



Agenda

Board of Directors
Kensington Police Protection
and Community Service District
Special & Regular Meeting
Thursday, September 8, 2022
Via Teleconference

www.kppcsd.org/2022-09-08-kppcsd-board-meeting

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

*Due to the Labor Day Holiday, most agenda reports and attachments will be posted
on Tuesday, September 6, 2022.*

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 (Closed Session) – 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 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 217 Arlington Ave., Kensington, CA 94707 or llewis@kppcsd.org.

1. Teleconference Meetings During State of Emergency

Recommended Action: Adopt Resolution No. 2022-23 — 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.
Contact: Ann Danforth, General Counsel, adanforth8@outlook.com

- 2. Consider Approval of an Extension to the 2017 Services Agreement with KCC.**
Recommended Action: Approve a contract extending the 2017 Agreement to Provide Recreational Services to October 31, 2022.
Contact: Ann Danforth, District General Counsel, adanforth8@outlook.com

Adjournment to Closed Session

- 3. Pending Litigation**
(Section 94596.9(d)(1))
Wyrzykowski v. KPPCSD, N22-1414
Contact: Ann Danforth, General Counsel, adanforth8@outlook.com
- 4. Pending Litigation**
(Section 94596.9(d)(1))
Initiation of Litigation (1 case)
Contact: Ann Danforth, General Counsel, adanforth8@outlook.com

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 217 Arlington Ave., Kensington, CA 94707 or llewis@kppcsd.org.

Consent Calendar

- 1. Meeting Minutes for July 14, July 28, and August 11, 2022**
Recommended Action: Approve meeting minutes.
Contact: Lynelle Lewis, District Clerk, llewis@kppcsd.org
- 2. June 2022 Financial Reports**
Recommended Action: Receive and accept financial reports.
Contact: Lisa Mundis, Finance Director, lmundis@kppcsd.org

Discussion and Action

3. Hybrid Meetings

Recommended Action: Discussion and orientation regarding mechanics of possible hybrid meetings; Consider commencing hybrid meetings with the October 13, 2022 Board of Directors Meeting; Authorize appropriate technical staffing to be available at meetings to operate all technology.

Contact: Anthony Constantouros, Interim General Manager tconstantouros@kppcsd.org

4. KPPCSD Office Relocation

Recommended Action: Review past efforts to relocate District offices, and updated parking space information; consider utilizing a Commercial Real Estate Broker to identify, evaluate and handle location options.

Contact: Anthony Constantouros, Interim General Manager tconstantouros@kppcsd.org

Comments & Reports

5. Director Comments

6. General Manager's Report

7. Board Correspondence

- KCC Recreation Office Report – September 2022

Adjournment

The next regular meeting is scheduled for October 13, 2022.

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

KPPCSD Special Meeting Agenda

September 8, 2022

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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: September 8, 2022
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:

On September 16, 2021, the State of California 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, as explained below. Adoption of the resolution will authorize the Board of Directors to continue that practice.

Background, Discussion and Analysis:

AB 361, codified as Government Code Section 54953(e)(1), 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, adopting Resolution 2021-19.

Section 54953(e)(3) limits the duration of each such determination 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. Accordingly, on October 14, 2021, the Board re-considered the circumstances of the state of emergency and adopted Resolution No. 2021-20, deciding to continue to hold meetings remotely. The Board came to a similar decision on November 11, 2021, December 9, 2021, January 13, 2022, February 10, 2022, March 10, 2022, April 14, 2022, May 12, 2022, June 30, 2022, July 14, 2022, August 11, 2022, and August 25, 2022 adopting

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

Resolutions 2021-21, 2021-22, 2022-01, 2022-02, 2022-03, 2022-04 2022-08, 2022-10, 2022-17, 2022-20, 2022-21 and 2022-22 respectively.

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 must regularly reconsider its decision to meet remotely. The attached draft Resolution 2022-17 will authorize continued teleconferenced meetings.

Contra Costa County's Covid level is currently low. <https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>. However, this is a relatively new development; the level has varied from medium to high over the past few months. As of the date of this report, the CDC continues to recommend moving group activities outdoors rather than holding them indoors and increasing distance from others. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html#ventilation>. The CDC also continues to recommend masks as critical public health tool. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/masks.html>. See <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>. The CDC has published a list of medical conditions are associated with the highest risk of serious Covid 19 illness. Merely being over 65 significantly increases the likelihood of severe disease. <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>.

Contra Costa County Health Services Department updated its Covid prevention website on June 27, 2022, recommending masks and social distancing and discouraging indoor gatherings between people of different households. The website notes that the danger of catching Covid is higher indoors when people are close to each other. <https://www.coronavirus.cchealth.org/prevention>.

The Bay Area generally enjoys a strong vaccination rate. However, as of August 25, 2022, only 54.4% of Contra Costa County residents over 5 have received the recommended additional dose. <https://www.coronavirus.cchealth.org/>. In addition, 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. Given all of these factors, and the fact that Governor Newsom's 2020 declaration of a state of emergency remains in effect, staff recommends that the Board continue to meet remotely.

Fiscal Impact:

There is no fiscal impact from approving the Resolution.

Exhibits

- Resolution No. 2022-23, Making Findings and Electing to Continue to Meet Remotely

RESOLUTION NO. 2022-23

**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, October 14, November 11, 2021, December 9, 2021, January 13, 2022, February 10, 2022, March 10, 2022, April 14, 2022, May 12, 2022, June 9, 2022, June 30, 2022, July 14, 2022, August 11, 2022, and August 25, 2022 the Board held special meetings in which it found that then-current circumstances met the criteria of Government Code Section 54953(e)(1)(A) and (C); and

WHEREAS, on September 8, 2022, 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 _____, seconded by Director _____, on Thursday, the 8th day of September, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Sylvia Hacaj
President, Board of Directors

I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the Special Meeting of said Board held on Thursday, the 8th day of September, 2022.

Lynelle M. Lewis
District Clerk of the Board

Anthony Constantouros
Interim General Manger

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Thursday, July 14, 2022

Via Teleconference

Draft

Regular Meeting - 7:00 p.m.

Call to Order [[TS 7:13](#) – Part 1]

President Sylvia Hacaj called to order the Regular Meeting at 7:01 p.m.

Roll Call [[TS 7:30](#) – Part 1]

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

Staff present included Interim General Manager Tony Constantouros, Acting General Counsel Jon Holtzman, and Clerk of the Board Lynelle M. Lewis.

Public & Consent Calendar Comments [[TS 7:47](#) – Part 1]

- Addressing the Board were the following persons: 1) Cassandra Duggan requested the number of attendees in the meeting and commented on the SaveKensington’s Future petition regarding keeping the Fire and Police Departments in one location; 2) Vida Dorroh asked questions about the 2022-23 budget; 3) Rob Firmin commented on the Kensington Fire Protection District (KFPD) taking over the Public Safety Building (PSB) and noted objection to putting the Police Department in Kensington Park; and 4) Larry Nagel, President of the KFPD, asked that the Zoom meeting be placed in gallery view.

Consent Calendar [[TS 16:55](#) – Part 1]

- Motion by President Hacaj, seconded by Director Sherris-Watt, to adopt the Consent Calendar Items 1 and 2, carried (5-0) by the following roll call vote: (AYES) Directors Deppe, Logan, Nottoli, Sherris-Watt, and Hacaj; (NOES) None; and (ABSENT) None.

1. Meeting Minutes for the Special and Regular Meetings of June 9 and June 30, 2022.

Approved the meeting minutes.

2. May 2022 Financial Reports.

Received and accepted the financial reports.

Discussion and Action [[TS 17:37](#) – Part 1]

3. Architect's Report Regarding Potential Relocation Sites.

Interim General Manager Anthony Constantouros introduced George Miers, partner with Swatt Miers Architects, who presented a feasibility report of relocating the District offices in or adjacent to Kensington Park. President Hacaj noted that the report is for information only and no action would be taken.

Mr. Miers provided a slide presentation on the feasibility of using the Annex, Building E, and the parking lot along Arlington Avenue. He noted that each site was looked at and reviewed for space needs, suitable topography, parking, traffic flow and other aspects pertinent to the location of a police facility.

- Addressing the Board were the following persons: 1) Rob Firmin commented on benefits of the temporary modular in the hillside of the parking lot; 2) Catherine DeNeergaard commented that the temporary modular in the hillside had promise; 3) Pat Gillette asked whether a site design could be developed requiring less square footage or if a land swap with the church had been considered; 4) Sarah Gough asked about consideration of pedestrian safety issues by the Annex and reserving parking for the library; 5) Sylvia Elsbury asked if the park bond would allow for construction of District offices on park land; 6) David Spath why the Board did not consider the empty part of the park on the Arlington side of the Library; 7) John Gaccione asked what additional studies would be required to build into the hillside; 8) Sylvia Rosales-Fike asked if research had been done on cities who have reserved parks for recreational purposes only and also if an environmental study had been done relative to having a police department in the park; 9) David Fike asked if community input on the design solution process would be considered; 10) Mark Lorenz asked if this a permanent building and what questions should the community be asking; and 10) Danielle Madugo asked about the property lines for the parking lot and whether there a way to push out Kensington Park Road is to make it bigger.

There was consensus by the Board to focus on Site 3 (the parking lot along Arlington Avenue), to direct the Interim General Manager to continue discussions with Arlington Community Church, and to have Swatt Miers bring back a range of costs for the options.

4. Election to Establish Appropriation Limits [[TS 32:18](#) – Part 2]

Interim General Manager Anthony Constantouros presented the recommended actions: 1) calling an election for the purpose of submitting to the qualified electors of the District the question of establishing the District's appropriations limit, fixing the date of said election and requesting the services of the County Clerk; 2) submitting the suggested Argument in Favor in support of the proposed measure or delegate the finalization of the language to a two-person subcommittee; and 3) selecting a two-member subcommittee to prepare any rebuttal and/or finalize the Argument in Favor.

There was Board comment and two suggested amendments to the Argument in Favor were presented as follows: 1) This measure is necessary in order to ensure that your Police Protection and Community Services District can continue the present levels of staffing *and services* for the

next four years continue the present; and 2) It will allow the District to maintain the current level of police protection, recreation, and community services, using funds it already receives (second bullet).

- Motion by Director Sherris-Watt, seconded by President Hacaj, to adopt Resolution No. 2022-18 calling an election for the purpose of submitting to the qualified electors of the District the question of establishing the District's appropriations limit, fixing the date of said election and requesting the services of the County Clerk; carried (5-0) by the following roll call vote: (AYES) Directors Deppe, Logan, Nottoli, Sherris-Watt, and Hacaj; (NOES) None; and (ABSENT) None.

