



Date: June 13, 2024
To: Board of Directors
From: David Aranda, Interim General Manager
Subject: Adoption of the Budget for Fiscal Year 2025 (July 1, 2024-June 30 2025)

Recommendation

Approve and adopt Resolution No. 2024-08 of the Board of Directors of the Kensington Police Protection and Community Services District Authorizing the Adoption of the Budget for Fiscal Year 2025 (July 1, 2024-June 30 2025).

Background

A draft budget was presented at the May Board of Directors meeting and a public hearing was held earlier this evening.

As noted there were a few changes made to the budget and the attached budget reflects those changes.

The Interim General Manager, Police Chief, Sr. Accounting Clerk and Aide Bailly all played a role in developing the attached budget for Fiscal Year 2025 which begins July 1, 2024, and ends June 30, 2025. This year staff played a larger role in developing and working on the budget and it is hoped that will continue to be the case for Fiscal Year 2026's budget work.

The budget is balanced with a slight surplus. There are no capital items planned for purchase in any department. This was not because of the available money but rather neither the Chief nor the IGM saw a need for any capital purchased in the 2025 fiscal year.

The General Fund revenue line item is where all the property tax revenue is placed. This procedure is a safety valve in providing to all, but especially to the State, that property tax is designated in the General Fund and the District's governing body determines where and how the property tax is used. Failure to use this process can result in loss of funds from the State in the form of Grants or other funding that the State from time to time designates, especially for Police Agencies.

The General Fund salaries reflect one half time General Manager and part time Clerk of the Board, Accountant, and Administrator. There are no benefits assigned to any of these positions. Last year,

Adoption of the Budget for Fiscal Year 2025

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as the 2024 budget was being developed \$50,000 was placed in the benefit line item because there was a possibility of an unemployment claim. That is not the case this year.

The line items for operational expenses reflect increases in consulting (the Geotech study and finishing the reorganization work), accounting and auditing (the actual cost for EideBailly's work will take effect starting July 1, 2024, as opposed to a fixed fee for this current year, which the district benefited from). The line item for legal fees represents a realistic dollar amount for FY 25 when considering that attorney representation at board meetings will be limited to need only, hopefully the CalPERS issues are behind us and there are no pending cases involving the district. This is an election year so money for the election that Contra Costa will bill us was placed in the budget. The payroll expenses were placed in the police department's budget, but this is more of a general fund expense as are copier costs, so they were placed in the general fund. Risk insurance in the State of California continues to go up, thus the increase of \$10,000 in the budget.

The Police Department revenue is based on specific revenue that comes in via special taxes and some State support. As noted, measure G supplemental tax does have the ability to see increases each year as noted in the engineering report on that agenda item.

Salaries and Benefits reflect a full staff as noted in the attached organization chart. It should be noted that one non-sworn position was removed from the salaries and benefits and is now under code 598, consulting. It should also be noted that there is a direct correlation between a full staff and reduced overtime as opposed to a staff shortage and increased costs for overtime. The line items in operational expenses were addressed by the Chief and I in attempting to be more transparent in what each line item represents in expenses. The Chief and I will be available to answer specific questions about those line items. Please note the one large expense line item of \$330,900 for the Pension Obligation Bond payment.

Park Revenues reflect a modest \$108,000 working revenue. Please note that the \$30,000 from KCC is restricted for capital expenditures and thus is not being considered against day-to-day operational expenses.

Salaries and benefits reflect a part time Park Administrator and a part time Janitor. The park operating expenses have been streamlined from prior years where there was duplication and confusion in placing expenses in certain line items. The expenses should reflect one year's experience of operating costs for the park. Please note the one-line item, 975 which is the annual loan repayment of \$30,500.

Solid Waste revenues simply consist of the gross amount of franchise fee money the district receives from Bay View and a grant of \$75,000 that will be discussed next month in a separate agenda item. The expenses reflect using the \$75,000 in grant money, paying the county their share of franchise fees and consulting/legal money for a study on solid waste costs and franchise fee justification. You will note that we will continue to budget an allocation fee to solid waste for the expenses that the general fund incurs overseeing that department.

