



Agenda

Board of Directors
Kensington Police Protection
and Community Service District

Special and Regular Meetings
Thursday, October 14, 2021
Via Teleconference

www.kppcsd.org/2021-10-14-kppcsd-board-meeting

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

On September 16, 2021, the Governor signed into law AB 361. AB 361 added Section 54953(e) to the California Open Meetings Act, California Government Code 54950 et seq. (“The Brown Act”). Section 54953(e) allows District’s legislative body, the Board of Directors, to hold meetings by teleconferences during a proclaimed state of emergency subject to the Board making findings specified in Section 54953(e)(2). The Board may continue to hold teleconferenced meetings during the state of emergency so long as at least every 30 days, the Board reconsiders the state of emergency to determine if remote meetings are warranted under Section 54953(e)(3). When holding teleconferenced meetings, the Board must comply with the notice, access, public comment and other procedure requirements of Section 54953(e)(2).

Special Meeting – 6:00 p.m.

Call to Order

Roll Call

Special Meeting Agenda Item Public Comments

Individuals wishing to address the Board of Directors concerning any Special Meeting agenda items or on matters not already on the agenda are invited to make oral comments of up to three minutes. Please raise your hand via Zoom. When you are called on by the Board President, you will be unmuted and you can address the Board of Directors. Please state your name clearly for the audio recording. You are requested to address your comments to the President and Board of Directors and not to staff and/or the audience. By state law, the Board is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the Board, please mail or email it to the Clerk of the Board at 917 Arlington Ave., Kensington, CA 94707 or llewis@kppcsd.org.

1. Teleconference Meetings During State of Emergency

Recommended Action: Adopt Resolution Determining that Current Circumstances continue to Warrant Holding Meetings by Teleconference.

Contact: Ann Danforth, General Counsel, adanforth8@outlook.com

Adjournment to Closed Session

The Board will discuss the Closed Session agenda item via teleconference.

2. **Conference with Real Property Negotiators** (Government Code § 54956.8)
Consider matters related to properties: 217 Arlington Avenue and 303 Arlington Avenue
Agency negotiator: Interim General Manager Richard J. Benson
Under negotiation: price, terms of payment, space available.
Contact: Richard J. Benson, Interim General Manager, rbenson@kppcsd.org

Regular Meeting - 7:00 p.m.

Call to Order

Announcement from Closed Session

Roll Call

Public & Consent Calendar Comments

All matters on the Consent Calendar are considered routine and are approved by one motion and vote, unless Board Member or General Manager first requests that a matter be removed for separate discussion and action. Individuals wishing to address the Board of Directors concerning Consent Calendar items or on matters not already on the agenda are invited to make oral comments of up to three minutes. Please raise your hand via Zoom. When you are called on by the Board President you will be unmuted and can address the Board of Directors. Please state your name clearly for the audio recording. You are requested to address your comments to the President and Board of Directors, and not to staff and/or the audience. By state law, the Board is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the Board, please mail or email it to the Clerk of the Board at 917 Arlington Ave., Kensington, CA 94707 or llewis@kppcsd.org.

Consent Calendar

1. **Meeting Minutes for September 9, 2021 Special and Regular Meeting and for September 28, 2021 Special Meeting**
Recommended Action: Approve meeting minutes.
Contact: Lynelle Lewis, District Clerk, llewis@kppcsd.org
2. **August 2021 Financial Reports**
Recommended Action: Receive and accept financial reports.
Contact: Lisa Mundis, Finance Director, lmundis@kppcsd.org

Discussion and Action

3. Community Center Use and Fee Structure

Recommended Action: Approve Community Center fee structure for nonprofit organizations and government agencies.

Contact: Richard J. Benson, Interim General Manager, rbenson@kppcsd.org

4. General Manager Compensation

Recommended action: Revise the compensation for the General Manager to include a benefit stipend.

Contact: Richard J. Benson, Interim General Manager, rbenson@kppcsd.org

5. Police Officer Signing and Referral Bonus

Recommended Action: Approve a \$3,000 signing bonus for new officers and a \$1,000 bonus for District employees responsible for referring candidates ultimately hired by the department.

Contact: Richard J. Benson, Interim General Manager, rbenson@kppcsd.org & Mike Gancasz, Chief of Police, MGancasz@kppcsd.org

6. Consider Meeting Date for November

Recommended Action: Board discussion regarding possible rescheduling of November meeting date.

Contact: Richard J. Benson, Interim General Manager, rbenson@kppcsd.org

Director Comments & Reports

7. Director Comments

8. General Manager Comments

Adjournment

The next regular meeting will be held on November 11, 2021.

General Information

- All proceedings of the Open Session will be audio and video recorded if possible.
- Upon request, the Kensington Police Protection and Community Services District will provide written agenda materials in appropriate alternative formats or disability-related modification of disabilities to participate in public meeting. Please send written request, including your name, mailing address, phone number, and a brief description of the requested materials and preferred alternative format or auxiliary aid or service at least two days before the meeting. Requests should be sent to Kensington Police Protection & Community Service District, 217 Arlington Ave, Kensington, CA 94707.
- To be added to the Board Agenda Mailing List, complete and submit the form at <https://www.kppcsd.org/agenda-mailing-list> or by notifying the Clerk of the Board at llewis@kppcsd.org.

Posted Agenda

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

All public records that relate to an open session item of a meeting of the Kensington Police Protection & Community Service District that are distributed to a majority of the Board less than 72 hours before the meeting, excluding records that are exempt from disclosure pursuant to the California Public Records Act, will be available for inspection at the **District offices, 217 Arlington Ave, Kensington, CA 94707** at the same time that those records are distributed or made available to a majority of the Board.



Kensington Police Protection & Community Services District

Item #1

Date: October 14, 2021
To: Board of Directors
From: Ann Danforth, General Counsel
Subject: Resolution for the Board to Continue Holding Remote Meetings

Recommendation:

Review, discuss, amend (as necessary) and adopt the attached Resolution.

Rationale for Recommendation:

The State has adopted Assembly Bill 361, which amends the Brown Act (also known as the California Open Meetings Law) with respect to conducting remote meetings by teleconferencing. Staff believes that the present circumstances meet the criteria for continuing teleconferencing meetings. Adoption of the resolution will authorize the Board of Directors to continue that practice.

Background, Discussion and Analysis:

AB 361 authorizes teleconferenced meetings during a proclaimed state of emergency under the circumstances and criteria discussed at the Board's special meeting on September 28, 2021.¹ At that meeting, the Board determined that the then-current circumstances met those requirements, codified as Government Code Section 54953(e)(1), adopting Resolution 2021-19.

