



Agenda

Regular Meeting of the Board of Directors
Kensington Police Protection and
Community Service District

Regular Meeting
Thursday, July 8, 2021
7:00 p.m.
Via Teleconference

www.kppcsd.org/2021-07-08-kppcsd-board-meeting

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

In response to the County and State "shelter in place" orders, the Governor issued an order expanding his prior waiver of normal Brown Act requirements. Executive Order N-29-20, issued March 17, 2020, authorizes all-electronic meetings without a physical location for agency officials or members of the public. The published agenda must advise the public of the means by which it may participate in the meeting and of a procedure by which disabled persons may submit requests for accommodation or modification. The order does not suspend notice requirements.

Executive Order N-29-20 is effective while state and/or local public health officials have imposed or recommended social distancing measure. The District must prioritize public health and containing the spread of the Covid-19 virus, which precludes holding physical public meetings. The District will comply with the usual Brown Act requirements to the extent compatible with the directives and recommendations of state and local health officials.

Call to Order

Closed Session Report

Oath of Office

- Administer the Oath of Office to newly appointed Board Director Michael Logan.

Roll Call

Public & Consent Calendar Comments

All matters on the Consent Calendar are considered routine and are approved by one motion and vote, unless Board Member or General Manager first requests that a matter be removed for separate discussion and action. Individuals wishing to address the District Board of Directors concerning Consent Calendar items or on matters not already on the agenda are invited to make oral comments of up to three minutes. Please raise your hand via Zoom. When you are called on by the District 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 917 Arlington Ave., Kensington, CA 94707 or llewis@kppcsd.org.

Consent Calendar

1. Regular Meeting Minutes of June 10, 2021.

Recommended Action: Approve meeting minutes.

Contact: Lynelle Lewis, District Clerk, llewis@kppcsd.org

2. May 2021 Financial Reports

Recommended Action: Receive and accept financial reports.

Contact: Katherine Korsak, Finance and Business Manager, kkorsak@kppcsd.org

Discussion and Action

3. Annual Supplemental Special Tax for Police Protection (Measure G), FY 2021-22

Recommended Action: Approve and adopt the Resolution 2021-11 of the Board of Directors of the Kensington Police Protection and Community Services District establishing the annual supplemental special tax for police protection (Measure G) for FY 2021-22.

Contact: Katherine Korsak, Finance and Business Manager, kkorsak@kppcsd.org

4. Kensington Park Assessment District Levy

Recommended Action: Adopt Resolution 2021-12 authorizing the assessment and ordering the levy for the Kensington Park Assessment District (the "District") for Fiscal Year 2021-22 pursuant to the Landscaping and Lighting Act of 1972.

Contact: Katherine Korsak, Finance and Business Manager, kkorsak@kppcsd.org

5. Police Lieutenant Job Classification & Salary Schedule

Recommended Action: Approve Resolution 2021-13 adopting the attached Police Lieutenant job classification and salary schedule.

Contact: Michael Gancasz, Chief of Police, mgancasz@kppcsd.org

6. Support Services Manager/Clerk of the Board Job Classification & Salary Schedule

Recommended Action: Approve Resolution 2021-14 adopting the attached Support Services Manager/Clerk of the Board Job Classification and Salary Schedule.

Contact: Marti Brown, General Manager, mbrown@kppcsd.org

Director Comments & Reports

7. Director Comments

8. General Manager Comments

Adjournment

The next Regular Meeting will be held on August 12, 2021.

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, 217 Arlington Ave, Kensington, CA 94707.
- 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

Public Safety Building – Colusa Food – Arlington Kiosk and at www.kppcsd.org. Complete agenda packets are available at the Public Safety Building at 217 Arlington Avenue, Kensington, CA 94707.

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, 217 Arlington Ave, Kensington, CA 94707** at the same time that those records are distributed or made available to a majority of the Board.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING MINUTES
Thursday, June 10, 2021
Via Teleconference

Call to Order [TS 0:01]

President Sylvia Hacaj called to order the Regular Meeting of the Board of Directors at 6:35 p.m.

Roll Call [TS 0:18]

Directors Chris Deppe, Rachelle Sherris-Watt, and Vice-President Eileen Nottoli were present.

Staff present: General Manager Marti Brown, Police Chief Mike Gancasz, General Counsel Ann Danforth, Finance and Business Manager Katherine Korsak, and Clerk of the Board Lynelle M. Lewis.

Public & Consent Calendar Comments [TS 0:20]

The following person addressed the Board: 1) Chris Hurst introduced himself as a new member of the community.

Consent Calendar [TS 4:07]

- Motion by President Hacaj, seconded by Director Sherris-Watt, to adopt the Consent Calendar with a correction to the spelling of Candy Capogrossi (Item 6) in the May 13th Special Meeting Minutes, carried unanimously (4-0) by the following vote: AYES (Nottoli, Deppe, Sherris-Watt, and Hacaj).

1. Regular and Special Meeting Minutes of May 13, 2021 and May 26, 2021.

Action: Approved meeting minutes (as amended).

2. April 2021 Financial Reports

Action: Received and accepted financial reports.

Presentations [TS 5:02]

3. FY 2021-22 Budget Workshop and Presentation

General Manager Marti Brown highlighted the Executive Summary of the proposed Fiscal Year 2021-22 Budget. She reported that staff made the following budgetary assumptions: Increased Measure G ('police tax') based on the Consumer Price Index (CPI) – 3.8% or \$22,811; Pay the

actuarially determined portion of retiree health benefits from the District's Obligation for Postemployment Benefits (OPEB) Trust - \$50,000; Discontinued payment of retiree lifelong dental and vision benefits - \$25,000/year; Excluded costs to relocate KPPCSD to a new location; Allocated staff costs across all funds – General Fund, Landscape and Lighting, and Waste Management; and Establish a Waste Management Fund – separating Waste Management funds from the General Fund. Next steps are for a staff led public budget workshop on June 17th with consideration of the final budget for Board approval at a Special Meeting on June 29th. The Board commended staff for the excellent presentation.

Director Deppe asked about grant funds, suggested looking at the windscreen on the tennis court, asked about storm drain maintenance, and asked about the status of Building E repairs and suggested renegotiating the KCC agreement. He commented that the proposed staffing plan seemed top heavy and proposed deferring the Lieutenant position until we know the cost of moving out of the Public Safety Building (PSB). Vice-President Nottoli commented that it might be better to get two cars now to potentially avoid maintenance costs. Director Sherris-Watt suggested focusing on one car and revisiting this mid-year, supported including the crossing guard for this year, and suggested delaying the alarm system. President Hacaj commented that regular park walk through should be included in the duties of the new Office Manager position and suggested delaying the alarm system. She asked if the \$2,000 approved last year for the KIC kiosk was in the budget since it had not been spent.

- The following persons addressed the Board: 1) Candy Capogrossi asked about expenditures for automobiles, benefits for part-time staff, and the sprinkler system; 2) Kevin Padian (KFPD) commended staff on the budget, commented on the KFPD discussion on the PSB, and commented on police staffing; 3) Julie Stein (KFPD) thanked staff for budget presentation, and commented on the letter from KPPCSD regarding the SB; 4) Lisa Caronna commended staff on the budget presentation, commented on the kiosk at Colusa Circle, and on rental rates for the Kensington Park and facilities; 5) A. Stevens Delk thanked staff for the budget presentation, commented on the Bayview fund, and on the expenditure for park trash cans; and 6) Bill Hansell (KFPD) commented on the letter from General Manager Brown to KFPD regarding the request for KPPCSD to remain in the renovated PSB and on the KFPD response.

4. **Traffic and Safety Update** [[TS 1:23:41](#)]

Chief of Police Mike Gancasz presented an overview on the Comprehensive Traffic Safety Program using new technology. Board members thanked Chief Gancasz for the update.

- The following persons addressed the Board: 1) David Bergen asked about location of the speed sensor; and 2) Larry Nagel thanked staff for the presentation.

Discussion and Action

5. Updated Master Fee Schedule for all KPPCSD Rental Facilities [[TS 1:48:22](#)]

General Manager Marti Brown presented the proposed Master Fee Schedule for renting Kensington Park facilities and asked for Board direction. Board members asked questions about picnic area reservation software, how to handle conflicts in reservations, use of the barbeque area because of fire danger, possibly making this a two-year plan, considering rates for K groups and local nonprofits using the Community Center, the fee for the alcohol permit, the key deposit if electronic keying is implemented, and COVID cleaning fees.

- The following persons addressed the Board: 1) Candy Capogrossi suggested holding “art in the park” as a community event and charging a fee; and 2) Lisa Caronna commented on the need for a different fee structure for residents versus non-residents, and a policy for K groups.

President Hacaj announced this item would be tabled to June 29 with policy direction to outline a process that would find ways to address K groups and fine tune the fee schedule.

6. Levy Assessment for Kensington Park Assessment District [[TS 2:19:24](#)]

Finance and Business Manager Katherine Korsak presented the recommended action to adopt a resolution to reset the public hearing on the park levy assessment to July 8, 2021.

- Motion by President Hacaj, seconded by Director Sherris-Watt, to adopt Resolution No. 2021-07 changing the public hearing on the intention to levy the park assessment to July 8, 2021, carried unanimously (4-0) by the following vote: AYES (Nottoli, Deppe, Sherris-Watt, and Hacaj).

7. Changes to CalPERS Health Benefits - Memorandum of Understanding [[TS 2:22:13](#)]

Finance and Business Manager Katherine Korsak presented the recommended action to adopt a resolution authorizing the employer’s health benefit contribution.

- Motion by President Hacaj, seconded by Director Sherris-Watt, to adopt Resolution No. 2021-08 affirming the required CalPERS Health resolution fixing the employer contribution under the Public Employees’ Medical and Hospital Care Act at an equal amount for employees and annuitants, carried unanimously (4-0) by the following vote: AYES (Nottoli, Deppe, Sherris-Watt, and Hacaj).

Resolution No. 2021-08 – Fixing the Employer Contribution Under the Public Employees’ Medical and Hospital Care Act at an Equal Amount for Employees and Annuitants.