The Board directed the General Manager to submit the Argument in Favor in support of the proposed measure with the two amendments presented. President Hacaj appointed Vice-President Logan and Director Sherris-Watt to the two-member subcommittee should there be a necessity to prepare any rebuttal and/or finalize the Argument in Favor.

Resolution No. 2022-18 – A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Services District Calling An Election For The Purpose Of Submitting To The Qualified Electors Of The District The Question Of Establishing The District's Appropriations Limit Under Article XIIIb Of The California Constitution, Fixing The Date Of Said Election And Requesting The Services Of The County Clerk.

5. **Annual Supplemental Special Tax for Police Protection (Measure G), FY 2022-23.** [[TS 43:01](#)– Part 2]

Interim General Manager Anthony Constantouros presented the recommended action to approve and adopt the resolution establishing the annual supplemental special tax for police protection for FY 2022-23.

- Motion by President Hacaj, seconded by Vice-President Logan, to adopt the Resolution No. 2022-19 establishing the annual Supplemental Special Tax for police protection for FY 2022-23, carried (5-0) by the following roll call vote: (AYES) Directors Deppe, Logan, Nottoli, Sherris-Watt, and Hacaj; (NOES) None; and (ABSENT) None.

Resolution No. 2022-19 – A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Services District Establishing The Annual Supplemental Special Tax For Police Protection.

6. **Kensington Community Council (KCC) Recreation Services Agreement.** [[TS 45:40](#) – Part 2]

Interim General Manager Anthony Constantouros presented a brief status update on the temporary relocation efforts and highlighted actions related to the El Cerrito license agreement.

7. **Approve Kensington Police Officers Association Memorandum of Agreement (MOU) Effective July 1, 2022.** [[TS 51:25](#) – Part 2]

Interim General Manager Anthony Constantouros presented the recommended action to approve a three-year Memorandum of Understanding (MOU) with the Kensington Police Officers Association (KPOA) effective July 1, 2022, and authorize the Board President to sign.

Board members asked for clarification on why the Lieutenant position was not included in Article I, questioned the shift differential hours (Article VII), suggested changing the Lincoln's birthday holiday to the federal holiday of Juneteenth (Article XII), and clarification on repayment of educational reimbursement (Article IX).

- Addressing the Board was Jim Watt who asked about salary categories.
- Motion by President Hacaj, seconded by Director Sherris-Watt, to authorize the Interim General Manager to discuss with the union the four amendments to the MOU: 1) excluding the Lieutenant position from the language in Article 1, 2) removing the Lincoln's holiday in exchange for the Juneteenth holiday, 3) changing the hours during which the night differential is paid to cover from 11:00 p.m. to 6:00 a.m., and 4) to change the language in the educational reimbursement section about repayment to cover not just people who voluntarily quit but who are dismissed. If those changes are made the Interim General Manager and the Board President are authorized to sign the MOU and if not a special meeting will be called. The motion carried (5-0) by the following roll call vote: (AYES) Directors Deppe, Logan, Nottoli, Sherris-Watt, and Hacaj; (NOES) None; and (ABSENT) None.
- At 9:55 p.m., it was moved by Acting General Counsel Jon Holtzman, seconded by Director Sherris-Watt, to extend the meeting to 10:30 p.m., and the motion carried (4-1) by the following roll call vote: (AYES) Directors Deppe, Logan, Sherris-Watt, and Hacaj; (NOES) Nottoli; and (ABSENT) None.

8. **Employment Agreement with Michael Gancasz.** [[TS 1:16:34](#) – Part 2]

Interim General Manager Anthony Constantouros presented the recommended action to approve an At-Will Employment Agreement with Chief Michael Gancasz and authorize the Interim General Manager to sign.

Board members asked clarifying questions about several provisions in the agreement related to the retirement medical provision, comps for other chiefs in the area, paid administrative leave, various terms used in the agreement (i.e., employer, varied pronouns used versus his name), conflict of interest and legal fees, an email address for notices, and the administrative appeal process.

Acting General Counsel Holtzman suggested holding a special closed session meeting to review the Board's concerns with the agreement and bring the agreement back to the next regular meeting.

- Addressing the Board was David Spath who asked about the vesting requirement for retiree health benefits.

9. **Administrative Staff Compensation Adjustments and Salary Schedule.** [[TS 1:31:05](#) - Part 2]

Interim General Manager Anthony Constantouros presented the recommended actions to approve a 7 ½% increase to the compensation of the non-represented staff and to adopt a revised salary schedule reflecting changes to the KPOA MOU and the Chief of Police contract.

There was Board discussion about positions in the comprehensive salary schedule, and there was Board consensus for staff to fix the schedule and table approval for the next regular meeting.

10. Teleconference Meetings During State of Emergency. [[TS 1:14:43](#) – Part 2]

- Addressing the Board was Cassandra Duggan who opposed continuing teleconference meetings.
- Motion by President Hacaj, seconded by Director Deppe, to adopt a resolution to continue holding remote meetings by teleconference, carried (4-1) by the following roll call vote: (AYES) Directors Deppe, Nottoli, Sherris-Watt, and Hacaj; (NOES) Director Logan; and (ABSENT) None.

Resolution No. 2022-20 – 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.

Comments & Reports

11. Director Comments.

None.

12. General Manager Comments.

None.

13. Board Correspondence.

- KCC Recreation Report – July 1, 2022

14. Adjournment [[TS 1:37:55](#) – Part 2]

President Hacaj adjourned the meeting at 10:22 p.m.

The next regular meeting is scheduled for August 11, 2022.

SUBMITTED BY:

Lynelle M. Lewis, District Clerk of the Board

APPROVED: August 11, 2022

Tony Constantouros, Interim General Manager

Sylvia Hacaj, President of the Board

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Special Meeting – Closed Session

Thursday, August 11, 2022

Via Teleconference

6:00 p.m.

Draft

Call to Order [[TS 13:15](#)]

President Sylvia Hacaj called the meeting to order at 6:08 p.m.

Roll Call [[TS 13:32](#)]

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

Staff present included Interim General Manager Anthony Constantouros, General Counsel Ann Danforth, and Clerk of the Board Lynelle M. Lewis.

Special Meeting Agenda and Public Comments [[TS 13:53](#)]

There was no public comment.

1. **Teleconference Meetings During State of Emergency.** [[TS 13:57](#)]

- Motion by President Hacaj, seconded by Director Deppe, to adopt Resolution No. 2022-21 to continue holding remote meetings by teleconference, carried (3-1-1) by the following roll call vote: (AYES) Directors Deppe, Nottoli, and Hacaj; (NOES) Director Logan; and (ABSENT) Director Sherris-Watt.

Resolution No. 2022-21 – 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.

Emergency Item [[TS 15:12](#)]

General Counsel Danforth reported that an emergency matter came to the District's attention after the posting of the agenda and that the matter warrants a response before the next regular meeting in September. The issue relates to the willingness of a party to allow KPPCSD to use their property for an office building and the Board needs to vote to add this as an emergency item for discussion in closed session.

- Motion by President Hacaj, seconded by Director Deppe, to add an item to the closed session related to real estate negotiations based on two findings: 1) that an emergency matter came to the District's attention after the posting of the agenda and 2) that it would be better to act on it prior to the next regular meeting, carried (4-0-1) by the following roll call vote: (AYES) Directors Deppe, Logan, Nottoli, and Hacaj; (NOES) None; and (ABSENT) Director Sherris-Watt.

Adjournment to Closed Session [[TS 20:45](#)]

The Board adjourned to Closed Session at 6:16 p.m. for a conference with its labor and real estate negotiators.

Announcement from Closed Session [[TS 2:18:16](#)]

President Hacaj announced that the Board adjourned at 8:11 p.m. and reported that the Board gave direction to its labor negotiator and there were no other announcements.

Adjournment [[TS 2:18:38](#)]

President Hacaj adjourned the meeting at 8:14 p.m.

The next regular meeting is scheduled for Thursday, September 8, 2022.

SUBMITTED BY:

Lynelle M. Lewis, District Clerk of the Board

APPROVED: September 8, 2022

Anthony Constantouros, Interim General Manager

Sylvia Hacaj, President of the Board

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Special Meeting – Closed Session

Thursday, August 25, 2022

Via Teleconference

6:00 p.m.

Draft

Call to Order [TS 8:23]

President Sylvia Hacaj called the meeting to order at 4:03 p.m.

Roll Call [TS 8:40]

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

Staff present included Interim General Manager Anthony Constantouros, General Counsel Ann Danforth, and Clerk of the Board Lynelle M. Lewis.

Special Meeting Agenda and Public Comments [TS 9:09]

– Addressing the Board were: 1) Anthony Knight asked for the number of participants in attendance, and 2) Cassandra Duggan asked how soon the Board would be holding in person hybrid meetings.

1. **Teleconference Meetings During State of Emergency.** [24:48]

- Motion by President Hacaj, seconded by Director Sherris-Watt, to adopt Resolution No. 2022-22 to continue holding remote meetings by teleconference, carried (4-1) by the following roll call vote: (AYES) Directors Deppe, Nottoli, Sherris-Watt, and Hacaj; (NOES) Director Logan; and (ABSENT) None.

Resolution No. 2022-22 – 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.

2. **Board Correspondence.** [TS 26:15]

Correspondence from Arlington Community Church was filed with the Board.

Adjournment to Closed Session [TS 26:36]

The Board adjourned to Closed Session at 4:23 p.m. for a conference with its labor negotiator and real property negotiators.

Announcement from Closed Session [[TS 2:21:06](#)]

President Hacaj announced that the Board adjourned at 6:14 p.m., and reported that the Board gave direction to its labor negotiator and there were no other announcements.

Adjournment [[TS 2:21:23](#)]

President Hacaj adjourned the meeting at 6:16 p.m.

The next regular meeting is scheduled for Thursday, September 8, 2022.

SUBMITTED BY:

Lynelle M. Lewis, District Clerk of the Board

APPROVED: September 8, 2022

Anthony Constantouros, Interim General Manager

Sylvia Hacaj, President of the Board



KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING

September 8, 2022

ITEM 2

FINANCIAL REPORTS FOR THE MONTH OF JUNE 2022

*not reconciled 2021-22 year-end financial reports

SUMMARY OF RECOMMENDATION

Receive financial reports for the month ending June 2022.

