



Agenda

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

Tuesday, June 29, 2021
Via Teleconference

www.kppcsd.org/2021-06-29-kppcsd-board-special-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.

Special Closed Session Meeting - 6:30 p.m.

Call to Order

Roll Call

Public Comment

Members of the public may request to speak on this item for up to three minutes when the Board President calls for public comment. Please raise your hand via Zoom. When you are called by the Board President you will be unmuted and you can address the Board. Please state your name clearly for the audio recording. 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.

Closed Session

1. **Conference with Real Property Negotiators** (Government Code § 54956.8)
Properties: 217 Arlington Avenue and 303 Arlington Avenue
Agency negotiator: General Manager Marti Brown
Under negotiation: price, terms of payment, space available

Special Meeting – 7:00 p.m.

Call to Order

Roll Call

Changes to the Agenda

Public Comments

Members of the public may request to speak on any of these items for up to three minutes when the Board President calls for public comment. Please raise your hand via Zoom. When you are called by the Board President you will be unmuted and you can address the Board. Please state your name clearly for the audio recording. 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.

Public Hearing

1. **Appropriations Limit for Fiscal Year 2021-22**
Recommended Action: Approve and adopt the Resolution 2021-09 of the Board of Directors of the Kensington Police Protection and Community Services District Affirming the Establishment of the Appropriations Limit for Fiscal Year 2021-22.
Contact: Katherine Korsak, Finance and Business Manager, kkorsak@kppcsd.org
2. **FY 2021-22 Budget**
Recommended Action: Consider and approve the proposed FY 2021-22 Budget.
Contact: Marti Brown, General Manager, mbrown@kppcsd.org and Katherine Korsak, Finance and Business Manager, kkorsak@kppcsd.org

Discussion and Action

3. **Board Vacancy Application Process & Potential Appointment**
Recommended Action: Staff recommends proceeding with the consideration of the application of Michael Logan to fill the recent Board of Directors vacancy position.
Contact: Marti Brown, General Manager, mbrown@kppcsd.org
4. **Updated Master Fee Schedule for all KPPCSD Rental Facilities**
Recommended Action: Consider the proposed Master Fee Schedule (Attachment 1), provide policy direction as necessary and approve an updated Master Fee Schedule for renting Kensington Park facilities.
Contact: Marti Brown, General Manager, mbrown@kppcsd.org

Adjournment

The next Regular Meeting will be held on July 8, 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.



Date: June 29, 2021
To: Board of Directors
From: Katherine Korsak, Finance and Business Manager
Subject: Establishment of the Appropriations Limit for Fiscal Year 2021-22

Recommendation:

Approve and adopt the Resolution No. 2021-09 of the Board of Directors of the Kensington Police Protection and Community Services District Affirming the Establishment of the Appropriations Limit for Fiscal Year 2021-22 (Attachment 1).

Rationale for Recommendation:

In November 1979, California voters approved a ballot proposition, “The Gann Initiative” (Proposition 4), adding Article XIII(B) to the California Constitution, which sets forth budgetary guidelines limiting the level of most appropriations from tax sources that the state and most local government entities are permitted to make in any given year. The purpose of article XIII(B) is to constrain fiscal growth in government by limiting the proceeds of taxes that may be appropriated each year.

Background:

Each year, a local government, including most special districts, must adjust its Appropriations Limit for two factors: 1) the change in the cost of living; and 2) the change in population. The change in the cost of living may be calculated by using the percentage change in California per capita personal income from the preceding year; or (B) the percentage change in the local assessment roll from the preceding year due to the addition of nonresidential new construction. For special districts, if the district is located entirely within one county, the county’s population change factor is to be used. That is the case for the Kensington Police Protection and Community Services District. The limit may be changed in the event of a transfer of fiscal responsibility.

The California Revenue and Taxation Code, section 2227, mandates that the Department of Finance transmit an estimate of the percentage change in population to local governments. The Department of Finance also transmits the change of cost of living, price factor (Attachment 3).

Discussion and Analysis:

For Kensington Police Protection and Community Services District, the prior year Appropriations Limit is adjusted by the percentage change in California per capita personal income and the change in population for Contra Costa County. The formula for adjusting the Limit is:

Prior year Appropriations Limit \times Cost of Living Factor \times Population Factor

A summary of the KPPCSD Appropriations Limit for FY 2021-22 is as follows:

FY 2020-21 Appropriations Limit	\$4,758,237
<hr/>	
Annual Adjustments (prior year multipliers)	
Change in Population	1.0035
Change in California Per Capita Personal Income	1.0573
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FY 2021-22 Appropriations Limit	\$5,048,492
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A detailed calculation of the Kensington Police Protection and Community Services District Appropriations Limit for FY 2021-22 is in Attachment 2.

Fiscal Impact:

There is no fiscal impact to adoption of the appropriations limit.

Attachment:

1. Attachment 1: Resolution No. 2021-09
2. Attachment 2: Detailed Appropriations Limit Calculation
3. Attachment 3: Price Factor and Population Information Letter from the State of California Department of Finance

RESOLUTION NO. 2021-09

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
KENSINGTON POLICE PROTECTION AND COMMUNITY
SERVICES DISTRICT AFFIRMING THE ESTABLISHMENT OF
THE APPROPRIATIONS LIMIT FOR FY 2021-22**

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

WHEREAS, in November 1979, California voters approved a ballot proposition (Proposition 4), adding Article XIII B to the California Constitution, which limits the level of most appropriations from tax sources that the state and most local government entities are permitted to make in any given year; and

WHEREAS, and each year, a local government must adjust its Appropriations Limit for two factors: 1) the change in the cost of living; and 2) the change in population; and

WHEREAS, for the District; the prior year Appropriations Limit is adjusted by the percentage change in California per capita personal income and the change in population for Contra Costa County. The formula for adjusting the Limit is:

Prior year Appropriations Limit X Cost of Living Factor X Population Factor

A summary of the KPPCSD Appropriations Limit for FY 2021-22 is as follows:

FY 2020-21 Appropriations Limit	<u>\$4,758,237</u>
Annual Adjustments (prior year multipliers)	
Change in Population	1.0035
Change in California Per Capita Personal Income	<u>1.0573</u>
FY 2021-22 Appropriations Limit	<u><u>\$5,048,492</u></u>

NOW, THEREFORE, THE BOARD OF DIRECTORS DOES RESOLVE AS FOLLOWS: the Appropriations Limit for KPPCSD for FY 2021-22 is established as \$5,048,492.

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 Tuesday, the 29th day of June, 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 Tuesday, the 29th day of June, 2021.

Lynelle M. Lewis
District Clerk of the Board

Marti Brown
General Manger

Kensington Police and Community Services District

Fiscal Year 2021-22 Proposed Budget

Calculation of Appropriations Limit

FY 2020-21 Appropriations Limit	4,758,237
GENERAL FUND REVENUE DETAIL	
Annual Adjustments (prior year multipliers)	
Contra Costa County Change in Population	1.0035
% Change in Per Capita Personal Income converted to a ratio	1.0573
****Source California Department of Finance****	
 FY 2021-22 Appropriations Limit	 5,048,492

Calculation of Appropriations Subject to Limit

	Proceeds of Taxes	Non-Proceeds of Taxes	Total
<u>REVENUE</u>			
401 Levy Tax	2,100,040		2,100,040
402 Special Police Tax	685,710		685,710
403 Misc - Tax Police	-		-
404 Measure G Supplemental Tax	621,207		621,207
409 Asset Seizure	-		-
410 Police Fees/Service Charges	-	1,500	1,500
411 Kensington Hilltop Services Reimb.	-		-
412 Special Assignment Revenue	-		-
413 West County Crossing Guard Reimb.	-		-
414 POST Reimbursement	-	-	-
415 Grants - Police	-	125,000	125,000
416 Investment Income - Interest Police	1,000		1,000
418 Misc Police Income	-	5,000	5,000
419 Supplemental Workers Comp Reimb.	-		-
424 Special Tax-L&L	42,185		42,185
427 Community Center Revenue	-	30,000	30,000
437 Contributions for Sound System	-		-
438 Misc Park/Rec Rev	-	2,000	2,000
439 Contributions for Community Ctr	-		-
448a Franchise Fees Gross	-	110,000	110,000
448b less Franchise Fees Paid Out	-	(47,300)	(47,300)
456 Interest-District	-	2,600	2,600
458 Misc District Revenue	-	335,952	335,952
TOTAL REVENUE	3,450,142	564,752	4,014,894

Summary	
FY 2021-22 Appropriations Limit	5,048,492
Appropriations Subject to Limit	3,450,142



May 2021

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2021, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2021-22. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2021-22 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2021.**

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data. Given the stay-at-home orders due to COVID-19, growth in the coming years may be substantially lower than recent trends.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

KEELY MARTIN BOSLER
Director
By:

Erika Li
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2021-22 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2021-22	5.73

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2021-22 appropriation limit.

2021-22:

Per Capita Cost of Living Change = 5.73 percent
Population Change = -0.46 percent

Per Capita Cost of Living converted to a ratio: $\frac{5.73 + 100}{100} = 1.0573$

Population converted to a ratio: $\frac{-0.46 + 100}{100} = 0.9954$

Calculation of factor for FY 2021-22: $1.0573 \times 0.9954 = 1.0524$

Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2020

County City	Percent Change	--- Population Minus Exclusions ---		Total Population
	2020-2021	1-1-20	1-1-21	1-1-2021
Contra Costa				
Antioch	0.55	112,236	112,848	112,848
Brentwood	1.28	65,263	66,097	66,097
Clayton	-0.19	11,290	11,268	11,268
Concord	-0.14	129,453	129,273	129,273
Danville	0.15	43,840	43,906	43,906
El Cerrito	0.04	24,835	24,846	24,846
Hercules	1.45	25,494	25,864	25,864
Lafayette	0.15	25,321	25,358	25,358
Martinez	-0.32	36,946	36,827	36,827
Moraga	0.38	16,756	16,820	16,820
Oakley	1.48	42,268	42,895	42,895
Orinda	0.50	18,984	19,078	19,078
Pinole	-0.11	19,390	19,369	19,369
Pittsburg	0.00	74,501	74,498	74,498
Pleasant Hill	0.02	34,127	34,133	34,133
Richmond	-0.14	110,288	110,130	110,130
San Pablo	-0.12	31,078	31,041	31,041
San Ramon	0.58	83,376	83,863	83,863
Walnut Creek	1.03	70,592	71,317	71,317
Unincorporated	0.35	173,731	174,339	174,423
County Total	0.35	1,149,769	1,153,770	1,153,854

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



Date: June 29, 2021
To: Board of Directors
From: Marti Brown, General Manager
Subject: Fiscal Year 2021-22 Budget

Recommendation:

Consider and approve the proposed Fiscal Year 2021-22 budget.

Rationale for Recommendation:

Section 2030.4 of the Policy & Procedures Manual requires that the District's budget be approved prior to the end of June each fiscal year.

Background:

The Kensington Police Protection & Community Service District Fiscal Year 2021-22 recommended operating budget is \$4,014,893 and includes the same amount in revenues and \$3,847,342 in expenditures. The budget will comprise the following four public agency fund type categories: General Fund, Landscape and Lighting Maintenance District Fund, Waste Management Fund (to be established) and Capital Project Fund (to be established).

As of June 30, 2020, the District's Audited Starting Fund Balance was \$2,170,875 with a projected June 30, 2021 Ending General Fund balance of \$2,273,136. As of June 30, 2022, the projected Ending Fund Balance is \$2,440,687.

Discussion and Analysis:

The attached draft Executive Summary for the FY 2021-22 Budget and detailed budget work sheets offer greater detail regarding the recommended budget. However, it is worth noting that the proposed draft FY 2021-22 Budget is predicated on the following budgetary assumptions and recommendations:

- Increase of the Measure G Tax by the maximum permitted rate of 3.8 or \$23,207 (this is based on the increase from projected actuals received in 2020-21 to our budget in 2021-22);
- Pay the actuarially determined portion of retiree health benefits from the OPEB Trust—approximately \$50,000;
- Eliminate 100% District funded, life-long retiree dental and vision - \$25,000/year savings;
- Allocate staff time costs across four District Funds;
- Establish Waste Management Fund;

- Establish Capital Project Fund; and
- Increased revenue from Proposition 68 (\$177,952) and Measure WW (\$158,000) Grants-recorded in Account 458: Miscellaneous District Revenue.

Budget Changes since the June 10, 2021 Board Meeting and First Budget Presentation

Since June 10, there have been a few budgetary adjustments and revisions to the FY 2021-22 budget including:

- Removed the proposed Community Center alarm - \$3,000;
- Added replacement of tennis backboard wind screen – cost negligible; no change in estimate;
- Corrected mistaken double counting of Police overtime in account 502 - \$120,000;
- Increased PD overtime from \$120,000 to \$200,000 due to low staffing levels and lengthy recruitment process;
- Proposed allocating \$25,000 for architectural design and structural engineering assessment of potential new KPPCSD location;
- Completed projection of FY 2021-22 General Fund Reserve, estimated to be \$2,342,381 at 6/62/2022; and
- Made minor overall budgetary refinements as a result of receiving actuals versus estimates for various individual budget line items.

While most of these items have already been discussed or inquired about by either the Board of Directors and/or the public, the proposed allocation of \$25,000 for architectural design and a structural engineering assessment of a potential KPPCSD relocation site is a completely new item. Since the June 10 Board meeting and based on direction from the Board of Directors, the General Manager has explored both firms and costs for a preliminary assessment and, as a result of this research, proposes an initial allocation of \$25,000 in the budget to start the design and assessment process for a new KPPCSD location.

With these recommendations and budget assumptions, this year's balanced budget addresses many of the District's deferred maintenance needs in the Parks and Recreation Department and the Police Department, starts to prepare the KPPCSD for eventual relocation over the next fiscal year, and preserves the District's overall fiscal health.

Fiscal Impact:

Adopting the proposed FY 2021-22 budget will allow District management to expend District funds per Board approval and administer a \$4,014,893 operating budget based on the projected revenues and expenses in the proposed budget.

Attachments:

- Attachment 1: Executive Summary
- Attachment 2: Detailed Budget Worksheets
- Attachment 3: June 29, 2021 – Budget Presentation
- Attachment 4: June 17, 2021 – Community Budget Workshop and Presentation
- Attachment 5: June 10, 2021 – First Public Budget Workshop and Presentation
- Attachment 6: Resolution No. 2021 10 – Adopting the Budget for Fiscal Year 2021-22

Executive Summary

The Fiscal Year 2021-22 Operating Budget totals \$4,014,893, including \$3,574,057 in the General Fund, \$42,184 in the Landscape and Lighting District Fund, \$62,700 in the Waste Management Fund (to be created) and \$335,952 in Capital Projects Fund. Total projected revenues and expenditures for fiscal year 2021-22 include \$4,014,893 and \$3,847,342 respectively. The District's General Fund Reserve for FY 2021-22 is projected to be \$2,342,381. The budget funds the following District departments: Police, Administration and Finance, Parks and Recreation and Waste Management.

Fund Balances and Reserves

As of July 1, 2020, the District's Audited Started Fund Balance was \$2,170,875. The June 30, 2021 projected Ending Fund Balance is \$2,273,136 and, based on projected revenues and expenditures for fiscal year 2021-22, the projected Ending Fund Balance for June 30, 2022 is \$2,440,687.

Budget Assumptions

In preparing the fiscal year 2021-22 budget, staff made the following budgetary assumptions:

- Increased Measure G ('police tax') based on the Consumer Price Index (CPI) – 3.8% or \$23,207;
- 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.

Measure G

Budget preparation includes a 3.8% or \$23,207 CPI increase to the Measure G tax as permitted under State law. Should the Board decline to increase the assessment in any given fiscal year, those increases and potential revenues are permanently lost. The District cannot retroactively recoup those monies in the future if needed.

OPEB Trust

The District's current OPEB Trust totals approximately \$2.1 million with approximately \$200,000 of funds available each year to pay for retiree health benefits from the OPEB Trust without impacting the Trust's interest income. In an effort to balance the budget without using Reserves, it is recommended that the District pay \$50,000 from the Trust to the General Fund for fiscal year 2021-22 to use the trust to pay for retiree health benefits.

Retiree Dental and Vision Benefits

The Public Employees' Medical & Hospital Care Act (PEMHCA) governs CalPERS healthcare benefits policies and requires that the District provide the same benefits to both current employees and retirees. However, it does not require providing retirees with lifetime dental and vision benefits as it currently does

today. Budget recommendations include discontinuing this practice, which will result in an annual cost savings to the General Fund of approximately \$25,000.

KPPCSD Relocation Expenses

Since the District has not yet established relocation costs including securing a new location to move to, potential tenant improvements, moving costs, negotiated lease rate and/or other negotiable transition costs and scheduling with the Kensington Fire Protection District (KFPD), the budget does not account for these potential and yet to be determined expenses. Once costs are determined, staff will return to the Board of Directors for any necessary budget adjustments.