Director Comments & Reports

8. **Director Comments** [[TS 2:27:50](#)]

President Hacaj commented that the June 17th public budget workshop is being held at the same time as the meeting to discuss the hiring of a new principal at Kensington Hilltop Elementary School.

9. **General Manager Comments** [[TS 2:28:34](#)]

General Manager Brown encouraged the public to submit comments on the budget in advance of the June 17th budget workshop. She announced that consideration of the final budget is scheduled for June 29th.

Adjournment [[TS 2:29:33](#)]

President Hacaj announced that the next Special Meeting is scheduled for June 29 and the next Regular Meeting is scheduled for July 8, 2021.

President Hacaj adjourned the meeting at 9:45 p.m.

SUBMITTED BY:

Lynelle M. Lewis, District Clerk of the Board

APPROVED: June 10, 2021

Marti Brown, General Manager

Sylvia Hacaj, President of the Board

KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT

Board of Directors Meeting

July 8, 2021

Item 2

Summary of Recommendation

Receive financial reports for the month of May 2021

Attachments:

May 2021 Financial Reports include:

1. Summary Balance Sheet as of May 31, 2021
2. Budget to Actual Snapshot July 2020 through May 2021
Please take note of the new footnotes on this report. The past reports had the percentage of budget column comparing to YTD numbers, going forward this column will compare to the annual budget to see how close departments are to their annual budget numbers. The footnotes will remain as a reminder of what these numbers are comprised of.
3. Income & Expense Report – Detailed July 2020 through May 2021

Submitted by:



Katherine Korsak

Finance Director

Kensington Police Protection & Community Services District
Summary Balance Sheet
As of May 31, 2021

	<u>May 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	2,160,170.46
Accounts Receivable	116,622.93
Other Current Assets	<u>146,074.01</u>
Total Current Assets	2,422,867.40
Fixed Assets	5,404,780.39
Other Assets	<u>5,417,528.58</u>
TOTAL ASSETS	<u><u>13,245,176.37</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	<u>11,357.33</u>
Total Current Liabilities	11,357.33
Long Term Liabilities	<u>11,941,184.38</u>
Total Liabilities	11,952,541.71
Equity	<u>1,292,634.66</u>
TOTAL LIABILITIES & EQUITY	<u><u>13,245,176.37</u></u>

Kensington Police Protection & Community Services District
Budget to Actual Snapshot
 July 2020 through May 2021

	Jul '20 - May 21	YTD Budget	Annual Budget	\$ Over Budget (YTD)*	% of Budget (Annual)**
Ordinary Revenue/Expense					
Revenue					
400 · Police Activities Revenue	3,434,655.00	3,393,432.00	3,405,057.00	41,223.00	100.87%
405 · Restricted Lost/Found/Misc	2,486.04				
420 · Park/Rec Activities Revenue	57,488.06	54,000.00	56,500.00	3,488.06	101.75%
440 · District Activities Revenue	43,613.99	51,500.00	67,000.00	(7,886.01)	65.1%
Total Revenue	3,538,243.09	3,498,932.00	3,528,557.00	39,311.09	100.28%
Gross Revenue	3,538,243.09	3,498,932.00	3,528,557.00	39,311.09	100.28%
Expense					
500 · Police Sal & Ben	2,149,728.28	2,066,933.78	2,214,567.00	82,794.50	97.07%
550 · Other Police Expenses	351,368.09	408,642.34	432,509.00	(57,274.25)	81.24%
600 · Park/Rec Sal & Ben	6,700.00	8,835.78	9,639.00	(2,135.78)	69.51%
635 · Park/Recreation Expenses	101,739.78	139,180.58	148,379.00	(37,440.80)	68.57%
800 · District Expenses	546,815.24	566,562.00	614,433.00	(19,746.76)	89.0%
950 · Capital Outlay	220,311.25	43,908.67	45,117.00	176,402.58	488.31%
Total Expense	3,376,662.64	3,234,063.15	3,464,644.00	142,599.49	97.46%
Net Ordinary Revenue	161,580.45	264,868.85	63,913.00	(103,288.40)	252.81%
Other Revenue/Expense					
Other Expense					
700 · Bond Issue Expenses	340,029.70	0.00	0.00	340,029.70	100.0%
Total Other Expense	340,029.70	0.00	0.00	340,029.70	100.0%
Net Other Revenue	(340,029.70)	0.00	0.00	(340,029.70)	100.0%
Net Revenue	(178,449.25)	264,868.85	63,913.00	(443,318.10)	(279.21%)

*The dollar amount in the \$ Over Budget Column displays a value for the dollars over/under budget through May 2021 compared to the budget numbers through May 2021.

**The % of Budget (Annual) column displays the comparison of actuals through May 2021 to the total annual budget.

Kensington Police Protection & Community Services District
Revenue & Expense Report - Detailed
 July 2020 through May 2021

	Jul '20 - May 21
Ordinary Revenue/Expense	
Revenue	
400 · Police Activities Revenue	
401 · Levy Tax	2,016,968.94
402 · Special Tax-Police	685,710.00
404 · Measure G Supplemental Tax Rev	598,395.70
410 · Police Fees/Service Charges	585.00
414 · POST Reimbursement	8,256.46
415 · Grants-Police	119,092.90
416 · Interest-Police	2,620.19
417 · Police Asset Sale	209.37
418 · Misc Police Income	2,816.44
	3,434,655.00
Total 400 · Police Activities Revenue	3,434,655.00
405 · Restricted Lost/Found/Misc	2,486.04
420 · Park/Rec Activities Revenue	
424 · Special Tax-L&L	41,529.06
438 · Misc Park/Rec Rev	559.00
439 · Contributions for Community Ctr	15,400.00
	57,488.06
Total 420 · Park/Rec Activities Revenue	57,488.06
440 · District Activities Revenue	
448a · Franchise Fees Gross	71,852.35
448b · less Franchise Fees Paid Out	(30,793.85)
456 · Interest-District	2,055.16
458 · Misc District Revenue	500.33
	43,613.99
Total 440 · District Activities Revenue	43,613.99
Total Revenue	3,538,243.09
Gross Revenue	3,538,243.09
Expense	
500 · Police Sal & Ben	
502 · Salary - Officers	1,044,216.59
504 · Vacation Pay	13,887.16
506 · Overtime	74,536.63
508 · Salary - Non-Sworn	36,483.84
516 · Uniform Allowance	12,636.53
518 · Safety Equipment	2,057.43
521-A · Medical/Vision/Dental-Active	149,556.89
521-R · Medical/Vision/Dental-Retired	179,810.42
521-T · Medical/Vision/Dental-Trust	151,304.00
522 · Insurance - Police	4,224.24
523 · SocialSecurity/Medicare-Police	16,705.58

Kensington Police Protection & Community Services District
 Revenue & Expense Report - Detailed
 July 2020 through May 2021

	Jul '20 - May 21
527 · PERS - District Portion	165,925.41
528 · PERS - Officers Portion	4,474.63
529 · Pension Obln Bond Payment	263,789.42
530 · Workers Comp	30,119.51
Total 500 · Police Sal & Ben	2,149,728.28
550 · Other Police Expenses	
552 · Expendable Police Supplies	6,386.91
553 · Range/Ammunition Supplies	1,660.39
554 · Traffic Safety	6,010.96
560 · Crossing Guard	980.35
561 · Vehicle Fuel	14,328.57
562 · Vehicle Operation	14,293.29
563 · Vehicle Lease	18,168.85
564 · Communications	148,461.00
566 · Radio Maintenance	(4,057.32)
567 · Alarm	931.56
568 · Prisoner/Case Exp./Booking	2,697.86
570 · Training	22,962.80
571 · Records	641.02
572 · Hiring	7,931.73
574 · Reserve Officers	517.11
576 · Misc. Dues, Meals & Travel	2,094.00
580 · Utilities - Police	7,899.70
581 · Bldg Repairs/Maint.	495.58
582 · Expendable Office Supplies	2,340.49
587 · IT Contract	18,178.01
588 · Telephone	27,908.48
590 · Janitorial	3,088.38
591 · General Liability Insurance	29,021.19
592 · Publications	3,121.00
594 · Community Policing	2,275.24
595 · Legal/Consulting - Police	3,484.63
596 · CAL I.D.	6,268.00
599 · Police Taxes Measure G Admin	3,015.00
550 · Other Police Expenses - Other	263.31
Total 550 · Other Police Expenses	351,368.09
600 · Park/Rec Sal & Ben	
602 · Custodian	6,700.00
Total 600 · Park/Rec Sal & Ben	6,700.00

Kensington Police Protection & Community Services District
Revenue & Expense Report - Detailed
 July 2020 through May 2021

	Jul '20 - May 21
635 · Park/Recreation Expenses	
640 · Community Center Expenses	
641 · General Maintenance	280.00
642 · Utilities-Community Center	5,227.89
643 · Janitorial Supplies	407.43
644 · Landscaping	5,517.50
645 · General Liab./Workers Comp	6,431.71
646 · Community Center Repairs	1,030.00
648 · Community Center Equip Maint	7.99
	18,902.52
650 · Park	
651 · General Maintenance	10,750.00
652 · Repairs	2,741.40
653 · Landscaping	20,877.50
656 · Utilities	10,731.94
657 · General Liab/Workers Comp	6,431.71
658 · Levy Administration	4,010.70
659 · Misc	139.01
	55,682.26
660 · Annex Expenses	
667 · Annex Landscaping	2,975.00
	2,975.00
672 · Kensington Park O&M	2,050.00
674 · Tennis Courts (new title)	21,500.00
635 · Park/Recreation Expenses - Other	630.00
	101,739.78
800 · District Expenses	
808 · District Salaries	211,408.57
809 · District Payroll Taxes	16,656.41
810 · IT Contract	13,405.94
815 · Admin Communications	5,622.90
816 · Office Supplies	992.53
817 · Postage	493.38
818 · Mileage	111.44
819 · Dues/Subscriptions	7,396.94
820 · Copier Contract	4,006.98
825 · Board Continuing Ed/Conferences	3,125.00
826 · Board Meetings	47.96
830 · Legal (District/Personnel)	45,595.89
835 · Consulting	41,350.29