Section 54953(e)(3) limits the duration of the Board's September 28th action to 30 days. If the state of emergency remains active or state or local officials have imposed or recommended measures to promote social distancing, the Board must reconsider the circumstances of the state of emergency within 30 days and determine either that the state of emergency continues to directly impact the ability of the members to meeting safely in person or that state or local officials have imposed or recommended measures to promote social distancing.

The Board adopted Resolution 2021-19 less than 30 days ago. However, the Board typically meets only once a month. To continue holding teleconferenced meetings during the Covid 19 threat without calling special meetings when the interval between regular meetings exceeds once a month, the Board will have to regularly renew the findings of Resolution 2021-19. The attached draft Resolution 2021-20 will authorize continued teleconferenced meetings; it also contains the findings required for meetings held more than 30 days since the prior authorization and thus can be used as a template for such meetings.

¹ As also discussed at that meeting, the Brown Act also allows teleconferencing under Section 54954(b), but the restrictions are significantly more burdensome.

The current circumstances differ little from those prevailing on September 28th. Governor Newsom's 2020 declaration of a state of emergency remains in effect. The Center for Disease Control has recommended booster shots for groups considered more vulnerable to Covid, or more likely to be exposed, evincing the on-going danger of the virus. Even vaccinated persons are vulnerable to Covid's Delta variant and can spread the infection to others, although they tend to be less likely to become ill and are infectious for a shorter period of time (<https://www.cdc.gov/coronavirus/2019-ncov/variants/delta-variant.html>). Moreover, as of the writing of this report, the Center for Disease Control continues to recommend social distancing for unvaccinated persons and masks in some circumstances (see <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html> as does Contra Costa County (see, e.g., <https://www.coronavirus.cchealth.org/prevention>, <https://www.coronavirus.cchealth.org/safer-social-interactions>).

The Bay Area generally enjoys a strong vaccination rate. However, the District cannot assume that all meeting attendees are vaccinated. We do know that many Board meeting attendees are over 65 and therefore considered more vulnerable to Covid.

Fiscal Impact:

There is no fiscal impact from approving the Resolution.

Exhibits

- Resolution Making Findings and Electing to Continue to Meet Remotely
- Staff Report for September 28, 2021, Meeting

RESOLUTION NO. 2021-20

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
KENSINGTON POLICE PROTECTION AND COMMUNITY
SERVICES DISTRICT MAKING FINDINGS AND DETERMINING A
NEED TO CONTINUE HOLDING REMOTE MEETINGS BY
TELECONFERENCE**

WHEREAS, the Board of Directors of the Kensington Police Protection and Community Services District (“District”) is committed to preserving public access and participation in Board of Directors’ meetings; and

WHEREAS, all meetings of the District’s Board are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code §§ 54950 – 54963), so that any member of the public may attend, participate, and watch the Board conduct its business; and

WHEREAS, Government Code section 54953(e)(1) of the Brown Act, allows a legislative body to hold a teleconference meeting, without compliance with the requirements of Government Code section 54953(b)(3), under any of the following conditions:

- A. State or local officials have imposed or recommended measures to promote social distancing.
- B. The meeting is for the purpose of determining, by majority vote, whether because of the emergency, meeting in person would present imminent risks to the health or safety of attendees
- C. The legislative body has determined, by majority vote, that, because of the emergency, meeting in person would present imminent risks to the health or safety of attendees;

and

WHEREAS, to meet by teleconference under Government Code section 54953(e), the Governor must have proclaimed a state of emergency under the California Emergency Services Act (Govt. Code § 8625 *et. seq.*); the legislative body must reconsider the circumstances of the state of emergency every thirty days; and the legislative body must find that the state of emergency continues to directly impact the ability of the members to meet safely in person and/or state or local officials continue to impose or recommend measures to promote social distancing; and

WHEREAS, if the legislative body does not make the above findings every thirty days, it must again determine whether the conditions specified in Government Code section 54953(e)(1) still pertain before holding further teleconferenced meetings under that subsection; and

WHEREAS, on September 28, 2021, the Board held a special meeting in which it found that then-current circumstances met the criteria of Government Code Section 54953(e)(1)(A) and (C); and

WHEREAS, on October 14, 2021, the Board reviewed the evidence in the records and determined the following by majority vote:

- A. The state of emergency proclaimed by Governor Newsom on March 4, 2020, continues to exist;
- B. State or local officials continue to impose or recommend measures to promote social distancing.

- C. Because of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
- D. The state of emergency continues to directly impact the ability of the members to meet safely in person

WHEREAS, many persons who regularly attend Board meetings are over the age of 65 and therefore considered particularly vulnerable to COVID-19; and

WHEREAS, the District provides in the public notices and agendas for all public meetings the online and telephone options for participation in public meetings, protecting the right of the public to address their local officials and to participate in public meetings, and posts this information on the District’s website, including instructions on how to access the public meeting remotely.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors has reconsidered the circumstances of the state of emergency; and be it

FURTHER RESOLVED, that the Board finds that State or local officials continue to impose or recommend measures to promote social distancing and that State of Emergency declared by Governor Newsom on March 4, 2020, continues to directly impact the ability of Board members, staff, and the public to meet safely in person; and, be it

FURTHER RESOLVED, that the Board finds that because of the aforesaid declared State of Emergency, meeting in person would present an imminent risk to the health or safety of meeting attendees; and be it

FURTHER RESOLVED, that the Board authorizes and directs the General Manager to place on the Board’s agenda, at least once monthly, reconsideration of the State of Emergency to determine whether circumstances warrant continuing to meet by teleconference under Government Code section 54953(e)(3); and be it

FURTHER RESOLVED, that the Board authorizes and directs the General Manager to take all actions necessary to carry out the intent and purpose of this Resolution including conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District upon motion by President Sylvia Hacaj, seconded by Vice-President Eileen Nottoli, on Thursday, the 14th day of October, 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 special meeting of said Board held on Thursday, the 14th day of October, 2021.

Lynelle M. Lewis
District Clerk of the Board

Richard J. Benson
Interim General Manger



Date: September 28, 2021
To: Board of Directors
From: Ann Danforth, General Counsel
Subject: Resolution for the Board to Continue Holding Remote Meetings

Recommendation:

Review, discuss, amend (as necessary) and adopt the attached Resolution.