ATTACHMENTS

1. Summary Balance Sheet as June 30, 2022.
2. Budget vs. Actual Snapshot through June 30, 2022.
3. Revenue and Expense Report Detail through June 30, 2022.

SUBMITTED BY:

Lisa Mundis

Lisa Mundis

Finance Director

Kensington Police Protection & Community Services District

Summary Balance Sheet

As of June 30, 2022

	Jun 30, 22
ASSETS	
Current Assets	
Checking/Savings	2,444,265.31
Accounts Receivable	160,157.29
Other Current Assets	292,683.22
Total Current Assets	2,897,105.82
Fixed Assets	5,403,160.00
Other Assets	3,524,210.00
TOTAL ASSETS	11,824,475.82
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	59,365.38
Credit Cards	(23,751.76)
Other Current Liabilities	48,301.02
Total Current Liabilities	83,914.64
Long Term Liabilities	10,434,102.76
Total Liabilities	10,518,017.40
Equity	1,306,458.42
TOTAL LIABILITIES & EQUITY	11,824,475.82

Kensington Police Protection & Community Services District
Budget to Actual Financial Report

July 2021 through June 2022

	<u>Jul '21 - Jun 22</u>	<u>Budget</u>
Ordinary Revenue/Expense		
Revenue		
400 · Police Activities Revenue		
401 · Levy Tax	2,163,224.96	2,100,040.00
402 · Special Tax-Police	685,470.00	685,710.00
404 · Measure G Supplemental Tax Rev	620,988.44	621,207.00
410 · Police Fees/Service Charges	4,137.61	1,500.00
414 · POST Reimbursement	2,211.51	0.00
415 · Grants-Police	161,688.30	125,000.04
416 · Interest-Police	0.00	1,000.00
418 · Misc Police Revenue	4,133.44	5,000.04
Total 400 · Police Activities Revenue	<u>3,641,854.26</u>	<u>3,539,457.08</u>
420 · Park/Rec Activities Revenue		
424 · Special Tax-L&L	0.00	42,184.00
427 · Community Center Revenue	32,267.58	30,000.00
438 · Tennis Court Revenue	1,424.10	2,000.04
Total 420 · Park/Rec Activities Revenue	<u>33,691.68</u>	<u>74,184.04</u>
440 · District Activities Revenue		
448a · Franchise Fees Gross	83,703.96	110,000.00
448b · less Franchise Fees Paid Out	(17,222.06)	(47,300.00)
456 · Interest-District	169.92	2,600.01
458 · Misc District Revenue	12,637.80	335,952.00
Total 440 · District Activities Revenue	<u>79,289.62</u>	<u>401,252.01</u>
Total Revenue	<u><u>3,754,835.56</u></u>	<u><u>4,014,893.13</u></u>

Kensington Police Protection & Community Services District
Budget to Actual Financial Report

July 2021 through June 2022

	Jul '21 - Jun 22	Budget
Expense		
500 · Police Sal & Ben		
502 · Salary - Officers	855,564.73	1,082,804.04
506 · Overtime	166,773.11	120,000.00
508 · Salary - Non-Sworn	31,008.10	0.00
509 · Hiring Bonus	14,000.00	14,000.00
516 · Uniform Allowance	7,693.14	9,000.00
518 · Safety Equipment	0.00	2,250.00
521-A · Medical/Vision/Dental-Active	114,393.18	172,983.96
521-R · Medical/Vision/Dental-Retired	178,214.53	161,267.04
521-T · Medical/Vision/Dental-Trust	0.00	(50,000.04)
522 · Insurance - Police	6,682.06	5,961.96
523 · SocialSecurity/Medicare-Police	15,300.24	17,441.04
524 · Social Security - District	10,665.58	0.00
527 · PERS - District Portion	164,652.80	186,795.00
528 · PERS - Officers Portion	3,754.23	9,987.96
529 · Pension Obln Bond Payment	214,199.50	298,399.00
530 · Workers Comp	31,606.64	26,307.00
Total 500 · Police Sal & Ben	1,814,507.84	2,057,196.96
550 · Other Police Expenses		
552 · Expendable Police Supplies	9,813.43	8,499.96
553 · Range/Ammunition Supplies	18,062.59	0.00
554 · Traffic Safety	1,925.95	5,000.04
560 · Crossing Guard	18,613.67	18,245.04
561 · Vehicle Fuel	23,224.24	13,200.00
562 · Vehicle Operation	20,317.18	14,379.96
563 · Vehicle Lease	39,714.48	46,785.96
564 · Communications	149,117.18	157,104.00
566 · Radio Maintenance	9,720.00	19,719.96
567 · Alarm	1,046.56	999.96
568 · Prisoner/Case Exp./Booking	1,094.90	0.00
570 · Training	2,916.61	9,999.96
571 · Records	4,975.97	13,895.04
572 · Hiring	20,561.01	15,999.96
574 · Reserve Officers	596.70	3,999.96
576 · Misc. Dues, Meals & Travel	3,950.06	1,599.96
578 · POST - Reimburse	3,640.24	0.00

Kensington Police Protection & Community Services District
Budget to Actual Financial Report

July 2021 through June 2022

	Jul '21 - Jun 22	Budget
580 · Utilities - Police	9,219.44	9,999.96
581 · Bldg Repairs/Maint.	1,870.49	2,000.04
582 · Expendable Office Supplies	902.39	0.00
587 · IT Contract	27,225.11	20,763.96
588 · Telephone	42,666.93	30,240.00
590 · Janitorial	5,833.27	6,399.96
591 · General Liability Insurance	31,893.37	31,893.00
592 · Publications	1,955.51	5,499.96
593 · Volunteer Programs	0.00	2,499.96
594 · Community Policing	200.00	3,000.00
595 · Legal/Consulting - Police	9,531.00	24,999.96
596 · CAL I.D.	6,901.00	0.00
599 · Police Taxes Measure G Admin	4,158.66	4,020.96
550 · Other Police Expenses - Other	0.00	0.00
Total 550 · Other Police Expenses	471,647.94	470,747.52
600 · Park/Rec Sal & Ben		
602 · Custodian	2,550.00	0.00
Total 600 · Park/Rec Sal & Ben	2,550.00	0.00
635 · Park/Recreation Expenses		
640 · Community Center Expenses		
641 · General Maintenance	2,500.00	6,060.00
642 · Utilities-Community Center	17,848.15	8,460.96
643 · Janitorial Supplies	350.00	435.00
644 · Landscaping	11,575.00	8,010.00
645 · General Liab./Workers Comp	8,252.70	7,973.04
646 · Community Center Repairs	5,082.94	1,500.00
647 · Rental	0.00	500.04
648 · Community Center Equip Maint	0.00	999.96
640 · Community Center Expenses - Other	0.00	33,720.00
Total 640 · Community Center Expenses	45,608.79	67,659.00
650 · Park		
651 · General Maintenance	33,191.00	31,599.96
652 · Repairs	11,175.79	13,736.04
653 · Landscaping	64,230.00	18,690.00
654 · Janitorial Supplies	0.00	500.04
656 · Utilities	7,572.17	13,092.00
657 · General Liab/Workers Comp	7,973.35	7,973.04
658 · Levy Administration	8,154.90	5,600.04
659 · Misc	2.73	94,002.00
Total 650 · Park	132,299.94	185,193.12

Kensington Police Protection & Community Services District

Budget to Actual Financial Report

July 2021 through June 2022

	Jul '21 - Jun 22	Budget
660 · Annex Expenses		
665 · Annex General Maintenance	159.92	0.00
666 · Annex Repairs	0.00	0.00
667 · Annex Landscaping	0.00	0.00
668 · Misc Annex Expenses	0.00	0.00
669 · Misc Projects	0.00	0.00
Total 660 · Annex Expenses	159.92	0.00
672 · Kensington Park O&M	0.00	0.00
674 · Tennis Courts (new title)	0.00	0.00
678 · Misc Park/Rec Expense	3,040.00	5,000.04
Total 635 · Park/Recreation Expenses	181,108.65	257,852.16
800 · District Expenses		
807 · Salaries	314,424.09	384,500.04
808 · Payroll Taxes	25,207.44	29,414.04
809 · Benefits	0.00	28,044.00
810 · IT Contract	21,973.93	16,350.00
815 · Admin Communications	3,340.34	5,313.60
816 · Office Supplies	1,369.95	1,374.96
817 · Postage	478.93	1,020.00
818 · Mileage	226.03	800.04
819 · Dues/Subscriptions	7,731.87	7,253.04
820 · Copier Contract	5,468.57	4,769.40
825 · Board Continuing Ed/Conferences	(2,798.69)	6,351.00
826 · Board Meetings	0.00	0.00
830 · Legal (District/Personnel)	40,091.83	60,824.04
835 · Consulting	30,130.62	21,000.00
840 · Accounting	113,481.26	26,649.96
850 · Insurance	31,893.37	31,893.00
851 · Workers Comp	72.05	8,769.00
860 · Election	0.00	0.00
861 · LAFCO	1,660.50	2,000.04
865 · Police Bldg. Lease	39,653.25	36,603.00
870 · County Expenditures	22,380.94	24,800.04
890 · Waste/Recycle	0.00	0.00
891 · COVID	1,242.86	7,760.04
898 · Misc. Expenses	12,344.35	5,000.04
Total 800 · District Expenses	670,373.49	710,489.28

Kensington Police Protection & Community Services District

Budget to Actual Financial Report

July 2021 through June 2022

	Jul '21 - Jun 22	Budget
950 · Capital Outlay		
965 · Personal Police Equipment-Asset	0.00	0.00
966 · Police Traffic Equipment	0.00	0.00
968 · Office Furn/Eq	462.39	0.00
969 · Computer Equipment	17,379.51	6,999.96
971 · Park Land	0.00	0.00
972 · Park Buildings Improvement	4,240.12	0.00
974 · Other Park Improvements	26,806.00	222,442.44
975 · Community Center Loan Repayment	30,516.62	30,617.00
982 · Police Building Cap Projects	27,255.99	24,999.96
985 · Comm. Ctr Renovation (Cap Fund)	0.00	0.00
Total 950 · Capital Outlay	106,660.63	285,059.36
Total Expense	3,246,848.55	3,781,345.28
Net Revenue	507,987.01	233,547.85