Kensington Police Protection & Community Services District
Revenue & Expense Report - Detailed
 July 2020 through May 2021

	Jul '20 - May 21
840 · Accounting	84,850.00
850 · Insurance	24,309.17
851 · Workers Comp	9,402.12
860 · Election	4,990.83
861 · LAFCO	1,728.55
865 · Police Bldg. Lease	33,552.50
870 · County Expenditures	22,735.52
890 · Waste/Recycle	2,669.33
891 · COVID	5,918.37
898 · Misc. Expenses	6,444.62
	546,815.24
Total 800 · District Expenses	546,815.24
950 · Capital Outlay	
963 · Patrol Car Accessories	212.74
965 · Personal Police Equipment-Asset	10,090.02
966 · Police Traffic Equipment	0.00
968 · Office Furn/Eq	1,225.33
969 · Computer Equipment	6,964.63
975 · Community Center Loan Repaym...	30,516.62
985 · Comm. Ctr Renovation (Cap Fund)	171,301.91
	220,311.25
Total 950 · Capital Outlay	220,311.25
Total Expense	3,376,662.64
Net Ordinary Revenue	161,580.45
Other Revenue/Expense	
Other Expense	
700 · Bond Issue Expenses	
710 · Bond Admin.	8,625.46
715 · Bond Interest Income	(448.37)
720 · Bond Principal	150,662.12
730 · Bond Interest	96,990.99
731 · POB Interest	84,199.50
	340,029.70
Total 700 · Bond Issue Expenses	340,029.70
Total Other Expense	340,029.70
Net Other Revenue	(340,029.70)
Net Revenue	(178,449.25)



Date: July 8, 2021
To: Board of Directors
From: Katherine Korsak, Finance and Business Manager
Subject: Annual Supplemental Special Tax for Police Protection (Measure G), FY 2021-22

Recommendation:

Approve and adopt the Resolution No. 2021-11 of the Board of Directors of the Kensington Police Protection and Community Services District (KPPCSD) establishing the annual Supplemental Special Tax for police protection (Measure G) for FY 2021-22.

Rationale for Recommendation:

The terms of the voter approved Supplemental Special Tax (Measure G) requires that the KPPCSD adopt a resolution annually before it can increase the tax by the Consumer Price Index (CPI) as authorized by Contra Costa County. For this fiscal year, staff recommends increasing the tax by the CPI to account for increases in the cost of living and provided needed General Fund revenue to balance the budget.

Background:

On June 8, 2010, the voters of the Kensington Police Protection and Community Services District approved Measure G, a supplemental special tax in the amount of \$200 per residential parcel. It also included tax amounts for properties in other use categories as identified in Ordinance No. 2016-12. As authorized by the approved tax, these revenues are to be used to directly support Kensington's police protection services.

For fiscal year 2021-22, the maximum annual amount of the Supplemental Special Tax for each category of property is determined by multiplying the preceding fiscal year's maximum special tax by an inflation factor in an amount not to exceed the increase in the Consumer Price Index as published by the U.S. Department of Labor for the April to April San Francisco-Oakland-Hayward area (the "Consumer Price Index" or "CPI"). The decrease in the Consumer Price Index from fiscal year 2020-21 (4.2%) to fiscal year 2021-22 (3.8%) is .4 %.

A five-year history of the Supplemental Tax is summarized in the chart below:

Class of Improvement/ Use *	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
Single Family Residential	\$232.38	\$241.18	\$248.94	\$258.93	\$261.81
Multi-Family Residential	\$348.57	\$361.78	\$373.41	\$388.40	\$392.72
Commercial & Institutional	\$348.57	\$361.78	\$373.41	\$388.40	\$392.72
Misc. Improved Property	\$232.38	\$241.18	\$248.94	\$258.93	\$261.81
Unimproved Property	\$69.71	\$72.35	\$74.68	\$77.68	\$78.54

*Class of Improvement or Use are determined annually based on data from the Contra Costa County Assessor's Office.

Based on the CPI, the maximum Supplemental Special Tax for fiscal years 2020-21 and 2021-22 is as follows:

Class of Improvement or Use*	2020/21 Maximum Tax	2021/22 Maximum Tax
Single Family Residential	\$261.81 per parcel	\$271.78 per parcel
Multiple Unit Residential	392.72 per parcel	407.67 per parcel
Commercial and Institutional	392.72 per parcel	407.67 per parcel
Miscellaneous Improved Property	261.81 per parcel	271.78 per parcel
Unimproved Property	78.54 per parcel	81.53 per parcel

Fiscal Impact:

The FY 2021-22 operating budget includes \$621,207 in revenue from the Supplemental Special Tax for Police Protection - an increase of \$26,335 or 4.4% more than last fiscal year's budget. Approving this resolution will increase the overall General Fund by \$26,335 for FY 2021-22.

Attachment:

1. Attachment 1: Resolution No. 2021-11 - A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Services District Establishing The Annual Supplemental Special Tax For Police Protection
2. Attachment 2: News Release from the U.S Department of Labor, Bureau of Labor Statistics – CPI Increase

RESOLUTION NO. 2021-11
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT
ESTABLISHING THE ANNUAL SUPPLEMENTAL SPECIAL TAX FOR POLICE PROTECTION

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

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

WHEREAS, for Fiscal Year 2021/22, the maximum annual amount of the Supplemental Special Tax for each category of property shall be determined by multiplying the preceding fiscal year’s maximum special tax by an inflation factor in an amount not to exceed the increase in the Consumer Price Index as published by the U.S. Department of Labor for the April to April San Francisco-Oakland-Hayward area (the “Consumer Price Index”). The following table shows the maximum Supplemental Special Tax for Fiscal Year 2020/21 and Fiscal Year 2021/22. The increase in the Consumer Price Index from Fiscal Year 2020/21 to Fiscal Year 2021/22 is 3.806%.

Class of Improvement or Use*	2020/21 Maximum Tax	2021/22 Maximum Tax
Single Family Residential	\$261.81 per parcel	\$271.78 per parcel
Multiple Unit Residential	392.72 per parcel	407.67 per parcel
Commercial and Institutional	392.72 per parcel	407.67 per parcel
Miscellaneous Improved Property	261.81 per parcel	271.78 per parcel
Unimproved Property	78.54 per parcel	81.53 per parcel

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

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

1. The Board of Directors hereby declares its intention to levy the Supplemental Special Tax for the Fiscal Year, July 1, 2021 through June 30, 2022 in the following amounts.

Class of Improvement or Use*	2021/22 Supplemental Tax
Single Family Residential	\$ 271.78 per parcel
Multiple Unit Residential	\$ 407.67 per parcel
Commercial and Institutional	\$ 407.67 per parcel
Miscellaneous Improved Property	\$ 271.78 per parcel
Unimproved Property	\$ 81.53 per parcel

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

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District on Thursday, the 8th day of July, 2021, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAINED:

Sylvia Hacaj
President, Board of Directors

I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on Thursday, the 8th day of July, 2021.

Lynelle M. Lewis
District Clerk of the Board

Marti Brown
General Manager



For Release: Wednesday, May 12, 2021

21-872-SAN

WESTERN INFORMATION OFFICE: San Francisco, Calif.

Technical information: (415) 625-2270 BLSinfoSF@bls.gov www.bls.gov/regions/west

Media contact: (415) 625-2270

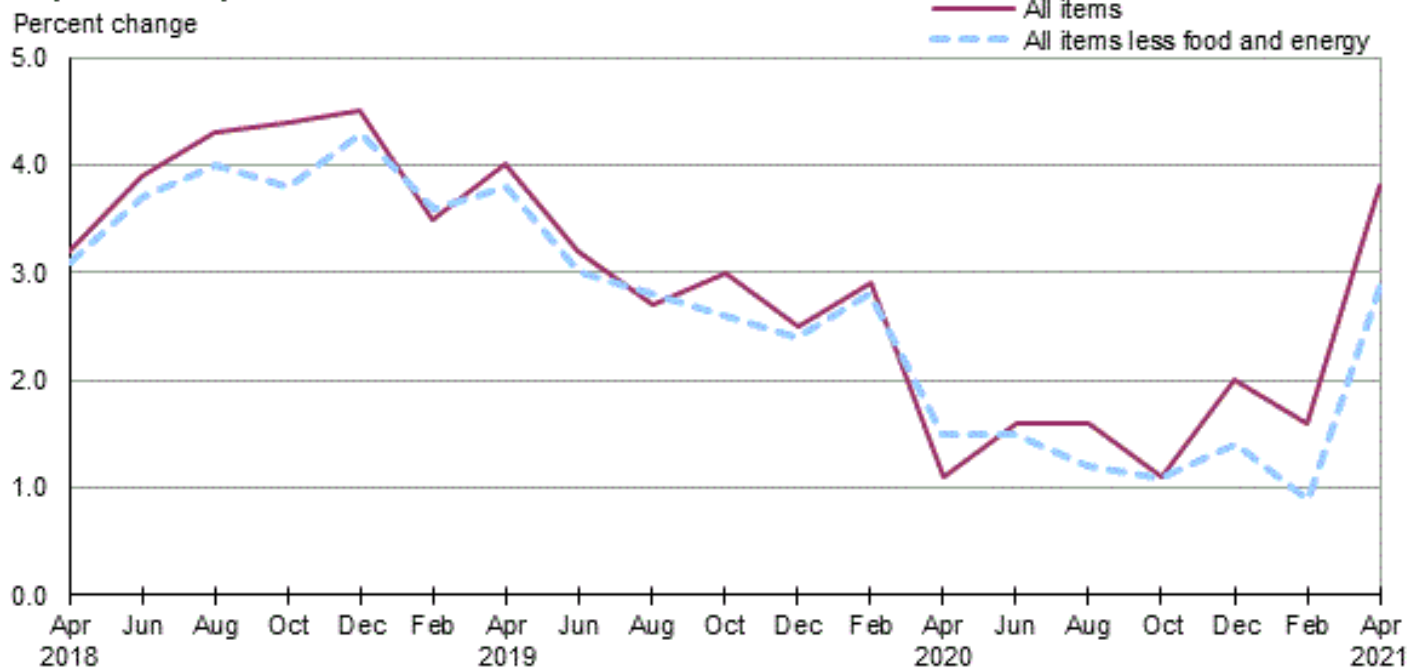
Consumer Price Index, San Francisco Area — April 2021

Area prices were up 1.7 percent over the past two months, up 3.8 percent from a year ago

Prices in the San Francisco area, as measured by the Consumer Price Index for All Urban Consumers (CPI-U), advanced 1.7 percent for the two months ending in April 2021, the U.S. Bureau of Labor Statistics reported today. (See [table A.](#)) Regional Commissioner Chris Rosenlund noted that the April increase was influenced by higher prices for shelter and gasoline. (Data in this report are not seasonally adjusted. Accordingly, month-to-month changes may reflect seasonal influences.)