Rationale for Recommendation:

The State has adopted Assembly Bill 361, which amends the Brown Act (also known as the California Open Meetings Law) with respect to conducting remote meetings by teleconferencing. Staff believes that the present circumstances meet the criteria for continuing teleconferencing meetings. Adoption of the resolution will authorize the Board of Directors to continue that practice.

Background, Discussion and Analysis:

Under normal circumstances, the Brown Act allows the legislative bodies of public agencies to meet via teleconferencing only as permitted by Government Code Section 54953(b). That statute imposes the following requirements:

- The agency must post the meeting agenda at each teleconference location
- The agenda must list each teleconference location
- Each teleconference location must be accessible to the public
- The agenda must provide an opportunity for public comment at each teleconference location
- At least a quorum of the legislative body must meet within the jurisdiction of the agency

On March 4, 2020, Governor Newsom declared a state of emergency because of the growing threat of the Covid-19 pandemic. A series of executive orders followed, imposing safety measures to protect public health. On March 12, 2020, the Governor published EO N 25 20. Section 11 of this Executive Order authorized the use of teleconferencing without meeting the requirements of Section 54953(b) provided that the public agency met specified notice and accessibility standards. On March 17, 2020, the Governor issued EO N 29 20, Section 3 of which superseded Section 11 of EO N 25 20. Section 3's teleconference provisions were similar to those of the prior Executive Order. The District Board of Directors have met remotely since March 26, 2020.

The Governor lifted many Covid-related restrictions on June 15, 2021, by EO N 8 21. However, that Executive Order continues the earlier teleconference provisions until September 30, 2021. On September 26, the Governor signed AB 361, which adds a new Section 54953(e) to the Brown Act. This provision allows teleconferenced meetings during a proclaimed state of emergency under any of the following conditions:

- State or local officials have imposed or recommended measures to promote social distancing.
- The meeting is for the purpose of determining, by majority vote, whether because of the emergency, meeting in person would present imminent risks to the health or safety of attendees
- The legislative body has determined, by majority vote, that, because of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

If the Board decides that remote meetings are warranted under these criteria, Section 54953(e)(2) requires that the District continue posting agenda and noticing the public's options to attend and comment during teleconferenced meeting, as the District has done since the beginning of the pandemic period.

Governor Newsom's 2020 declaration of a state of emergency remains in effect. The Center for Disease Control has recommended booster shots for groups considered more vulnerable to Covid, or more likely to be exposed, evincing the on-going danger of the virus. Even vaccinated persons are vulnerable to Covid's Delta variant and can spread the infection to others, although they tend to be less likely to become ill and are infectious for a shorter period of time (<https://www.cdc.gov/coronavirus/2019-ncov/variants/delta-variant.html>). Moreover, as of the writing of this report, the Center for Disease control continues to recommend social distancing for unvaccinated persons (see <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/participate-in-activities.html>) as does Contra Costa County (see, e.g., <https://www.coronavirus.cchealth.org/prevention>, <https://www.coronavirus.cchealth.org/safer-social-interactions>).

The Bay Area generally enjoys a strong vaccination rate. However, the District cannot assume that all meeting attendees are vaccinated. We do know that many Board meeting attendees are over 65 and therefore considered more vulnerable to Covid.

If the Board decides to continue meeting remotely, Section 54953(e) adds the following new requirements:

1. 54953(e)(2)(C) provides that public agencies must protect the statutory and constitutional rights of the parties and the public appearing before the legislative body of a local agency.
2. 54953(e)(2)(D) provides that if a disruption prevents the public agency from broadcasting the meeting, or prevent the public from offering public comments, the agency will take no further action on items on the agenda until access is restored.
3. Every 30 days, the agency's legislative body must reconsider the state of emergency and decide whether:
 - a. The state of emergency continues to affect the ability of members to meet in person; or
 - b. State or local officials continue to impose or recommend measures to promote social distancing

AB 361, and the above amendments to the Brown Act, expire on January 1, 2024.

Fiscal Impact:

There is no fiscal impact from approving the Resolution.

Exhibits

1. Resolution No. 2021-19 – Making Findings and Determining A Need to Continue Holding Remote Meetings by Teleconference

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Thursday, September 9, 2021

Via Teleconference

Draft

Special Closed Session Meeting

Call to Order [[TS 10:00](#)]

Vice-President Nottoli called the meeting to order at 6:08 p.m.

Roll Call [[TS 10:13](#)]

Director Chris Deppe, Director Mike Logan, Vice-President Eileen Nottoli, Director Rachelle Sherris-Watt and President Sylvia Hacaj were present.

Staff present included Interim General Manager Richard Benson and General Counsel Ann Danforth were present.

Public Comment [[TS 11:06](#)]

None.

Adjournment to Closed Session [[TS 11:22](#)]

The Board adjourned to Closed Session to consider one item.

Regular Meeting

Call to Order [[TS 1:20:20](#)]

President Hacaj called the meeting to order at 7:18 p.m.

Announcement from Closed Session [[TS 1:20:36](#)]

President Hacaj reported that the Board gave direction to Interim General Manager Benson to continue pursuing negotiations for housing the Police Department.

Roll Call [[TS 1:21:18](#)]

Director Chris Deppe, Director Mike Logan, Vice-President Eileen Nottoli, Director Rachelle Sherris-Watt, and President Sylvia Hacaj were present.

Staff present included Interim General Manager Richard Benson, General Counsel Ann Danforth, Lieutenant Brad Harms, Finance Director Katherine Korsak, and Clerk of the Board Lynelle M. Lewis.

Public & Consent Calendar Comments [\[TS 1:24:19\]](#)

- The following persons addressed the Board: 1) Kensington Fire Protection District (KFPD) President Larry Nagel reported that the KFPD anticipates construction on the seismic upgrade to begin in April 2022, and urged the Board to give high priority to finding the Police Department temporary quarters before that time; 2) KFPD Director Kevin Padian asked when the financial consultant would return to provide additional financial projections; and 3) Katie Gluck asked what percentage of police force is completely vaccinated.

Consent Calendar [\[TS 1:32:40\]](#)

- Motion by President Hacaj, seconded by Director Logan, to adopt the Minutes (Item 1) with a correction (change City of Willits to City of Willows), carried (5-0) by the following roll call vote: (AYES) Directors Deppe, Logan, Nottoli, Sherris-Watt and Hacaj.
- Motion by President Hacaj, seconded by Director Sherris-Watt, to approve Items 2 and 3 on the Consent Calendar, carried (5-0) by the following roll call vote: (AYES) Directors Deppe, Logan, Nottoli, Sherris-Watt and Hacaj.