Cost Allocation of Staff Time

In fiscal year 2021-22, Administrative staff time will be allocated to three funds based on time spent working in various departments – General Fund, Landscape & Lighting Maintenance Fund and the Waste Management Fund. Time and cost allocations are as follows:

Table 1: Cost Allocation of Staff Time

Title	General Fund	Landscape & Lighting Maintenance Fund	Waste Management Fund
General Manager	60%	20%	20%
Finance Director	70%	20 %	10%
Office Manager/ Clerk of the Board	85%	10%	5%
Senior Accountant	80%	10%	10%
Independent contractors	0%	70%	30%
Total	\$319,654	\$93,395	\$66,409

Establish Waste Management Fund

Staff recommends establishing a Waste Management Fund to more easily track and monitor franchise agreement monies that are received from Bay View Refuse.

Establish Capital Projects Fund

Staff recommends establishing a Capital Projects Fund to track and monitor all capital projects along with donations, loans, grants and all expenses related to future capital projects.

General Fund – Projected Revenues

For fiscal year 2021-22, there are no significant changes to revenues other than standard CPI increases to Measure G, property taxes and the Landscape and Lighting Maintenance assessment. Other opportunities for growth include parks and recreation revenue due to the Community Center and other gathering sites re-opening as the State relaxes its COVID-19 social distancing standards and an increase in grant revenues (Table 2).

Table 2: FY 2021-22 Projected Revenues

Revenue Source	Projected Total Revenue
Property Tax	\$2,100,040
Measure G	\$621,207
Special Police Tax	\$685,710
LLMD	\$42,184
Parks/Rec	\$32,000
Franchise Agreement	\$62,700
Grants	\$460,952
Interest Income	\$3,600
Contributions	\$0
Other Misc. income	\$6,500
Total	\$4,014,893

In addition to the standard revenues and CPI increases and as Table 3 illustrates, revenues for this fiscal year also include a projected uptick in rental income, grants and potential COVID-19 related reimbursements.

Table 3: Potential New Revenues

Revenue Source	Projected Revenue
Park and Facility Rentals	\$30,000
Measure WW EBRPD Grant	\$158,000
Proposition 68 Grant	\$177,952
COPs Grant	\$125,000
American Rescue Plan Act of 2021	Potentially +\$500,000

General Fund – Projected Expenditures

For Fiscal Year 2021-22 and as Table 3 illustrates, there is a slight decrease in the Police Department budget of approximately \$53,000 primarily due to a reduction in the police force to 9 budgeted officers. Projected expenditures for Parks and Recreation are approximately \$94,000 more than last year of mostly one-time deferred maintenance costs and repairs. Other ongoing expenses in this Department include a cost allocation of staff time for work completed in the Parks and Recreation Department. Projected budget and expenses for the Administrative Department increase by \$96,000 due to changes in the

Department’s organizational structure. Lastly, projected expenses for Waste Management include new trash cans for the park and a cost allocations of staff time related to this Fund and Department.

Table 4: FY 2021-22 Projected Expenditures by Department

<i>Department</i>	<i>Projected Total Expenditure</i>
<i>Police</i>	<i>\$2,593,945</i>
<i>Parks and Recreation</i>	<i>\$250,850</i>
<i>Administration</i>	<i>\$710,488</i>
<i>Waste Management</i>	<i>\$7,002</i>
<i>Capital Projects</i>	<i>\$285,057</i>
<i>Total</i>	<i>\$3,847,342</i>

New Budget Expenses & Recommended Changes

There are several new expenses proposed for fiscal year 2021-22, many of which are one-time expenditures. Most recommendations can be categorized as either addressing deferred maintenance and repairs or complying with new Department of Justice requirements. New budget expenses are categorized below as Police Department, Parks and Recreation, Kensington Community Council Donation and overall District staffing changes.

Proposed staffing changes include reducing the Police Department from 10 to 9 sworn officers for fiscal year 2021-22. While the department reduction will increase over-time, it will decrease the overall burden of ongoing current and retiree benefits. That said, the reduction will place a strain on the Department (e.g., sick leave, vacation, worker’s compensation and administrative leave). As a result, staff recommends piloting the change for fiscal year 2021-22 and revisiting the staffing levels in the spring of 2022 should reconsideration be necessary. In addition, the current Police Captain position (a Kensington Police Officer Association member) will be replaced with a management-level Lieutenant position.

Other staffing changes include establishing a full time Office Manager/Clerk of the Board that incorporates the function and job duties of the Clerk of the Board, Police Services Specialist, and Administrative Assistant, as well as coordinating the day-to-day operations of the Parks and Recreation Department. Lastly, the District will establish a new full-time Senior or Associate-level Accountant to support the Finance Department and replace some of the finance department work that is currently outsourced or the responsibility of the District’s Finance and Business Manager.

Police Department

- Lease one new Police Vehicle - \$12,192/year (5 years).
- Department of Justice Required National Incident-Based Reporting System (NIBRS) – \$25,000 (one-time); (Detailed crime reporting software and database.)

- East Bay Regional Communication System (EBCRS) - \$9,720/year
(Required yearly fee to maintain radio communication infrastructure.)
- EBCRS Software - \$9,000 (two-year expense)
(Encryption software for radios.)
- Net Presenter - \$1,000/year
(A digital communication platform and application that transmits information interdepartmentally using computer screens, smart phones and television monitors.)
- Lexipol Training Bulletins - \$2,200/year
(Police Training bulletins to help personnel learn to apply policies and improve their ability to make well-reasoned decisions.)

Parks & Recreation Department

- Renovation Assessment/Inspection of Annex Building - \$5,000
- Security Cameras for Community Center - \$7000
- Rekey Community Center (electronic system) - \$15,000
- White Folding Chairs for Rentals - \$5,000
- Cover for AC Unit (outside Community Center) - \$600
- Repair Retaining Wall on Arlington - \$3,300
- Replace Tennis Court Backboard and Wind Screen - \$4,900
- Repair Sprinkler Valve (Upper Lawn) - \$600
- Repair Upper Lawn - \$2,050
- New Trash Cans (type TBD) - \$7,000
(from waste management fund)
- Tree Removal and hazardous brush in Park - \$35,000
- Survey Park Perimeter - \$20,000
- Repair storm drain and trench plate - \$17,000
- Repair Stairs from E Building up toward school - \$15,000

Capital Improvement Projects

- Preliminary architectural design and structural engineering assessment of potential KPPCSD relocation site and new home - \$25,000

Kensington Community Council (KCC) Donation - \$15,000

- Replace/Install new bench (adjacent to Community Center) - \$1,620
- Repair sprinklers (lawn adjacent to Community Center) – \$4,500

- Other potential improvements in front of the CC (cost TBD):
 - Replace grass;
 - Replace/repair two raised beds with brick and drought and deer tolerant plants; and
 - Replace other outdoor benches (as necessary).

Overall District Staffing Changes

- **Fund 9 Sworn Officers**
(instead of 10) – \$65K-\$90K/year savings to General Fund.
- **Fund new Lieutenant Position (full-time)**
(in lieu of Captain position) – \$35K/year savings to General Fund.
- **New Officer Manager/Clerk of the Board (full time)**
(to replace the functions and duties of the Police Services Specialist, Clerk of the Board and Administrative Assistant, as well as provide Parks & Recreation coordination)
- **Senior Accountant (full time)**
(to replace current part-time Senior Accountant, most of MAZE and Associates consulting, and some of the Budget Manager’s duties)

Current Staffing – FY 2020-21

Title	Hours per Week	Total Cost per Year
General Manager	30	\$169,549
Finance & Business Manager	20	\$66,743
Senior Accountant	20	\$48,464
Clerk of the Board	20	\$43,060
Administrative Assistant	20	\$27,989
Police Captain	40	\$211,661
Police Services Specialist	20	\$41,176
TOTAL		\$608,642

Proposed Staffing – FY 2021-22

Title	Hours per Week	Total Cost per Year
General Manager	30	\$162,749
Finance Director (job title change from Finance and Business Manager)	20	\$66,743
Office Manager/ Clerk of the Board	40	\$106,233
Senior Accountant	40	\$106,233
Police Lieutenant	40	\$157,336
TOTAL		\$599,294

Other Budgetary Changes

In addition to the major proposed additions to this year’s budget, there are also several minor increases and decreases in individual budgetary line items. Detailed below is an explanation of the line by line budgetary changes between this and last fiscal years.

Overall District Revenues

- **Account 404 (Measure G)**
This account includes CPI increase for this fiscal year; CPI for prior fiscal year was incorrectly printed in the budget. Hence, the calculations appear incorrect, but were correctly and accurately approved by the Board of Directors in FY 2020-21.
- **Account 415 (COPS Grant)**
Typically, \$100K is budgeted for; however, the District consistently secures closer to \$150-160K per year; as a result, staff conservatively budgeted \$125K for this year.
- **Account 427 (Community Center)**
The proposed allocation is based on pre-COVID fiscal years when the revenue was closer to \$30K per year.
- **Account 416/456 (Interest Income from the Local Agency Investment Fund (LAIF))**
Like with all interest rates, the State’s interest rate has declined considerably in the past 12-24 months and it is not expected to rebound anytime soon. For example, the LAIF interest rate on

March 30, 2020 was 2.03% and for the same period ending in 2021 the interest rate was only 0.44%.

- Account 458 (Grants)

These are projected revenues from grant monies including Measure WW grant (\$158K) reimbursement for the Community Center and Prop 68 (\$177,952) for a future park infrastructure improvement project. Combined, the two grants total \$335,952.

Police Department Expenditures

- Account 502 (Salaries):

Salaries are 1.3% lower than last fiscal year, because there are only nine Police Officers budgeted for in fiscal year 2021-22 instead of the 9.5 that were budgeted for in fiscal year 2020-21.

- Account 506 (Overtime):

Overtime is projected to be higher this year due to turnover of staff and budgeting for a smaller police force (e.g., 9 officers).

- Account 521-A (Health Insurance – Active):

There is anticipate 5.875% rate increase for this fiscal year – same as the prior year.

- Account 521-R (Health Insurance Retiree):

There is an anticipated cost decrease due to fewer ‘Classic’ retirees.

- Account 521-T (OPEB Trust):

Staff recommends a \$50,000 reimbursement to the District from the Trust to balance the budget without using Reserves.

- Account 522 (Disability Life Insurance):

There is an anticipated increase of 5.9% - Budgeting for 9 officers instead of 8.5.

- Account 523 (Social Security/Medicare):

There is an anticipated increase due to changes in salaries per the MOU.

- Account 528 (CalPERS – Employee Portion):

CalPERS has projected an Unfunded Accrued Liability (UAL) for this fiscal year.

- Account 552 (Police Supplies):

This account has increased due to a consolidation of accounts 552 with 582 (Office Supplies). Account 582 will no longer be used.

- Account 560 (Crossing Guard):

The contract for the Crossing Guard has increased.

- Account 561 (Vehicle Fuel):

There has been an increase due to rising gas prices.

- Account 562 (Vehicle Maintenance):

Maintenance is projected to decrease because the District purchased four new hybrid police SUV interceptors.

- Account 563 (Vehicle Lease):
The budget for this line item is projected to decrease because, while the FY 2020-21 Budget included leasing five vehicles, only three were actually leased and one more may be leased in mid - FY 2021-22.
- Account 564 (Communications):
Communications will increase due to the purchase of DOJ required software.
- Account 566 (Radio Maintenance):
This line item was increased due to a radio software upgrade that will cost \$9,000; staff recommends paying half this fiscal year and half next fiscal year, as well as the required contractual annual payment of \$9,720.
- Account 568 (Prisoner Booking):
This account was eliminated.
- Account 569 (Storage):
This account was eliminated.
- Account 570 (Training):
In the future, all POST reimbursements will be posted to this account instead of a revenue account.
- Account 571 (Special Department Expenses):
Consolidated accounts 553 (Range Ammunition Supplies) and 596 (Cal ID) with this account.
- Account 582 (Office Supplies):
This account was eliminated and combined with account 552 (Police Supplies).
- Account 587 (IT Contract):
IT contract increased due to more Microsoft Office 365 users and working remotely.
- Account 588 (Telephone):
There has been a major increase in the phone bill over the past three to five years. The phone system and usage is being assessed to determine the cause.
- Account 590 (Janitorial):
Increased cost due to new cleaning contract and COVID cleaning.
- Account 591 (General Liability Insurance):
Premiums increased nationwide, as well as the District increased its overall coverage for the renovated Community Center.

Parks and Recreation Expenditures

- **Account 641 (General Maintenance):**
Increased budget for grass irrigation around Community Center and other unanticipated general maintenance that had not been budgeted for in the past.
- **Account 642 (Utilities-Community Center):**
Increased budget for Comcast internet, standard increases in utilities and more accurate account tracking.
- **Account 645 (General Liability/Workers Comp):**
Premiums increased nationwide, as well as the District increased its coverage for the renovated Community Center.
- **Account 640 (Community Center Expenses – Other):**
Proposed new one-time parks and recreation improvements have been added to this account.
- **Account 651 (General Maintenance):**
The budget was increased to address deferred and general maintenance (e.g., fire prevention, tan bark replacement, lawn repairs, new trash receptacles, unplanned expenses).
- **Account 652 (Repairs):**
The budget was increased to address deferred repairs and maintenance (e.g., repair retaining wall on Arlington, backboard of tennis courts, sprinkler valves).
- **Account 653 (landscaping):**
Budgeted 70% of the landscaping contract to this account.
- **Account 659 (Misc):**
Budgeted one-time park expenses to this account (e.g., trash cans, tree/undergrowth removal, park survey, storm drain repairs, stairs from E Building to Highland).
- **Account 669 (Misc):**
Budgeted increase to conduct inspections and needs assessment to renovate the Annex building.

Administration and Finance Departments

- **Account 807-809 (Salaries, Payroll Taxes and Benefits):**
Increased due to new organizational structure; savings in other departments for an overall District net savings of salaries and benefits.
- **Account 810 (IT Contract):**
IT contract increased due to more Microsoft Office 365 users and working remotely.
- **Account 817 (Postage):**
Increased accuracy in tracking.
- **Account 818 (Mileage):**
Increased accuracy and tracking (e.g., trips to the county for bi-monthly AP/payroll).

- Account 820 (Copier Contract):
Decreased costs due to discontinuation of printed Board packets.
- Account 825 (Board Continuing Education/Conferences):
Budgeted for Board Directors to attend CSDA Annual Conference.
- Account 826 (Board Meetings):
In the prior fiscal year and before COVID, the District paid to use the Arlington Community Church for Board Meetings; moving forward, that will not be necessary.
- Account 830 (Legal):
Projected reduced need for legal services and controlled spending.
- Account 835 (Consulting):
Budgeted for HR, Finance and Board Strategic Planning consulting.
- Account 840 (Accounting):
Budgeted for the Audit and Maze & Associates (e.g., four hours/month, special reporting).
- Account 850 (General Liability Insurance):
Premiums increased nationwide, as well as the District increased its coverage for the renovated Community Center.
- Account 890 (Waste/Recycle):
In the prior fiscal year, there were projected expenses that did not occur; However, in this fiscal year, any waste/recycle expenses will be allocated to the new Waste Management Fund (to be established).

Capital Project Fund

In fiscal year 2021-22, staff recommends establishing a Capital Project Fund and allocating the Measure WW East Bay Regional Park reimbursement grant (\$158,000) and the Proposition 68 Park Grant (\$177,952) to this fund for future infrastructure improvements to Kensington Park and the District's other facilities (e.g., Annex Building). Exact improvements to be identified by the Board of Directors at a future date.

Bond Debt & Long-Term Obligations

Most recently, the District issued a Pension Obligation Bond in fiscal year 2020-21 in the amount of \$4,544,000 reducing the District's pension liability and annual debt by \$47,000 (based on the average net present value savings over the life of the obligation), as well as reducing the District's pension liability over the entire life of the debt by \$1.8 million over the entire life of the bond. The annual savings are based on the net present value; therefore, the model reflects a small bell curve that levels the debt payments so that the district can easily predict its' future obligations.

This past year, the District also entered into a five-year lease agreement for three new police vehicles. The monthly lease cost and interest rate is \$3,310 at 1.75%, respectively. The total annual cost for all three cars is \$39,715.

The District also has a 10-year, \$250,000 loan on the Community Center from Municipal Finance Corporation (West America Bank Corp). Payments are made annually in the amount of \$30,516.62 at a 3.8% interest rate. The loan will be paid in full in 2029. The loan was issued to pay for the community center retrofit and remodel.

This past fiscal year, the District also paid in full its Kensington Park Reassessment Bond (1995) totaling \$2,512,881. It was used to purchase the land for Kensington Park.