Kensington Police Protection & Community Services District

Budget to Actual Financial Report

July 2021 through June 2022

	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Revenue/Expense			
Revenue			
400 · Police Activities Revenue			
401 · Levy Tax	63,184.96	103.01%	2,100,040.00
402 · Special Tax-Police	(240.00)	99.97%	685,710.00
404 · Measure G Supplemental Tax Rev	(218.56)	99.97%	621,207.00
410 · Police Fees/Service Charges	2,637.61	275.84%	1,500.00
414 · POST Reimbursement	2,211.51	100.0%	0.00
415 · Grants-Police	36,688.26	129.35%	125,000.04
416 · Interest-Police	(1,000.00)	0.0%	1,000.00
418 · Misc Police Revenue	(866.60)	82.67%	5,000.04
Total 400 · Police Activities Revenue	<u>102,397.18</u>	<u>102.89%</u>	<u>3,539,457.08</u>
420 · Park/Rec Activities Revenue			
424 · Special Tax-L&L	(42,184.00)	0.0%	42,184.00
427 · Community Center Revenue	2,267.58	107.56%	30,000.00
438 · Tennis Court Revenue	(575.94)	71.2%	2,000.04
Total 420 · Park/Rec Activities Revenue	<u>(40,492.36)</u>	<u>45.42%</u>	<u>74,184.04</u>
440 · District Activities Revenue			
448a · Franchise Fees Gross	(26,296.04)	76.1%	110,000.00
448b · less Franchise Fees Paid Out	30,077.94	36.41%	(47,300.00)
456 · Interest-District	(2,430.09)	6.54%	2,600.01
458 · Misc District Revenue	(323,314.20)	3.76%	335,952.00
Total 440 · District Activities Revenue	<u>(321,962.39)</u>	<u>19.76%</u>	<u>401,252.01</u>
Total Revenue	<u>(260,057.57)</u>	<u>93.52%</u>	<u>4,014,893.13</u>

Kensington Police Protection & Community Services District

Budget to Actual Financial Report

July 2021 through June 2022

Expense	\$ Over Budget	% of Budget	Annual Budget
500 · Police Sal & Ben			
502 · Salary - Officers	(227,239.31)	79.01%	1,082,804.04
506 · Overtime	46,773.11	138.98%	120,000.00
508 · Salary - Non-Sworn	31,008.10	100.0%	0.00
509 · Hiring Bonus	0.00	100.0%	14,000.00
516 · Uniform Allowance	(1,306.86)	85.48%	9,000.00
518 · Safety Equipment	(2,250.00)	0.0%	2,250.00
521-A · Medical/Vision/Dental-Active	(58,590.78)	66.13%	172,983.96
521-R · Medical/Vision/Dental-Retired	16,947.49	110.51%	161,267.04
521-T · Medical/Vision/Dental-Trust	50,000.04	0.0%	(50,000.04)
522 · Insurance - Police	720.10	112.08%	5,961.96
523 · SocialSecurity/Medicare-Police	(2,140.80)	87.73%	17,441.04
524 · Social Security - District	10,665.58	100.0%	0.00
527 · PERS - District Portion	(22,142.20)	88.15%	186,795.00
528 · PERS - Officers Portion	(6,233.73)	37.59%	9,987.96
529 · Pension Obln Bond Payment	(84,199.50)	71.78%	298,399.00
530 · Workers Comp	5,299.64	120.15%	26,307.00
Total 500 · Police Sal & Ben	(242,689.12)	88.2%	2,057,196.96
550 · Other Police Expenses			
552 · Expendable Police Supplies	1,313.47	115.45%	8,499.96
553 · Range/Ammunition Supplies	18,062.59	100.0%	0.00
554 · Traffic Safety	(3,074.09)	38.52%	5,000.04
560 · Crossing Guard	368.63	102.02%	18,245.04
561 · Vehicle Fuel	10,024.24	175.94%	13,200.00
562 · Vehicle Operation	5,937.22	141.29%	14,379.96
563 · Vehicle Lease	(7,071.48)	84.89%	46,785.96
564 · Communications	(7,986.82)	94.92%	157,104.00
566 · Radio Maintenance	(9,999.96)	49.29%	19,719.96
567 · Alarm	46.60	104.66%	999.96
568 · Prisoner/Case Exp./Booking	1,094.90	100.0%	0.00
570 · Training	(7,083.35)	29.17%	9,999.96
571 · Records	(8,919.07)	35.81%	13,895.04
572 · Hiring	4,561.05	128.51%	15,999.96
574 · Reserve Officers	(3,403.26)	14.92%	3,999.96
576 · Misc. Dues, Meals & Travel	2,350.10	246.89%	1,599.96
578 · POST - Reimburse	3,640.24	100.0%	0.00

Kensington Police Protection & Community Services District

Budget to Actual Financial Report

July 2021 through June 2022

	\$ Over Budget	% of Budget	Annual Budget
580 · Utilities - Police	(780.52)	92.2%	9,999.96
581 · Bldg Repairs/Maint.	(129.55)	93.52%	2,000.04
582 · Expendable Office Supplies	902.39	100.0%	0.00
587 · IT Contract	6,461.15	131.12%	20,763.96
588 · Telephone	12,426.93	141.09%	30,240.00
590 · Janitorial	(566.69)	91.15%	6,399.96
591 · General Liability Insurance	0.37	100.0%	31,893.00
592 · Publications	(3,544.45)	35.56%	5,499.96
593 · Volunteer Programs	(2,499.96)	0.0%	2,499.96
594 · Community Policing	(2,800.00)	6.67%	3,000.00
595 · Legal/Consulting - Police	(15,468.96)	38.12%	24,999.96
596 · CAL I.D.	6,901.00	100.0%	0.00
599 · Police Taxes Measure G Admin	137.70	103.43%	4,020.96
550 · Other Police Expenses - Other	0.00	0.0%	0.00
Total 550 · Other Police Expenses	900.42	100.19%	470,747.52
600 · Park/Rec Sal & Ben			
602 · Custodian	2,550.00	100.0%	0.00
Total 600 · Park/Rec Sal & Ben	2,550.00	100.0%	0.00
635 · Park/Recreation Expenses			
640 · Community Center Expenses			
641 · General Maintenance	(3,560.00)	41.25%	6,060.00
642 · Utilities-Community Center	9,387.19	210.95%	8,460.96
643 · Janitorial Supplies	(85.00)	80.46%	435.00
644 · Landscaping	3,565.00	144.51%	8,010.00
645 · General Liab./Workers Comp	279.66	103.51%	7,973.04
646 · Community Center Repairs	3,582.94	338.86%	1,500.00
647 · Rental	(500.04)	0.0%	500.04
648 · Community Center Equip Maint	(999.96)	0.0%	999.96
640 · Community Center Expenses - Other	(33,720.00)	0.0%	33,720.00
Total 640 · Community Center Expenses	(22,050.21)	67.41%	67,659.00
650 · Park			
651 · General Maintenance	1,591.04	105.04%	31,599.96
652 · Repairs	(2,560.25)	81.36%	13,736.04
653 · Landscaping	45,540.00	343.66%	18,690.00
654 · Janitorial Supplies	(500.04)	0.0%	500.04
656 · Utilities	(5,519.83)	57.84%	13,092.00
657 · General Liab/Workers Comp	0.31	100.0%	7,973.04
658 · Levy Administration	2,554.86	145.62%	5,600.04
659 · Misc	(93,999.27)	0.0%	94,002.00
Total 650 · Park	(52,893.18)	71.44%	185,193.12

Kensington Police Protection & Community Services District

Budget to Actual Financial Report

July 2021 through June 2022

	\$ Over Budget	% of Budget	Annual Budget
660 · Annex Expenses			
665 · Annex General Maintenance	159.92	100.0%	0.00
666 · Annex Repairs	0.00	0.0%	0.00
667 · Annex Landscaping	0.00	0.0%	0.00
668 · Misc Annex Expenses	0.00	0.0%	0.00
669 · Misc Projects	0.00	0.0%	0.00
Total 660 · Annex Expenses	159.92	100.0%	0.00
672 · Kensington Park O&M	0.00	0.0%	0.00
674 · Tennis Courts (new title)	0.00	0.0%	0.00
678 · Misc Park/Rec Expense	(1,960.04)	60.8%	5,000.04
Total 635 · Park/Recreation Expenses	(76,743.51)	70.24%	257,852.16
800 · District Expenses			
807 · Salaries	(70,075.95)	81.78%	384,500.04
808 · Payroll Taxes	(4,206.60)	85.7%	29,414.04
809 · Benefits	(28,044.00)	0.0%	28,044.00
810 · IT Contract	5,623.93	134.4%	16,350.00
815 · Admin Communications	(1,973.26)	62.86%	5,313.60
816 · Office Supplies	(5.01)	99.64%	1,374.96
817 · Postage	(541.07)	46.95%	1,020.00
818 · Mileage	(574.01)	28.25%	800.04
819 · Dues/Subscriptions	478.83	106.6%	7,253.04
820 · Copier Contract	699.17	114.66%	4,769.40
825 · Board Continuing Ed/Conferences	(9,149.69)	(44.07%)	6,351.00
826 · Board Meetings	0.00	0.0%	0.00
830 · Legal (District/Personnel)	(20,732.21)	65.91%	60,824.04
835 · Consulting	9,130.62	143.48%	21,000.00
840 · Accounting	86,831.30	425.82%	26,649.96
850 · Insurance	0.37	100.0%	31,893.00
851 · Workers Comp	(8,696.95)	0.82%	8,769.00
860 · Election	0.00	0.0%	0.00
861 · LAFCO	(339.54)	83.02%	2,000.04
865 · Police Bldg. Lease	3,050.25	108.33%	36,603.00
870 · County Expenditures	(2,419.10)	90.25%	24,800.04
890 · Waste/Recycle	0.00	0.0%	0.00
891 · COVID	(6,517.18)	16.02%	7,760.04
898 · Misc. Expenses	7,344.31	246.89%	5,000.04
Total 800 · District Expenses	(40,115.79)	94.35%	710,489.28

Kensington Police Protection & Community Services District

Budget to Actual Financial Report

July 2021 through June 2022

	\$ Over Budget	% of Budget	Annual Budget
950 · Capital Outlay			
965 · Personal Police Equipment-Asset	0.00	0.0%	0.00
966 · Police Traffic Equipment	0.00	0.0%	0.00
968 · Office Furn/Eq	462.39	100.0%	0.00
969 · Computer Equipment	10,379.55	248.28%	6,999.96
971 · Park Land	0.00	0.0%	0.00
972 · Park Buildings Improvement	4,240.12	100.0%	0.00
974 · Other Park Improvements	(195,636.44)	12.05%	222,442.44
975 · Community Center Loan Repayment	(100.38)	99.67%	30,617.00
982 · Police Building Cap Projects	2,256.03	109.02%	24,999.96
985 · Comm. Ctr Renovation (Cap Fund)	0.00	0.0%	0.00
Total 950 · Capital Outlay	(178,398.73)	37.42%	285,059.36
Total Expense	(534,496.73)	85.87%	3,781,345.28
 Net Revenue	 274,439.16	 0.08	 233,547.85