1. Special and Regular Meetings of August 12.

Approved as amended.

2. July 2021 Financial Reports.

Received and accepted financial reports.

3. Contract with Interim General Manager Richard Benson.

Approved and authorized the Board President to execute the contract.

Discussion and Action

4. Policy & Procedure Manual. [\[TS 1:35:39\]](#)

General Counsel Danforth summarized the substantive changes to several policies.

- The following persons addressed the Board: 1) A. Stevens Delk thanked Ms. Danforth for clarification on the proposed policy changes; and 2) Gail Feldman commented on changes to sick leave accrual and said that holidays should be part of the collective bargaining agreement.

The Board agreed to table action on adopting a new Policies and Procedures Manual to October or as soon as it is feasible.

5. Community Center Use and Fee Structure. [[TS 1:55:51](#)]

Interim General Manager Rick Benson recapped the recommended revisions to the rental policy for the Community Center. The Board commented on the fee structure, effective date, and the reservation window.

- The following persons addressed the Board: 1) Gail Feldman, Kensington Property Owners Association, commented on the organization’s past financial contributions and suggested policy revisions to consider K-groups, financial justification, and identification of organizations; 2) Lynn Wolter commented that the rental policy needed additional review and asked about conflicts of interest; and 3) Laura Callen commented that the policy needed to address the six-month reservation window for events.

The Board tabled action to the October meeting.

6. Amend Bay View Refuse Agreement – Organic Waste Recycling (SB 1383). [[TS 2:16:13](#)]

Interim General Manager Rick Benson presented the recommended action and asked for authorization to enter into negotiations with Bay View Refuse and to bring a proposed amendment to the existing contract to include organic waste recycling. He noted receiving comments to add hazardous waste as part of the discussion.

- The following persons addressed the Board: 1) Gail Feldman suggested a community feedback process before moving forward and suggested using Bay View fees to offset resident’s cost; 2) Julie Stein asked about the waste bins; 3) Kevin Niparko supported bringing organic waste pickup to Kensington; 4) Janet Parks supported adding kitchen waste pick up and urged funding for education and community participation; 5) Mark Wegner supported kitchen waste recycling; 6) Kristel Rietesel supported food waste composting; 7) Jim Watt suggested using Bay View cash reserves to eliminate rate increases; and 8) A. Stevens Delk commented on a composting survey and urged the Board to implement recycling in a proper manner.
- Motion by President Hacaj, seconded by Director Logan, to authorize Interim General Manager Benson to enter into negotiations with Bay View Refuse and to bring the Board a proposed amendment to the existing contract to include organic waste recycling per State Senate Bill 1383 and to include hazardous waste pickup, but that it be clearly delineated what the cost of the green organic waste would be, carried (5-0) by the following roll call vote: (AYES) Directors Deppe, Logan, Nottoli, Sherris-Watt and Hacaj.

7. Approve Per Capita Grant (Proposition 68). [[TS 2:53:02](#)]

Finance Director Katherine Korsak presented the recommended action to approve the application for the grant funds to be used towards qualified completed Community Center remodel project expenses.

- The following person addressed the Board: 1) Lynn Wolter applauded staff for pursuing the grant funds.
- Motion by President Hacaj, seconded by Vice-President Nottoli, to adopt Resolution No. 2021-18, approving the applications for the Per Capita Grant funds to be used for the past Community Center remodel project, carried (5-0) by the following roll call vote: (AYES) Directors Deppe, Logan, Nottoli, Sherris-Watt, and Hacaj.

Resolution No. 2021-18 – A Resolution of the Board of Directors of the Kensington Police Protection District Approving Applications for the Per Capita Grant Funds.

Director Comments & Reports

8. Director Comments [[TS 3:01:41](#)]

- President Hacaj thanked Finance Director Katherine Korsak for her contributions to KPPCSD. She noted that Ms. Korsak would be leaving KPPCSD to assume the Finance Director position for the City of Clayton. President Hacaj pointed out that while KPPCSD is sorry to lose Ms. Korsak, she had left the District in a stronger position and wished her the best of luck.

9. General Manager Comments [[TS 3:02:50](#)]

Interim General Manager Benson commented that he had learned a great deal about Kensington and the operation of the District over the past three weeks. Mr. Benson pointed out that moving the Police Department along with securing adequate staff are very critical issues and said he is committed to working on the challenges facing the District until a permanent General Manager is hired. He thanked Finance Director Korsak for her guidance and wished her well in her new job. Regarding the hiring of a permanent General Manager, Mr. Benson reported that CPS Consulting has provided a schedule that would allow the Board to conduct final interviews in November. He asked the Board for direction on allowing CPS Consulting to proceed with the current salary and benefits structure. In concluding, Mr. Benson reported that 70 percent of employees are vaccinated, the information is posted on the KPPCSD website, and that General Counsel Danforth is working with the union on an acceptable testing program.

Adjournment [[TS 3:08:26](#)]

President Hacaj adjourned the meeting at 8:39 p.m.

The next regular meeting is scheduled for Thursday, October 14, 2021.

SUBMITTED BY:

Lynelle M. Lewis, District Clerk of the Board

APPROVED: October 14, 2021

Richard J. Benson, Interim General Manager

Sylvia Hacaj, President of the Board

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

**BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, September 28, 2021
Via Teleconference**

Draft

Special Meeting

Call to Order [TS 12:12]

President Sylvia Hacaj called the meeting to order at 5:11 p.m.

Roll Call [TS 13:11]

Director Chris Deppe, Director Mike Logan, Vice-President Eileen Nottoli, Director Rachelle Sherris-Watt and President Sylvia Hacaj were present.

Staff present included Interim General Manager Richard Benson, General Counsel Ann Danforth, Police Chief Mike Gancasz, and Clerk of the Board Lynelle M. Lewis.

Public Comments [TS 13:58]

The following persons addressed the Board: 1) Julie Stein commented that the Zoom webinar link was not active; and 2) Mark Wagner suggested broadcasted the meetings via Zoom in the future.

1. Remote Meetings [TS 17:20]

General Counsel Danforth summarized the recommended action to make findings and determine a need to continue holding remote meetings by teleconference.

- Motion by President Hacaj, seconded by Vice-President Nottoli, to adopt Resolution No. 2021-19 – Making Findings and Determining A Need to Continue Holding Remote Meetings by Teleconference, carried unanimously (5-0) by the following roll call vote: AYES (Directors Deppe, Logan, Nottoli, Sherris-Watt, and Hacaj).

Resolution No. 2021-19 – Making Findings and Determining A Need to Continue Holding Remote Meetings by Teleconference.