Adoption of the Budget for Fiscal Year 2025

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Keep in mind that this public hearing is regarding the Fiscal Year 2024 Budget only. It is the General Manager's recommendation that a board workshop with public input be placed on a future agenda item that will discuss the District's finances for the next five to ten years.

Exhibit(s)

- Resolution No. 2024-08, A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Services District Adopting The Budget For Fiscal Year 2024 (July 1, 2024-June 30, 2025).
- Budget for Fiscal Year 2025
- KPPCSD Organization Chart

RESOLUTION NO. 2024-08

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE KENSINGTON POLICE PROTECTION
AND COMMUNITY SERVICES DISTRICT
ADOPTING THE BUDGET FOR FISCAL YEAR 2025
(July 1, 2024-June 30, 2025)**

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

WHEREAS, on June 13, 2024 at 6:30 p.m. a Public Hearing was held to take any and all comments regarding the fiscal year 2025 budget as presented; and

WHEREAS on June 13, 2024 at the Regular Meeting of the Board of Directors for the Kensington Police Protection and Community Services District the General Manager prepared and submitted to the Board of Directors the proposed budget for fiscal year 2025 commencing July 1, 2024 and ending June 30, 2025; and

WHEREAS, after hearing from all interested persons, the Board has also determined that the aforesaid expenses should be paid by the combination of rates, charges, assessments and taxes set forth herein so as to equitably apportion the burden of paying for such services.

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

1. The Board of Directors hereby adopts the budget for fiscal year 2025 as presented and amended at this meeting.
2. The sums of money therein set forth are hereby appropriated from revenues of the district to the departments, functions and activities therein set forth for expenditures during the fiscal year 2024.

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 13th day of June, 2024, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAINED:

David Spath
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 13th day of June, 2024.

Lynelle M. Lewis
District Clerk of the Board

David Aranda
Interim General Manger

**Kensington Police Protection & Community Services District
Consolidated FY 2025 Budget Summary by Department**

	General Fund	Police	Parks	Solid Waste
Revenues	2,522,000	1,601,500	108,000	197,000
Operating expense	\$ (758,778)	\$ (3,267,699)	\$ (222,396)	\$ (202,000)
Allocation	31,000			
Net	\$ 1,794,222	\$ (1,666,199)	\$ (114,396)	\$ (5,000)
				\$ 8,627

Kensington Police Protection & Community Services District
FY 2024-25
GENERAL FUND

Acct #		FY 23 Actual Results	FY 24 YTD Results	FY 24 Adopted Budget	FY 25 Proposed Budget	\$ Budget Change	% Budget Change
1	Revenue						
2	401 Levy Tax - Co. Prop 1%	2,381,352	2,433,755	2,400,000	2,522,000	122,000	5%
3	456 Interest	15,414	-	-	-	-	0%
4	458 Other District Revenue	19,204	24,341	68,500	-	(68,500)	-100%
5	480 Rental Revenue	26,824	12,193	29,300	-	(29,300)	-100%
6	TOTAL REVENUE	2,442,794	2,470,289	2,497,800	2,522,000	24,200	1%
7	EXPENSE						
8	Salaries and Benefits						
9	807 Salaries	356,999	173,631	259,400	273,000	13,600	5%
10	808 Payroll Taxes	45,609	2,343	19,800	19,278	(522)	-3%
11	809 Benefits / Unemployment	-	-	50,000	-	(50,000)	-100%
12	Total Salaries & Benefits	402,608	175,974	329,200	292,278	(36,922)	-11%
13	Operations & Admin Expenses						
14	815 Admin Communications	8,270	4,769	7,500	9,500	2,000	27%
15	816 Office Supplies	8,767	1,758	2,000	3,000	1,000	50%
16	817 Postage	748	1,361	-	2,500	2,500	0%
17	818 Mileage Reimbursement	553	712	-	1,000	1,000	0%
18	819 Dues/Subscriptions	7,671	15,451	11,000	18,000	7,000	64%
19	820 Copier Contract	5,524	-	-	3,500	3,500	0%
20	825 Board Continuing Ed/Conferences	282	5,065	8,000	6,000	(2,000)	-25%
21	830 Legal (District/Personnel)	189,833	64,296	25,000	35,000	10,000	40%
22	831 Training and Travel Admin	20,284	12,374	18,700	15,000	(3,700)	-20%
23	835 Consulting	44,287	11,750	50,000	100,000	50,000	100%
24	840 Accounting/Audit	290,523	42,695	95,000	160,000	65,000	68%
25	850 Insurance	36,595	45,000	45,000	55,000	10,000	22%
26	851 Workers Compensation	13,178	1,569	1,500	3,000	1,500	100%
27	860 Election	7,630	-	-	8,000	8,000	0%
28	861 LAFCO	1,505	1,455	2,000	2,000	-	0%
29	870 County Expenditures	22,435	7,271	25,000	25,000	-	0%
30	898 Other Expenses	27,143	8,839	5,000	5,000	-	0%
31	997 Payroll Expense	603	2,721	-	15,000	15,000	0%
32	Total Operations & Admin Expenses	685,832	227,086	295,700	466,500	170,800	58%
33	TOTAL EXPENSE	1,088,440	403,060	624,900	758,778	133,878	21%
	NET REVENUE / (EXPENSE)	1,354,354	2,067,229	1,872,900	1,763,222	(109,678)	-6%
34	Administration allocation revenue from Solid Waste				31,000		