Over the last 12 months, the CPI-U increased 3.8 percent. (See [chart 1](#) and [table A.](#)) Food prices increased 3.4 percent. Energy prices jumped 23.4 percent, largely the result of an increase in the price of gasoline. The index for all items less food and energy rose 2.9 percent over the year. (See [table 1.](#))

Chart 1. Over-the-year percent change in CPI-U, San Francisco-Oakland-Hayward, CA, April 2018–April 2021



Source: U.S. Bureau of Labor Statistics.

Food

Food prices inched up 0.1 percent for the two months ending in April. (See [table 1.](#)) Prices for food away from home edged up 0.1 percent, while prices for food at home were unchanged for the same period.

Over the year, food prices increased 3.4 percent. Prices for food away from home increased 5.8 percent. Prices for food at home rose 1.2 percent since a year ago, largely due to a price rise in fruits and vegetables (5.3 percent) and meat, poultry, fish, and eggs (4.8 percent).

Energy

The energy index rose 9.9 percent for the two months ending in April. The increase was mainly due to higher prices for gasoline (14.0 percent). Prices for electricity advanced 6.0 percent, and prices for natural gas service rose 5.6 percent for the same period.

Energy prices jumped 23.4 percent over the year, largely due to higher prices for gasoline (38.0 percent). Prices paid for electricity jumped 12.8 percent, and prices for natural gas service rose 4.5 percent during the past year.

All items less food and energy

The index for all items less food and energy increased 1.4 percent in the latest two-month period. Higher prices for used cars and trucks (11.8 percent), shelter (1.7 percent), and household furnishings and operations (1.4 percent) were partially offset by lower prices for recreation (-1.4 percent) and motor vehicle insurance (-1.3 percent).

Over the year, the index for all items less food and energy rose 2.9 percent. Components contributing to the increase included used cars and trucks (20.2 percent), household furnishings and operations (6.6 percent), and shelter (2.5 percent). Partly offsetting the increases was a price decrease in tuition, other school fees, and childcare (-1.2 percent).

Table A. San Francisco-Oakland-Hayward, CA, CPI-U 2-month and 12-month percent changes, all items index, not seasonally adjusted

Month	2017		2018		2019		2020		2021	
	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month
February	0.8	3.4	1.4	3.6	0.5	3.5	0.9	2.9	0.5	1.6
April	1.1	3.8	0.8	3.2	1.2	4.0	-0.5	1.1	1.7	3.8
June.....	0.3	3.5	0.9	3.9	0.2	3.2	0.7	1.6		
August	0.2	3.0	0.6	4.3	0.1	2.7	0.0	1.6		
October.....	0.6	2.7	0.7	4.4	1.0	3.0	0.5	1.1		
December.....	-0.1	2.9	0.1	4.5	-0.5	2.5	0.4	2.0		

The June 2021 Consumer Price Index for the San Francisco area is scheduled to be released on July 13, 2021.

Coronavirus (COVID-19) Pandemic Impact on April 2021 Consumer Price Index Data

Data collection by personal visit for the Consumer Price Index (CPI) program has been suspended since March 16, 2020. When possible, data normally collected by personal visit were collected either online or by phone. Additionally, data collection in April was affected by the temporary closing or limited operations of certain types of establishments. These factors resulted in an increase in the number of prices considered temporarily unavailable and imputed.

While the CPI program attempted to collect as much data as possible, many indexes are based on smaller amounts of collected prices than usual, and a small number of indexes that are normally published were not published this month. Additional information is available at <https://www.bls.gov/covid19/effects-of-covid-19-pandemic-on-consumer-price-index.htm>.

Technical Note

The Consumer Price Index (CPI) is a measure of the average change in prices over time in a fixed market basket of goods and services. The Bureau of Labor Statistics publishes CPIs for two population groups: (1) a CPI for All Urban Consumers (CPI-U) which covers approximately 93 percent of the total U.S. population and (2) a CPI for Urban Wage Earners and Clerical Workers (CPI-W) which covers approximately 29 percent of the total U.S. population. The CPI-U includes, in addition to wage earners and clerical workers, groups such as professional, managerial, and technical workers, the self-employed, short-term workers, the unemployed, and retirees and others not in the labor force.

The CPI is based on prices of food, clothing, shelter, and fuels, transportation fares, charges for doctors' and dentists' services, drugs, and the other goods and services that people buy for day-to-day living. Each month, prices are collected in 75 urban areas across the country from about 6,000 housing units and approximately 22,000 retail establishments—department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments. All taxes directly associated with the purchase and use of items are included in the index.

The index measures price changes from a designated reference date; for most of the CPI-U the reference base is 1982-84 equals 100. An increase of 7 percent from the reference base, for example, is shown as 107.000. Alternatively, that relationship can also be expressed as the price of a base period market basket of goods and services rising from \$100 to \$107. For further details see the CPI home page on the internet at www.bls.gov/cpi and the CPI section of the BLS Handbook of Methods available on the internet at www.bls.gov/opub/hom/cpi/.

In calculating the index, price changes for the various items in each location are averaged together with weights that represent their importance in the spending of the appropriate population group. Local data are then combined to obtain a U.S. city average. Because the sample size of a local area is smaller, the local area index is subject to substantially more sampling and other measurement error than the national index. In addition, local indexes are not adjusted for seasonal influences. As a result, local area indexes show greater volatility than the national index, although their long-term trends are quite similar. **NOTE: Area indexes do not measure differences in the level of prices between cities; they only measure the average change in prices for each area since the base period.**

The San Francisco-Oakland-Hayward, CA. metropolitan area covered in this release is comprised of Alameda, Contra Costa, Marin, San Francisco, San Mateo Counties in the State of California.

Information in this release will be made available to individuals with sensory impairments upon request. Voice phone: (202) 691-5200; Federal Relay Service: (800) 877-8339.

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods San Francisco-Oakland-Hayward, CA (1982-84=100 unless otherwise noted)

Item and Group	Indexes			Percent change from-		
	Feb. 2021	Mar. 2021	Apr. 2021	Apr. 2020	Feb. 2021	Mar. 2021
Expenditure category						
All items.....	304.387	-	309.419	3.8	1.7	-
All items (1967=100).....	935.771	-	951.239	-	-	-
Food and beverages.....	308.572	-	308.790	3.1	0.1	-
Food.....	308.589	-	308.788	3.4	0.1	-
Food at home.....	272.623	271.136	272.702	1.2	0.0	0.6
Cereals and bakery products.....	271.126	-	268.268	-1.2	-1.1	-
Meats, poultry, fish, and eggs.....	301.538	-	300.295	4.8	-0.4	-
Dairy and related products.....	278.438	-	286.643	0.0	2.9	-
Fruits and vegetables.....	371.388	-	368.829	5.3	-0.7	-
Nonalcoholic beverages and beverage materials(1).....	203.766	-	202.257	-6.0	-0.7	-
Other food at home.....	220.791	-	222.654	-0.7	0.8	-
Food away from home.....	349.922	-	350.276	5.8	0.1	-
Alcoholic beverages.....	311.778	-	312.228	-0.7	0.1	-
Housing.....	361.955	-	368.394	3.3	1.8	-
Shelter.....	409.850	411.202	416.798	2.5	1.7	1.4
Rent of primary residence(2).....	468.807	468.231	467.758	0.3	-0.2	-0.1
Owners' equiv. rent of residences(2)(3).....	439.058	438.879	438.336	1.2	-0.2	-0.1
Owners' equiv. rent of primary residence(1)(2).....	439.058	438.879	438.336	1.2	-0.2	-0.1
Fuels and utilities.....	455.265	-	469.885	8.4	3.2	-
Household energy.....	395.975	409.316	419.376	11.3	5.9	2.5
Energy services(2).....	397.337	410.870	420.836	11.1	5.9	2.4
Electricity(2).....	428.380	444.009	454.073	12.8	6.0	2.3
Utility (piped) gas service(2).....	319.675	327.293	337.454	4.5	5.6	3.1
Household furnishings and operations.....	154.126	-	156.336	6.6	1.4	-
Apparel.....	105.422	-	107.007	3.7	1.5	-
Transportation.....	204.673	-	216.498	11.4	5.8	-
Private transportation.....	203.631	-	213.824	13.7	5.0	-
New and used motor vehicles(4).....	97.889	-	-	-	-	-
New vehicles(1).....	161.204	-	-	-	-	-
Used cars and trucks(1).....	269.617	-	301.321	20.2	11.8	-
Motor fuel.....	253.600	277.844	289.079	37.7	14.0	4.0
Gasoline (all types).....	252.663	276.891	288.146	38.0	14.0	4.1
Gasoline, unleaded regular(4).....	251.951	276.602	287.968	38.8	14.3	4.1
Gasoline, unleaded midgrade(4)(5).....	237.199	257.507	268.466	32.2	13.2	4.3
Gasoline, unleaded premium(4).....	242.198	263.736	273.887	35.3	13.1	3.8
Motor vehicle insurance(1).....	528.598	-	521.662	5.0	-1.3	-
Medical care.....	555.065	-	555.675	1.4	0.1	-
Recreation(6).....	126.052	-	124.335	3.7	-1.4	-
Education and communication(6).....	150.882	-	152.099	0.3	0.8	-
Tuition, other school fees, and child care(1) ..	1,815.339	-	1,819.305	-1.2	0.2	-
Other goods and services.....	524.717	-	535.942	4.8	2.1	-
Commodity and service group						
All items.....	304.387	-	309.419	3.8	1.7	-
Commodities.....	199.185	-	202.736	5.5	1.8	-
Commodities less food & beverages.....	141.375	-	146.358	7.9	3.5	-
Nondurables less food & beverages.....	184.904	-	194.869	11.9	5.4	-
Durables.....	98.949	-	-	-	-	-
Services.....	392.055	-	398.340	3.2	1.6	-

Note: See footnotes at end of table.