Kensington Police Protection & Community Services District

Revenue & Expense Report - Detailed

July 2021 through June 2022

	<u>Jul '21 - Jun 22</u>
Ordinary Revenue/Expense	
Revenue	
400 · Police Activities Revenue	
401 · Levy Tax	2,163,224.96
402 · Special Tax-Police	685,470.00
404 · Measure G Supplemental Tax Rev	620,988.44
410 · Police Fees/Service Charges	4,137.61
414 · POST Reimbursement	2,211.51
415 · Grants-Police	161,688.30
418 · Misc Police Revenue	4,133.44
Total 400 · Police Activities Revenue	<u>3,641,854.26</u>
405 · Restricted Lost/Found/Misc	158,358.00
420 · Park/Rec Activities Revenue	
423 · Misc Tax-Park/Rec	15.14
427 · Community Center Revenue	32,267.58
438 · Tennis Court Revenue	1,424.10
Total 420 · Park/Rec Activities Revenue	<u>33,706.82</u>
440 · District Activities Revenue	
448a · Franchise Fees Gross	83,703.96
448b · less Franchise Fees Paid Out	(17,222.06)
449 · District Revenue	2.20
456 · Interest-District	169.92
458 · Misc District Revenue	12,637.80
Total 440 · District Activities Revenue	<u>79,291.82</u>
Total Revenue	<u><u>3,913,210.90</u></u>
Expense	
500 · Police Sal & Ben	
502 · Salary - Officers	855,564.73
506 · Overtime	166,773.11
508 · Salary - Non-Sworn	31,008.10
509 · Hiring Bonus	14,000.00
516 · Uniform Allowance	7,693.14
521-A · Medical/Vision/Dental-Active	114,393.18
521-R · Medical/Vision/Dental-Retired	178,214.53
522 · Insurance - Police	6,682.06
523 · SocialSecurity/Medicare-Police	15,300.24
524 · Social Security - District	10,665.58
527 · PERS - District Portion	164,652.80
528 · PERS - Officers Portion	3,754.23
529 · Pension Obln Bond Payment	214,199.50
530 · Workers Comp	31,606.64
Total 500 · Police Sal & Ben	<u>1,814,507.84</u>

Kensington Police Protection & Community Services District

Revenue & Expense Report - Detailed

July 2021 through June 2022

	<u>Jul '21 - Jun 22</u>
550 · Other Police Expenses	
552 · Expendable Police Supplies	9,813.43
553 · Range/Ammunition Supplies	18,062.59
554 · Traffic Safety	1,925.95
560 · Crossing Guard	18,613.67
561 · Vehicle Fuel	23,224.24
562 · Vehicle Operation	20,317.18
563 · Vehicle Lease	39,714.48
564 · Communications	149,117.18
566 · Radio Maintenance	9,720.00
567 · Alarm	1,046.56
568 · Prisoner/Case Exp./Booking	1,094.90
570 · Training	2,916.61
571 · Records	4,975.97
572 · Hiring	20,561.01
574 · Reserve Officers	596.70
576 · Misc. Dues, Meals & Travel	3,950.06
578 · POST - Reimburse	3,640.24
580 · Utilities - Police	9,219.44
581 · Bldg Repairs/Maint.	1,870.49
582 · Expendable Office Supplies	902.39
587 · IT Contract	27,225.11
588 · Telephone	42,666.93
590 · Janitorial	5,833.27
591 · General Liability Insurance	31,893.37
592 · Publications	1,955.51
594 · Community Policing	200.00
595 · Legal/Consulting - Police	9,531.00
596 · CAL I.D.	6,901.00
599 · Police Taxes Measure G Admin	4,158.66
Total 550 · Other Police Expenses	<u>471,647.94</u>

Kensington Police Protection & Community Services District

Revenue & Expense Report - Detailed

July 2021 through June 2022

	<u>Jul '21 - Jun 22</u>
600 · Park/Rec Sal & Ben	
602 · Custodian	2,550.00
Total 600 · Park/Rec Sal & Ben	<u>2,550.00</u>
635 · Park/Recreation Expenses	
640 · Community Center Expenses	
641 · General Maintenance	2,500.00
642 · Utilities-Community Center	17,848.15
643 · Janitorial Supplies	350.00
644 · Landscaping	11,575.00
645 · General Liab./Workers Comp	8,252.70
646 · Community Center Repairs	5,082.94
Total 640 · Community Center Expenses	<u>45,608.79</u>
650 · Park	
651 · General Maintenance	33,191.00
652 · Repairs	11,175.79
653 · Landscaping	64,230.00
656 · Utilities	7,572.17
657 · General Liab/Workers Comp	7,973.35
658 · Levy Administration	8,154.90
659 · Misc	2.73
Total 650 · Park	<u>132,299.94</u>
660 · Annex Expenses	
665 · Annex General Maintenance	159.92
Total 660 · Annex Expenses	<u>159.92</u>
678 · Misc Park/Rec Expense	3,040.00
Total 635 · Park/Recreation Expenses	<u>181,108.65</u>
800 · District Expenses	
807 · Salaries	314,424.09
808 · Payroll Taxes	25,207.44
810 · IT Contract	21,973.93
815 · Admin Communications	3,340.34
816 · Office Supplies	1,369.95
817 · Postage	478.93
818 · Mileage	226.03
819 · Dues/Subscriptions	7,731.87
820 · Copier Contract	5,468.57
825 · Board Continuing Ed/Conferences	(2,798.69)
830 · Legal (District/Personnel)	40,091.83
835 · Consulting	30,130.62
840 · Accounting	113,481.26
850 · Insurance	31,893.37
851 · Workers Comp	72.05
861 · LAFCO	1,660.50

Kensington Police Protection & Community Services District

Revenue & Expense Report - Detailed

July 2021 through June 2022

	<u>Jul '21 - Jun 22</u>
865 · Police Bldg. Lease	39,653.25
870 · County Expenditures	22,380.94
891 · COVID	1,242.86
898 · Misc. Expenses	12,344.35
800 · District Expenses - Other	<u>(144.00)</u>
Total 800 · District Expenses	670,229.49
950 · Capital Outlay	
968 · Office Furn/Eq	462.39
969 · Computer Equipment	17,379.51
972 · Park Buildings Improvement	4,240.12
974 · Other Park Improvements	26,806.00
975 · Community Center Loan Repayment	30,516.62
982 · Police Building Cap Projects	<u>27,255.99</u>
Total 950 · Capital Outlay	<u>106,660.63</u>
Total Expense	<u>3,246,704.55</u>
Net Revenue	<u><u>666,506.35</u></u>



Item #3

Date: September 8, 2022
To: Board of Directors
From: Anthony Constantouros, Interim General Manager
Subject: Hybrid Meetings

Recommendations

1. Approve the hybrid system that will be explained by Mr. John Shike of ASG, LLC.
2. Consider any equipment/computers that that are recommended for system operation.
3. Authorize \$1600 for a Senior Engineer to handle all technical aspects of the first two hybrid meetings.
4. Report back to the Board regarding the utilization of a local IT firm to fully manage hybrid system operations for several months.
5. Coordinate and assist the Kensington Fire Protection District and other community organizations that may have meeting and technology requirements
6. Consider commencing with hybrid meetings at the October 13, 2022, Board Meeting.

Background

Virtual/Zoom meetings have been utilized by most local governments during the COVID pandemic. In Kensington, the Board of Directors initiated zoom meetings in early 2020 and continued these meetings to the present time. The Zoom technology resulted in some new procedures for Board interaction and public participation. This meeting format offered participation from safe remote locations but did not allow in-person interaction. Local governments are now transitioning to hybrid meetings which allow the flexibility for both remote and in-person capabilities.

Hybrid meetings would offer the public, Board, staff, and others the flexibility of attending either virtually/remotely by using Zoom or attending in-person at the Community Center. With the Community Center now completed, the possibility of hybrid meetings in Kensington can be evaluated. Public meetings will still require some Covid protocols to assure a safe meeting environment.

Most local governments do not have health monitoring capabilities. Typical requirements for attending public meetings include social distancing and encouraging the wearing of face masks. Face masks could be optional for fully vaccinated attendees. Another factor related to in-person meetings is whether attendance is mandatory. Since there are individual private health and safety issues, it is recommended that District Board Members and District staff attend meetings on a voluntary basis. A copy of the Contra Costa County Health Services recommendations for safely holding public meetings is available with this agenda item. It should be noted that COVID health issues are not fully resolved with variants still being monitored. The holding of in-person meetings could be discontinued in the event of a serious health emergency.

Discussion

The holding of an in-person Board Meeting would be a milestone and could initiate the start of on-going hybrid meetings. The incorporation of technology and offering alternative methods of attending and participating in public meetings is the beginning of a new era in citizen involvement. The District will need the expert advice of a professional to evaluate the logistics and technicalities of the meetings.

Mr. John Shike of the Advanced Systems Group, LLC (ASG) in Emeryville, will be available to review system operation and the mechanics of the revised meeting format. ASG has completed several projects for Kensington in recent years and is familiar with the operation of the AV system. They are in the process of upgrading the system to allow for hybrid meetings. Based on the information that will be discussed, the Board may wish to consider changes or upgrades to the system. The Board may also decide to defer hybrid meetings.

Since the KPPCCSD does not have on-staff technical expertise, Mr. Shike has suggested that a Senior Engineer be present for the initial two hybrid Board Meetings. The engineer would assure the proper operation of all system and troubleshoot any glitches. The total cost for these services for two Board Meetings would be \$1600. After these initial meetings, the Board should consider contracting with a local IT firm to provide these services for a few meetings. With some additional experience and training District staff may be able to assume these responsibilities.

Hybrid meetings will likely continue to improve and change with experience. There may also be periodic updates and enhancements as the District gains experience with the new format and as new technologies become available.

Fiscal Impact:

The upgrade to the current system was previously approved by the General Manager for \$4,281.30. A Senior Engineer for two Board Meetings would cost \$1600. The cost for possibly utilizing staff from a local IT firm has not yet been determined.