Kensington Police Protection & Community Services District
FY 2024-25
POLICE

Acct #		FY 23 Actual Results	FY 24 YTD Results	FY 24 Adopted Budget	FY 25 Proposed Budget	\$ Budget Change	% Budget Change
1	Revenue						
2	402 Special Tax-Police	685,470	685,470	685,000	685,500	500	0%
3	404 Measure G Supplemental Tax	651,974	679,346	660,000	700,000	40,000	6%
4	410 Police Fees/Service Charges	14,670	4,898	5,000	6,000	1,000	20%
5	414 POST Reimbursement	13,065		10,000	10,000		
6	415 SLESF	217,383		195,000	200,000		
7	418 Reimbursements/Refunds	-	8,535	-	-	-	0%
8	TOTAL REVENUE	1,582,563	1,378,249	1,555,000	1,601,500	41,500	3%
9	EXPENSE						
10	Salaries and Benefits						
11	502 Officers Salaries	1,070,630	584,346	1,141,400	1,230,532	89,132	8%
12	503 Holiday Pay	-	24,098	50,100	46,000	(4,100)	-8%
13	504 Incentive Pay- Education	-	6,409	4,100	15,000	10,900	266%
14	505 Incentive Pay- POST Certificate	-	25,633	34,600	26,852	(7,748)	-22%
15	506 Overtime	131,152	103,544	120,000	50,000	(70,000)	-58%
16	508 Non-Sworn Salaries	63,043	42,252	53,900	-	(53,900)	-100%
17	509 Hiring Bonus	25,000	24,063	20,000	12,000	(8,000)	-40%
18	510 Vacation Cash Out	-	-	20,600	-	(20,600)	-100%
19	516 Uniform Allowance	9,576	5,700	10,800	12,000	1,200	11%
20	520 In Lieu Health Expense	6,000	500	500	-	(500)	-100%
21	522 Officer Life Insurance	4,724	4,037	8,500	6,000	(2,500)	-29%
22	523 Medicare	23,071	12,042	20,300	19,000	(1,300)	-6%
23	524 Social Security / Medicare	3,716	2,620	4,100	-	(4,100)	-100%
24	527 CalPERS District Share	209,627	143,671	269,700	280,227	10,527	4%
25	528 CalPERS Officers Share	(5,493)	5,493	-	-	-	0%
26	529 Pension Obligation Bond Payment	-	330,926	330,900	330,900	-	0%
27	530 Workers Compensation	39,533	38,000	38,000	45,000	7,000	18%
28	531 Unemployment	-	6,750	52,000	-	(52,000)	-100%
29	Total Salaries & Benefits	1,580,577	1,360,084	2,179,500	2,073,511	(105,989)	-5%
30	Operations & Admin Expenses						
31	552 Office Supplies And Expenses	14,690	5,782	21,400	5,000	(16,400)	-77%
32	553 Police Uniforms, Equipment, and Duty Gear	26,432	29,811	30,000	15,000	(15,000)	-50%
33	554 Traffic Safety/Equipment	14,792	54,984	25,000	8,000	(17,000)	-68%