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods San Francisco-Oakland-Hayward, CA (1982-84=100 unless otherwise noted) - Continued

Item and Group	Indexes			Percent change from-		
	Feb. 2021	Mar. 2021	Apr. 2021	Apr. 2020	Feb. 2021	Mar. 2021
Special aggregate indexes						
All items less medical care	294.117	-	299.283	4.0	1.8	-
All items less shelter.....	260.943	-	265.166	4.9	1.6	-
Commodities less food	148.669	-	153.548	7.3	3.3	-
Nondurables	248.289	-	253.206	6.2	2.0	-
Nondurables less food.....	194.803	-	204.083	10.3	4.8	-
Services less rent of shelter(3).....	387.224	-	392.789	4.2	1.4	-
Services less medical care services.....	380.732	-	387.364	3.2	1.7	-
Energy	311.817	331.861	342.694	23.4	9.9	3.3
All items less energy	307.721	-	311.595	3.0	1.3	-
All items less food and energy	308.432	-	312.894	2.9	1.4	-

Footnotes

(1) Indexes on a December 1977=100 base.

(2) This index series was calculated using a Laspeyres estimator. All other item stratum index series were calculated using a geometric means estimator.

(3) Indexes on a December 1982=100 base.

(4) Special index based on a substantially smaller sample.

(5) Indexes on a December 1993=100 base.

(6) Indexes on a December 1997=100 base.

- Data not available

NOTE: Index applies to a month as a whole, not to any specific date.



Date: July 8, 2021
To: Board of Directors
From: Katherine Korsak, Business & Finance Manager
Marti Brown, General Manager
Subject: Kensington Park Assessment District Levy

Recommendation:

Adopt Resolution 2021-12 authorizing the assessment and ordering the levy for the Kensington Park Assessment District (the "District") for Fiscal Year 2021-22 pursuant to the Landscaping and Lighting Act of 1972.

Rationale for Recommendation:

The District is a Landscape and Lighting District and, as such, it must follow the Landscaping and Lighting Act of 1972, which require governing board review and approval of the annual Engineer's Report including the proposed assessments to be levied upon each assessable lot or parcel within the District.

Background:

The District was formed on December 6, 1994 pursuant to the Landscaping and Lighting Act of 1972. At the time, the initial assessment was \$10.08 per single family dwelling with 2,099 parcels being assessed. An annual increase based on the Consumer Price Index (CPI) was included. In 1994-95, the estimated expenditures for park and facility maintenance totaled \$22,500.

In 2019-20, the assessment per household was \$17.84 with 2,189 parcels being assessed. In the current 2020-21 tax year, the assessment is \$18.37 with 2,189 parcels also being assessed. The proposed assessment for the 2021-22 tax year is \$18.65, a \$0.28 increase from the previous year.

Discussion and Analysis:

Over the past several years, the District has functioned with an operating deficit that has been backfilled by the KPPCSD's General Fund. For the past three fiscal years, the District has used an average of \$60,000 of General Fund monies - \$63,419, \$60,247 and \$57,231 (through April 2021) in Fiscal Years 2018-19, 2019-20 and 2020-21, respectively.

As expenses have steadily increased, the assessment revenue has not kept pace with expenditures and the maintenance needs of the park and its facilities. It's worth noting that without the support of the KPPCSD's General Fund, there would be insufficient funding for Kensington Park and the Community Center to remain open.

In FY 2021-22, staff will bring forward recommendations to the Board of Directors to conduct a study and analysis of the District's revenues, expenditures, and long term maintenance needs in order to recommend a sustainable financing model that does not rely on the KPPCSD's General Fund to backfill future deficits.

Fiscal Impact:

The current preliminary Engineer's Report estimates \$121,564 in District expenses and a total of \$42,184 of income and revenue for fiscal year 2021-22. Staff recommends allocating \$79,000 of General Fund monies to the District to fill the shortfall in the budget. Should the board approve this recommendation, 65% of the financial support for the District would be derived from the General Fund and 35% of the budget would originate from the current levy assessment.

Attachments:

1. Resolution Confirming the Assessment and Ordering the Levy for the Kensington Park Assessment District for Fiscal Year 2021-22.

RESOLUTION NO. 2021-12

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES
DISTRICT,
CONFIRMING THE ASSESSMENT AND ORDERING THE LEVY FOR
THE KENSINGTON PARK ASSESSMENT DISTRICT
FOR FISCAL YEAR 2021/22**

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

WHEREAS, the Board of Directors previously completed its proceedings in accordance with and pursuant to the Landscaping and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22500) (the “Act”) to establish the Kensington Park Assessment District (the “Assessment District”); and

WHEREAS, the Board of Directors has retained NBS for the purpose of assisting with the annual levy of the Assessment District, and the preparation and filing of an Engineer’s Report; and

WHEREAS, the Board of Directors has, by previous resolution, declared its intention to hold a Public Hearing concerning the levy and collection of assessments within the Assessment District; and

WHEREAS, a Public Hearing has been held and concluded and notice thereof was duly given in accordance with Section 22626 of the Act; and

WHEREAS, at the time and place specified in the Resolution of Intention the Board of Directors conducted such hearing and considered all objections to the assessment.

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

- 1. Confirmation of Assessment and Diagram:** The Board of Directors hereby confirms the assessment and the diagram as is described in full detail in the Engineer’s Report on file with the Secretary.
- 2. Levy of Assessment:** Pursuant to Section 22631 of the Act, the adoption of this resolution shall constitute the levy of an assessment for the fiscal year commencing July 1, 2021 and ending June 30, 2022.

- 3. Ordering of the Levy:** The Board of Directors hereby orders NBS to prepare and submit the levy of assessments to Contra Costa County for placement on the Fiscal Year 2021/22 secured property tax roll.

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District upon motion by Director _____, seconded by Director _____, on Thursday, the 8th day of July, 2021, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAINED:

Sylvia Hacaj
President, Board of Directors

HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on Thursday, the 8th day of July, 2021.

Lynelle M. Lewis
District Clerk of the Board

Marti Brown
General Manger



Date: July 8, 2021
To: Board of Directors
From: Mike Gancasz, Chief of Police
Marti Brown, General Manager
Subject: Police Lieutenant Job Classification and Salary Schedule

Recommendation:

Approve Resolution 2021-13 adopting the attached Police Lieutenant job classification and salary schedule.

Rationale for Recommendation:

Staff recommends establishing the new job classification of Police Lieutenant (“Lieutenant”), because the department needs one middle management position that is not a member of the Kensington Police Officers Association (KPOA) in order to:

- Fill a management gap between the Executive (Chief) and Sergeants (KPOA);
- Provide additional and a much needed layer of supervision, leadership, and oversight of operations;
- Conduct Internal Affairs investigations allowing the Chief to remain neutral;
- Act as Acting Chief of Police when needed; and
- Actively promote succession planning across the ranks.

In addition, this position is also considered to be part of an effective, proven structure across all of Law Enforcement, and is supported by the KPOA.

Background:

This past fiscal year, the KPPCSD employed a Police Captain (in addition to a Chief of Police) and did not employ a Lieutenant (which is a lower management rank than a Captain). Typically, a Captain position would be found in a much larger police department than the Kensington Police Department (KPD). Hence, the Captain position is not necessary for the KPD; however, a mid-management position is still needed for all of the reasons stated in the “Rationale for Recommendation.” As a result, the logical recommendation for a mid-management position for the KPD is Lieutenant.

Discussion and Analysis:

The Fiscal Year 2020-21 budgeted Kensington Police Department structure included the following positions:

- Chief of Police (Executive),
- Captain (supervisor and KPOA member),
- Two Sergeants (first line supervisors and KPOA members), and
- Six Patrol Officers (line staff and KPOA members).

Contemporary Police organizations employ a middle management rank between the Chief of Police and Sergeant. This rank is frequently occupied by a position titled Lieutenant, Commander or Captain. The title depends largely on the size and needs of an organization and can include multiple positions with the same title and a variety of ranks in combination with one another. In Contra Costa County, the most widely used rank and position is titled Lieutenant.

Under a structure that includes the Lieutenant position, the Chief of Police will give direction to the Lieutenant to develop a plan of action for sergeants and front-line officers. Responsibilities include completing Internal Affairs Investigations, reviewing matters of use of force, policy development and overseeing grants. The Lieutenant will select and assign staff ensuring equal employment opportunity in hiring and promotion and set work schedules and priority tasks for officers. The Lieutenant is responsible for evaluating sergeants and other staff in performance reviews and identifying development and training needs for the department. The Lieutenant position will also be responsible for initiating and executing community-based activities and other public safety programs throughout the District. On top of these precinct duties, the Lieutenant will work with other law enforcement agencies in the area and act as an ambassador of the police department in meetings, schools, and other community functions. Individuals promoted to this rank will have demonstrated experience, proven leadership skills and strong public relations abilities.

Although the lowest in the County, the following proposed salary schedule is consistent with Lieutenant pay scales in Contra Costa County and significantly less than that of a Police Captain.

Police Lieutenant Base Salary:

Kensington Police Protection & Community Services District					
Steps	Step 1	Step 2	Step 3	Step 4	Step 5
	Monthly	Monthly	Monthly	Monthly	Monthly
Police Lieutenant	\$ 10,106.25	\$ 10,409.44	\$ 10,721.72	\$ 11,043.37	\$ 11,374.67
Incentives	AA Degree or Intermediate POST Certificate is 5% per month				
	BA Degree or Advanced POST Certificate in addition is 5% per month				

Fiscal Impact:

By defunding the Police Captain position and funding the Police Lieutenant position, the Kensington Police Protection & Community Service District will save approximately \$22,472 per year.