Kensington Police and Community Services District

Fiscal Year 2021-22 Proposed Budget

GENERAL FUND REVENUE DETAIL

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actuals	FY 2020-21 Projected	FY 2020-21 Budget	FY 2021-22 Budget	Percent Change
REVENUE							
401 Levy Tax	1,763,520	1,869,928	1,957,714	2,118,075	2,008,935	2,100,040	4.5%
402 Special Police Tax	681,851	681,780	681,750	685,710	681,750	685,710	0.6%
403 Misc - Tax Police	-	73	-	-	-	-	0.0%
404 Measure G Supplemental Tax	548,106	565,740	588,398	598,396	594,872	621,207	4.4%
409 Asset Seizure	-	-	-	-	-	-	0.0%
410 Police Fees/Service Charges	-	3,570	2,107	585	1,500	1,500	0.0%
411 Kensington Hilltop Services Reimb.	8,372	839	-	-	-	-	0.0%
412 Special Assignment Revenue	-	4,525	-	-	-	-	0.0%
413 West County Crossing Guard Reimb.	7,010	-	-	-	-	-	0.0%
414 POST Reimbursement	-	4,009	9,100	8,256	3,000	-	0.0%
415 Grants - Police	151,363	155,948	168,584	119,093	100,000	125,000	25.0%
416 Investment Income - Interest Police	12,000	28,169	32,275	2,620	10,000	1,000	0.0%
418 Misc Police Income	-	9,876	5,194	5,512	5,000	5,000	0.0%
419 Supplemental Workers Comp Reimb.	-	1,738	-	-	-	-	0.0%
424 Special Tax-L&L	37,481	38,841	40,195	41,529	41,500	42,184	1.6%
427 Community Center Revenue	29,595	7,870	-	-	15,000	30,000	100.0%
437 Contributions for Sound System	-	-	160	459	-	-	0.0%
438 Tennis Court Revenue	-	75,320	5,000	15,400	-	2,000	0.0%
439 Contributions for Community Ctr	722	476,350	-	-	-	-	0.0%
448a Franchise Fees Gross	54,266	94,856	101,948	107,785	100,000	110,000	10.0%
448b less Franchise Fees Paid Out	-	(40,653)	(43,692)	(46,194)	(43,000)	(47,300)	0.0%
456 Interest-District	10,416	3,924	15,889	2,955	10,000	2,600	-74.0%
458 Misc District Revenue	19,275	1,559	1,024	500	-	335,952	0.0%
TOTAL REVENUE	\$ 3,323,977	\$ 3,984,264	3,565,645	3,660,682	3,528,557	4,014,893	13.8%

Kensington Police and Community Services District
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POLICE DEPARTMENT EXPENDITURES

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	Percent
	Actual	Actual	Actuals	Projected	Budget	Budget	Change
Salaries							
502 Salaries - Sworn	746,268	725,580	804,622	1,135,235	1,097,544	1,082,804	-1.3%
504 Compensated Absences	1,745	22,576	6,984	13,887	12,000	-	0.0%
506 Overtime	141,928	121,041	186,608	79,537	60,000	200,000	233.3%
508 Salaries - Non-Sworn	67,680	25,576	28,061	39,761	40,826	-	0.0%
Total Salaries	957,621	894,773	1,026,275	1,268,419	1,210,370	1,282,804	6.0%
Benefits							
516 Uniform Allowance	5,000	4,900	10,778	11,293	9,000	9,000	0.0%
518 Safety Equipment	3,832	500	1,851	2,057	2,250	2,250	0.0%
521-A Health Insurance - Active	134,034	132,121	118,244	149,557	149,243	172,984	15.9%
521-R Health Insurance - Retirees	151,707	174,115	160,366	179,810	174,660	161,267	-7.7%
521-T OPEB Trust	262,462	247,036	151,470	151,304	151,304	(50,000)	-133.0%
522 Disability/Life Insurance	2,971	2,923	2,715	4,456	5,630	5,962	5.9%
523 Social Security/Medicare	15,431	12,745	16,967	16,706	19,748	17,441	-11.7%
524 Social Security/District	7,603	1,586	-	3,464	-	-	0.0%
527 CalPERS - District Portion	292,399	330,711	381,155	179,883	194,834	186,795	-4.1%
528 CalPERS Employee Portion (UAL)	31,925	22,579	17,016	4,829	5,866	9,988	70.3%
529 Pension Oblg Bond Payment	-	-	-	263,789	264,016	298,399	13.0%
530 Workers Compensation	83,468	63,031	67,556	30,120	27,645	26,307	-4.8%
540 Advanced Industrial Disability	-	-	-	-	-	-	0.0%
541 Consultant - Interim Police Chief	0	77	240,997	-	-	-	0.0%
Total Benefits	990,832	992,323	1,169,115	997,268	1,004,196	840,393	-16.3%
Total Police Salaries and Benefits	1,948,453	1,887,096	2,195,390	2,265,688	2,214,567	2,123,197	-4.1%
Police Departmental Expenses							
552 Police Supplies	159	1,411	1,397	7,585	2,200	8,500	286.4%
553 Range/Ammunition Supplies	1,325	5,159	398	1,660	5,500	-	0.0%
554 Traffic Safety	-	-	-	6,243	5,000	5,000	0.0%
560 Crossing Guard	11,301	12,767	10,343	3,640	15,000	18,245	21.6%
561 Vehicle Fuel	-	-	-	16,235	11,000	13,200	20.0%
562 Vehicle Maintenance	29,717	36,316	39,906	15,894	16,000	14,380	-10.1%
563 Vehicle Lease	-	-	-	21,478	64,000	46,786	-26.9%
564 Communications	199,961	135,219	135,755	148,461	127,300	157,104	23.4%
566 Radio Maintenance	908	-	11,987	(4,057)	5,000	19,720	294.4%
567 Alarm	-	-	-	932	1,000	1,000	0.0%
568 Prisoner Booking	10,843	9,330	10,126	2,698	5,000	-	0.0%
569 Storage	-	-	-	-	1,700	-	0.0%
570 Training	4,322	5,944	12,716	15,303	10,000	10,000	0.0%
571 Special Departmental Expense	-	-	-	641	3,500	13,895	297.0%
572 Hiring	1,826	12,308	13,781	7,932	15,750	16,000	1.6%
574 Reserve Officers	9,189	-	1,000	517	4,000	4,000	0.0%
576 Dues, Meals, Travel	1,705	1,923	4,993	2,094	2,350	1,600	-31.9%
578 POST Reimburse	-	-	150	-	500	-	0.0%
580 Utilities	10,036	11,634	12,179	9,729	13,800	10,000	-27.5%
581 Building Maintenance and Repairs	-	18	313	1,173	3,000	2,000	-33.3%
582 Office Supplies	6,004	4,876	6,817	2,340	6,500	-	0.0%
587 IT Contract	-	-	-	19,492	13,000	20,764	59.7%
588 Telephone	7,226	5,265	6,968	30,863	27,500	30,240	10.0%
590 Janitorial	4,633	4,063	3,422	3,545	4,000	6,400	60.0%
591 General Liability Insurance	-	-	-	29,021	24,309	31,893	31.2%
592 Publications	2,820	2,915	3,030	3,121	3,500	5,500	57.1%
594 Community Policing	7,789	2,631	621	-	4,500	3,000	-33.3%
593 Volunteer Programs	-	-	-	2,275	2,500	2,500	0.0%
595 Legal/Consulting	81,236	76,642	80,543	4,485	25,000	25,000	0.0%
596 CAL- I.D.	5,262	5,525	5,983	6,268	6,100	-	0.0%
599 Measure G Administration	3,646	3,776	4,904	3,015	4,000	4,021	0.5%
Total Police Other Expenses	399,908	337,723	367,331	362,583	432,509	470,748	8.8%
TOTAL POLICE EXPENSES	2,348,361	2,224,819	2,562,722	2,628,271	2,647,076	2,593,945	-2.0%

Kensington Police and Community Services District
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PARKS & RECREATION EXPENDITURES

	FY 2017-18 Actual	FY2018-19 Actual	FY 2019-20 Actuals	FY 2020-21 Projected	FY 2020-21 Budget	FY 2021-22 Budget	Percent Change
Parks/Recreation Salaries and Benefits							
601 Salaries	8,591	8,524	4,750	0	3,380	-	0.0%
602 Custodian	20,550	18,635	4,335	7,400	6,000	-	0.0%
623 Social Security/Medicare	473	652	0	0	259	-	0.0%
Total Parks/Recreation Salaries and Benefits	29,614	27,811	9,085	7,400	9,639	-	0.0%
Community Center							
641 General Maintenance	-	-	-	830	1,000	6,060	506.0%
642 Utilities	5,599	5,786	5,680	5,532	6,131	8,461	38.0%
643 Janitorial Supplies	779	1,139	126	407	500	435	-13.0%
644 Landscaping	-	-	-	6,185	7,500	8,010	6.8%
645 General Liab./Workers Comp	-	-	-	6,432	6,788	7,973	17.5%
646 Facility Repairs	1,826	600	6,552	1,030	1,500	1,500	0.0%
647 Rental	-	-	-	-	500	500	0.0%
648 Equipment Maintenance	2,581	1,872	319	8	-	1,000	0.0%
649 Interest Expense	-	-	9,500	-	-	-	0.0%
640 Misc	-	-	78	-	250	33,720	13388.0%
Total Community Center Expenses	10,785	9,397	22,254	20,424	24,169	67,659	179.9%
Park							
651 General Maintenance	-	-	-	10,750.00	48,500	31,600	-34.8%
652 Repairs	-	-	153	3,047	5,000	13,736	174.7%
653 Landscaping	-	-	-	21,990.00	12,500	18,690	49.5%
654 Janitorial Supplies	-	-	-	-	250	500	100.0%
655 Rental	-	-	-	-	500	-	0.0%
656 Utilities	-	-	2,700	12,095	13,000	13,092	0.7%
657 General Liab./Workers Comp	-	-	-	6,432.00	6,710	7,973	18.8%
658 Levy Administration	-	-	-	2,244.00	6,000	5,600	-6.7%
659 Misc	-	-	-	139.00	250	94,002	37500.8%
Total Park Expenses	-	-	2,852	56,697	92,710	185,193	99.8%
Other Parks/Recreation Expenses							
665 Annex General Maintenance	-	-	-	-	1,000	-	0.0%
666 Annex Repairs	-	-	-	-	1,000	-	0.0%
667 Annex Landscaping	-	-	-	2,975	5,000	-	0.0%
668 Annex Miscellaneous Expenses	-	-	300	-	-	-	0.0%
669 Miscellaneous Projects	-	-	-	-	2,000	-	0.0%
670 Gardening Supplies	-	-	-	-	-	-	0.0%
672 Kensington Park O&M	57,508	90,632	72,004	2,050	-	-	0.0%
674 Tennis Court Maintenance	-	-	-	21,500	22,500	-	0.0%
678 Miscellaneous Expenses	553	-	650	630	-	5,000	0.0%
Total Other Parks/Recreation Expenses	58,061	90,632	72,954	27,155	31,500	5,000	-84.1%
TOTAL PARKS/RECREATION EXPENSES	119,010	146,476	107,145	111,676	164,018	257,852	57.2%

Kensington Police and Community Services District
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DISTRICT ADMINISTRATION EXPENDITURES

	FY 2017-18	FY2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	Percent
	Actual	Actual	Actual	Projected	Budget	Budget	Change
<u>Salaries/Benefits</u>							
807 Salaries	156,145	191,692	211,479	241,409	282,500	384,500	36.1%
808 Payroll Taxes	7,920	14,664	16,083	18,619	22,000	29,414	33.7%
809 Benefits	-	-	-	-	-	28,044	0.0%
Total Admin Salaries and Benefits	164,065	206,356	227,562	260,028	304,500	441,958	45.1%
<u>Other Expenses</u>							
810 IT Contract	31,164	23,292	28,863	14,476	11,244	16,350	45.4%
815 Admin Communications	-	4,430	5,996	6,000	5,000	5,314	6.3%
816 Office Supplies	-	-	-	1,227	2,000	1,375	-31.3%
817 Postage	-	-	-	550	500	1,020	104.0%
818 Mileage	-	-	-	111	200	800	300.0%
819 Dues/Subscriptions	-	-	-	7,397	7,800	7,253	-7.0%
820 Copier Contract	5,043	5,692	5,523	4,138	6,893	4,769	-30.8%
825 Board Continuing Ed/Conf.	-	-	-	3,364	5,000	6,351	27.0%
826 Board Meetings	-	-	-	48	2,000	-	-100.0%
830 Legal	76,461	191,724	161,083	50,596	85,000	60,824	-28.4%
835 Consulting	92,104	86,919	40,832	46,350	30,000	21,000	-30.0%
840 Accounting	40,751	54,624	109,997	88,090	35,000	26,650	-23.9%
850 General Liability Insurance	36,588	42,438	45,057	24,309	24,308	31,893	31.2%
851 Workers Compensation	-	-	-	9,402	7,088	8,769	23.7%
860 Elections	-	6,387	-	4,991	6,400	-	-100.0%
861 LAFCO	-	-	-	1,729	2,200	2,000	-9.1%
865 Police Building Lease	35,468	36,036	36,603	36,603	40,000	36,603	-8.5%
870 County Expense	21,855	22,455	22,355	22,736	24,300	24,800	2.1%
890 Waste/Recycle	4,462	2,231	2,400	3,169	5,000	-	-100.0%
891 COVID	-	-	132	5,918	-	7,760	0.0%
898 Miscellaneous Expenses	20,662	22,131	29,739	6,928	10,000	5,000	-50.0%
899 Depreciation Expense	-	77,249	-	-	-	-	0.0%
Total Other Administration Expenses	364,558	575,607	488,579	338,131	309,933	268,530	-13.4%
TOTAL ADMINISTRATION EXPENSES	528,623	781,963	716,141	598,159	614,433	710,488	15.6%

Kensington Police and Community Services District

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CAPITAL OUTLAY EXPENDITURES

	FY 2017-18 Actual	FY2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Projected	FY 2020-21 Budget	FY 2021-22 Budget	Percent Change
Capital Outlay							
962 Patrol Cars	-					0	0.0%
963 Patrol Car Accessories	-			213		-	0.0%
965 Personal Police Equipment	2,653		41,526	10,092	1,000		0.0%
966 Traffic Equipment	10,198		3,126	-			0.0%
967 Station Equipment	-			-			0.0%
968 Office Furniture/Equipment	-		766	1,225	5,000	-	-100.0%
969 Computer Equipment	-	1124	16,860	6,965	7,000	7,000	0.0%
972 Park Buildings Improvements	110,399	43272	-	-			0.0%
974 Other Park Improvements	-		23,481	-	1,500	222,440	14729.3%
975 Community Center Loan Repay	-		-	30,517	30,617	30,617	0.0%
978 Parks/Rec Furniture/Equipment	-			-			0.0%
982 Police Building Cap Projects	-	-	-	-	-	25,000	
985 Comm. Ctr Renovation (Cap Fund)			-	171,302	-	-	0.0%
TOTAL CAPITAL OUTLAY	123,250	44,396	85,759	220,314	45,117	285,057	531.8%
TOTAL OPERATING/CAPITAL EXPENSES	3,119,244	3,197,654	3,471,767	3,558,420	3,470,644	3,847,342	0.0%
OPERATING SURPLUS/(SHORTFALL)	204,733	786,610	93,879	102,261	57,913	167,551	189.3%

Kensington Police and Community Services District

Fiscal Year 2021-22 Proposed Budget

GENERAL FUND REVENUE DETAIL

Audited Fund Balance at 6/30/2020	\$	2,170,875
Projected Net Surplus at 6/30/2021	\$	102,261
Projected Net Fund Balance at 6/30/2021	\$	2,273,136
Projected Net Surplus at 6/30/2022	\$	167,551
Projected Fund Balance at 6/30/2022	\$	2,440,687

Kensington Police and Community Services District
Fiscal Year 2021-22 Proposed Budget

LIABILITIES, RESERVE & FUND BALANCE

	6.30.2020 (Audited)		6.30.2021 (projected)		6.30.2022 (projected)
Liabilities					
Accounts Payable & Accrued Expenses	\$ 61,941		\$ 61,941		\$ 61,941
Total Liabilities	<u>\$ 61,941</u>		<u>\$ 61,941</u>		<u>\$ 61,941</u>
Nonspendable	\$ 134,313	Acct #153	\$ 35,000		\$ 35,000
Committed					
Assigned	\$ 63,306	Acct#265	\$ 63,306		\$ 63,306
Unassigned Reserve	\$ 1,911,315		\$ 2,174,830		\$ 2,342,381
Total Fund Balance	<u>\$ 2,170,875</u>		<u>\$ 2,273,136</u>		<u>\$ 2,440,687</u>
Total Liabilities and Fund Balance	<u><u>\$ 2,232,816</u></u>		<u><u>\$ 2,335,077</u></u>		<u><u>\$ 2,502,628</u></u>

		6.30.2021 (projected)	6.30.2022 (projected)
Unassigned Reserve:	\$ 1,911,315	\$ 2,174,830	\$ 2,342,381
General Fund Reserve	\$ 1,911,315	\$ 1,850,698	\$ 2,022,471
Capital Projects Fund	\$ -	\$ 15,000	\$ 91,191
Waste Management Fund	\$ -	\$ 309,132	\$ 228,719
Landscape & Lighting Fund	\$ -	\$ -	\$ -

The unassigned reserve can be broken up into the funds. Since this was not a past practice at 6.30.2021 we only have the general fund reserve.