34	561 Fleet Maintenance, Fuel, Toll, Transportation	44,888	24,916	17,000	53,000	36,000	212%
35	563 Vehicle Lease	4,090	44,775	86,500	50,000	(36,500)	-42%
36	564 Cal-ID, ARIES, SunRidge, LEFTA	227,092	143,248	160,000	170,000	10,000	6%
37	566 Radio Maintenance	-	17,546	37,800	12,000	(25,800)	-68%
38	567 Building Alarm, Fire, Security, and Maintenance	-	3,998	4,000	5,000	1,000	25%
39	568 Evidence, Investigation, Forensic Services	24,795	7,870	7,500	8,000	500	7%
40	569 Emergency Preparedness	-	-	3,000	-	(3,000)	-100%
41	570 Training And Travel Expense	32,621	21,558	30,000	30,000	-	0%
42	571 Records, PRA, and Redaction Software	300	9,295	38,800	8,000	(30,800)	-79%
43	572 Recruiting, Hiring, and Backgrounds	11,885	12,608	25,000	5,000	(20,000)	-80%
44	574 Reserve Program	270	430	-	3,000	3,000	0%
45	576 Law, Subscriptions, and Memberships	6,678	1,690	7,000	3,000	(4,000)	-57%
46	578 POST - Reimburse	-	-	-	-	-	0%
47	580 PG&E, EBMUD, and Phone	17,217	25,657	27,000	35,000	8,000	30%
48	581 Building Repairs and Maintenance	437	9,406	10,000	5,000	(5,000)	-50%
49	587 Rubicon IT Contract	591	41,061	43,300	50,000	6,700	15%
50	588 Police Fleet Cellular Contract	21,467	14,906	10,000	10,000	-	0%
51	590 Janitorial	-	-	-	12,000	12,000	0%
52	591 General Liability Insurance	40,177	55,288	55,000	65,000	10,000	18%
53	592 Website Social Media Contracts	417	20	5,000	7,500	2,500	50%
54	593 Volunteer Programs	1,542	1,454	7,500	2,000	(5,500)	-73%
55	594 Police & Community Events	2,189	3,781	7,500	4,000	(3,500)	-47%
56	595 Legal & Lexipol	29,134	14,053	9,000	15,000	6,000	67%
57	596 CAL I.D.	-	-	-	-	-	0%
58	597 Police Building Lease	66,719	64,385	66,000	88,000	22,000	33%
59	597.1 Building Maintenance and Repair	4,303	24	10,000	-	(10,000)	-100%
60	598 Consulting - Background/hiring/records	-	-	-	70,000	70,000	0%
61	599 Police Taxes Administration	1,049	-	5,000	5,000	-	0%
62	820 Copier Contract	5,524	3,010	-	-	-	0%
63	963 Patrol Car Accessories	29,956	68,922	-	-	-	0%
64	967 Station Equipment	50,880	(136)	-	-	-	0%
65	968 Office Furniture/Equipment	31,497	(690)	-	-	-	0%
66	521-A Medical/Vision/Dental (Active)	128,113	119,323	183,700	265,243	81,543	44%