Attachment:

1. Police Lieutenant Job Classification
2. Resolution No. 2021-13 - A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Service District Approving The Police Lieutenant Job Classification And Salary Schedule

CLASSIFICATION SPECIFICATION

Kensington Police Protection
& Community Service District

Date: July 2020

CLASS TITLE:	Lieutenant	FLSA STATUS:	Exempt
REPORTS TO:	Chief of Police	HIRING STATUS:	At Will

JOB SUMMARY

Reporting to and under the direction of the Chief of Police, 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 departmental operational programs; provide complex administrative and budgetary support to the Chief of Police; act as Acting Chief of Police as needed and act in his/her capacity as assigned; and perform related work as required. Responsibilities include direct 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 of Police with various budgetary, special program and administrative areas. This position will also be responsible for working closely with the Kensington Fire Protection District, Contra Costa County Office of Emergency Services, the El Cerrito Fire Department on emergency preparedness, response and evacuation planning. While the Lieutenant may also respond to calls for service, crime scene security and/or engage in 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*

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. Execute selection, disciplinary and other personnel decisions; counsel employees; administer discipline as required; interpret laws, codes, policies, and procedures to staff; and ensure legality and consistency of application.

The Lieutenant position will also:

- 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 District at cross-jurisdictional 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 assumes a command role as appropriate;
- Oversee and coordinate the work of multi-agency task forces or committees as necessary;
- Provide and coordinate mutual aide to other law enforcement agencies in accordance with departmental policy; and
- Assume command in the absence of the Police Chief as needed.

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

QUALIFICATION REQUIREMENTS

Required Entry Level Knowledge:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Principles and practices of work organization, staff supervision, training, professional development, work review and evaluation.
- 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.
- Protection of life and property, apprehension, and transport of suspects.
- 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 the 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.

EMPLOYMENT STANDARDS (Required at Appointment)

- Must possess a valid California class C driver license and have a satisfactory driving record.
- Must possess a valid Supervisory Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).
- Must maintain firearms qualification.
- Must successfully complete a background investigation as a condition of initial employment with Kensington Police Department.

KNOWLEDGE, SKILLS, ABILITIES (Required at Appointment)

- **Knowledge of:** Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:
 - A bachelor's degree from an accredited college, with preference although not required, in criminal justice, police science, public administration, or a closely related field; and two years of full-time equivalent professional law enforcement experience equivalent to the level of Police Sergeant or above; and a California Peace Officer Standards and Training (POST) Supervisory Certificate; or
 - An associate degree in criminal justice, police science, public administration, or a closely related field; and four years of full-time equivalent professional law enforcement experience equivalent to the level of Police Sergeant or above and a California Peace Officer Standards and Training (POST) Supervisory Certificate.
- **Skill in:** The work requires a combination of the following mental requirements depending upon a given task, on a given day:
 - interpreting, taking, comprehending, and following instructions;
 - standard problem-solving;
 - administrative and clerking;
 - detailed uninvolved instructions, including one or two-step instructions;
 - simple to complex - reading, writing, math skills, and spatial analysis;
 - formulating, synthesizing, coordinating, analyzing, compiling, computing, comparing, mentoring, negotiating, instructing, supervising, persuading, speaking, signaling, serving, and helping;

- setting-up; precision work; operating; driving; manipulation; tending; handling; performing simple, repetitive tasks to varied, complex tasks;
 - influencing and/or relating to other people; and
 - analyzing, critiquing and evaluating.
- **Ability to:** The position requires the following abilities:
 - Plan, schedule, assign, supervise, review, and evaluate the work of sworn and nonsworn staff.
 - Train staff in work procedures and providing for their professional development.
 - Assist in performing departmental administrative duties, such as budget development and administration as well as policy and procedure development.
 - Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
 - Prepare clear, accurate and grammatically correct reports, records, and other written materials.
 - Make sound, independent decisions as a watch commander and in emergency situations.
 - Identify and be responsive to community issues, concerns and needs.
 - Enter information into a computer with sufficient ability and accuracy.
 - Establish and maintain effective working relationships.

PHYSICAL DEMANDS

Must maintain P.O.S.T. physical standards. The work requires a combination of the following physical requirements depending upon a given task on a given day:

- 3 to 6 hours of sitting and walking;
- up to 3 hours of standing, bending, crouching, stooping, kneeling, crawling, climbing, balancing, running, twisting, turning, jumping, firm grasping, reaching forward or overhead, pinching, eye-hand-foot coordination, verbal contact and telephone conversations;
- up to 3 hours of lifting, carrying, pushing/pulling up to and over 100 lbs.;
- 3 to 6 hours of face-to-face talking, public speaking, conversations, finger dexterity, light grasping; and
- 3 to 8 hours of vision accuracy (far and near), depth perception, field of vision, accommodation, and color vision.

WORK ENVIRONMENT

Work is performed under the following conditions:

- indoors and outdoors;
- extreme hot and cold temperatures;
- unprotected heights;
- moving machinery;

- change in temperature and humidity;
- dust/fumes/smoke/gases;
- toxic/caustic chemicals;
- excessive noise;
- radiation/electrical energy;
- solvents, grease, or oil;
- slippery and or uneven surfaces;
- using a computer and other office equipment;
- working alone;
- working around or with others; and
- protective clothing required.

RESOLUTION NO. 2021-13

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICE DISTRICT APPROVING THE POLICE LIEUTENANT JOB CLASSIFICATION AND SALARY SCHEDULE

The Board of Directors of the Kensington Police Protection and Community Services District ("Board of Directors") resolves as follows:

WHEREAS, the District adopted the Fiscal Year 2021-22 budget on June 29, 2021, which included establishing the new Police Lieutenant job classification and salary schedule;

WHEREAS, the Police Lieutenant position will fill a management gap between the Chief of Police and Sergeant position; and

WHEREAS, the 5-step monthly salary schedule has been established as follows: Step 1 (\$10,106.25), Step 2 (\$10,409.44), Step 3 (\$10,721.72), Step 4 (\$11,043.37) and Step 5 (\$11,374.67); and

WHEREAS, CalPERS requires that the salary of all employees of a member agency be included in a publicly available pay schedule adopted by the governing board of the contracting agency.

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

The Board of Directors hereby approves and adopts the Police Lieutenant Classification Specification attached to this resolution and incorporated by reference effective as of July 8, 2021.

PASSED AND ADOPTED by the Kensington Police Protection and Community Services District on Thursday, the 8th day of July 2021, by the following vote to with:

AYES:

NOES:

ABSENT:

ABSTAINED:

Sylvia Hacaj
President, Board of Directors

I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on Thursday, the 8th day of July, 2021.

Lynelle M. Lewis
District Clerk of the Board

Marti Brown
General Manager

CLASSIFICATION SPECIFICATION

Kensington Police Protection
& Community Service District

Date: July 2020

CLASS TITLE:	Lieutenant	FLSA STATUS:	Exempt
REPORTS TO:	Chief of Police	HIRING STATUS:	At Will

JOB SUMMARY

Reporting to and under the direction of the Chief of Police, 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 departmental operational programs; provide complex administrative and budgetary support to the Chief of Police; act as Acting Chief of Police as needed and act in his/her capacity as assigned; and perform related work as required. Responsibilities include direct 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 of Police with various budgetary, special program and administrative areas. This position will also be responsible for working closely with the Kensington Fire Protection District, Contra Costa County Office of Emergency Services, the El Cerrito Fire Department on emergency preparedness, response and evacuation planning. While the Lieutenant may also respond to calls for service, crime scene security and/or engage in 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*

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. Execute selection, disciplinary and other personnel decisions; counsel employees; administer discipline as required; interpret laws, codes, policies, and procedures to staff; and ensure legality and consistency of application.

The Lieutenant position will also:

- 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 District at cross-jurisdictional 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 assumes a command role as appropriate;
- Oversee and coordinate the work of multi-agency task forces or committees as necessary;
- Provide and coordinate mutual aide to other law enforcement agencies in accordance with departmental policy; and
- Assume command in the absence of the Police Chief as needed.

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

QUALIFICATION REQUIREMENTS

Required Entry Level Knowledge:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Principles and practices of work organization, staff supervision, training, professional development, work review and evaluation.
- 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.
- Protection of life and property, apprehension, and transport of suspects.
- 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 the 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.

EMPLOYMENT STANDARDS (Required at Appointment)

- Must possess a valid California class C driver license and have a satisfactory driving record.
- Must possess a valid Supervisory Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).
- Must maintain firearms qualification.
- Must successfully complete a background investigation as a condition of initial employment with Kensington Police Department.

KNOWLEDGE, SKILLS, ABILITIES (Required at Appointment)

- **Knowledge of:** Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:
 - A bachelor's degree from an accredited college, with preference although not required, in criminal justice, police science, public administration, or a closely related field; and two years of full-time equivalent professional law enforcement experience equivalent to the level of Police Sergeant or above; and a California Peace Officer Standards and Training (POST) Supervisory Certificate; or
 - An associate degree in criminal justice, police science, public administration, or a closely related field; and four years of full-time equivalent professional law enforcement experience equivalent to the level of Police Sergeant or above and a California Peace Officer Standards and Training (POST) Supervisory Certificate.
- **Skill in:** The work requires a combination of the following mental requirements depending upon a given task, on a given day:
 - interpreting, taking, comprehending, and following instructions;
 - standard problem-solving;
 - administrative and clerking;
 - detailed uninvolved instructions, including one or two-step instructions;
 - simple to complex - reading, writing, math skills, and spatial analysis;
 - formulating, synthesizing, coordinating, analyzing, compiling, computing, comparing, mentoring, negotiating, instructing, supervising, persuading, speaking, signaling, serving, and helping;

- setting-up; precision work; operating; driving; manipulation; tending; handling; performing simple, repetitive tasks to varied, complex tasks;
 - influencing and/or relating to other people; and
 - analyzing, critiquing and evaluating.
- **Ability to:** The position requires the following abilities:
 - Plan, schedule, assign, supervise, review, and evaluate the work of sworn and nonsworn staff.
 - Train staff in work procedures and providing for their professional development.
 - Assist in performing departmental administrative duties, such as budget development and administration as well as policy and procedure development.
 - Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
 - Prepare clear, accurate and grammatically correct reports, records, and other written materials.
 - Make sound, independent decisions as a watch commander and in emergency situations.
 - Identify and be responsive to community issues, concerns and needs.
 - Enter information into a computer with sufficient ability and accuracy.
 - Establish and maintain effective working relationships.