Attachment:

- Contra Costa County Health Services: Recommendations for safely holding public meetings



Recommendations for safely holding public meetings

Each local government agency is authorized to determine whether to hold public meetings in person, on-line (teleconferencing only), or via a combination of methods. The following are recommendations from the Contra Costa County Health Officer to minimize the risk of COVID 19 transmission during a public meeting.

1. Online meetings (i.e. teleconferencing meetings) are encouraged, where practical, as these meetings present the lowest risk of transmission of SARS CoV-2, the virus that causes COVID 19. This is particularly important when community prevalence rates are high. Our current trends as of August 9, 2022 in Covid-19 case rate, test positivity, Covid-19 hospitalizations, and Covid-19 wastewater surveillance are stable, but still remain high at this time. In addition to this, the predominant variant of Covid-19 being identified continues to be the Omicron variant and it's subvariants the impact of which on the spread of Covid-19 has shown to dramatically increase COVID-19 transmission.
2. If a local agency determines to hold in-person meetings, offering the public the opportunity to attend via a call-in option or an internet-based service option is recommended, when possible, to give those at higher risk of and/or higher concern about COVID-19 an alternative to participating in person.
3. A written safety protocol should be developed and followed. It is recommended that the protocol require social distancing, where feasible – i.e. six feet of separation between attendees; and consider requiring or strongly encouraging face masking of all attendees and encouraging attendees to be up-to-date on their COVID-19 vaccine.
4. Seating arrangements should allow for staff and members of the public to easily maintain at least six-foot distance from one another at all practicable times.
5. Consider holding public meetings outdoors. Increasing scientific consensus is that outdoor airflow reduces the risk of COVID-19 transmission compared to indoor spaces. Hosting events outdoors also may make it easier to space staff and members of the public at least 6 feet apart. If unable to host outdoors, consider ways to [increase ventilation and flow](#) of the indoor space to reduce the risk of COVID-19 while indoors.
6. Current evidence is unclear as to the added benefit of temperature checks in addition to symptom checks. We encourage focus on symptom checks as they may screen out individuals with other Covid-19 symptoms besides fever and help reinforce the message to not go out in public if you are not feeling well.
7. Consider a voluntary attendance sheet with names and contact information to assist in contact tracing of any cases linked to a public meeting.

Revised 8-9-2022

Sefanit Mekuria

Sefanit Mekuria, MD, MPH
Deputy Health Officer, Contra Costa County





Item #4

Date: September 8, 2022
To: Board of Directors
From: Anthony Constantouros, Interim General Manager
Subject: Office Relocation

Recommendation:

1. Review history of District efforts to identify and consider various location possibilities.
2. Receive and review updated summary chart from George Miers, Swatt Miers Architects, related to parking lot options and available parking spaces.
3. Consider utilizing a Commercial Real Estate Broker to assist the District in identifying and analyzing potential permanent office locations.

Background:

Identifying a new location to house the District's police operations and administrative staff is a high priority challenge currently facing the District. Sites in Kensington have been considered but, for various reasons, a suitable site has not yet been located. Many of these sites were discussed in the Agenda Report to the Board at the February 10, 2022 Board Meeting.

At the Board Meeting of July 14, 2022, Mr. George Miers presented a report discussing the pros and cons of a number of site options. The discussion included three sites on the Arlington Parking Lot. The northern portion of the parking lot is owned by the Arlington Community Church. The Arlington Church wrote a letter to the editor of the Outlook stating that their portion of the lot "is not for sale, lease, or a swap arrangement." The Church's opposition to the use of the parking lot was further stated in an email sent to the KPPCSD.

Discussion:

Mr. George Miers has prepared an updated summary chart that he will discuss at the meeting. The chart summarizes a number of options and the available parking spaces with each option. He will present this information at the Board Meeting. Having unsuccessfully evaluated a number of possible sites, the Board may want to consider a different process going forward. One possibility would be to utilize a Commercial Real Estate Broker.

A Broker would have greater knowledge of property options and a background in approaching property owners. Brokers with experience in working with local governments may be particularly experienced with the legal and administrative requirements of government agencies. If the Board decides to pursue this option, a firm and/or individual would need to be identified, and a services and financial arrangement would need to be approved.

Fiscal Impact:

As this is a report for the Board's consideration and no action will be taken at this time, there is no fiscal impact in receiving and reviewing this report.

Attachments:

- Arlington Community Church Letter to the Editor
- Arlington Community Church Aug. 13, 2022 Email
- Swatt Miers Site Evaluation 7-13-22
- Swatt Miers Updated Site and parking 7-13-22
- Agenda Report Relocation 2-10-22

Loss of Parking for Community and ACC

Dear Editor:

Arlington Community Church (ACC) has learned that the parking lot across from ACC is considered by Kensington Police Protection and Community Services District (KPPCSD) to be the #1 remaining site option for use as a Police Building. This parking lot is co-owned by ACC and KPPCSD. ACC owns the north one-half and KPPCSD owns the south one-half of the parking lot. Although ACC Council has not been officially approached since a meeting in May with the Interim GM of the KPPCSD, ACC Council wants to make it clear that the ACC owned north one-half of the parking lot is not for sale, lease, or a swap arrangement.

The entire parking lot is used by library patrons, attendees of Community Center events, and staff and parents of the 3 schools housed at ACC. When events are held simultaneously at ACC and the other venues, which happened recently, all available parking lot spaces and those on adjacent streets are filled.

ACC regularly rents spaces for a variety of events—wedding receptions, dances, concerts, and exercise programs. ACC has even rented space to KPPCSD administrative staff and Kensington Community Council programs. Parking is a key feature for those selecting ACC for their events. ACC revenue will be significantly reduced without access to convenient parking.

Our new Pastor wishes to continue the tradition of ACC being a welcoming host for community events. ACC has hosted several events since her arrival in January and have more scheduled on a regular basis.

The entire parking lot is a community resource, not a space that exclusively benefits ACC. The damage that a sale, lease, or swap arrangement would cause ACC and the community cannot be compensated by a financial arrangement.

ACC is supportive of the Police Dept. but will vigorously oppose the use of the ACC owned north one-half of this parking lot for a Police Department Building and urges the KPPCSD Board to reconsider another option.

Faith Abel, Arlington Community Church President

Lynelle Lewis

From: Tony Constantouros
Sent: Tuesday, August 23, 2022 9:25 PM
To: Lynelle Lewis
Subject: Arlington Church Letter 8-13-2022

From: Faith Abel <frabel1@hotmail.com>
Date: Saturday, August 13, 2022 at 5:10 PM
To: Tony Constantouros <TConstantouros@kppcsd.org>
Cc: Arlington Community Church Ucc <acc.ucc.staff@gmail.com>, Sylvia Hacaj <SHacaj@kppcsd.org>, Mike Logan <MLogan@kppcsd.org>, Christopher Deppe <cdeppe@kppcsd.org>, Eileen Nottoli <ENottoli@kppcsd.org>, Rachele Sherris-Watt <rsherriswatt@kppcsd.org>
Subject: Re: Copy of Letter to the Editor Sept. Outlook

There seems to be a misunderstanding by you as to who to contact at ACC. Protocol to arrange a follow up meeting should have involved a direct communication with me, ACC President. This was not done. This letter from you is the first direct communication from KPPCSD to me since the ACC Council met on May 11 when the District Interim GM, Rick Benson, and now current Interim GM Tony Constantouros were present. A "preliminary exploration" (Rick Benson's words) for possible sites for the KPPCSD Building were discussed, the parking lot being one of those sites. The Council made clear that ACC Council objected to that possibility as our portion of the parking lot was not for sale, lease, or a swap arrangement as it would cause a major loss of parking for the church, and others in the community.

Regarding expectations: ACC would not have expected the District to order a survey to be made of the church property and concept plans to be drawn up for its use as a police station. The architect was then requested to share his drawings at length at a public board meeting. At the same board meeting the KPPCSD directors commented on the options and were not shy about voicing their approval for the parking lot option (unofficially, but on record) and were dismissive of the other options. It is now quite clear to the public what course of action the Board favors. Why are you surprised that the Church also wants its voice heard publicly? It is truly unreasonable to think that the church would not respond publicly when the Board has done so themselves putting ACC in a position to be seen unfavorably by the community and the parking lot as the best option for the police station.

My letter to the editor of the Outlook presents the position of ACC's Council on the parking lot, which is not a space that exclusively benefits ACC, but is a community resource for: patrons of the library, Community Center program attendees, parents of the children attending the three schools housed on the Church's premises, Boy Scouts, users of the picnic area, basketball courts, tennis courts, tot lot, and other park facilities.

In short, I do not intend to ask the Outlook to return my letter unpublished. The ACC Council will continue to oppose the use of the parking lot and are not going to suggest a meeting with KPPCSD other than one at which the entire Council is present.

As indicated in the letter to the editor, we support the Police Dept., but oppose the use of the parking lot for their building.

Sincerely,

Faith Abel, ACC President

On Aug 12, 2022, at 3:21 PM, Tony Constantouros <TConstantouros@kppcsd.org> wrote:

Since I do not have email addresses, I would appreciate circulating this message to all members of the Church Council.

I was very surprised and disappointed to see President Abel's letter to the Outlook opposing any arrangement that would allow use of the Church's portion of the parking lot. I have tried to indicate an interest in a follow-up meeting with the Church Council. I would have expected Church representatives to discuss its concerns with District officials rather than take them to the press.

The District is sensitive to the Church's needs and holds the Church in high esteem as an important part of the Kensington community. We understand that parking is a valuable community resource but the District must balance a number of interests, including the community's desire to keep the Police Department in Kensington. Our options for a new location are extremely limited. Moreover, we have potential alternatives that, with some refinement, could address the concerns expressed in President Abel's letter.

This topic was not on the agenda for last night's meeting. I had hoped that I could meet with a Church representative or committee before the matter goes back to the Board. We still want to collaborate with the Church. In that spirit, I ask that you direct the Outlook to return your letter unpublished to enable us to have direct conversations.

The District will, of course, do whatever is necessary to fulfill its obligation to Kensington residents. But we believe that working together, we can achieve a better outcome for the Church and the community.