Kensington Police and Community Services District
Fiscal Year 2021-22 Proposed Budget

GENERAL FUND REVENUE DETAIL

	FY 2017-18	FY2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	Percent
REVENUE	Actual	Actual	Actual	Projected	Budget	Budget	Change
401 Levy Tax	1,763,520	1,869,928	1,957,714	2,118,075	2,008,935	2,100,040	4.5%
402 Special Police Tax	681,851	681,780	681,750	685,710	681,750	685,710	0.6%
403 Misc - Tax Police	-	73	-	-	-	-	0.0%
404 Measure G Supplemental Tax	548,106	565,740	588,398	598,396	594,872	621,207	4.4%
410 Police Fees/Service Charges	-	3,570	2,107	585	1,500	1,500	0.0%
411 Kensington Hilltop Services Reimb.	8,372	839	-	-	-	-	0.0%
412 Special Assignment Revenue	-	4,525	-	-	-	-	0.0%
413 West County Crossing Guard Reimb.	7,010	-	-	-	-	-	0.0%
414 POST Reimbursement	-	4,009	9,100	8,256	3,000	-	-100.0%
415 Grants - Police	151,363	155,948	168,584	119,093	100,000	125,000	25.0%
416 Investment Income - Interest Police	12,000	28,169	32,275	2,620	10,000	1,000	-90.0%
418 Misc Police Income	-	9,876	5,194	5,512	5,000	5,000	0.0%
419 Supplemental Workers Comp Reimb.	-	1,738	-	-	-	-	0.0%
424 Special Tax-L&L	37,481	38,841	40,195	41,529	41,500	42,184	1.6%
427 Community Center Revenue	29,595	7,870	-	-	15,000	30,000	100.0%
437 Contributions for Sound System	-	-	160	459	-	-	0.0%
438 Misc Park/Rec Rev	-	75,320	5,000	15,400	-	2,000	0.0%
439 Contributions for Community Ctr	722	476,350	-	-	-	-	0.0%
448a Franchise Fees Gross	54,266	94,856	101,948	107,785	100,000	110,000	10.0%
448b less Franchise Fees Paid Out	-	(40,653)	(43,692)	(46,194)	(43,000)	(47,300)	0.0%
456 Interest-District	10,416	3,924	15,889	2,955	10,000	2,600	-74.0%
458 Misc District Revenue	19,275	1,559	1,024	500	-	335,952	0.0%
TOTAL REVENUE	\$ 3,323,977	\$ 3,984,264	3,565,645	3,660,682	3,528,557	4,014,893	13.8%
EXPENDITURES							
# Police Salary and Benefits							
Total Police Salaries and Benefits	1,948,453	1,887,096	2,195,390	2,265,688	2,214,567	2,123,197	-4.1%
Total Police Other Expenses	399,908	337,723	367,331	362,583	432,509	470,748	8.8%
							0.0%
TOTAL POLICE EXPENSES	2,348,361	2,224,819	2,562,722	2,628,271	2,647,076	2,593,945	-2.0%
# Parks/Recreation Salaries and Benefits							
Total Parks/Recreation Salaries and Benefits	9,064	9,176	9,085	7,400	15,639	0	-100.0%
Total Community Center Expenses	10,785	9,397	22,254	20,424	24,169	67,659	179.9%
Total Park Expenses	-	-	2,852	56,697	92,710	185,193	99.8%
Total Other Parks/Recreation Expenses	58,061	90,632	72,954	27,155	31,500	5,000	-84.1%
							0.0%
TOTAL PARKS/RECREATION EXPENSES	98,460	127,841	107,145	111,676	164,018	257,852	57.2%
# District Administration							
Total District Admin Salaries and Benefits	164,065	206,356	227,562	260,028	304,500	441,958	45.1%
Total Other Administration Expenses	364,558	575,607	488,579	338,131	309,933	268,530	-13.4%
							0.0%
TOTAL DISTRICT ADMINISTRATION EXPENSES	528,623	781,963	716,141	598,159	614,433	710,488	15.6%
							0.0%
TOTAL CAPITAL OUTLAY	123,250	44,396	85,759	220,314	45,117	285,057	531.8%
TOTAL OPERATING/CAPITAL EXPENSES	3,098,694	3,179,019	3,471,767	3,558,420	3,470,644	3,847,342	10.9%
OPERATING SURPLUS/(SHORTFALL)	225,283	805,245	93,879	102,261	57,913	167,551	189.3%

Kensington Police and Community Services District
Fiscal Year 2021-22 Proposed Budget

BUDGET SUMMARY

	FY 2017-18	FY2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	
	Actual	Actual	Actual	Projected	Budget	Budget	Percent Change
REVENUE							
Police Activities	3,177,797	3,326,196	3,445,122	2,754,559	2,661,751	2,636,440	-1.0%
Parks and Recreations Activities	67,998	122,031	45,355	184,473	177,036	263,188	48.7%
District Administration	78,182	5,484	16,913	660,059	632,770	716,614	13.3%
Waste Administration	-	54,203	58,256	61,592	57,000	62,700	10.0%
Capital Projects	-	476,350	-	-	-	335,952	0.0%
TOTAL REVENUE	\$ 3,323,977	\$ 3,984,264	\$ 3,565,645	\$ 3,660,682	\$ 3,528,557	\$ 4,014,893	13.8%
EXPENDITURES							
Police Activities	2,348,361	2,224,819	2,562,722	2,628,271	2,647,076	2,593,945	-2.0%
Parks and Recreations Activities	119,010	146,476	107,145	111,676	164,018	250,850	52.9%
District Administration	528,623	781,963	716,141	598,159	614,433	710,488	15.6%
Waste Administration	-	-	-	-	-	7,002	0.0%
Capital Outlay	123,250	44,396	85,759	220,314	45,117	285,057	531.8%
TOTAL EXPENDITURES	3,119,244	3,197,654	3,471,767	3,558,420	3,470,644	3,847,342	10.9%
TOTAL OPERATING/CAPITAL EXPENSES	204,733	786,610	93,879	102,261	57,913	167,551	189.3%

Kensington Police and Community Services District

Fiscal Year 2021-22 Proposed Budget

Calculation of Appropriations Limit

FY 2020-21 Appropriations Limit	4,758,237
GENERAL FUND REVENUE DETAIL	
Annual Adjustments (prior year multipliers)	
Contra Costa County Change in Population	1.0035
% Change in Per Capita Personal Income converted to a ratio	1.0573
****Source California Department of Finance****	
 FY 2021-22 Appropriations Limit	 5,048,492

Calculation of Appropriations Subject to Limit

	Proceeds of Taxes	Non-Proceeds of Taxes	Total
<u>REVENUE</u>			
401 Levy Tax	2,100,040		2,100,040
402 Special Police Tax	685,710		685,710
403 Misc - Tax Police	-		-
404 Measure G Supplemental Tax	621,207		621,207
409 Asset Seizure	-		-
410 Police Fees/Service Charges	-	1,500	1,500
411 Kensington Hilltop Services Reimb.	-		-
412 Special Assignment Revenue	-		-
413 West County Crossing Guard Reimb.	-		-
414 POST Reimbursement	-	-	-
415 Grants - Police	-	125,000	125,000
416 Investment Income - Interest Police	1,000		1,000
418 Misc Police Income	-	5,000	5,000
419 Supplemental Workers Comp Reimb.	-		-
424 Special Tax-L&L	42,185		42,185
427 Community Center Revenue	-	30,000	30,000
437 Contributions for Sound System	-		-
438 Misc Park/Rec Rev	-	2,000	2,000
439 Contributions for Community Ctr	-		-
448a Franchise Fees Gross	-	110,000	110,000
448b less Franchise Fees Paid Out	-	(47,300)	(47,300)
456 Interest-District	-	2,600	2,600
458 Misc District Revenue	-	335,952	335,952
TOTAL REVENUE	3,450,142	564,752	4,014,894

Summary	
FY 2021-22 Appropriations Limit	5,048,492
Appropriations Subject to Limit	3,450,142

FY 2021-22 Proposed Budget

KPPCSD Board of Directors, Special Meeting
June 29, 2021

Presentation Agenda

- Budget Assumptions
- Big Budget Picture - Operating Budget, Fund Balance, Revenues & Expenditures
- Budget Changes (Since June 10 Budget Presentation)
- Staff Responses to Community Recommendations Made During Community Budget Workshop on June 17, 2021 and via email
- Discussion/Q&A

Budget Assumptions

- Increase in police tax - CPI - 3.8%
- Not include PS Building TI and Relocation Costs
- OPEB Trust Reimbursement - \$50K
- Retiree Dental and Vision - \$25K
- Cost allocation of staff time across three funds
- Establish Waste Management Fund
- Establish Capital Project Fund
- Grant revenue from Prop 68 and WW Grant \$335,952

Total Projected budgets - FY 2021-22

Fund	Projected Budget
General Fund	\$3,574,057
Landscape and Lighting District Fund	\$42,184
Waste Management Fund (To be established)	\$62,700
Capital Project Fund (To be established)	\$335,952
Total Projected Operating Budget:	\$4,014,893

Fund Balances, Revenues & Expenditures

Funds	Balances
Audited Starting Fund Balance (6/30/2020)	\$2,170,875
Projected Ending Fund Balance (6/30/21)	\$2,273,136
Total Projected Revenues (FY 2021/2022)	\$4,014,893
Total Projected Expenditures (FY 2021/2022)	\$3,847,342
Projected Ending Fund Balance (6/30/2022)	\$2,440,687
Projected General Fund Reserve (FY 2021-22)	\$2,342,381

Budget Changes since June 10, 2021

Changes to the Budget since the First Budget Workshop on June 10, 2021 based on Board Direction or budgetary corrections.

Budget Changes since June 10, 2021

- Removed Community Center alarm - \$3,000
- Added replacement of tennis backboard wind screen - \$ Negligible
- Corrected double counting Police overtime - \$120,000 in account 502 (police salaries) but adjusted account 506 (overtime) to \$200,000 due to staff changes.
- Propose allocating \$25,000 (account 982) for architectural design and structural engineering assessment of potential new KPPCSD location.
- Projected General Fund Reserve for FY 2021-22 is \$2,342,381
- Overall budget refinement as a result of receiving actuals versus estimates for individual line items.
- Per a prior commitment, contributed \$2,000 to the cost of a new kiosk (during FY 2020-21).

Staff Response to Community Recommendations

Community Recommendations made during the Community Budget Workshop on June 17, 2021 and via email between June 10, 2021 and June 25, as well as staff responses.

Staff Response to Community Recommendations

Community Recommendation	Staff Response
<p>Build cash reserves to prepare for KPPCSD relocation costs by:</p> <ul style="list-style-type: none"> ▪ Not hiring 3 officers and eliminating the Lieutenant position - \$200K annual savings. ▪ Not increasing administrative staff - \$137K savings compared to the previous year's budget. ▪ Postponing all but essential work on Kensington park until grant money is received - ~ \$100K savings. ▪ Not leasing a 4th new police car - ~ \$60K savings. 	<ul style="list-style-type: none"> ▪ <u>PD Staffing:</u> Police Department staffing levels are extremely low; with only six sworn Officers, the Department maintains a 24/7 operation. Not filling the three proposed officer positions would risk further attrition of PD employees, as well as burnout. In contrast, there were 10 officers this year. ▪ <u>Administrative Staffing:</u> The proposal is not an increase in the number of administrative staff - it's a decrease. A smaller, full-time team will result in higher productivity and better continuity of service delivery to the Board and residents. It will also be easier to manage and reduce reliance on financial consultants. ▪ <u>Park Maintenance:</u> There is considerable deferred maintenance in the park, including projects related to fire preparedness and safety that require immediate attention. Deferral of this work will put the District at greater fire hazard, as well as result in overall more costly repairs in the future. ▪ <u>PD Vehicle Leasing:</u> Deferring vehicle replacement will result in more costly repairs over time; and stronger likelihood of needing to replace more vehicles in one fiscal year due to vehicle failure; and as a result, have a greater financial impact in one year versus spreading vehicle replacement costs over time.

Police Structure - Middle Management (LT)

- Promotes community-based activities and other public safety programs.
- Fills the gap between the Executive (Chief) and Sergeants (POA).
- Provides additional and much needed layer of supervision, leadership, and oversight of operations.
- Conducts Internal Affairs investigations allowing the Chief to remain neutral.
- Acts as Acting Chief of Police when necessary.
- Middle management positions are part of an effective, proven structure across all of Law Enforcement.
- Mid-level management positions are essential to promote succession planning across the ranks.
- Supported by both prior ICP as the best structure for Kensington.

Staff Response to Community Recommendations

Community Recommendation	Staff Response
Maintain the \$50K reimbursement monies in the OPEB Trust. It's not needed to balance the budget.	The 50K will only be removed from the OPEB Trust toward the end of the fiscal year if it's needed to balance the budget (e.g., if for some reason the grant monies are not awarded).
Police Salaries are estimated at ~ \$1.2 million; they seem about \$200K too high.	There was an error that has since been corrected; overtime was mistakenly counted twice in the June 10, 2021 budget worksheets and presentation. However, due to staffing levels and the time it takes to hire new Officers, staff has allocated an additional \$80,000 to the PD overtime budget for a total of \$200,000.

Staff Response to Community Recommendations

Community Recommendation	Staff Response
<p>The District needs to know how much actual unrestricted funds/cash flow are available for relocating the KPPCSD to another building. How much is actually available?</p>	<p>As of June 30, 2021, there will be a General Fund Reserve of \$2,174,830; As of June 30, 2022, there will be a projected General Fund Reserve of \$2,342,381.</p>
<p>Why aren't we budgeting for the relocation of KPPCSD? It seems important enough and better to budget for it now rather than make a budget adjustment later.</p>	<p>Without an expert estimate (e.g., from an architect/engineer), the cost estimate to relocate is too wide ranging to include in the budget at this time. Staff recommends waiting until there is an estimate from a qualified Architect/Engineer and then amend the budget accordingly later in the fiscal year. In addition, staff does not anticipate paying out for construction costs until the second half (or later) of this fiscal year at which time the budget may be adjusted. That said, staff proposes adding \$25,000 (account 982) to the budget for an initial structural engineering assessment and design.</p>

Staff Response to Community Recommendations

Community Recommendation	Staff Response
<p>Is there a plan to circulate an RFP/RFQ for a new service provider for waste management? If so, there should be additional funds in the budget to hire a consultant, etc...</p>	<p>This is a policy decision that the Board will provide direction to staff on early in the new fiscal year. There are sufficient funds in the Waste Management Fund to allocate for consulting services if necessary; and the budget can be amended accordingly.</p>
<p>Property tax projections seem low and underestimated; it seems like it should be higher than 4.5%.</p>	<p>Staff consulted with the County Assessor's Office and, based on that discussion and advice, recommend a 4.5% property tax increase in the budget.</p>
<p>In addition to hiring an architect to design tenant improvements, it's recommended that the District hire a structural engineer to evaluate any building and/or relocation site (e.g., due to potential seismic issues).</p>	<p>Staff intends to include an assessment by a structural engineer as part of the design considerations for any tenant improvements at a potential relocation site.</p>

Discussion & Questions



FY 2021-22 Proposed Budget

KPPCSD Community Budget Workshop
June 17, 2021

Presentation Agenda

- Budget Assumptions
- Big Budget Picture - Operating Budget, Fund Balance, Revenues & Expenditures
- FY 2021-22 - Recommended Budget Changes & Expenditures
- Proposed Staffing Changes
- Community Inquiries - Response to Questions from Community
- Account Budget Analysis (Line by Line)
- Planning for the Future

Budget Assumptions

- Increase in police tax - CPI - 3.8%
- Not include PS Building TI and Relocation Costs
- OPEB Trust Reimbursement - \$50K
- Retiree Dental and Vision - \$25K
- Cost allocation of staff time across three funds
- Establish Waste Management Fund
- Establish Capital Project Fund
- Grant revenue from Prop 68 and WW Grant \$335,952

Total Projected budgets - FY 2021-22

Fund	Projected Budget
General Fund	\$3,574,057
Landscape and Lighting District Fund	\$42,184
Waste Management Fund (To be established)	\$62,700
Capital Project Fund (To be established)	\$335,952
Total Projected Operating Budget:	\$4,014,893

Fund Balances, Revenues & Expenditures

Funds	Balances
Audited Starting Fund Balance (6/30/2020)	\$2,170,875
Projected Ending Fund Balance (6/30/21)	\$2,273,136
Total Projected Revenues (FY 2021/2022)	\$4,014,893
Total Projected Expenditures (FY 2021/2022)	\$3,869,955
Projected Ending Fund Balance (6/30/2022)	\$2,418,074
General Fund Reserve (FY 2021-22)	~\$2 million (Final number will be ready by 6/29 Board Meeting.)

Projected New Revenue - FY 2021-22

- Park and Facility Rentals - \$30,000
- Grants:
 - Measure WW Grant (EBRPD) - \$158,000
(Reimbursement)
 - Prop 68 - \$177,952
(total project minimum - \$222,440; local match - 20% or \$44,488)
 - COPs - \$125,000
- American Rescue Plan Act of 2021 - Potentially ~\$570,000
(or 30% of KPD time)

Recommended Budget Changes & Expenses

POLICE DEPARTMENT

- Fund 9 Sworn Officers (instead of 10) - \$65K-\$90K/year savings
- Fund new Lieutenant Position (in lieu of Captain position) - \$35K/year savings
- Lease one new Police Vehicle - \$12,192/year

Recommended Budget Changes & Expenses

POLICE DEPARTMENT (Cont.)