Special Closed Session Meeting

Special Meeting Agenda Item Public Comments [TS 24:48]

The following person addressed the Board: 1) Julie Stein commented that a resident called about making a public comment.

Adjournment to Closed Session [\[TS 31:14\]](#)

At 5:30 p.m. the Board adjourned to Closed Session to consider one item.

Announcements from Closed Session [\[TS 2:04:18\]](#)

At 7:03 p.m. President Hacaj reported that the Board gave instructions to its negotiators related to the closed session agenda item.

Adjournment [\[TS 2:04:41\]](#)

President Hacaj adjourned the meeting at 7:04 p.m.

The next regular meeting is scheduled for Thursday, October 14, 2021.

SUBMITTED BY:

Lynelle M. Lewis, District Clerk of the Board

APPROVED: October 14, 2021

Richard J. Benson, Interim General Manager

Sylvia Hacaj, President of the Board

KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT

Board of Directors Meeting

October 14, 2021

Item 2

Summary of Recommendation

Receive financial reports for the month of August 2021

Attachments:

July - August 2021 Financial Reports include:

1. Summary Balance Sheet as of August 31, 2021
2. Budget to Actual Snapshot through August 31, 2021
3. Revenue & Expense Report – Detailed through August 31, 2021

Submitted by:



Lisa Mundis

Finance Manager

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

	<u>Aug 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	1,290,691.51
Accounts Receivable	1,976,582.37
Other Current Assets	<u>146,074.01</u>
Total Current Assets	3,413,347.89
Fixed Assets	5,404,780.39
Other Assets	<u>5,640,208.00</u>
TOTAL ASSETS	<u><u>14,458,336.28</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	(144.00)
Credit Cards	2,207.68
Other Current Liabilities	<u>11,852.19</u>
Total Current Liabilities	13,915.87
Long Term Liabilities	<u>11,919,369.13</u>
Total Liabilities	11,933,285.00
Equity	<u>2,525,051.28</u>
TOTAL LIABILITIES & EQUITY	<u><u>14,458,336.28</u></u>

Kensington Police Protection & Community Services District

Budget to Actual Snapshot

July through August 2021

	Jul - Aug 21	YTD Budget	Annual Budget	\$ Over Budget	% of Annual Budget
Ordinary Revenue/Expense					
Revenue					
400 · Police Activities Revenue	1,955,029.63	1,989,956.68	3,539,457.08	(34,927.05)	55.24%
420 · Park/Rec Activities Revenue	143.10	333.34	74,184.04	(190.24)	0.19%
440 · District Activities Revenue	7,562.42	58,992.00	401,252.01	(51,429.58)	1.88%
Total Revenue	1,962,735.15	2,049,282.02	4,014,893.13	(86,546.87)	48.89%
Gross Revenue	1,962,735.15	2,049,282.02	4,014,893.13	(86,546.87)	48.89%
Expense					
500 · Police Sal & Ben	371,588.37	312,722.16	2,043,196.96	58,866.21	18.19%
550 · Other Police Expenses	203,205.46	200,821.82	470,747.52	2,383.64	43.17%
600 · Park/Rec Sal & Ben	2,550.00	0.00	0.00	2,550.00	0.0%
635 · Park/Recreation Expenses	70,009.48	56,263.76	257,852.16	13,745.72	27.15%
800 · District Expenses	124,183.97	152,299.88	710,489.28	(28,115.91)	17.48%
950 · Capital Outlay	20,462.39	42,407.06	285,059.36	(21,944.67)	7.18%
Total Expense	791,999.67	764,514.68	3,767,345.28	27,484.99	21.02%
Net Ordinary Revenue	1,170,735.48	1,284,767.34	247,547.85	(114,031.86)	
Other Revenue/Expense					
Other Expense					
700 · Bond Issue Expenses	(75.30)	0.00	0.00	(75.30)	0.0%
Total Other Expense	(75.30)	0.00	0.00	(75.30)	0.0%
Net Other Revenue	75.30	0.00	0.00	75.30	0.0%
Net Revenue	1,170,810.78	1,284,767.34	247,547.85	(113,956.56)	0.0%

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

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

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

	Jul - Aug 21
Ordinary Revenue/Expense	
Revenue	
400 · Police Activities Revenue	
401 · Levy Tax	1,954,032.23
418 · Misc Police Income	997.40
Total 400 · Police Activities Revenue	1,955,029.63
420 · Park/Rec Activities Revenue	
427 · Community Center Revenue	0.00
438 · Tennis Court Revenue	143.10
Total 420 · Park/Rec Activities Revenue	143.10
440 · District Activities Revenue	
448a · Franchise Fees Gross	7,902.40
448b · less Franchise Fees Paid Out	(1,483.55)
458 · Misc District Revenue	1,143.57
Total 440 · District Activities Revenue	7,562.42
Total Revenue	1,962,735.15
Gross Revenue	1,962,735.15
Expense	
500 · Police Sal & Ben	
502 · Salary - Officers	183,485.18
506 · Overtime	27,164.36
508 · Salary - Non-Sworn	1,639.00
516 · Uniform Allowance	1,697.06
521-A · Medical/Vision/Dental-Active	33,560.46
521-R · Medical/Vision/Dental-Retired	40,550.97
522 · Insurance - Police	542.92
523 · SocialSecurity/Medicare-Police	3,206.37
524 · Social Security - District	101.62
527 · PERS - District Portion	48,103.78
530 · Workers Comp	31,536.65
Total 500 · Police Sal & Ben	371,588.37

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

	Jul - Aug 21
550 · Other Police Expenses	
552 · Expendable Police Supplies	2,865.61
554 · Traffic Safety	1,540.95
560 · Crossing Guard	686.25
561 · Vehicle Fuel	2,426.89
562 · Vehicle Operation	874.05
563 · Vehicle Lease	6,619.08
564 · Communications	128,162.71
566 · Radio Maintenance	9,720.00
567 · Alarm	232.89
568 · Prisoner/Case Exp./Booking	0.00
570 · Training	2,051.20
572 · Hiring	2,766.22
574 · Reserve Officers	200.00
576 · Misc. Dues, Meals & Travel	2,104.62
580 · Utilities - Police	753.78
581 · Bldg Repairs/Maint.	63.92
582 · Expendable Office Supplies	352.89
587 · IT Contract	2,551.38
588 · Telephone	3,097.27
590 · Janitorial	1,044.67
591 · General Liability Insurance	31,893.37
595 · Legal/Consulting - Police	0.00
599 · Police Taxes Measure G Admin	1,011.71
550 · Other Police Expenses - Other	2,186.00
	203,205.46
Total 550 · Other Police Expenses	203,205.46
600 · Park/Rec Sal & Ben	
602 · Custodian	2,550.00
	2,550.00
Total 600 · Park/Rec Sal & Ben	2,550.00
635 · Park/Recreation Expenses	
640 · Community Center Expenses	
641 · General Maintenance	2,325.00
642 · Utilities-Community Center	3,104.81
643 · Janitorial Supplies	350.00
644 · Landscaping	2,050.00
645 · General Liab./Workers Comp	8,252.70
	16,082.51
Total 640 · Community Center Expen...	16,082.51