Sincerely,
Tony Constantouros
Interim General Manager

Kensington Police Protection & Community Services District

<image001.png>

510-526-4141 | Main
650-888-4025 | Mobile
510-526-1028 | Fax

From: Faith Abel <frabel1@hotmail.com>
Date: Wednesday, August 10, 2022 at 3:25 PM
To: Sylvia Hacaj <SHacaj@kppcsd.org>
Cc: Tony Constantouros <TConstantouros@kppcsd.org>
Subject: Copy of Letter to the Editor Sept. Outlook

Arlington Community Church
52 Arlington Ave.
Kensington, CA.. 94707

August 10, 2022

Dear Ms. Hacaj, President
Mr. Constantouros, Interim GM

Attached is a copy of my Letter to the Editor of the Outlook that I sent today for the September publication. I am aware that the KPPCSD meets tomorrow evening, so I wanted to send this information in time to be available for that meeting, as it deals with an issue that KPPCSD is discussing, and I want to make sure that the position of the ACC Council is clear to the Board of Directors. I am copying Tony Constantouros, Interim GM of KPPCSD on this letter.

I think you will find our letter clearly stating the position of ACC , and encourage the KPPCSD Board to consider another option.

Thank you,
Faith Abel, Arlington Community Church President

JULY 13, 2022

KENSINGTON POLICE DEPARTMENT AND DISTRICT OFFICE SITE EVALUATIONS



SWATT | MIERS ARCHITECTS
5845 DOYLE STREET, SUITE 104
EMERYVILLE, CA 94608
T: 510.985.9779
F: 510.985.0776
WWW.SWATTMIERS.COM

KENSINGTON POLICE DEPARTMENT AND DISTRICT OFFICE SITE EVALUATIONS

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- 1.0 Study Overview
- 2.0 Study Methodology and Building Design
- 3.0 Site Studies
 - 3.1 Site 1 - Building E
 - 3.2 Site 2- Existing Annex Building
 - 3.3 Site 3 - Parking Lot

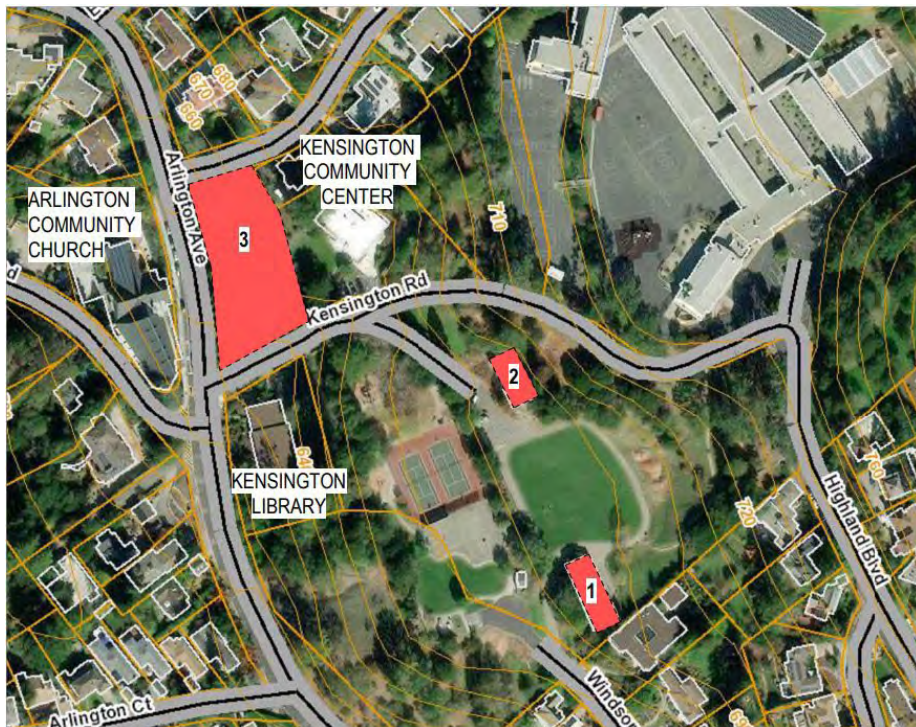
KENSINGTON POLICE DEPARTMENT AND DISTRICT OFFICE SITE EVALUATIONS

STUDY OVERVIEW

1.0 Study Overview

The purpose of this study has been to perform a preliminary review of 3 specific sites in Kensington to evaluate their physical ability to accommodate the District's Police Dept. and District Offices. As background to this study, Swatt/Miers Architects (SMA) previously prepared a report dated 8/25/21 for the leased commercial space at 303 Arlington. This study evaluated how the Police and District Offices could be located in three different leased suites with patrol parking in the existing parking lot. While the plan required numerous compromises due to the multiple tenant areas, a design was finally agreed upon. However, after extensive negotiations, an acceptable lease could not be agreed upon. Following this, we were requested by the Kensington General Manager in April 2022 to consider other possible sites for the new facility. Initially, the two sites were Building E and the Annex both of which are located within the Community Center park area. Upon commencing our studies, we were then requested to look at the parking lot site between Arlmont Drive and Kensington Road adjacent to the Arlington. All three of these sites are located within the Alquist- Priolo Seismic Hazard zone and, hence each is subject to the same seismic review.

It should be noted that while there are many different criteria by which the suitability of a site can be evaluated, the focus of this study has been the physical characteristics of the site relative to its ability to accommodate the building and parking requirements of the Police and District Offices. We have not tried to evaluate the sites relative to more subjective criteria such as their appropriateness relative to other adjacent land uses.