- **NIBRS - DOJ Requirement - \$25,000**
(More detailed crime reporting software and database.)
- **EBCRS - \$9,720**
(Required yearly fee to maintain radio communication infrastructure.)
- **EBCRS Software - \$9,000 (half this year, half next year)**
(Encryption software for radios.)
- **Net Presenter - \$1,000**
(A digital communication platform and application that transmits information interdepartmentally using computer screens, smart phones and television monitors.)
- **Lexipol Training Bulletins - \$2,200**
(Police Training bulletins to help personnel learn to apply policies and improve their ability to make well-reasoned decisions.)

Recommended Budget Changes & Expenses

PARKS AND RECREATION

- Renovation Assessment of Annex Building - \$5000
- Security Cameras for Community Center - \$7000
- Rekey Community Center (electronic system) - \$15000
- White Folding Chairs for Rentals - \$5000
- Cover for AC Unit (outside Community Center) - \$600
- Repair Retaining Wall on Arlington - \$3300
- Replace Tennis Court Backboard - \$4900

Recommended Budget Changes & Expenses

PARKS AND RECREATION (CONT.)

- Repair Sprinkler Valve (Upper Lawn) - \$600
- Repair Upper Lawn - \$2050
- New Trash Cans (type TBD) - \$7000
(from waste management fund)
- Tree Removal and hazardous brush in Park - \$35,000
- Survey Park Perimeter - \$20,000
- Repair storm drain and trench plate - \$17,000
- Repair Stairs from E Building up toward school - \$15,000

Recommended Budget Changes & Expenses

KCC \$15k DONATION

- Replace/Install new bench (adjacent to Community Center) - \$1,620
- Repair sprinklers (lawn adjacent to Community Center) - \$4,500
- Other potential improvements in front of the CC (cost TBD):
 - Replace grass.
 - Replace/repair two raised beds with brick and drought and deer tolerant plants.
 - Replace other outdoor benches (as necessary).

Overall Proposed Staffing Changes

- **New Lieutenant Position (full time)**
(to replace the Captain position)
- **New Officer Manager/Clerk of the Board (full time)**
(to replace the functions and duties of the Police Services Specialist, Parks & Recreation coordination, Clerk of the Board and Administrative Assistant)
- **Senior Accountant (full time)**
(to replace current part-time Senior Accountant, most of MAZE and Associates consulting, and some of the Budget Manager's duties)

Cost Comparison - Proposed Staffing Changes

Current Staffing

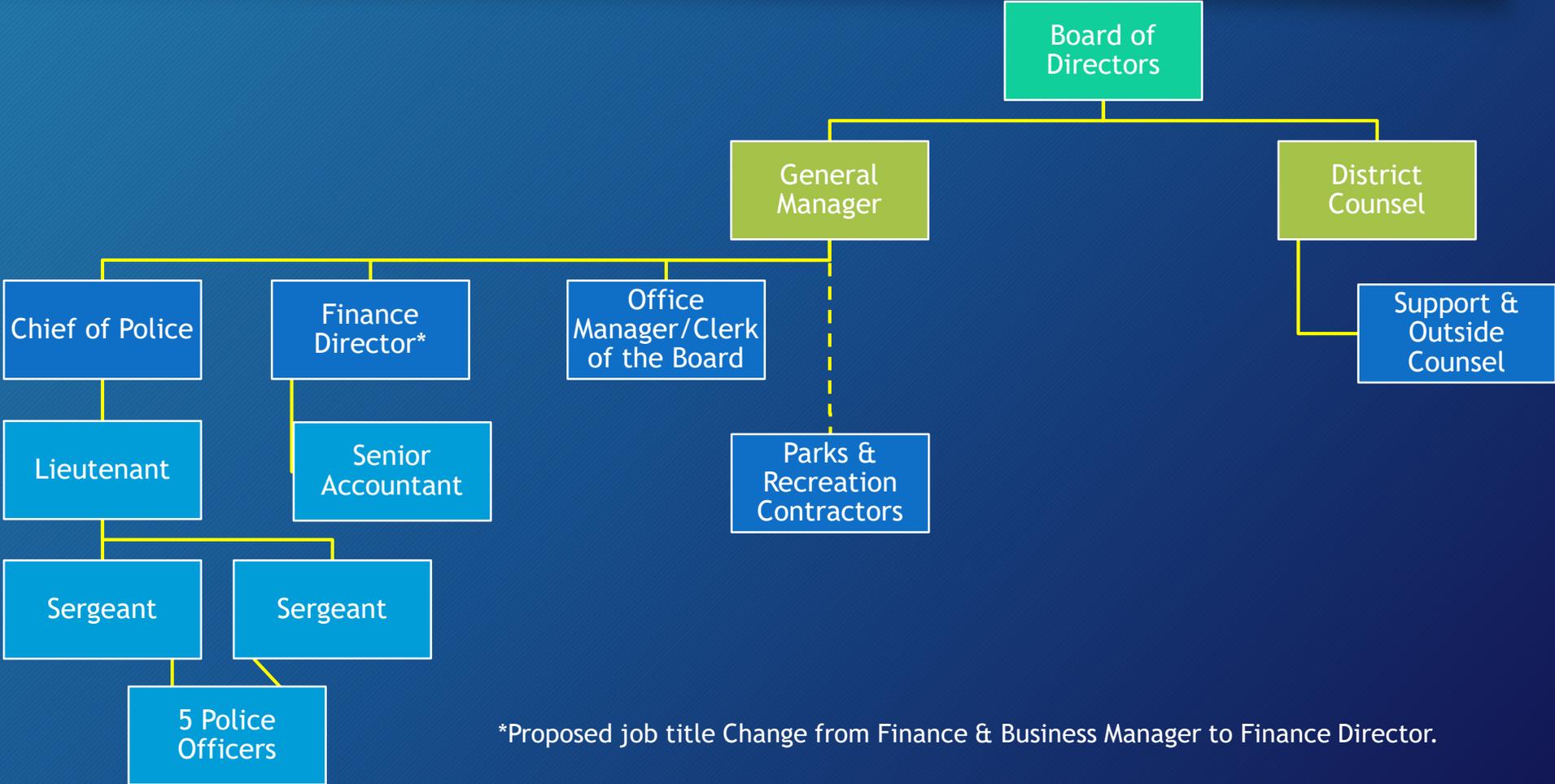
Title	Hours per Week	Total Cost per Year
General Manager	30	\$169,549
Budget Manager	20	\$66,743
Senior Accountant	20	\$48,464
Clerk of the Board	20	\$43,060
Administrative Assistant	20	\$27,989
Police Captain	40	\$211,661
Police Services Specialist	20	\$41,176
TOTAL		\$608,642

Proposed Staffing*

Title	Hours per Week	Total Cost per Year
General Manager	30	\$162,749
Finance Director	20	\$66,743
Office Manager/ Clerk of the Board	40	\$106,233
Senior Accountant	40	\$106,233
Police Lieutenant	40	\$157,336
TOTAL		\$599,294

*Cost estimate includes health, dental and vision for three employees.
Not included: potential savings from labor negotiations and savings from budgeting for 9 (instead of 10) sworn officers (e.g., \$65-90K).

Proposed Organizational Chart



*Proposed job title Change from Finance & Business Manager to Finance Director.

Community Inquiries

Response to Community
Questions/Discussion Items
Received in Advance of the Presentation

OPEB Trust Reimbursement

- The district has been contributing to the OPEB trust annually for more than 10 years.
- As of 6.30.2020, the audited balance was \$1.7 million and, as of 6.14.2021, the unaudited balance was \$2.33 million.
- Unlike the CalPERS pension, the District pays the benefit payments on a monthly basis (average invoices from CalPERS are around \$25,000 per month including active and retirees).
- By paying the District's monthly premiums (e.g., health, dental, vision), the required Actuarially Determined Contributions (ADC) to the Trust are being satisfied.
- The OPEB trust was established in order to pay retirees' health, dental and vision premiums now and in the future. If approved by the Board, however, the District will not pay for retiree health and dental in the future.
- By the District reimbursing itself \$50,000 from the trust, cash flow and the budget are balanced without using the District's General Fund Reserve.

Projected Property Taxes (Account 401)

- The projected 4.5% increase in property tax was estimated in consultation with the County Assessor's Office.
- The COVID-related Real Estate market is unprecedented and unpredictable; as a result, we projected an assertive but cautious property tax rate increase.
- The real estate market in Contra Costa County is uniquely positioned with historically low inventory and yet very high appreciation rates (e.g., 20-25%).

Landscape & Lighting District Funds

- Projected Landscape & Lighting District Funds are the result of the most recent Levy tax that was passed by the Board of Directors. An explanation of the funds can be found on page 1 of the [Fiscal Year 2021/22 Engineer's Report For: Kensington Park Assessment](#).
- On the property tax invoice for each Kensington residence, the tax is listed as *Kensington Park LLD* and the amount this past fiscal year was \$18.36 (for single family resident parcel) and coded as *J2*. For 2021-22 it will be \$18.65 per single family resident parcel.

Waste Management Fund Analysis

- As of June 30, 2021, the Bay View balance is projected to be \$309,132. Once the new Waste Management Fund is established, it will be transferred to that Fund.
- In prior fiscal years, staff time was not allocated to Waste Management funds and, therefore, the balance may be hyper-inflated.

As of date:	Fund Balance
6/30/2019	\$ 194,885.00
6/30/2020	\$ 250,741.12
6/30/2021	\$ 309,132.27

Waste Management Functions

- Management of Bay View Contract:
 - Monthly operations and management,
 - Monthly check in with management and Bay View,
 - Staff review of statements and deposits,
 - Audit accuracy of payments from Bay View & track payments,
 - Communicate with CCC Conservation Department and fulfill all required County/State regulations for waste management contract,
 - Pay monthly cost share to CCC Conservation Department, and
 - Trash pickup in parks, community center, and office; and address emergency trash/garbage overflow in park.
- Contract Negotiations
 - Upcoming Bay View negotiations or RFP/RFQ process, as well as addressing food composting.

Waste Management Contract (Bay View)

- The District's contract with Bay View expires in 2023.
- Fairly soon, the District will need to either circulate a RFP/RFQ for a new waste management provider or start negotiations for a new franchise agreement with Bay View.
- Early in the new fiscal year, staff will review the District Agreement with Bay View and make a recommendation to the full Board re: an approach to secure a new franchise agreement and seek Board direction.

Community Center Loan

- The Community Center loan is a long term debt obligation; as such, loan payments are included into the operating budget of each fiscal year until the loan is paid off.
- As a result, payments are accounted for in each fiscal year's balanced operating budget - the Fund Balance is not decreased by \$250,000 in any given year.
- The Fund Balance would only decrease by \$250,000 in one fiscal year if the entire payment was due in that fiscal year - and in this case it is NOT.
- Currently, the loan balance is approximately \$207,168 since two principal payments have been made. There are eight years remaining on this loan.

1995 Park Bond

- The 1995 Park bond has been paid in full and will close out this year.
- FY 2019-20 (August 2019) was the final year that the assessment was placed on the tax roll.
- For example, when comparing a Kensington resident's Contra Costa County FY 2018-19 tax bill to a FY 2020-21 tax bill, there is a Kensington Park AD charge of \$97.28 listed (Assessment Code VE) and in FY 2020-21 that charge was dropped and is no longer listed on the tax bill.

FY 2021-22 Projected Fund Balances

Fund Name	Projected Balance as of 6/30/2021 (transferred to 7/1/2021)
General Fund Balance	\$1,949,004
Waste Management Fund Balance	\$309,132
Capital Projects Fund	\$15,000
Landscape & Lighting Fund Balance	\$0

Police Department Operations

- Over the prior three fiscal years, the Police Department has budgeted for and employed between 7 and 8 officers; 9 officers is an improvement.
- All shifts will be covered. Officers are working 12 hour shifts plus overtime.
- District staff estimate approximately \$120,000 will be paid out in overtime during FY 2021-22 - that's double the amount that was budgeted for in FY 2020-21.
- Reasons for new PD vehicles: Police require dependable vehicles for emergency response. The low cost lease option allows for steady, affordable payments over time; and at the end, the District owns the vehicle.

Police Department - Salaries & Benefits

- Account 521-R (Retirees):
Last year, the District budgeted for 5 Classic retirees; this fiscal year, the District has budgeted for only 3 Classic and 5 PEPRA.
- Account 521-A (Active):
 - In 2020-21, the District budgeted health benefits for 7.5 Officers; however, two elected not to enroll for health benefits.
 - In 2021-22, the District budgeted health benefits for 8 officers.
 - The District assumed a 5.875% rate increase in the health benefits premium (the same as last year).

Police Department - Salaries & Benefits

- No assumptions regarding a new MOU with the KPOA have been built into this year's budget.
- Until new Officers (including a Lieutenant and/or Sergeant) are hired, the District does not know whether the employees will be Classic or PEPRA. As a result, Finance budgets for the more expensive of the two (e.g., Classic).

Other Operational and Budgetary Questions

- Reason for Proposed Administrative Org Chart
A few full-time dedicated staff will ensure consistency and continuity with regards to policy implementation, internal controls, financial reporting, adherence to government codes and regulations, and implementing best financial public sector practices.
- Unbudgeted Costs of relocation
 - Too wide ranging to budget for at this time;
 - Negotiations with KFPD to transition out of the PS Building, as well as any potential Lessor, are ongoing; and
 - The move will not likely occur until the fourth quarter of the fiscal year; hence, a mid-year budget adjustment can be made at that time and as appropriate.

FY 2021-22 Budget

Account Budget Analysis (Line by Line)

Major Budgetary Revenue Changes - Line by Line

- **Account 404 (Measure G)**
This account includes CPI increase for this fiscal year; CPI for prior fiscal year was incorrectly printed in the budget. Hence, the calculations appear incorrect, but were correctly and accurately approved by the Board of Directors.
- **Account 415 (COPS Grant)**
Typically, \$100K is budgeted for; however, District consistently secures closer to \$150-160K per year; as a result, conservatively budgeted \$125K for this year.
- **Account 427 (Community Center)**
The proposed allocation is based on pre-COVID fiscal years when the revenue was closer to \$30K per year.
- **Account 416/456 (Interest Income from LAIF Investment)**
Like with all interest rates, the State's interest rates has declined considerably in the past 12-24 months and it is not expected to rebound anytime soon. For example, the interest rate for the LAIF account in 3/31/20 was 2.03% and for the period ending 3/31/21 the interest rate was only 0.44%.
- **Account 458 (Grants)**
These are projected revenues from grant monies including Measure WW grant (\$158K) reimbursement for the Community Center and Prop 68 (\$177,952) for a future park infrastructure improvement project. Combined, they total \$335,952.

Major Budgetary Expense Changes - Line by Line

POLICE DEPARTMENT

- Account 502 (Salaries):

1.3% lower than last year due to:

- 1) Salaries increased by 3% on July 1, 2021 as a result of the Board approved MOU with the KPOA.
- 2) Budgeted for 9 police officers instead of 9.5 police officers.

- Account 506 (Overtime):

Overtime is projected to be higher this year due to turnover of staff and budgeting for a smaller police force (e.g., 9 officers).

- Account 521-A (Health Insurance - Active):

Anticipate 5.875% rate increase - same as the prior year.

- Account 521-R (Health Insurance Retiree):

Anticipated cost decrease due to fewer 'Classic' retirees.

- Account 521-T (OPEB Trust):

Recommended reimbursement to District from Trust to balance the budget without using Reserves.

Major Budgetary Expense Changes - Line by Line

POLICE DEPARTMENT (CONT.)

- **Account 522 (Disability Life Insurance):**
Anticipated increase of 5.9% - Budgeting for 9 officers instead of 8.5.
- **Account 523 (Social Security/Medicare):**
Increased due to changes in salaries per the MOU.
- **Account 528 (CalPERS - Employee Portion):**
UAL is determined by CalPERS.
- **Account 552 (Police Supplies):**
Increased due to consolidation of accounts 552 with 582 (Office Supplies). Account 582 will no longer be used.
- **Account 560 (Crossing Guard):**
Increased contract for Crossing Guard.
- **Account 561 (Vehicle Fuel):**
Increased due to rising gas prices.

Major Budgetary Expense Changes - Line by Line

POLICE DEPARTMENT (CONT.)

- Account 562 (Vehicle Maintenance):

Projected to decrease because of four new hybrid police SUV interceptors.

- Account 563 (Vehicle Lease):

Projected to decrease because, while FY 2020-21 Budget included leasing five vehicles, only three were actually leased and one more may be leased in mid - FY 2021-22.

- Account 564 (Communications):

Increased due to purchase of DOJ required software.

- Account 566 (Radio Maintenance):

Increased due to \$9,000 radio software upgrade; recommend paying half this fiscal year and half next fiscal year, as well as the required contractual annual payment of \$9,720.

- Account 568 (Prisoner Booking):

Eliminated this account.

- Account 569 (Storage):

Eliminated this account.

Major Budgetary Expense Changes - Line by Line

POLICE DEPARTMENT (CONT.)