Kensington Police Protection & Community Services District
FY 2024-25
POLICE

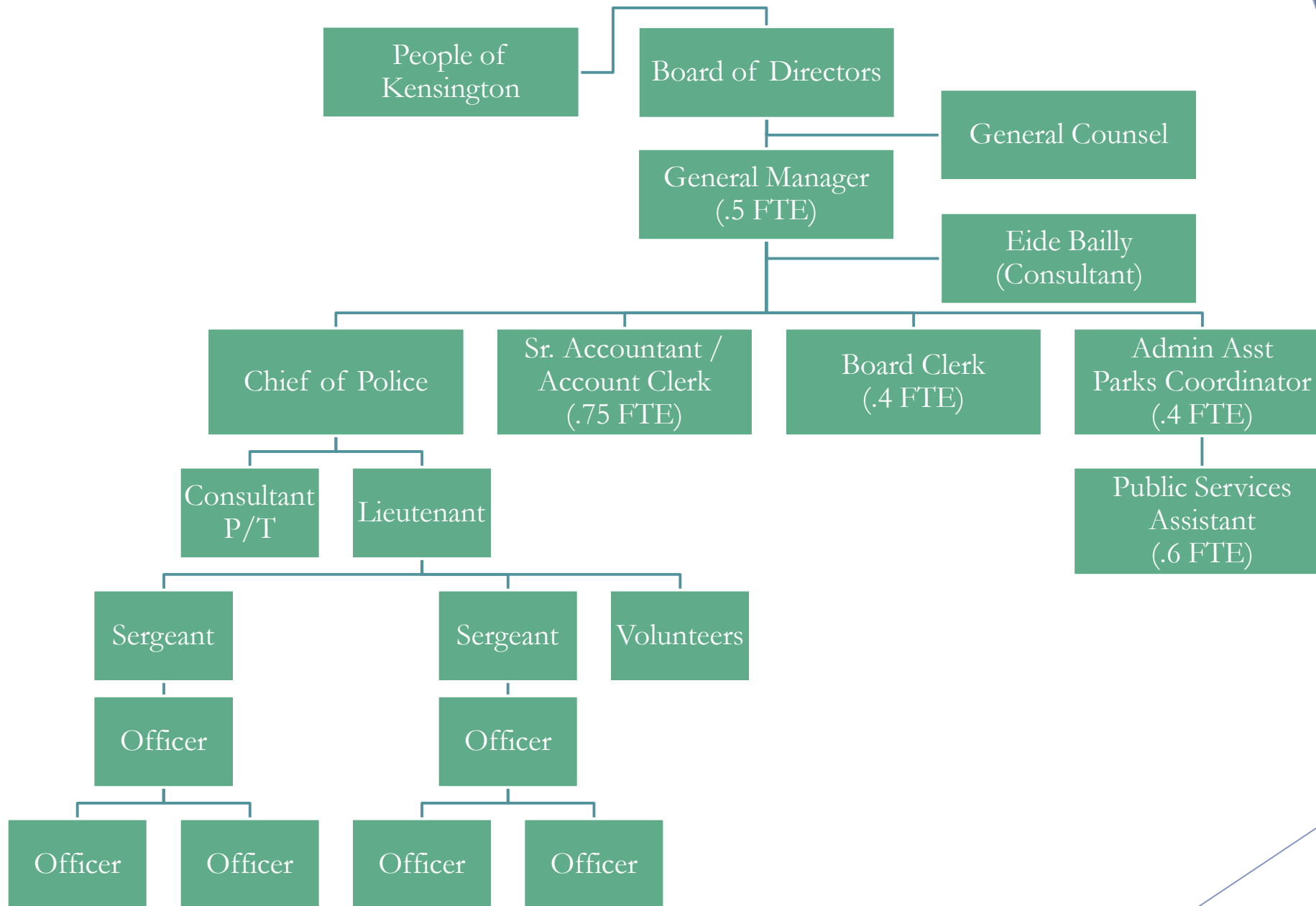
Acct #		FY 23 Actual Results	FY 24 YTD Results	FY 24 Adopted Budget	FY 25 Proposed Budget	\$ Budget Change	% Budget Change	
67	521-R	155,643	105,289	145,400	145,445	45	0%	
68	589	-	-	-	25,000	25,000	0%	
69	575	-	-	-	15,000	15,000	0%	
70	Total Operations & Admin Expenses		995,389	904,264	1,077,400	1,194,188	116,788	11%
71	TOTAL EXPENSE		2,575,966	2,264,348	3,256,900	3,267,699	10,799	0%
72	NET REVENUE / (EXPENSE)		(993,403)	(886,099)	(1,701,900)	(1,666,199)	30,701	-2%

