chris Wong <Chris.Wong@ac.cccounty.us>

Sent: Wednesday, January 17, 2024 11:45 AM

To: David Aranda <DAranda@kppcsd.org>

Cc: TAX Treasury Group <CCCTreasury@tax.cccounty.us>; Peter Karumbi <Peter.Karumbi@ac.cccounty.us>; Mary Bowes-Tobol <Mary.Bowes-Tobol@ac.cccounty.us>; Dorothy Lim <Dorothy.Lim@ac.cccounty.us>

Subject: KPPCSD/Kensington Park Assessment District Distribution

Good morning David,

We are calculating the cash balances for the various funds for the Kensington Police Protection and Community Services District.

The District has fund 388000/388001 which was for a 1915 Act Bond special assessment that matured in 19/20 for the Kensington Park Assessment District.

Fund 388001 has a balance in the Investments (0210). In order to liquidate the investment of 93,430.00, I've attached the form from the County Treasury to authorize them to liquidate the investment.

Can you sign, scan and return the signed copy?

Our General Accounting Division will reach out to you afterwards for the District to provide instructions to move the cash from 388001 to fund 388000 to cover the negative cash balance currently in 388000.

I've attached the combined trial balance, as of today, for these two funds.

Any cash deficiency will be trued up by the April Property Tax Settlement.

Any cash surplus, not distributed by the Property Tax Settlement (Going forward, should only be for property tax revenues apportioned in the current fiscal year) will be remitted to the District.

Thank you,

Chris Wong

Auditor-Controller Division Manager

Property Tax

Contra Costa County Office of the Auditor-Controller

Phone: (925) 608-9318