- **Account 570 (Training):**
In future, post all POST reimbursements to this account instead of a revenue account.
- **Account 571 (Special Department Expenses):**
Consolidated accounts 553 (Range Ammunition Supplies) and 596 (Cal ID) with this account.
- **Account 582 (Office Supplies):**
Eliminated this account. Combined with account 552 (Police Supplies).
- **Account 587 (IT Contract):**
IT contract increased due to more Microsoft Office 365 users; and working remotely.
- **Account 588 (Telephone):**
There has been a major increase in the phone bill over the past three to five years. The District is having the phone system and usage assessed to determine the cause.
- **Account 590 (Janitorial):**
Increased cost due to new cleaning contract and COVID cleaning.
- **Account 591 (General Liability Insurance):**
Premiums increased nationwide and the District increased coverage for the renovated Community Center.

Major Budgetary Expense Changes - Line by Line

PARKS AND RECREATION DEPARTMENT

- Account 641 (General Maintenance):
Increased budget for grass irrigation around Community Center and other unanticipated general maintenance (this had not been budgeted for in the past).
- Account 642 (Utilities-Community Center):
Increased budget for Comcast internet, standard increases in utilities and more accurate account tracking.
- Account 645 (General Liability/Workers Comp):
Premiums increased nationwide and the District increased coverage for the renovated Community Center.
- Account 640 (Community Center Expenses - Other):
Proposed new one-time parks and recreation improvements are accounted for in this account. See slides 10 and 11.
- Account 651 (General Maintenance):
Increased budget for deferred and general maintenance (e.g., fire prevention, tan bark replacement, lawn repairs, new trash receptacles, unplanned expenses). See slides 10 and 11.

Major Budgetary Expense Changes - Line by Line

PARKS AND RECREATION DEPARTMENT (CONT.)

- Account 652 (Repairs):
Increased budget for deferred repairs and maintenance (e.g., repair retaining wall on Arlington, backboard of tennis courts, sprinkler valves). See slides 10 and 11.
- Account 653 (landscaping):
Budgeted 70% of landscape contract to this account.
- Account 659 (Misc):
Budgeted one-time park expenses to this account (e.g., trash cans, tree/undergrowth removal, park survey, storm drain repairs, stairs from E Building to Highland).
- Account 669 (Misc):
Estimate to complete inspections on Annex building.

Major Budgetary Expense Changes - Line by Line

ADMINISTRATION AND FINANCE DEPARTMENTS

- **Account 807-809 (Salaries, Payroll Taxes and Benefits):**
Increased due to new organizational structure; savings in other departments for an overall net savings.
- **Account 810 (IT Contract):**
IT contract increased due to more Microsoft Office 365 users; and working remotely.
- **Account 817 (Postage):**
Increased accuracy in tracking.
- **Account 818 (Mileage):**
Increased accuracy and tracking (e.g., trips to the county for bi-monthly AP/payroll).
- **Account 820 (Copier Contract):**
Decreased costs due to discontinuation of printed Board packets.
- **Account 825 (Board Continuing Education/Conferences):**
Budgeted for Board Directors to attend CSDA Annual Conference.

Major Budgetary Expense Changes - Line by Line

ADMINISTRATION AND FINANCE DEPARTMENTS (CONT.)

- **Account 826 (Board Meetings):**
In the prior fiscal year and before COVID, the District paid to use the Arlington Community Church for Board Meetings; moving forward, that will not be necessary.
- **Account 830 (Legal):**
Controlling spending; projecting reduced need for legal services.
- **Account 835 (Consulting):**
Budgeted for HR, Finance and Board Strategic Planning consulting.
- **Account 840 (Accounting):**
Budgeted for the Audit and Maze & Associates (e.g., four hours/month, special reporting).
- **Account 850 (General Liability Insurance):**
Premiums increased nationwide and the District increased coverage for the renovated Community Center.
- **Account 890 (Waste/Recycle):**
Prior fiscal year, there were expected expenses; however, this fiscal year, any waste/recycle expenses will be allocated to the new Waste Management Fund (to be established).

Planning for the Future

- Planning for new temporary or permanent home for KPPCSD.
- Consider increasing LLMD tax.
- Consider future purpose and renovation of Annex Building.
- Forecast and prepare for future revenues and expenditures.
- Consider exploring other district funding structures (e.g., Community Facilities District).
- Consider new agreements (e.g., Bay View, KCC).
- Implement Prop 68 Grant - Define new Park Improvements.
- Consider cost sharing and volunteering opportunities (e.g., Crossing Guard).
- Consider other employee and retiree cost saving measures (via labor negotiations).

Next Steps

- June 29, 2021 - Board Consideration and approval of Final Budget (Special Board Meeting)

Discussion & Questions



FY 2021-22 Proposed Budget

KPPCSD First Budget Workshop
June 10, 2021

Presentation Agenda

- Budget Assumptions
- Big Budget Picture - Operating Budget, Fund Balance, Revenues & Expenditures
- FY 2021-22 - Recommended Budget Changes & Expenditures
- Public Safety Building & Relocation
- Proposed Apparatus Replacement Schedule
- Proposed Staffing Changes
- Government Transparency
- Planning for the Future

Budget Assumptions

- Increase in police tax - CPI - 3.8%
- Not include PS Building TI and Relocation Costs
- OPEB Trust Reimbursement - \$50K
- Retiree Dental and Vision - \$25K
- Cost allocation of staff time across three funds
- Establish Waste Management Fund
- Establish Capital Project Fund
- Grant revenue from Prop 68 and WW Grant \$335,952

Total Projected budgets - FY 2021-22

Fund	Projected Budget
General Fund	\$3,574,057
Landscape and Lighting District Fund	\$42,184
Waste Management Fund (To be established)	\$62,700
Capital Project Fund (To be established)	\$335,952
Total Projected Operating Budget:	\$4,014,893

Fund Balances, Revenues & Expenditures

Funds	Balances
Audited Starting Fund Balance (6/30/2020)	\$2,170,875
Projected Ending Fund Balance (6/30/21)	\$2,273,136
Total Projected Revenues (FY 2021/2022)	\$4,014,893
Total Projected Expenditures (FY 2021/2022)	\$3,869,955
Projected Ending Fund Balance (6/30/2022)	\$2,418,074

General Fund - Major Revenues by Source Budgeted & Projected - FY 2020-21 and 2021-22

Revenue	2020-21 Budgeted (as of 6/30/20)	2020-21 Projected (as of 6/30/21)	2021-22 Projected
Property Tax	\$2,008,935	\$2,118,075	\$2,100,040
Measure G	\$594,872	\$598,395	\$621,207
Special Police Tax	\$681,750	\$685,710	\$685,710
LLMD	\$41,500	\$41,529	\$42,184
Parks/Rec	\$15,000	\$0	\$32,000
Franchise Agreement	\$57,000	\$61,592	\$62,700
Grants	\$100,000	\$119,093	\$460,952
Interest Income	\$20,000	\$5,575	\$3,600
Contributions	\$0	\$15,400	\$0
Other Misc income	\$9,500	\$9,801	\$6,500
Total	\$3,528,557	\$3,660,682	\$4,014,893

Major Expenses by Department Budgeted & Projected - FY 2020-21

Department	2020-21 Budgeted	2020-21 Projected	Difference
Police	\$2,647,076	\$2,628,271	\$18,805
Parks and Recreation	\$164,018	\$111,676	\$46,343
Administration	\$609,433	\$594,990	\$14,443
Waste Management	\$5,000	\$3,169	\$1,831
Capital Projects	\$45,117	\$220,311	\$(175,194)
Total	\$3,470,644	\$3,558,420	\$(93,772)

Major Revenue Three Year Comparison

Revenue	FY 2019-2020 Actual	FY 2020-21 Projected	FY 2020-21 Budgeted	FY 2021-22 Projected
Property Tax	\$1,957,714	\$2,118,075	\$2,008,935	\$2,100,040
Measure G	\$588,398	\$598,396	\$594,872	\$621,207
Special Police Tax	\$681,750	\$685,710	\$681,750	\$685,710
LLMD	\$40,195	\$41,529	\$41,500	\$42,184
Franchise Agreement	\$58,256	\$61,591	\$57,000	\$62,700
Grants	\$168,584	119,093	\$100,000	\$460,952
Interest Income	\$48,164	\$5,575	\$20,000	\$3,600
Other Income	\$121,036	\$30,713	\$123,000	\$38,500
Total	\$3,565,645	\$3,660,682	\$3,528,557	\$4,014,893

Major Expenses Three Year Comparison

Department	2019-2020 Actual	2020-21 Projected	2020-21 Budgeted	2021-22 Projected
Police	\$2,562,722	\$2,628,271	\$2,647,076	\$2,639,610
Parks and Recreation	\$107,145	\$111,676	\$158,018	\$253,850
Administration	\$713,741	\$592,241	\$563,433	\$709,436
Waste Management	\$2,400	\$5,918	\$51,000	\$7,002
Total	\$3,386,008	\$3,338,106	\$3,419,527	\$3,609,898

Projected New Revenue - FY 2021-22

- Park and Facility Rentals - \$30,000
- Grants:
 - Measure WW Grant (EBRPD) - \$158,000
(Reimbursement)
 - Prop 68 - \$177,952
(total project minimum - \$222,440; local match - 20% or \$44,488)
 - COPs - \$125,000
- American Rescue Plan Act of 2021 - Potentially ~\$570,000
(or 30% of KPD time)

Recommended Budget Changes & Expenses

POLICE DEPARTMENT

- Fund 9 Sworn Officers (instead of 10) - \$65K-\$90K/year savings
- Fund new Lieutenant Position (in lieu of Captain position) - \$35K/year savings
- Lease one new Police Vehicle - \$12,192/year

Recommended Budget Changes & Expenses

POLICE DEPARTMENT (Cont.)

- **NIBRS - DOJ Requirement - \$25,000**
(More detailed crime reporting software and database.)
- **EBCRS - \$9,720**
(Required yearly fee to maintain radio communication infrastructure.)
- **EBCRS Software - \$9,000 (half this year, half next year)**
(Encryption software for radios.)
- **Net Presenter - \$1,000**
(A digital communication platform and application that transmits information interdepartmentally using computer screens, smart phones and television monitors.)
- **Lexipol Training Bulletins - \$2,200**
(Police Training bulletins to help personnel learn to apply policies and improve their ability to make well-reasoned decisions.)

Recommended Budget Changes & Expenses

PARKS AND RECREATION

- Renovation Assessment of Annex Building - \$5000
- Security Alarm for Community Center - \$3000
- Security Cameras for Community Center - \$7000
- Rekey Community Center (electronic system) - \$15000
- White Folding Chairs for Rentals - \$5000
- Cover for AC Unit (outside Community Center) - \$600
- Repair Retaining Wall on Arlington - \$3300
- Replace Tennis Court Backboard - \$4900

Recommended Budget Changes & Expenses

PARKS AND RECREATION (CONT.)

- Repair Sprinkler Valve (Upper Lawn) - \$600
- Repair Upper Lawn - \$2050
- New Trash Cans (type TBD) - \$7000
(from waste management fund)
- Tree Removal and hazardous brush in Park - \$35,000
- Survey Park Perimeter - \$20,000
- Repair storm drain and trench plate - \$17,000
- Repair Stairs from E Building up toward school - \$15,000

Recommended Budget Changes & Expenses

KCC \$15k DONATION

- Replace/Install new bench (adjacent to Community Center) - \$1,620
- Repair sprinklers (lawn adjacent to Community Center) - \$4,500
- Other potential improvements in front of the CC (cost TBD):
 - Replace grass.
 - Replace/repair two raised beds with brick and drought and deer tolerant plants.
 - Replace other outdoor benches (as necessary).

PS Building & Relocation - Status

- Researching Relocation Options for KPPCSD.
- Developing needs assessment for Tenant Improvements (TI).
- Estimating TI for a long-term temporary relocation: ~ \$300,000 (TI cost estimate updated after needs assessment and design developed).
- Continuing dialogue and negotiations with KFPD re: transitioning out of the PS Building.
- There may be a Fiscal impact in the fourth quarter of FY 2021-22; Mid-Year Budget Amendment may be necessary.

Apparatus Replacement Schedule - Administrative Cars

Year In service	Vehicle	Expenditures	Mileage	Estimated Turnover Date
2012 Pool Car		Decommission costs \$500 – *Recycle parts	67,352	2021/22 (Surplus)
2021		\$1016.00/mo.	10,250	Replace or Convert 2026/2027
2016		yearly preventive maintenance \$1000-\$3,500	75,460	Replace 2023/2024
2022		*Replaces K2 \$1016.00./mo. Est.	NOT YET PURCHASED	Replace 2028/2029

Apparatus Replacement Schedule - Patrol Cars

Model Year	Vehicle	Expenditures	Mileage	Estimated Turnover Date
*2014 K2		Decommission costs + yearly preventive maintenance \$1000-\$5,000	67,352	Replaces white Ford 2022
2015 K3	Unit K3 is out of service at the repair facility (photo unavailable)	Double as TSU \$5,000 graphics & equipment	47,825	Replace 2023/2024
2021		\$1016.00/mo.	3071	Replace 2027/2028
2021		\$1016.00./mo.	1591	Replace 2027/2028

Analysis of Fleet Replacement

1. In 2020, two patrol units accounted for approximately \$17,000 of unexpected repairs, not including employee time spent taking vehicles to and from the repair shop.
2. Two employees must drop off when one car while being services causing significant strain on a 10-employee (or less) department.
3. Out of Warranty Repairs are also significant and usually unexpected, for example:
 - A. Patrol unit K2 - Repair costs exceeded \$6,000 (out of warranty repair); and
 - B. Patrol unit K3 - Major Service + repair costs exceeded \$5,000 (out of warranty repair).
4. Vehicle value and reliability decreases with age.
5. Since the introduction of three new hybrid cars in January 2021, maintenance and repair costs for the fleet have been under \$500. These cars came with major component warranties of 100,000 miles or 5 years. Other observations include:
 - A. *There has been a significant decrease in fuel usage since deploying the new vehicles.*
 - B. *Fuel prices across the country are on the rise.*

Overall Proposed Staffing Changes

- **New Lieutenant Position (full time)**
(to replace the Captain position)
- **New Officer Manager/Clerk of the Board (full time)**
(to replace the functions and duties of the Police Services Specialist, Parks & Recreation coordination, Clerk of the Board and Administrative Assistant)
- **Senior Accountant (full time)**
(to replace current part-time Senior Accountant, most of MAZE and Associates consulting, and some of the Budget Manager's duties)

Cost Comparison - Proposed Staffing Changes

Current Staffing

Title	Hours per Week	Total Cost per Year
General Manager	30	\$169,549
Budget Manager	20	\$66,743
Senior Accountant	20	\$48,464
Clerk of the Board	20	\$43,060
Administrative Assistant	20	\$27,989
Police Captain	40	\$211,661
Police Services Specialist	20	\$41,176
TOTAL		\$608,642

Proposed Staffing*

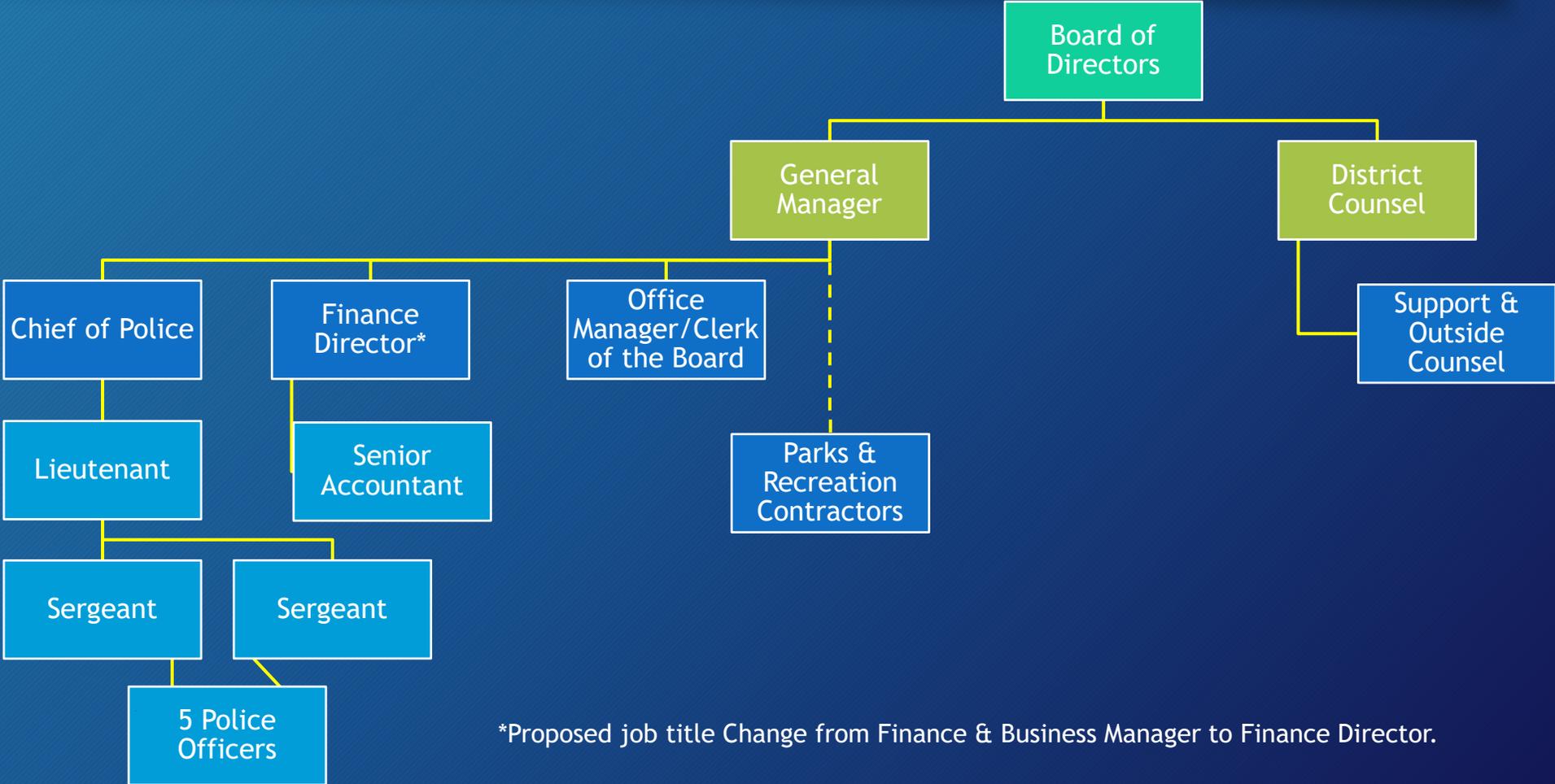
Title	Hours per Week	Total Cost per Year
General Manager	30	\$162,749
Finance Director	20	\$66,743
Office Manager/ Clerk of the Board	40	\$106,233
Senior Accountant	40	\$106,233
Police Lieutenant	40	\$157,336
TOTAL		\$599,294

*Cost estimate includes health, dental and vision for three employees.
Not included: potential savings from labor negotiations and savings from budgeting for 9 (instead of 10) sworn officers (e.g., \$65-90K).