Kensington Police Protection & Community Services District
FY 2024-25
PARKS

Acct #		FY 23 Actual Results	FY 24 YTD Results	FY 24 Adopted Budget	FY 25 Proposed Budget	\$ Budget Change	% Budget Change
1	Revenue						
2	406 Per Capita Park Grant	-	181,055	180,000	-	(180,000)	-100%
3	424 Special Tax-Landscape and Learning Parks	44,359	46,719	46,000	47,000	1,000	2%
4	425 KCC Reserves	-	-	-	-	-	0%
5	426 KCC Annual Fees	-	-	-	29,000	29,000	0%
6	427 Community Center Revenue	61,573	43,479	50,000	30,000	(20,000)	-40%
7	438 Tennis Court Revenue	1,435	1,357	1,000	2,000	1,000	100%
8	439 Other Community Center Revenue	456	31,321	-	-	-	0%
9	TOTAL REVENUE	107,823	303,931	277,000	108,000	(169,000)	-61%
10	EXPENSE						
11	Salaries and Benefits						
13	601 Parks & Rec Admin Salary	32,298	17,522	86,000	21,000	(65,000)	-76%
14	602 Janitor Salary	17,746	(20)	12,000	43,000	31,000	258%
15	623 Social Security / Medicare	-	-	6,600	4,896	(1,704)	-26%
16	Total Salaries & Benefits		17,502	104,600	68,896	(35,704)	-34%
17	Operations & Admin Expenses						
18	640 Parks Expenses	64	4,088	-	-	-	0%
19	641 General Maintenance	28,595	1,528	2,500	25,000	22,500	900%
20	642 Utilities	14,004	8,053	13,000	25,000	12,000	92%
21	643 Janitorial Supplies	1,933	1,815	1,500	2,500	1,000	67%
22	644 Landscaping	29,430	21,700	30,000	34,000	4,000	13%
23	645 Workers Compensation	9,390	1,362	1,400	3,000	1,600	114%
24	646 Community Center Repairs	5,104	463	10,000	4,000	(6,000)	-60%
25	647 Legal/Consulting	6,768	1,162	-	5,000	5,000	0%
26	699 Community Center Expenses - Other	-	-	-	-	-	0%
27	657 General Liability	9,390	12,000	12,000	15,000	3,000	25%
28	658 Levy Administration	10,003	6,200	10,000	7,500	(2,500)	-25%
29	659 Other Park Expenses	-	-	-	1,000	1,000	0%
30	674 Tennis Court Maintenance and Repair	2,124	351	-	1,000	1,000	0%
31	974 Other Park Improvements	99,715	46,009	80,000	-	(80,000)	-100%
32	975 Community Center Loan Repayment	-	-	30,500	30,500	-	0%
33	978 Park Furniture and Equipment	21,946	1,323	-	-	-	0%
34	Total Operations & Admin Expenses	238,467	106,054	190,900	153,500	(37,400)	-20%
35	TOTAL EXPENSE	238,467	1,323	6,600	4,896	(1,704)	-26%
36	NET REVENUE / (EXPENSE)	(130,645)	29,998	(6,600)	(4,896)	1,704	-26%
37	Dedicated Capital Revenue				30,000		

Kensington Police Protection & Community Services District
FY 2024-25
WASTE MANAGEMENT

Acct #		FY 23 Actual Results	FY 24 YTD Results	FY 24 Adopted Budget	FY 25 Proposed Budget	\$ Budget Change	% Budget Change
1	Revenue						
2	448 Franchise Fees	#NAME?	-	-	120,000	120,000	0%
3	461 Waste Removal Franchise Fee	-	-	120,000	-	(120,000)	-100%
	480 Waste Management Grant	#NAME?	-	-	75,000	75,000	0%
4	456 Interest	#NAME?	-	-	2,000	2,000	0%
5	TOTAL REVENUE	#NAME?	-	120,000	197,000	77,000	64%
6	EXPENSE						
7	Operations & Admin Expenses						
8	751 Waste Removal Franchise Fee Expense	#NAME?	35,540	51,400	51,000	(400)	-1%
9	752 Waste Management Program Admin	#NAME?	-	68,490	31,000	(37,490)	-55%
10	753 Other Waste Management Expense	#NAME?	8,627	3,040	5,000	1,960	64%
11	462 Waste Management Grants	-	-	-	-	-	0%
12	730 Legal (Waste Management)	-	-	-	40,000	40,000	0%
13	799 Waste Management grant expenses	-	-	-	75,000	75,000	0%
14	Total Operations & Admin Expenses	#NAME?	44,167	122,930	202,000	79,070	64%
15	TOTAL EXPENSE	#NAME?	44,167	122,930	202,000	79,070	64%
16	NET REVENUE / (EXPENSE)	#NAME?	(44,167)	(2,930)	(5,000)	(2,070)	71%



Organization Chart - KPPCSD