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

	Jul - Aug 21
650 · Park	
651 · General Maintenance	3,480.00
652 · Repairs	647.19
653 · Landscaping	37,225.00
656 · Utilities	(48.68)
657 · General Liab/Workers Comp	7,973.35
658 · Levy Administration	1,610.11
Total 650 · Park	50,886.97
678 · Misc Park/Rec Expense	3,040.00
Total 635 · Park/Recreation Expenses	70,009.48
800 · District Expenses	
807 · Salaries	40,761.58
808 · Payroll Taxes	4,272.19
810 · IT Contract	3,941.38
815 · Admin Communications	529.94
816 · Office Supplies	830.43
817 · Postage	320.71
818 · Mileage	52.41
819 · Dues/Subscriptions	116.87
820 · Copier Contract	680.00
825 · Board Continuing Ed/Conferences	(923.69)
830 · Legal (District/Personnel)	4,842.53
835 · Consulting	2,262.50
840 · Accounting	19,669.00
850 · Insurance	31,893.37
851 · Workers Comp	72.05
861 · LAFCO	1,660.50
865 · Police Bldg. Lease	9,150.75
870 · County Expenditures	585.31
891 · COVID	1,005.96
898 · Misc. Expenses	2,604.18
800 · District Expenses - Other	(144.00)
Total 800 · District Expenses	124,183.97

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

	Jul - Aug 21
950 · Capital Outlay	
968 · Office Furn/Eq	462.39
982 · Police Building Cap Projects	20,000.00
	<hr/>
Total 950 · Capital Outlay	20,462.39
	<hr/>
Total Expense	791,999.67
	<hr/>
Net Ordinary Revenue	1,170,735.47
	<hr/>
Other Revenue/Expense	
Other Expense	
700 · Bond Issue Expenses	
710 · Bond Admin.	1.00
715 · Bond Interest Income	(76.30)
	<hr/>
Total 700 · Bond Issue Expenses	(75.30)
	<hr/>
Total Other Expense	(75.30)
	<hr/>
Net Other Revenue	75.30
	<hr/>
Net Revenue	1,170,810.77
	<hr/> <hr/>



Kensington Police Protection & Community Services District

Item #3

Date: October 14, 2021
To: Board of Directors
From: Rick Benson, Interim General Manager
Subject: Community Center Use and Fee Structure

Recommendation

It is recommended that your Board adopt the attached revisions/clarifications to the rental policy including the recommended insurance requirements.

Background

On June 29, 2021 your Board approved a revised master fee schedule for use of the Community Center. At that time your Board also directed staff to return with recommended modifications to the fee schedule to address timelines for rentals, insurance requirements and rates for ongoing use of the center by 501(c)(3) non-profit organizations serving the Kensington community.

On September 9, 2021 proposed revisions were brought to your Board. This included a flat rate charge of \$250 for nonprofit organizations meeting 13 to 40 times per year and a flat rate charge of \$500 annually for those meeting 13 to 40 times. After discussion, your Board tabled the matter and requested that it be reintroduced at this time.

Discussion

Attached for your review are the revisions/clarifications to the rental policy along with insurance requirements as recommended by District Counsel. These revisions provide a special rate for those non-profit organizations using the Community Center on a regular basis. Those organizations using the facility for up to 40 meetings each year will be charged a flat rate of \$175. Organizations using the facility for a Major Event will be charged \$300. As was discussed by your Board, a six-month reservation window is also included.

There is one other change from the previous recommendation. Since some community service organizations are not formally organized as a 501(c)(3) it is recommended that the description of organization subject to the reduced rate be changed to: nonprofit, service, fraternal, charitable, social, sports and other civic associations based in Kensington.

Attachment: Community Center Rental Policy for non-profit organizations and other Governmental Agencies

Community Center Rental Policy for Community Organizations
and other Governmental Agencies
Effective Date: January 1, 2022

1. **Policy #1: Advance Reservations for All Groups and Types of Reservations.**
The Community Center may be reserved up to 12 months in advance of a given event. For example, the community center could be reserved as early as January 1, 2022 for an event being held on December 30, 2022.
2. **Policy #2: Fee Structure for Community Organizations serving Kensington Residents.**
The annual fee structure is designed to offer nonprofit, service, fraternal, charitable, social, sports and other civic associations based in Kensington and that serve Kensington residents with a fee reduction for regular and consistent use of the community center and/or any of its rooms.

12 to 40 Community Organization meetings per year: \$175
Major Event: \$300
3. **Policy #3: Fee Payment Scheduler** Fiscal year 2021-22, a pro-rated payment will be due by January 30, 2022 (based on months that the Community Center was/is available for use). For all future fiscal years, full payment is due between July 1 and July 30 of the new fiscal year.
4. **Policy #4: Definition of 'Major Event' and Duration**
A "major event" for local Community Organizations consist of 50 or more attendees; and has a duration that does not exceed more than four hours in one day.
5. **Policy #5: Definition of Community Organizations "Meetings" and Duration**
A Community Organizations meeting is members and other attendees not to exceed 49 participants for more than two hours per meeting.
6. **Policy #6: Reservations - Other Government Agencies**
Other governmental agencies may reserve the community center for up to four hours per day cost free with the exception of elections. Election day usage may be reserved for the entire duration of election polling hours at no cost to the government agency (e.g., Contra Costa County).
7. **Terms of Rental** – All users of the community center shall sign an agreement regarding the terms of usage, attached.

Terms of Usage

Kensington Community Center

1. Hold Harmless Agreement

In using the Kensington Community Center ("Center"), User hereby agrees to assume all risks for loss, damage, liability, cost or any expense that may arise during or be caused in any way by use or occupancy of the Center. User further agree that in consideration of being permitted to use said facility, User will hold the Kensington Police Protection and Community Services District and its agents, officials, contractors, and employees (collectively, "District") free and harmless from any loss, claim, liabilities, damages, and/or injuries to persons and property occurring during User's use or occupancy of said facilities or nearby premises. User further agrees that User will provide public liability insurance as stated below with District named as additional insured to be submitted no later than two weeks prior to the date of first use rental date.