Cost Allocation of Staff Time by Fund

Title	General Fund	Landscape & Lighting Fund	Waste Management Fund
General Manager	60%	20%	20%
Finance Director	70%	20%	10%
Office Manager/Clerk of the Board	85%	10%	5%
Senior Accountant	80%	10%	10%
Independent contractors	0%	70%	30%
Total	\$319,654	\$93,395	\$66,409

Proposed Organizational Chart



*Proposed job title Change from Finance & Business Manager to Finance Director.

Government Transparency

- Develop Finance Policies & Manual.
(e.g., credit card policy, AR policy, AP policy, payroll policy, procurement policy, deposit policy, fixed asset policy.)
- Refine budget process and cycle.
- Ensure Audit Readiness.
(e.g., Refine year end close to start the audit by August and complete it before the end of the calendar year.)
- Develop short, mid- and long-term financial forecasting and projections (e.g., 1y, 3y, 7y).

Government Transparency (Cont.)

- Institute the class function in QuickBooks or acquire fund accounting software that allows for reporting by fund.
- Review procurement policy; refine procedures.
- Implement fixed asset module; institute better fixed assets tracking (e.g., year-end audit).
- Continue to refine financial reporting to public.
- Assess and improve GAAP Compliance.
- Assess and improve Internal Control Framework. (e.g., evaluate deposit and cash handling procedures).

Planning for the Future

- Planning for new temporary or permanent home for KPPCSD.
- Consider increasing LLMD tax.
- Consider future purpose and renovation of Annex Building.
- Forecast and prepare for future revenues and expenditures.
- Consider exploring other district funding structures (e.g., Community Facilities District).
- Consider new agreements (e.g., Bay View, KCC).
- Implement Prop 68 Grant - Define new Park Improvements.
- Consider cost sharing and volunteering opportunities (e.g., Crossing Guard).
- Consider other employee and retiree cost saving measures (via labor negotiations).

Next Steps

- June 17, 2021 - Second Public Budget Workshop
(Special staff-led presentation to and meeting for the public)
- June 29, 2021 - Consideration of Final Budget for Board Approval
(Special Board Meeting)

Discussion & Questions



RESOLUTION NO. 2021-10

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICE DISTRICT, ADOPTING THE BUDGET FOR FISCAL YEAR 2021-22

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

WHEREAS, on June 10, 2021 at the District's regularly scheduled meeting, The General Manager prepared and submitted to the Board of Directors a Proposed Budget for the Fiscal Year commencing July 1, 2021 and ending June 30, 2022; and

WHEREAS, on June 17, 2021, District staff held a community budget workshop and presented the proposed budget in detail to the public for review and discussion; and

WHEREAS, the Board of Directors held a public hearing on the Proposed Budget on June 29, 2021, where all interested persons were heard.

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 2021-22 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 2021-22.

Adopted this 29th day of June, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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 Tuesday, the 29th day of June, 2021.

Lynelle M. Lewis
District Clerk of the Board

Marti Brown
Interim General Manager



Date: June 29, 2021
To: Board of Directors
From: Marti Brown, General Manager
Subject: Board of Director Vacancy and Application

Recommendation:

Staff recommends proceeding with the consideration of the application of Michael Logan to fill the recent Board of Directors vacancy position.

Rationale for Recommendation:

During the open application period of June 1 to June 21, 2021, the District received one application from Michael Logan for the Board Director vacancy (Attachment 1). Should the Board elect to not appoint the applicant, the Board of Directors has until July 12, 2021 to call an election or the Contra Costa County Board of Supervisors could elect to make a KPPCSD Board of Director appointment as early as July 13, 2021.

Background:

Effective May 13, 2021, former Board Director Cyrus Modavi resigned from the KPPCSD Board of Directors. On May 26, 2021, the Board of Directors held a special meeting to consider the following options:

- A Board vacancy appointment process,
- To hold an election, or
- To allow the Contra Costa County Board of Supervisors make an appointment.

The Board of Directors elected to undertake an appointment process and, at the May 26 meeting, approved a Board Vacancy application. As a result, staff prepared and circulated an application from June 1 to June 21, 2021 to fill the Board Director vacancy. During the application acceptance period, the District received one application from Mr. Michael Logan (Attachment 1).

Discussion and Analysis:

At the May 26, 2021 Special Board meeting and depending how many applications were received, the Board of Directors also agreed to consider a Board Director vacancy appointment process at the Board's June 29 Special Meeting and then make the final appointment at the Board's regularly

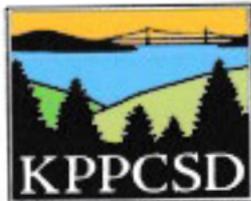
scheduled July 8, 2021 meeting. However, since there is only one applicant, it is recommended that the Board move forward with a direct appointment of Mr. Logan at the June 29 Special Board meeting.

Fiscal Impact:

There is no fiscal impact as a result of the proposed recommendation and action.

Attachment:

1. Attachment 1: Redacted Board Vacancy Application, Mr. Michael Logan



Date and Time Received:

June 8, 2021

3:33 p.m.

NOTE: THIS COMPLETED AND SIGNED APPLICATION MUST BE FILED WITH THE KPPCSD CLERK OF THE BOARD EITHER BY EMAIL (LLEWIS@KPPCSD.ORG) OR SUBMIT A HARD COPY AT THE PUBLIC SAFETY BUILDING, 217 ARLINGTON AVENUE BY 4:00 PM ON MONDAY, JUNE 21, 2020.

—APPLICATION FOR APPOINTMENT TO THE KPPCSD BOARD OF DIRECTORS—

This application is to fill a vacancy on the KPPCSD Board of Directors. The KPPCSD Board of Directors will review all submitted applications provided the applicants satisfy the stated qualifications. The Board may hold a public interview process for each candidate. This application is a public document, although your personal information will be redacted. Your application will be compiled with other applications and considered by the KPPCSD Board of Directors as a part of the Board's regularly scheduled July 8, 2021 Board Meeting. Only Kensington residents who are registered voters in Kensington will be eligible for appointment.

Name: Michael Logan

Residence Address: 25 KINGSTON RD Kensington, CA 94702

Mailing Address (if different): _____

E-mail: ~~mplogan87@att.net~~ mplogan87@att.net

Phone Number: [REDACTED]

Are you currently a registered voter and a resident of Kensington, or will you be at the time of an appointment? YES (yes or no)

Please include **your resume** and provide clear and concise answers to the following questions on a separate sheet(s) of paper. **Please sign each answer sheet certifying that the answers are from you.**

1. Why do you want to be appointed to the KPPCSD Board of Directors?
2. Over the last two years, what issues have been interesting to you that have resulted in your participation at Board meetings?
3. What are your top three priorities for the KPPCSD?

4. What relevant skills, experience and expertise do you bring to serving on the KPPCSD Board of Directors?
5. What do you think are the greatest short- and long-term challenges facing the District?
6. What do you see as the role of the KPPCSD Board of Directors and of the District Staff?

You may also provide any additional information or comments you feel would assist the KPPCSD Board of Directors in considering your application.

Please note: At the time you would be named to the KPPCSD Board of Directors, you must be:

- At least 18 years of age and a resident and registered voter in Kensington.
- You must maintain Kensington residency and registered voter status throughout your term of office.
- Also, at the time of appointment (and annually as well as at the completion of your service), you will be required to complete and file a public Form 700 with the California Fair Political Practices Commission. Form 700 filings allow the public to know of any potential conflicts of interest related to your public service. These conflicts can relate to employment, property ownership, loans and gifts, stock ownership, and more. You are also required to disclose certain financial interests of your spouse (if applicable).
- During your term on the Board of Directors, you will be required to identify any potential conflicts (often with the assistance of the District Counsel) and to recuse yourself from voting on or otherwise influencing any action that might cause a financial or other conflict.

Please sign and return this **Application with two (2) proofs of residency (e.g., Driver's License, utility bill), the answers to the above questions, and your resume** via email to Lynelle Lewis, Clerk of the Board, at llewis@kppcsd.org by **4:00 PM on Monday, June 21, 2020**. You may also drop off the Application, two proofs of residency, answers and resume in an envelope at the Public Safety Building, 217 Arlington Avenue, Kensington. On the envelope, please write "Attention Lynelle Lewis, Clerk of the Board." Please do not mail the form, as it may not arrive at District offices by the deadline. If you have any questions about this application, please contact Ms. Lewis at llewis@kppcsd.org or 510-526-4141.

I, Michael Logan (print name) swear/affirm that the foregoing information is true and correct.

Michael P. Logan
Applicant's Signature

6/8/2021
Date



EAST BAY MUNICIPAL UTILITY DISTRICT

1-866-40-EBMUD

YOUR ACCOUNT NUMBER: [REDACTED]

Next Read Date is 06/02/2021

Your Payment is Due by 04/26/2021

Researchers nationwide are turning to wastewater to search for COVID-19 clues. Read how EBMUD is helping support groundbreaking work to monitor the presence of the coronavirus in wastewater at ebmud.com/covid-clues.

[EBMUD Home Page](#)

[View Newsletter](#)

[Bill FAQs](#)

[Rates & Charges](#)

[Contact Info](#)



Michael P Logan
25 KINGSTON RD
KENSINGTON, CA 94707-1321

Bill Date: 04/09/21

Billing Period (62 Days)

From To
2/3/21 4/6/21

For: 25 Kingston Rd
Private Residence

PREVIOUS CHARGES AND CREDITS

PREVIOUS AMOUNT DUE	253.45	
FULL PAYMENT - 03/01/21	-253.45	0.00

EBMUD - WATER CHARGES

WATER SERVICE CHARGE	55.74	
WATER FLOW CHARGE 15 UNITS @4.25	63.75	
11 UNITS @5.85	64.35	
WATER ELEVATION CHARGE 26 UNITS @0.86	22.36	206.20

EBMUD - WASTEWATER CHARGES

WASTEWATER TREATMENT CHARGE	53.56	
SF BAY POLLUTION PREVENTION FEE	0.40	53.96

AMOUNT TOTAL

260.16

METER SIZE	ELEV. Band	METER READINGS			UNITS	CONSUMPTION INFORMATION		
		Current	Previous	LAST YEAR		Gallons	Days	Gal/Day
5/8 inch	2	891	865	26	19,448	62	314	
				45	33,660	63	534	

PLEASE DETACH AND RETURN THIS PAYMENT STUB WITH CHECK OR MONEY ORDER PAYABLE TO EBMUD

25 Kingston Rd, Kensington, CA 947071321 2/3/21 4/6/21 ACCOUNT NO. [REDACTED]

Pay by credit/ATM/e-check for a fee.
Call 1-888-963-0909

Mail payment to:

TOTAL PREVIOUS	0.00
TOTAL CURRENT	260.16

EBMUD PAYMENT CENTER
PO BOX 1000
OAKLAND CA 94649-0001

260.16



ENERGY STATEMENT

www.pge.com/MyEnergy

Account No: [REDACTED]
Statement Date: 05/12/2021
Due Date: 06/02/2021

Service For:

MICHAEL LOGAN
25 KINGSTON RD
KENSINGTON, CA 94707

Questions about your bill?

Monday-Friday 7 a.m.-9 p.m.
Saturday 8 a.m.-6 p.m.
Phone: 1-800-743-5000
www.pge.com/MyEnergy

Ways To Pay

www.pge.com/waystopay

Your Enrolled Programs

CARE Discount

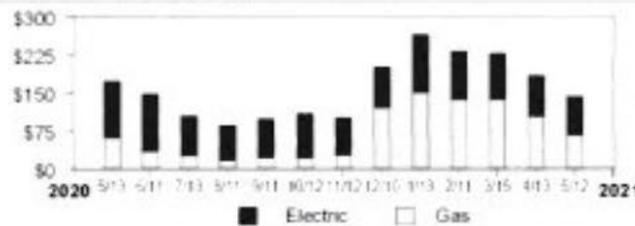
Your Account Summary

Amount Due on Previous Statement	\$142.36
Payment(s) Received Since Last Statement	-142.36
Previous Unpaid Balance	\$0.00
Current PG&E Electric Delivery Charges	\$43.21
MCE Electric Generation Charges	32.05
Current Gas Charges	67.46

Total Amount Due by 06/02/2021 \$142.72

\$ Current charges include a discount of \$52.78 for CARE.

Monthly Billing History



Daily Usage Comparison

1 Year Ago	Last Period	Current Period
N/A	N/A	12.91
Electric kWh / Day		
1.29	2.81	1.60
Gas Therms / Day		

Visit www.pge.com/MyEnergy for a detailed bill comparison

Important Messages

Your charges on this page are separated into delivery charges from PG&E and generation or procurement charges from an energy provider other than PG&E. These two charges are for different services and are not duplicate charges

Please return this portion with your payment. No staples or paper clips. Do not fold. Thank you.



Account Number:	Due Date:	Total Amount Due:	Amount Enclosed:
[REDACTED]	06/02/2021	\$142.72	\$

MICHAEL LOGAN
25 KINGSTON RD
KENSINGTON, CA 94707-1321

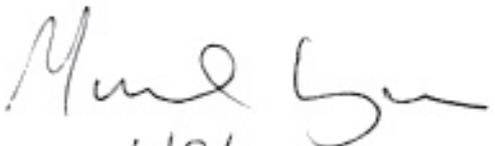
PG&E
BOX 997300
SACRAMENTO, CA 95899-7300

1. Why do you want to be appointed to the KPPCSD Board of Directors?

Our District is in the middle of some very important changes that will direct the course of our KPD for years to come and I would like to help in the decision making. I believe that I have a very objective point of view in terms of looking at the many directions that the district may go and listening to all sides in order to make rational decisions. I have no personal interest beyond that of every other Kensington resident which is to keep Kensington a safe community for years to come.

2. Over the last two years, what issues have been interesting to you that have resulted in your participation at Board meetings?

During the last 2 years I served on the financial committee which had several issues before it that the committee voted on for the board to take action. One issue was the possibility of using a Pension Obligation Bond to “refinance” the large unfunded pension liability of the district. My financial experience has shown me that effectively managing one’s money will make a large difference in the long run, usually in keeping debts under control and even paying them off earlier than planned. When this came before the board I was feeling that a decision could go either way and expressed my opinion on this. I feel that this was an opportunity (present low borrowing rates) of which we should take advantage. I was happy that it ended up passing. Another issue that came up in the Finance Committee was whether the district should establish a 115 Trust to make better use of our general fund in order to better protect the district from financial pitfalls coming from underperformance of our CalPERS contributions. This issue had not made it to a vote prior to the disbanding of the Finance Committee but I would like to revisit this when some of our other issues (KPD relocation) are addressed.

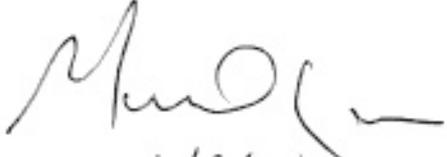

6/8/2021

3. What are your top three priorities for the KPPCSD?

First, to attain/maintain a cooperative relationship with the Fire District Board so as to assure the community that they are being best served by both boards. Second, I want the KPPCSD to continue to put together a plan that provides proper space for our KPD that allows them to properly execute their jobs. More than likely that will mean a temporary space followed by a permanent situation. Third, I want the KPPCSD to be able to fill its open positions in order to not burn out the existing staff with OT hours.