PHYSICAL DEMANDS

Must maintain P.O.S.T. physical standards. The work requires a combination of the following physical requirements depending upon a given task on a given day:

- 3 to 6 hours of sitting and walking;
- up to 3 hours of standing, bending, crouching, stooping, kneeling, crawling, climbing, balancing, running, twisting, turning, jumping, firm grasping, reaching forward or overhead, pinching, eye-hand-foot coordination, verbal contact and telephone conversations;
- up to 3 hours of lifting, carrying, pushing/pulling up to and over 100 lbs.;
- 3 to 6 hours of face-to-face talking, public speaking, conversations, finger dexterity, light grasping; and
- 3 to 8 hours of vision accuracy (far and near), depth perception, field of vision, accommodation, and color vision.

WORK ENVIRONMENT

Work is performed under the following conditions:

- indoors and outdoors;
- extreme hot and cold temperatures;
- unprotected heights;
- moving machinery;

- change in temperature and humidity;
- dust/fumes/smoke/gases;
- toxic/caustic chemicals;
- excessive noise;
- radiation/electrical energy;
- solvents, grease, or oil;
- slippery and or uneven surfaces;
- using a computer and other office equipment;
- working alone;
- working around or with others; and
- protective clothing required.



Date: July 8, 2021
To: Board of Directors
From: Marti Brown, General Manager
Subject: Support Services Manager/Clerk of the Board Job Classification and Salary Schedule

Recommendation:

Approve Resolution 2021-14 adopting the attached Support Services Manager/Clerk of the Board job classification and salary schedule.

Rationale for Recommendation:

Staff recommends establishing the new job classification of Support Services Manager/Clerk of the Board (SSM-CoB), because the District would benefit from a full-time management level administrator to:

- Provide full-time administrative support and customer service across all departments;
- Maintain a full-time physical presence and availability in the District office;
- Ensure consistent, continuity of service delivery to the Board of Directors, Kensington residents and internal customers; and
- Apply a holistic, systems approach to managing job functions while also completing tasks.

Background:

In fiscal year 2020-21, the job functions for the proposed SSM-CoB position were spread across three part-time District positions – Police Services Specialist, Clerk of the Board, and Administrative Assistant. The proposed position would combine the job functions of all three positions into one full-time management position primarily focused on the following job functions:

- Police Department – Evidence, records, reporting and scheduling police training;
- Clerking – Agenda, minutes, public noticing and resolution preparation, as well as responding to Public Records Act requests and other clerking duties;
- Parks & Recreation – Facility and park reservation scheduling and coordinating, as well as assistance with coordination of park and facility maintenance; and
- Administration – Part-time District reception including answering phones and greeting the public, as well as basic administrative support to the Chief of Police and General Manager.

Discussion and Analysis:

While previously listed in the FY 2021-22 budget as “Office Manager/Clerk of the Board,” it became apparent upon further scrutiny that the “Office Manager” title should be changed to “Support Services Manager” since approximately 30-40% of the time will be spent on Police Department duties. Unlike Office Manager, the Support Services Manager is a typical police department title for a position that is responsible for evidence, records and scheduling police officer trainings as its primary job functions. To ensure that the District receives qualified applicants for the job functions identified in the job classification, it is important to use an identifiable and commonly used police department job title like Support Services Manager.

The District would benefit from a full-time, management position that is physically in the District office and operates cross-functionally and cross-departmentally as the administrative “connective tissue” for the District by providing administrative support to the Police Department, including evidence and records management, scheduling police officer training, and agency reporting; administrative support as the Clerk of the Board, including agenda, minutes, public noticing and resolution preparation; administrative support to the Parks and Recreation Department for facility and park reservations and scheduling; and light part-time reception duties, including answering phones and greeting/receiving the public at District headquarters.

In addition, as all administrative and management staff are concurrently responsible for duties and tasks that would typically be delegated to line staff in a larger organization and management level job functions, strategy and policy, it’s crucial for the organization to create a full-time, proactive position that requires little day-to-day supervision and oversight, a position that is responsible and accountable for focusing on both job functions and the ‘big picture,’ as well as task-oriented and completing high quality work products.

The proposed salary schedule for the Support Services Manager/Clerk of the Board position is as is illustrated in the table below:

Kensington Police Protection & Community Services District					
Steps	Step 1	Step 2	Step 3	Step 4	Step 5
	Monthly	Monthly	Monthly	Monthly	Monthly
Support Services Manager	\$ 7,500.00	\$ 7,725.00	\$ 7,956.75	\$ 8,195.45	\$ 8,441.32

Fiscal Impact:

With salary and benefits, the total cost of the SSM-CoB position is \$106,000 per year. The three part-time positions that fulfill the job functions that the new position will be responsible for total \$112,000 per year bringing an estimated \$6,000 per year savings to the District and General Fund by approving the SSM-CoB job classification and hiring for the new position.

Attachment:

1. Attachment 1: Support Services Manager/Clerk of the Board Job Classification
2. Resolution No. 2021-14 - A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Service District Approving The Support Services Manager/Clerk Of The Board Job Classification And Salary Schedule

CLASSIFICATION SPECIFICATION

Kensington Police Protection
& Community Service District

Date: July 2020

CLASS TITLE: **Support Services Manager/Clerk of the Board**

FLSA STATUS: Non-Exempt

REPORTS TO: General Manager

HIRING STATUS: Full time

JOB SUMMARY

Reporting to the General Manager, this management position provides administrative support to the Police, Administration (e.g., Clerking) and Parks and Recreation Departments. This position is responsible for performing a variety of wide-ranging and complex activities in administering non-sworn police support services and programs for the District's Police Department (e.g., training tracking and scheduling, evidence and records management); Prepares the District Board of Director agendas, minutes, resolutions and public notices, and maintains official District documents, records, and overall filing system; Provides part-time reception duties for District Administration, including answer phones and general reception to the public; and schedules park facility rentals and assists the General Manager with overall coordination and oversight of park and facility maintenance. Police Department-related duties will be directed by the Chief of Police or his/her designee.

DISTINGUISHING CHARACTERISTICS

Supervised by the General Manager (GM) and, with GM approval, may also take direction from the Chief of Police and/or his/her designee. This position is distinguished by the more complex, responsible, confidential, and diverse administrative duties performed.

EXAMPLES OF WORK

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that a qualified employee can perform the essential functions of the job. Duties include, but are not limited to, the following:

Police Department Duties

- **Evidence:** Perform a variety of property and evidence duties including receiving, recording, barcoding, categorizing, storing, and maintaining evidence and property acquired by the Police Department for safekeeping and custody. Verify proper packaging of property, contact officers, supervisors, and administrative staff regarding necessary corrections. Enter property data into computer system. Retrieve and release property to detectives, forensics, crime lab, and District Attorney's Office; maintain chain of custody. Prepare and transport property to crime lab for

analysis. Release and dispose of property in accordance with current laws and departmental policies.

- Schedule Training: Manage the police department's training department; schedule schools and training for sworn and civilian personnel and make necessary reservations. Procure firearms, ammo and any other equipment required for the training of department personnel.
- Records Management: Direct police records preparation, processing, and file management activities; Maintain accurate departmental and law enforcement records and files, research, and compile information from such files; and Maintain security of police records ensuring that information is released in accordance with related laws and department policies.
- Serve as liaison to other law enforcement agencies for records related inquiries.
- Assists in preparation of Police Services Department annual budget; provides reporting on parking citation revenues.
- Administer the Crossing Guard contract; supervise the contract crossing guard employees; serves as liaison between department, public and schools.
- Maintain databases, assist with various reporting and inventory requirements.
- Provide customer service and non-emergency contact over the phone and in-person; receive and respond to complaints from the public and staff; respond to questions and concerns from the public, departmental staff, and other agencies; provide information as appropriate and resolve service issues and complaints.
- Perform related duties as assigned.

Clerk of the Board/Administration Duties

- The ability to develop and implement projects and programs as assigned.
- Attend Board of Director's meetings; record all official proceedings; prepare public notifications, agenda, minutes, and other documents; certified ordinances, resolutions, agreements, actions, and other official documents; publish, file, and index all proceedings of the Board as established in District protocol.
- Provide highly responsible, complex, and confidential administrative support to the District Board and management staff.
- Oversee and update the District-wide records management program and records preservation and destruction records; schedule and ensure legal compliance retention schedules for District records; research District documents, historical information, and other information as needed; attest, index and file all legislative actions taken.
- Respond to difficult and sensitive public inquiries and complaints and assists the General Manager or other staff with resolution preparation.
- Ensure conformance with Board adopted policies and procedures.
- Perform all other administrative duties which may be assigned from time to time by the General Manager and/or requested by other department heads.

Parks & Recreation Duties

- Schedule and coordinate all aspects of facility and park reservations, including public and group reservations .
- District point of contact for community calls for park and/or facility maintenance and service.
- Assist General Manager with directing contract employees to maintain Kensington Park and Park facilities.
- Assist General Manager with coordination of the Kensington Community Council (KCC) contract and KCC relations.

QUALIFICATION REQUIREMENTS

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

High school diploma or equivalent and five (5) years of experience in a basic law enforcement environment.

Position also requires completion of coursework in the following categories within three years or less of appointment (to be paid for via POST reimbursement and by District), as well as other POST courses as identified and directed by the Chief of Police:

- Evidence and Property Function Management (POST)
- Training and Records Management (POST)
- Municipal Clerk Certification (IIMC Certification)

EMPLOYMENT STANDARDS (required upon appointment)

Must possess a valid California class C driver license and have a satisfactory driving record. Must maintain qualifications for evidence processing. Must successfully complete a background investigation as a condition of initial employment with Kensington Police Protection & Community Service District.