2. Mandatory Arbitration Of Claims Against City

Any claim asserted against the District and its agents, officials, contractors and employees by the undersigned user, either on behalf of him/herself or on behalf of another person, on account of bodily injury, mental disturbance, death, or property damage, sustained as a result of, or for any reason connected with the use of the Center pursuant to this rental contract will be determined by submission to arbitration as provided by California law, and not by a lawsuit or resort to court proceedings. The District and the undersigned user by execution of this contract are giving up their constitutional right to have any dispute decided in a court of law before a jury and instead are accepting the use of arbitration.

3. Insurance

User will provide public liability insurance in the amount of \$2,000,000 general aggregate and \$1,000,000 per occurrence with the District and its agents, officials, contractors, and employees named as additional insured to protect the applicant and District from loss, claim, liabilities, or damages and/or injuries to property or persons attending the function. The insurance information must include an endorsement providing the District and its agents, officials, contractors and employees, primary and non-contributory coverage for claims, losses, etc. arising from the exercise of the permit. User must submit to the District Proof of insurance no later than two weeks prior to the rental date. Proof of Insurance shall consist of a certificate of insurance and endorsement demonstrating that User has obtained the required coverage.

User: _____ [insert name]

Date: _____, 20__

October 12, 2021

Kensington Police Protection and Community Services District

Kensington Community Council

Re: Community Center Use Fees

Dear Directors of the KPPCSD and KCC,

The Kensington Property Owners Association (KPOA) is requesting that the KPPCSD Board not approve the interim General Manager's recommendation regarding proposed fees for community groups (non – profits, etc.) for using the Community Center at your October 14th meeting. **We believe there is a solution that will allow continuation of the long standing policy of not charging Kensington Groups for using the facility.**

To address this issue in other communities, cities, including San Francisco and Los Angeles have adopted policies and programs that provide reduced or no fees at park and recreation facilities. Los Angeles has a Community Partnerships Program – Core Partnerships. Similarly, San Francisco has a Public Benefits Program for leagues and teams. KCC already provides an umbrella for the K-groups, so establishing regulations for a community partner program with KCC could be easily accomplished. This would avoid having to charge fees to local groups that contribute to the benefit of Kensington residents.

KPOA, along with other community supporting organizations, have provided thousands of dollars in funding to support the community center, including the audio visual system and the seismic rehabilitation of the building. Under the new fee proposal, we would have to expend approximately \$1,000 annually (fees and insurance) to utilize the building. That is a significant portion of our annual revenue, which is solely derived from Kensington property owners. The General Manager's recommendation provides no information on the amount of fee revenue that would be collected from Kensington groups, but we calculate it is a miniscule portion of the KPPCSD budget. The cost to use the Community Center will be out of balance with the large proportion of our group's annual revenue, and no doubt of other groups' as well.

We would like to see the KPPCSD and KCC explore the option of creating a community partnership program to avoid the excessive fee structure that is proposed.

Thank you for your attention to this issue.

Sincerely,

Rob Firmin, President KPOA

October 14, 2021

Kensington Police Protection and Community Services District
Kensington Community Council
Re: Community Center Use Fees

Dear Directors of the KPPCSD and KCC:

The Kensington Improvement Club (KIC) fully supports KPOA's proposal for a Community Partnership Program for the use of space at the Community Center. This proposal is realistic, sensible and recognizes the long-standing value of the K-Groups to the community life of Kensington.

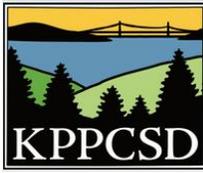
KIC was formed one hundred years ago to support community beautification and civic improvement projects. KIC's major activities include public landscaping and maintenance oversight, community education and awareness, safety, annual public Town Hall meetings, and public Candidates Forums in election years. KIC Board Members wrote, edited and published the book "Kensington Past and Present", chronicling Kensington's founding, its governmental structure and growth and development. We've been here as a force for community advocacy for this past century, and look forward to continued service to Kensington citizens.

KIC generously donated to the renovation of the Community Center. We are a low-impact user of the building that strives to leave the facility in excellent condition after meetings. Given that our annual membership dues are only \$10 per year, rental of the Community Center would become a major expenditure in KIC's budget. Considering KIC's ongoing service to the community, we strongly urge the adoption of KPOA's Community Partnership Program for use of the Community Center space.

Thank you for your consideration.

Sincerely,

Linda Lipscomb, KIC Board President



Kensington Police Protection & Community Services District

Item #4

Date: October 14, 2021
To: KPPCSD Board of Directors
From: Rick Benson, Interim General Manager
Subject: Manager Compensation

Recommendation:

Revise the compensation for the General Manager to include a benefit stipend to be used at the Manager's discretion.

Rationale for Recommendation:

Without question, securing the services of a qualified individual to fill the top leadership role is critical to the stability and effectiveness of any organization. The District has had difficulty recruiting and retaining qualified individuals for the manager position. Therefore, an enhancement to the compensation is recommended.

Background:

For the KPPCSD, finding the right person to fill the role of General Manager has been an ongoing challenge. After more than one interim manager occupied the position, the District utilized the services of a professional recruiting agency successfully obtaining the services of the prior General Manager who left after less than a year. Her decision to leave was based, in part, on the compensation offered by the district. Kensington KPPCSD is competing with numerous cities, other districts and counties when seeking to hire a professional manager. Unfortunately, the pool of qualified individuals is rather limited.

Discussion and Analysis:

The current salary for the position is \$105 per hour and it is designated to be part-time, defined as no more than 30 hours per week. Assuming the director works 30 hours every week this computes to an annual compensation of approximately \$158,000 or a full-time equivalent of \$211,000. There are no benefits associated with the position.

Attached you will find the results of a salary survey conducted by CPS HR Consulting. They found that salaries for the major in similar districts in this region range from \$155,000 to over \$300,000 annually. In addition, nearly all of the comparable districts include a benefit package, significantly increasing the overall compensation cost.

Simply looking at a dollar to dollar comparison for managers' compensation has a number of pitfalls. Every district is unique and has varying resources, needs, qualifications and responsibilities. For instance, often the manager of a district providing water or operating a liquid waste facility is required to have special

certifications. Some districts only provide a single service, while others may mirror the services provided by a city. The services provided by the KPPCSD are a rather unusual grouping so the needs of this district are unique.