4. What relevant skills, experience and expertise do you bring to serving on the KPPCSD Board of Directors?

My professional skillset is based on 35+ years in the communications field followed by 3 years as a professional in the financial industry. I believe my financial background is my most applicable expertise that I would bring as a board member. My skills were focused on portfolio management and personal financial planning and though they differ from municipal finance and budgeting I have the experience to recognize what information we might need to seek out and also how to interpret it. My years in the communications field have given me great experience as to what is required to successfully complete multi-million dollar projects such as feature films and national advertising campaigns.



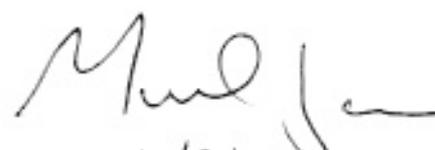
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5. What do you think are the greatest short- and long-term challenges facing the District?

The greatest challenge facing the KPPCSD is both short-term and a long term. The question of how both the Police District and Fire District shall coexist shall be decided on within the next couple of years and that course will shape Kensington for the foreseeable future. Another challenge is to continue the good work that the board has accomplished in reconstructing the KPD. I'm referring to the finally getting a permanent Chief of Police and fully staffing the department (UPDATE: I guess we need to hire a couple more officers). We are already seeing the rewards of a new chief through various modern improvements including vehicle upgrades and body cameras. Also, with the uncertainty over the physical location of the KPD and associated costs (temporary buildouts), I am concerned about the district's finances.

6. What do you see as the role of the KPPCSD Board of Directors and of the District Staff?

I see the role of the Board of Directors being to shape district policy to reflect the wishes of the Kensington residents. The Board has the responsibility to hire professional staff that can implement those policies. The General Manager and associated staff members shall be hired by the board based on their qualifying skills needed for each job.


6/8/2021

Mike Logan

25 Kingston Road
Kensington, CA 94707

Email: mlogan57@att.net

CERTIFICATIONS AND LICENSES

Series 7

Series 66

Life-only and Accident & Health Agent

CFP professional - Passed the March, 2016 CFP Examination.

WORK EXPERIENCE

Financial Advisor

2017 - 2019

Merrill Lynch, Walnut Creek, CA

Providing comprehensive financial planning advice for retirement, estate, investments and risk management. Possess in-depth knowledge of industry products, services, and best practices. Adept at evaluating data and delivering sound advice based on risk tolerance, financial goals, and individual circumstances.

Freelance Flame/Inferno Artist

2003 - 2021

Industrial Light + Magic, San Francisco, CA

Composited shots and sequences on Discreet Flame as part of the Sabre group for feature films. Features included "Hulk", "Pirates of the Caribbean: Curse of the Black Pearl", "Master and Commander: The Far Side of the World", "Harry Potter and the Prisoner of Azkaban", "Star Trek", "Terminator: Salvation", "Transformers: Revenge of the Fallen", "Ironman 2", and "The Last Airbender".

Hydraulx, Santa Monica, CA

Compositing for feature film projects including The Avengers, Looper, Breaking Dawn Part 2, and Jack Reacher.

Rough House Editorial/Orphanage, San Francisco, CA

Compositing and Finishing for commercial projects including PG&E, Comcast, Texas Instruments, Orbit Gum and Benadryl.

Radium, San Francisco, CA

Compositing and finishing for feature films, commercials and music videos. Projects included Electronic Arts, Missy Elliot, and the feature film "Hellboy"

Senior Effects Editor, Varitel/SF, San Francisco, CA

1994 -2003

As lead compositor, my responsibilities included bidding, pre-production meetings, supervising production and final compositing of effects shots. I would also direct and supervise other staff and freelance artists when more than one artist was required. Clients included ILM, Apple Computer and National Geographic.

Editor/Compositor, Optimus, Chicago, IL

1985-1994

I was the lead effects compositor operating a Quantel Henry working on commercial projects. Clients included Bud Light, Sears, and Oldsmobile.

EDUCATION

Bachelor of Arts, Southern Illinois University - Carbondale, Illinois. (1982)

Major - Radio and Television Production Minor - Cinema and Photography



Date: June 29, 2021
To: Board of Directors
From: Marti Brown, General Manager
Subject: Updated Master Fee Schedule for Kensington Park and Facility Rentals

Recommendation:

Consider the proposed Master Fee Schedule (Attachment 1), provide policy direction as necessary and approve an updated Master Fee Schedule for renting Kensington Park facilities.

Rationale for Recommendation:

This is an appropriate time for the KPPCSD to consider increasing its rental fees and possibly expanding its rental opportunities for the following reasons:

1. District fees are below market as compared to surrounding jurisdictions;
2. The District recently renovated and upgraded the Kensington Community Center offering an improved facility for rental;
3. The District could rent other park facilities that are currently not available for renting or used on a first-come, first-serve basis without a fee;
4. The Kensington Community Center has been closed for nearly two years and will re-open on June 15, 2021; and
5. The State's Covid 19 social distancing requirements are relaxing generating considerable renewed interest in renting Kensington Park facilities.

Background:

With the re-opening of the newly renovated Community Center and the State's relaxing of Covid 19 social distancing requirements on June 15, 2021, it is an appropriate time to review the District's fee schedule and consider increasing rates. After reviewing the District's current rental fee structure and schedule (Attachment 2) and discussing it with staff, it seems that it has been more than a decade since it was reviewed and/or compared to surrounding local jurisdictions further warranting consideration for an update and potential increase. In addition, there are several facilities in the Park that the Board may want to consider for rental opportunities even though they have not been part of the rental fee structure in the past.

Discussion and Analysis:

In March 2021, staff initiated review and comparison of the District's rental facilities and fees with surrounding local jurisdictions including, El Cerrito, Albany, Berkeley and Richmond (Attachment 3). While not always an "apples to apples" comparison (e.g., not every jurisdiction has exactly the same facilities as Kensington), the comparison did reveal that the District's fee structure is to varying degrees overall below market and/or missing rental opportunities that could help increase District revenues. For example, the District's current hourly rental fee for the Community Center by a Kensington resident for a minimum of four hours is \$75/hour or \$300 total. In neighboring El Cerrito, Albany, Richmond, and Berkeley (for 4-5 hours), it costs \$1000, \$475, \$632, and \$328, respectively.

The District could also charge rental fees for other facilities that are not included in its current fee structure (e.g., Meeting Rooms, Kitchen, circular grass lawn in front of Community Center, amphitheater). Although the District does not at this time, there are other local jurisdictions, as indicated in Attachment 3 that rent/reserve meeting rooms, picnic tables and lawn areas for a fee.

While there was not sufficient time before the June 29 Special Board Meeting to review and address a modified fee structure for Kensington's "K Groups" and other local groups that the Board may wish to provide a fee reduction and/or waiver for, staff recommends working with designated Board members to develop such a structure and returning to the full Board for consideration and approval no later than the August 12 regular Board meeting.

In addition, staff also recommends reviewing the location and necessity of barbecues adjacent to picnic areas, and consider removing some or all of the barbecues. Should some barbecues remain, the Board may wish to consider a permitting system, as well as instituting guidelines for use.

Finally, staff recommends establishing a policy regarding the types of equipment and/or activities that should be prohibited in the park. For example, should bouncy houses be allowed in the park during an event and/or rental of a facility? Are there other activities and/or equipment that should be precluded from use in the park (e.g., motorized scooters, skate boards)? Most parks and public facilities have extensive policies regarding permissible equipment and/or activities. With the proposed rate increases and expansion of the District's Master Fee Schedule, this is also an appropriate time to revisit these policies and return to the Board with a recommendation before the end of the calendar year.

Fiscal Impact:

The projected revenue for park facility rentals for fiscal year 2021-22 is estimated at \$30,000 (based on pre-Covid 19 revenues and prior fiscal years). Should the Board of Directors elect to increase the fee structure for park facility rentals and/or add new rental opportunities, staff projects that revenues could exceed the \$30,000 projection although an exact amount is unknown at this time.

Attachments:

- Attachment 1: Proposed Kensington Fee Structure
- Attachment 2: Current Kensington Fee Structure
- Attachment 3: Fee Structure Comparison with Surrounding Jurisdictions

PROPOSED RATES				
Kensington Community Center	All Individuals/Groups	Resident (hourly rate)	Non Resident (hourly rate)	Minimum Time
Entire Community Center (all rooms) plus grassy lawn		\$255.00	\$295.00	4 hour minimum
Community Center - Main Hall only		\$130.00	\$150.00	4 hour minimum
Kitchen	\$60 Flat Rate			
Meeting Room 1		\$35.00	\$45.00	2 hour minimum
Meeting Room 2		\$20.00	\$25.00	2 hour minimum
Meeting Room 3		\$45.00	\$55.00	2 hour minimum
Grassy Round Lawn (in front of CC)	\$25/hour			
Amphitheater	\$25/hour			
BBQ (next to CC)	\$25/hour			4 hour maximum
Transfer of Date Fee	\$30.00			
Alcohol Permit (exclusive to ABC for selling)	Required by applicant; Responsibility of renter.			
Key Deposit	\$125.00			
Cleaning Deposit	\$250 without alcohol; \$500 with alcohol			
Tables				
6' x 30" Rectangular (seats 6-8)	\$3.00 each			
*District owns 12.				
60" Round (seats 8)	\$5.00 each			
*District owns 32.				
Chairs				
Metal Folding Chair	\$1.00 each			

*District owns ~ 150.				
White Cushioned Folding Chair *District does not own any.	\$2.50 each (Proposed in budget.)			
Picnic Areas				
<ul style="list-style-type: none"> ▪ Site 1: south side of Basketball Courts; ▪ Site 2 and 3: north side of Basketball Courts; and ▪ Site 4 and 5: next to the playground). 		\$70	\$90	All Day
Transfer of Date Fee	\$20			
Deposit	\$30			
Tennis Courts		\$7/per hour	\$10/per hour	

CURRENT RATES				
Community Center & Park Rental Fees	All Individuals/Groups	Resident (hourly rate)	Non Resident (hourly rate)	Hour Minimum
Community Center		\$75.00	\$100.00	4 hrs. min.
Kitchen	No fee structure.			
Meeting Room 1				
Meeting Room 2				
Meeting Room 3				
Grassy Area (in front of CC)				
Amphitheater				
BBQ				
Transfer of Date Fee				
Alcohol Fee (exclusive of ABC for selling)				
Key Deposit	\$125.00	No fee structure.		
Cleaning Deposoit	\$250 without alcohol; \$500 with alcohol.			
Insurance	To be provided by renter.			

Community Center & Park – Rental Comparison

	All Individuals/Groups	Resident	Non Resident	Hour Min.
El Cerrito Community Center				
Hall, Kitchen, Skylight Room & Patio		\$1,000.00	\$1,250.00	5 hr.min, add'l \$200/\$250 hr.
Decoration/Rehearsal/Clean Up (2hr Max day of event)	\$100 2-hours max			
Optional Clean-up Service	\$150 for 2-hours, \$80 each add'l hour			
Alcohol Fee (exclusive of ABC for selling)	\$197.00			
Deposit	\$624.00			
Non-Profit Deposit (Need proof of non-profit status)	\$313.00			
Non-Profit Rental Fee	25% Discount			
Transfer of Date Fee	\$47.00			
Albany Community Center				
Community Center	Community Based Organization(not for profit)	\$91.75	\$99.50	4 hr. min.
Community Center	Private Rental for Social or Fundraising Activities	\$118.75	\$131.75	4 hr. min.
Community Center	Commercial & Business	\$135.00	\$148.00	4 hr. min.
Facility Rental application fee (non-refundable)	\$35.00	\$35.00	\$35.00	
Insurance	Through homeowners or city -rates vary if going through city - depends on amount of people			
Transfer fee for Room Reservation fee per change	\$25.00			
Table Rental Fee per table	\$15.00			
City Alcohol Permit (exclusive of ABC for selling)	\$25.00			
	All Individuals/Groups	Resident	Non Resident	Hour Min.
Berkley				
James Kenney & Frances Albrier Community Centers		\$82.00	\$98.00	2 hr. min.
Cleaning & Damage Refundable Deposit	\$200.00			
Kitchen use		\$86 Flat Rate	\$103 Flat Rate	
Insurance - \$1mil	To be provided by renter			

Tables & Chairs		\$63	\$76	
NO ALCOHOL PERMITTED				
Richmond				
Recreation Complex - Social Hall		\$158.00	\$158.00	
Kitchen Use		\$51 Flat Rate	\$51 Flat Rate	
Damage Fee		\$514.00	\$514.00	
Application Fee	\$50.00			
Transfer of Date	\$31.00			
Alcohol Fee (exclusive of ABC)	\$132.00			
Credit Card Transaction Fee	2%			
Tables	\$4.00 each			
Non-Profit Rental Fee	25% Discount			
Nevin Community Center		\$139.00	\$139.00	2 hr. min.
Kitchen Use		\$51 Flat Rate	\$51 Flat Rate	
Damage Fee	\$514.00			
Application Fee	\$50.00			
Transfer of Date	\$31.00			
Alcohol Fee (exclusive of ABC for selling)	\$132.00			
Credit Card Transaction Fee	2%			
Tables	\$4.00 each			
Non-Profit Rental Fee	25% Discount			
Shields Reid Community Center		\$119.00	\$119.00	2 hr. min.
Kitchen Use		\$51 Flat Rate	\$51 Flat Rate	
Damage Fee	\$514.00			
Application Fee	\$50.00			
Transfer of Date	\$31.00			
Alcohol Fee (exclusive of ABC for selling)	\$132.00			
Credit Card Transaction Fee	2%			
Tables	\$4.00 each			
Non-Profit Rental Fee	25% Discount			
Parchester Community Center		\$119.00	\$119.00	2 hr. min.
Kitchen Use		\$51 Flat Rate	\$51 Flat Rate	
Damage Fee	\$514.00			
Alcohol Fee (exclusive of ABC for selling)	\$50.00			

Transfer of Date	\$31.00			
Alcohol Fee (exclusive of ABC for selling)	\$132.00			
Credit Card Transaction Fee	2%			
Tables	\$4.00 each			
Non-Profit Rental Fee	25% Discount			

Community Park & Tennis Court – Rental Comparison

	All Individuals/ Groups	Resident	Non Resident	Hour Min.
El Cerrito				
Arlington Park				
Picnic Area with BBQ's				
Arlington Park Areas # 1, 4, 5, 6, Harding, Huber & Tassajara Parks		\$81 day	\$101 day	
Arlington Park Combined Areas 4 & 5		\$151 day	\$188 day	
Arlington Park Combined Areas # 4, 5 & 6		\$204 day	\$255 day	
Picnic Areas without BBQ's				
Arlington Park Areas # 2, 3, Canyon Trail & Castro Parks		\$68 day	\$85 day	
Transfer Fee	\$20			
Deposit	\$40			
Tennis Courts				
Arlington, Canyon Trail, Castro, Harding, Tassajara and Cerrito Vista		\$10 hr.	\$12 hr.	
Berkeley				
Aquatic Park		\$45.00	\$54.00	4 hr. min
25% or Minimum \$10 Fee Applies For Cancellation W/O 7 Days Notice				
Strawberry Creek		\$30.00	\$36.00	4 hr. min.
25% or Minimum \$10 Fee Applies For Cancellation W/O 7 Days Notice				
Tennis Court				
Cedar Rose, James Keeny, San Pablo Courts, Strawberry Creek, Grove Courts, Wilard Court		\$7.00	\$8.00	1 hr. min.

				Day Use
		\$10.00	\$12.00	1 hr. min. Night Use
Albany				
Memorial Park: (4 hour min.): 9:30 am-1:30 pm; or 2:30 pm-6:30 pm				
East Side (4 Tables Max 24 people) per time block		\$71.25	\$82.00	per time block
West Side (5 Tables Max 30 people) per time block		\$88.50	\$99.25	per time block
Entire Picnic Area (8 Tables Max 54 people) per time block		\$157.75	\$168.50	per time block
Security/Damage Deposit (Refundable)	\$54.00 Flat Rate			
Jewel's Terrace Park: (4 hour min.): 9 am-1 pm; 2 pm-6 pm				
Entire Picnic Area (5 Tables Max 30 people) per time block		\$88.50	\$99.25	per time block
Security/Cleaning Deposit (Refundable)	\$50.00 Flat Rate			
Ocean View Park: (4 hour min.): 10 am-2 pm; 3 pm-7 pm				
Cedar Area (3 Tables Max 18 people) per time block		\$54.00	\$64.75	per time block
Maple, Pine, Oak & Spruce Areas (2 Tables each Max 12 people) per time block		\$36.75	\$47.50	per time block
Ponderosa Area (1 Table Max 6 people) per time block		\$21.50	\$32.50	per time block
Entire Park (Picnic Area 12 Tables Max 144 people) per time block		\$209.50	\$220.25	per time block
Security/Cleaning Deposit (Refundable)	\$50 Flat Rate			
Tennis Courts				
Ocean View Park, Memorial Park, Terrace Park per hour/per court		\$8.75	\$10.75	