KNOWLEDGE, SKILLS, ABILITIES (required upon appointment)

Knowledge of:

- Basic law enforcement theory, principles, and practices and their application.
- Principles and practices of effective project and program management.
- Principles and practices of effective records management.
- Principles, methods, procedures and practices of evidence handling, recording, preservation, storage, and release.
- Office procedures, methods, and equipment including computers and applicable software applications.

- Business report preparation and effective written and verbal communication including appropriate English usage, grammar, spelling, and basic arithmetic.
- Telephone etiquette and effective customer service methods, especially when working with the public.
- Agenda and minutes preparation for governing bodies.
- Basic administration and management duties.

Skill in:

- Attention to detail and organization,
- Written communication,
- Verbal communication,
- Time management and prioritization,
- Problem-solving,
- Technology – using computers and software, and
- Customer service.

Ability to:

- Effectively prioritize tasks, projects and time.
- Learn new skills and processes – self starter.
- Pay attention to details.
- Work independently and proactively.
- Work in a fast-paced and deadline driven environment; ability multitask.
- Support other departments and department heads.
- Work as part of a team.
- Take responsibility for job and assignments – “own it.”

Reasoning Skills:

- Solution-oriented problem solving
- Creative inference – why the problem exists and how to fix it.
- Data collection, research, analysis and form recommendations.
- Organize and sort data and findings.
- Develop and execute solutions.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; must possess the mobility and physical strength and stamina to respond to emergency situations and accidents; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job may involve fieldwork. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. This position may

require bending, stooping, kneeling, and reaching to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

WORK ENVIRONMENT

May be required to work a varied schedule of hours, which may include evenings, and/or weekends. An occupational medical pre-employment physical exam is required.

RESOLUTION NO. 2021-14

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICE DISTRICT APPROVING THE SUPPORT SERVICES MANAGER/CLERK OF THE BOARD JOB CLASSIFICATION AND SALARY SCHEDULE

The Board of Directors of the Kensington Police Protection and Community Services District ("Board of Directors") resolves as follows:

WHEREAS, the District adopted the Fiscal Year 2021-22 budget on June 29, 2021, which included establishing an Office Manager/Clerk of the Board job classification and salary schedule;

WHEREAS, since the initial budget presentation on June 10, 2021, staff realized that a more accurate title for this position would be Support Services Manager/Clerk of the Board and, as a result, has changed the title; and

WHEREAS, while the job classification title has changed, the proposed duties and job functions have not changed since the initial proposal which include: police evidence and records management, agency reporting, scheduling police officer training, all clerking duties, coordinating and oversight of park and facility reservations and scheduling, other light administration duties for the Police, Parks and Recreation and Administration Departments, and part-time reception for District headquarters; and

WHEREAS, the 5-step monthly salary schedule has been established as follows: Step 1 (\$7500), Step 2 (\$7725), Step 3 (\$7956.75), Step 4 (\$8195.45) and Step 5 (\$8441.32); and

WHEREAS, this is not a CalPERS position.

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

The Board of Directors hereby approves and adopts the Support Services Manager/Clerk of the Board Classification Specification attached to this resolution and incorporated by reference effective as of July 8, 2021.

PASSED AND ADOPTED by the Kensington Police Protection and Community Services District on Thursday, the 8th day of July 2021, by the following vote to with:

AYES:

NOES:

ABSENT:

ABSTAINED:

Sylvia Hacaj
President, Board of Directors

I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on Thursday, the 8th day of July, 2021.

Lynelle M. Lewis
District Clerk of the Board

Marti Brown
General Manager

CLASSIFICATION SPECIFICATION

Kensington Police Protection
& Community Service District

Date: July 2020

CLASS TITLE: **Support Services Manager/Clerk of the Board**

FLSA STATUS: Non-Exempt

REPORTS TO: General Manager

HIRING STATUS: Full time

JOB SUMMARY

Reporting to the General Manager, this management position provides administrative support to the Police, Administration (e.g., Clerking) and Parks and Recreation Departments. This position is responsible for performing a variety of wide-ranging and complex activities in administering non-sworn police support services and programs for the District's Police Department (e.g., training tracking and scheduling, evidence and records management); Prepares the District Board of Director agendas, minutes, resolutions and public notices, and maintains official District documents, records, and overall filing system; Provides part-time reception duties for District Administration, including answer phones and general reception to the public; and schedules park facility rentals and assists the General Manager with overall coordination and oversight of park and facility maintenance. Police Department-related duties will be directed by the Chief of Police or his/her designee.

DISTINGUISHING CHARACTERISTICS

Supervised by the General Manager (GM) and, with GM approval, may also take direction from the Chief of Police and/or his/her designee. This position is distinguished by the more complex, responsible, confidential, and diverse administrative duties performed.

EXAMPLES OF WORK

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that a qualified employee can perform the essential functions of the job. Duties include, but are not limited to, the following:

Police Department Duties

- **Evidence:** Perform a variety of property and evidence duties including receiving, recording, barcoding, categorizing, storing, and maintaining evidence and property acquired by the Police Department for safekeeping and custody. Verify proper packaging of property, contact officers, supervisors, and administrative staff regarding necessary corrections. Enter property data into computer system. Retrieve and release property to detectives, forensics, crime lab, and District Attorney's Office; maintain chain of custody. Prepare and transport property to crime lab for

analysis. Release and dispose of property in accordance with current laws and departmental policies.

- Schedule Training: Manage the police department's training department; schedule schools and training for sworn and civilian personnel and make necessary reservations. Procure firearms, ammo and any other equipment required for the training of department personnel.
- Records Management: Direct police records preparation, processing, and file management activities; Maintain accurate departmental and law enforcement records and files, research, and compile information from such files; and Maintain security of police records ensuring that information is released in accordance with related laws and department policies.
- Serve as liaison to other law enforcement agencies for records related inquiries.
- Assists in preparation of Police Services Department annual budget; provides reporting on parking citation revenues.
- Administer the Crossing Guard contract; supervise the contract crossing guard employees; serves as liaison between department, public and schools.
- Maintain databases, assist with various reporting and inventory requirements.
- Provide customer service and non-emergency contact over the phone and in-person; receive and respond to complaints from the public and staff; respond to questions and concerns from the public, departmental staff, and other agencies; provide information as appropriate and resolve service issues and complaints.
- Perform related duties as assigned.

Clerk of the Board/Administration Duties

- The ability to develop and implement projects and programs as assigned.
- Attend Board of Director's meetings; record all official proceedings; prepare public notifications, agenda, minutes, and other documents; certified ordinances, resolutions, agreements, actions, and other official documents; publish, file, and index all proceedings of the Board as established in District protocol.
- Provide highly responsible, complex, and confidential administrative support to the District Board and management staff.
- Oversee and update the District-wide records management program and records preservation and destruction records; schedule and ensure legal compliance retention schedules for District records; research District documents, historical information, and other information as needed; attest, index and file all legislative actions taken.
- Respond to difficult and sensitive public inquiries and complaints and assists the General Manager or other staff with resolution preparation.
- Ensure conformance with Board adopted policies and procedures.
- Perform all other administrative duties which may be assigned from time to time by the General Manager and/or requested by other department heads.

Parks & Recreation Duties

- Schedule and coordinate all aspects of facility and park reservations, including public and group reservations .
- District point of contact for community calls for park and/or facility maintenance and service.
- Assist General Manager with directing contract employees to maintain Kensington Park and Park facilities.
- Assist General Manager with coordination of the Kensington Community Council (KCC) contract and KCC relations.

QUALIFICATION REQUIREMENTS

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

High school diploma or equivalent and five (5) years of experience in a basic law enforcement environment.

Position also requires completion of coursework in the following categories within three years or less of appointment (to be paid for via POST reimbursement and by District), as well as other POST courses as identified and directed by the Chief of Police:

- Evidence and Property Function Management (POST)
- Training and Records Management (POST)
- Municipal Clerk Certification (IIMC Certification)

EMPLOYMENT STANDARDS (required upon appointment)

Must possess a valid California class C driver license and have a satisfactory driving record. Must maintain qualifications for evidence processing. Must successfully complete a background investigation as a condition of initial employment with Kensington Police Protection & Community Service District.

KNOWLEDGE, SKILLS, ABILITIES (required upon appointment)

Knowledge of:

- Basic law enforcement theory, principles, and practices and their application.
- Principles and practices of effective project and program management.
- Principles and practices of effective records management.
- Principles, methods, procedures and practices of evidence handling, recording, preservation, storage, and release.
- Office procedures, methods, and equipment including computers and applicable software applications.

- Business report preparation and effective written and verbal communication including appropriate English usage, grammar, spelling, and basic arithmetic.
- Telephone etiquette and effective customer service methods, especially when working with the public.
- Agenda and minutes preparation for governing bodies.
- Basic administration and management duties.

Skill in:

- Attention to detail and organization,
- Written communication,
- Verbal communication,
- Time management and prioritization,
- Problem-solving,
- Technology – using computers and software, and
- Customer service.

Ability to:

- Effectively prioritize tasks, projects and time.
- Learn new skills and processes – self starter.
- Pay attention to details.
- Work independently and proactively.
- Work in a fast-paced and deadline driven environment; ability multitask.
- Support other departments and department heads.
- Work as part of a team.
- Take responsibility for job and assignments – “own it.”

Reasoning Skills:

- Solution-oriented problem solving
- Creative inference – why the problem exists and how to fix it.
- Data collection, research, analysis and form recommendations.
- Organize and sort data and findings.
- Develop and execute solutions.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; must possess the mobility and physical strength and stamina to respond to emergency situations and accidents; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job may involve fieldwork. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. This position may

require bending, stooping, kneeling, and reaching to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

WORK ENVIRONMENT

May be required to work a varied schedule of hours, which may include evenings, and/or weekends. An occupational medical pre-employment physical exam is required.