As the position is currently classified as part-time, this has some positive aspects in attracting candidates. There are individuals looking for a position which gives them additional flexibility and time to pursue other endeavors. This would include people who have an active recreational life, numerous family commitments or are nearing the end of their career and simply want to slow down a bit. Based on experience, during a "normal" environment 24 to 29 hours per week is reasonable.

The greatest stumbling block to finding and retaining a quality individual is the complete lack of benefits. Most individuals require and look to their employer to provide reasonable medical benefits. Without those benefits many potential candidates will simply not apply.

Given the part-time nature of the job the basic compensation is probably adequate. The district will most likely not attract someone with a great deal of experience looking to make this their ultimate career destination. However, the position could be very attractive to someone with a middle level administrative background in a city or county who is looking for a steppingstone which will allow them to hone their skills while making a positive contribution. These individuals will, most likely, require medical benefits. This position could also attract a well-seasoned individual who is not quite ready to fully retire. Oftentimes, they or their spouse have medical insurance and don't need the redundancy.

The decision before your Board is to approve a compensation package which will facilitate finding a candidate who will best serve the needs of the district. You have several options. You may choose to keep the compensation packages as is: \$105 per hour, part-time without benefits. This could lead to a revolving door. Your Board could consider trying to match the salaries of other districts as presented on the attachment. This would present a significant challenge to the budget and may, ultimately, reduce your ability to provide other services. In an attempt to strike the right balance, it is recommended that your Board consider adding a cafeteria style benefit to the current compensation plan. While there is no magic number, the amount recommended is \$1,383.28 per month. At the discretion of the employee this amount could be applied to a medical plan, a contribution to a qualified 457 retirement account or paid in cash. This would give the employee considerable flexibility in choosing the benefit which best meets his or her needs. The dollar amount selected is not arbitrary. It correlates to the district's contribution to health benefits for district police officers in the Employee +1 category.

Summary:

The recommendation is as follows: continue to designate the general manager position as part-time, maintain the current compensation rate of \$105 per hour and add an additional stipend of \$1,383.28 per month.

Fiscal Impact:

The impact is approximately \$16,600 annually an increase of \$5,100 from the current budget.

Attachment: Special District Manager Salary Compensation

Attachment**Special District Manager Salary Comparisons**

District	Title	# of Employees	Payroll	Salary	Benefits	Total
Contra Costa County						
East Contra Costa Irrigation District	General Manager	26	\$1,829,011	\$194,819	\$22,763	\$217,582
Discovery Bay CSD	General Manager	32	\$1,384,491	\$179,346	\$603	\$179,949
KPPCSD	Interim General Manager	22	\$1,368,799	\$158,000*		\$158,000*
Stege Sanitary District	District Manager	15	\$1,217,538	\$237,064	\$63,669	\$300,733
Byron-Bethany Irrigation District	General Manager	22	\$1,188,574	\$305,467	\$52,317	\$357,784
Western Contra Costa Transit Authority	General Manager	16	\$1,077,172	\$226,726	\$23,287	\$250,013
Central Contra Costa Solid Waste Authority	Executive Director	19	\$949,907	\$252,792	\$52,390	\$305,182
Rodeo Sanitary District	District Manager	14	\$853,458	\$221,111	\$61,057	\$282,168
Alameda County						
Alameda County Mosquito Abatement District	General Manager	35	\$1,806,428	\$155,480	\$47,194	\$202,674
Livermore-Amador Valley Transit Authority	Executive Director	30	\$1,640,644	\$275,886	\$61,996	\$337,882
California Joint Powers Risk Management Authority	General Manager	27	\$685,320	\$193,030	\$46,946	\$239,976
Marin County						
Transportation Authority of Marin	Executive Director	29	\$1,998,754	\$245,100	\$67,289	\$312,389
Sausalito-Marín City Sanitary	General Manager	16	\$1,828,497	\$327,713	\$90,070	\$417,783
Marin County Transit District	General Manager	27	\$1,793,182	\$232,365	\$58,262	\$290,627
Belvedere-Tiburon Library Agency	Director	41	\$1,430,136	\$187,412	\$37,895	\$225,307
Tamalpais Community Services District	General Manager	30	\$1,366,667	\$192,313	\$118,469	\$310,782
Sanitary District No. 5	District Manager	15	\$1,318,668	\$243,539	\$80,659	\$324,198
Stinson Beach County Water District	General Manager	15	\$864,710	\$196,177	\$55,254	\$251,431

Compiled by CPS HR Consulting 09/21



Kensington Police Protection & Community Services District

Item #5

Date: October 14, 2021
To: Board of Directors
From: Rick Benson, Interim General Manager
Mike Gancasz, Police Chief
Subject: Police Officer Signing and Referral Bonus

Recommendation

Approve a \$3,000 signing bonus for new officers and a \$1,000 bonus for district employees responsible for referring candidates ultimately hired by the department.

Background

In order to enhance and improve the service to the public, the Kensington Police Department has gone through a great deal of change over the last two years. The force has purposely seen significant turnover. Several new officers have been added while others have left the force. Recruitment of officers has been an ongoing endeavor with mixed results.

During the same time period, much as happened to the profession outside the control of our local department. Many individuals have chosen to leave police service and there are fewer young recruits moving into the career. These market forces have made it even more difficult for our department to recruit and retain good officers.

Discussion

Currently, staffing of the Kensington Police Department is at a critical stage. During the last few weeks two officers have decided to move on to other departments. It is becoming more and more difficult to recruit qualified applicants at precisely the time they are most needed.

This problem is not unique to Kensington and more and more Departments have turned to offering a signing bonus for new officers who come to their departments and make a commitment to stay for a specified period of time. It has become so common that new recruits are now expecting to see a signing bonus in their initial offering.

Rationale for Recommendation

In order to assist in being competitive in recruiting officers the District needs to increase the incentive. A signing bonus in the amount of \$3,000 is one way to attract new recruits. In addition, it is also deemed helpful to make sure that other members of the KPPCSD staff are actively working to bring new individuals into the department's ranks. Therefore, a bonus of \$1,000 is recommended to any KPPCSD employee responsible for referring a new officer. Both of these bonuses will be structured in such a manner so that they will only be paid in full after the new recruit serves for a designated period of time.

Financial Impact

The financial impact is dependent upon the number of new officers recruited, therefore, the amount is unknown. However, given the number of vacancies within the force, funds are more than adequate due to salary savings.