SITE 1: BUILDING E



SITE 2: ANNEX BUILDING

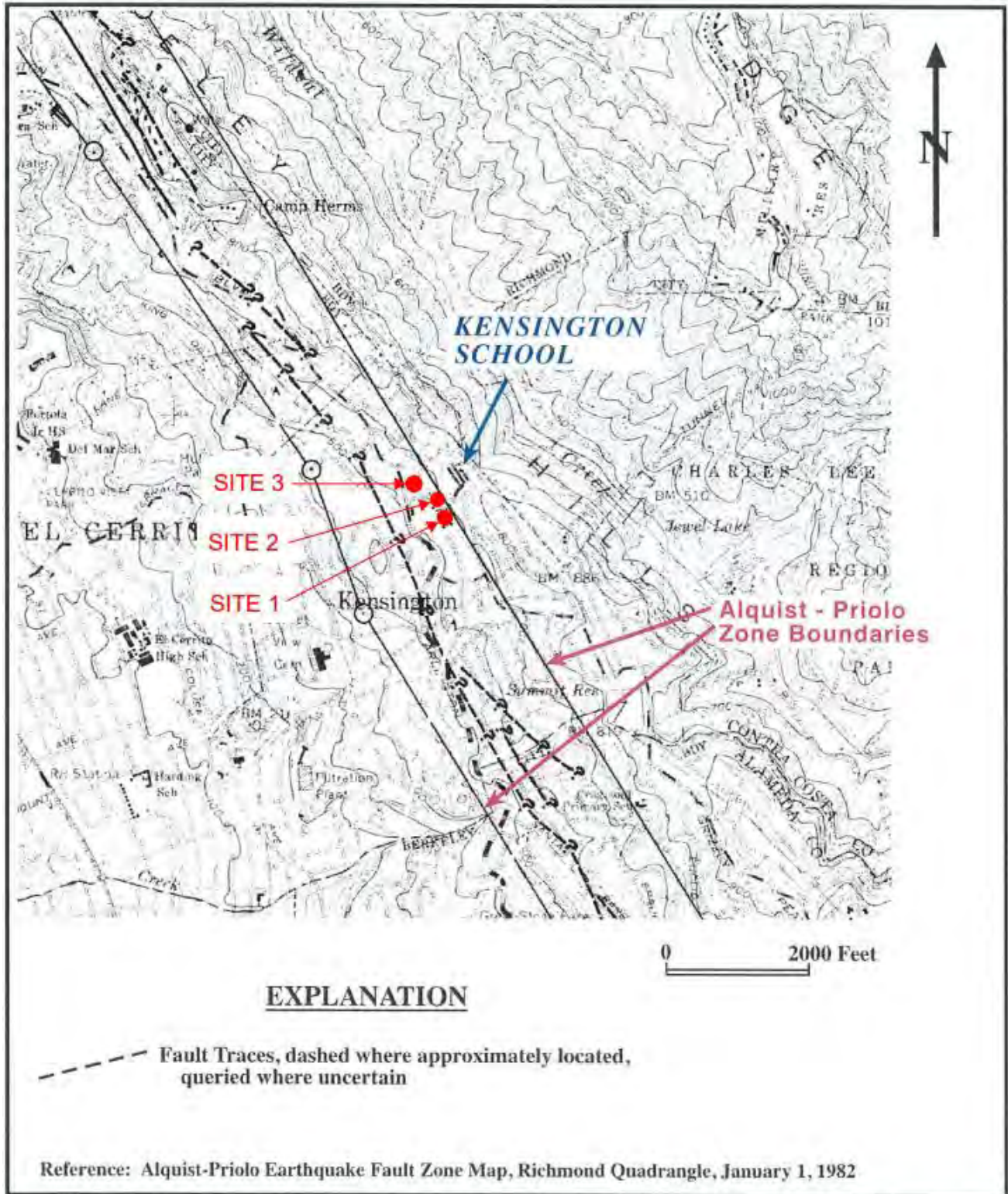


SITE 3: PARKING LOTS



KENSINGTON POLICE DEPARTMENT AND DISTRICT OFFICE SITE EVALUATIONS

STUDY OVERVIEW

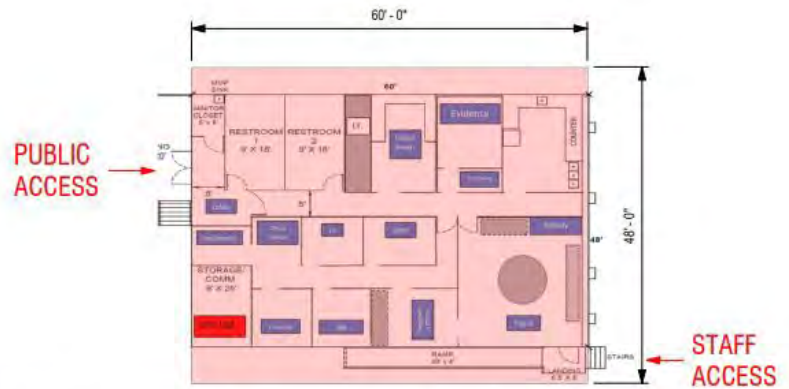


KENSINGTON POLICE DEPARTMENT AND DISTRICT OFFICE SITE EVALUATIONS

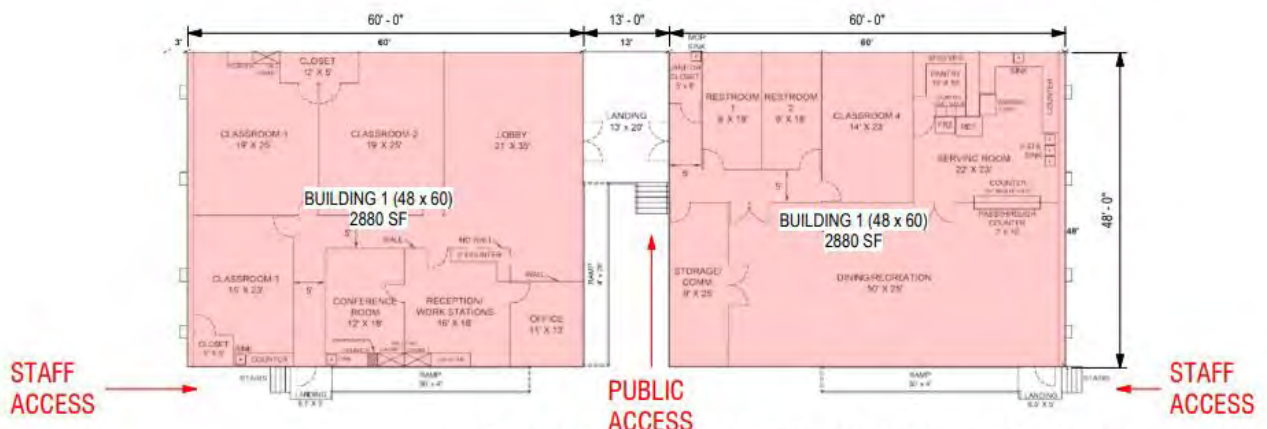
STUDY OVERVIEW

2.0 Study Methodology and Building Design

Given the limited nature of the study, our approach was to tour each site and in regards to the existing buildings on Site 1 Building E and Site 2 Annex, conduct a walkthrough of the building and review available drawings and reports. Since there was no existing topographical information available for sites 2 and 3 (Annex and Parking lot sites) and given the sloped nature of both sites, we requested that a new topographical survey for each be prepared. This work was performed by DMG Engineering and based upon these drawings, we prepared concept plan drawings for each site with a particular emphasis in making sure that parking and building siting was done in relation to existing grades. Due to the importance of the topography, we have placed key grade elevations on each the sketch plans to better highlight the elevation issues. Chief Gancasz provided SMA with a copy of the preliminary floor plan which will be constructed within the existing modular and this is the plan which we have used to test Sites 2 and 3. This modular plan is provided below. It should be noted that the modular is listed at 48'x60' and the plan which we were provided is somewhat smaller than that. We used the larger 48'x60' footprint which is why there appears to be some left over space within the plan.



PRELIMINARY POLICE MODULAR LAYOUT BY POLICE DEPARTMENT: 2880 SF



EL CERRITO MODULARS DUAL 48' x 60' BUILDING: 5760 SF

KENSINGTON POLICE DEPARTMENT AND DISTRICT OFFICE SITE EVALUATIONS

STUDY OVERVIEW

3.0 Site Studies - The following sites were studied

3.1 Site 1 - Building E

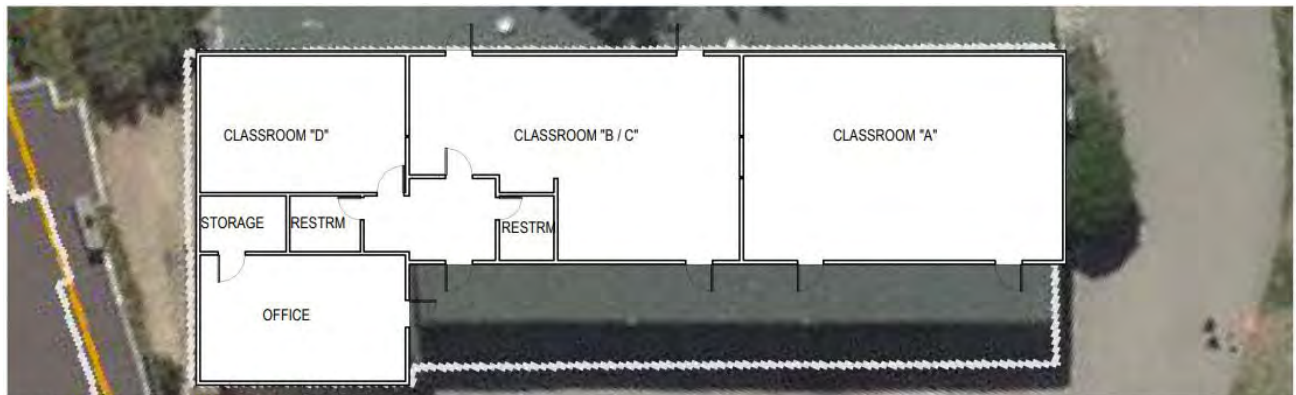
Background - This 2605 SF one story wood frame building was once part of a series of school buildings which have since been removed from the site. The history and design of this building are well described in the 3/8/2012 Mueller/Caulfield Community Center Study and we have used that report as our reference for this study. In summary, the building was constructed sometime between 1933-45 and was then upgraded in 1995 by Architect Deborah Lane assisted by Bart Jones. This upgrade was fairly substantial and importantly occurred after the Loma Prieta earthquake. This suggests that the structural upgrades should be close to meeting current codes. Following the upgrade, the Kensington Community Council (KCC) moved into the space from which they continue to operate providing a valuable service to the Kensington Community. Should this site be selected for the Police and District Offices, KCC would need to move out into a new location.



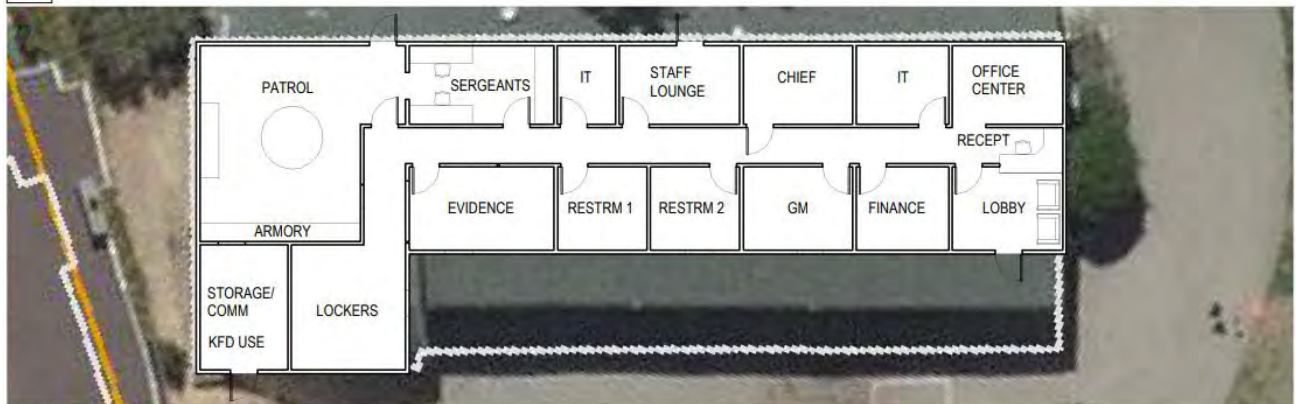
KENSINGTON POLICE DEPARTMENT AND DISTRICT OFFICE SITE EVALUATIONS

STUDY OVERVIEW

Building Suitability - The building layout is fairly open and its size is close to that of the required building program, thus, from a building reuse perspective, the conversion of the structure to Police and District Offices would be relatively straightforward. However, in order to test this, we prepared a preliminary plan layout which is illustrated below. While this is only a first pass, we feel it demonstrates that the existing building without additions should be able to house the required program areas relatively well.



1 BUILDING E EXISTING FLOOR PLAN
1" = 10'-0"

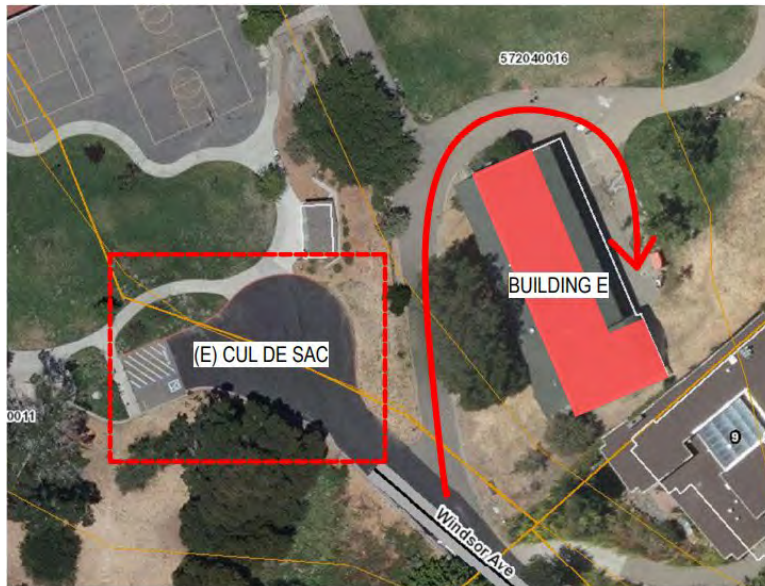


2 BUILDING E CONCEPT PLAN STUDY
1" = 10'-0"

Parking Suitability - Parking, however, especially for the required 7 Patrol cars is a problem. First there is no practical location for parking at grade around the building that would not significantly impact the current Community park uses and the only other police access and possible patrol parking area is a significant distance away (and below) the building at the Windsor Ave. cul-de-sac. This is illustrated in the attached aerial and photos. Additionally, our initial study of the cul-de-sac area clearly shows that there is not adequate room for 7 Patrol cars. Even if they could be made to fit by reworking the surrounding landscape, having all patrol cars at the end of a cul-de-sac means that all patrol car traffic would occur along Windsor - a residential street. This is not a recommended practice for police facilities and the combination of traffic plus sirens could prove to be a significant community concern.

KENSINGTON POLICE DEPARTMENT AND DISTRICT OFFICE SITE EVALUATIONS

STUDY OVERVIEW



RAMP TO BUILDING E



Site Evaluation Pros

- Relatively easy reuse of the existing building

Site Evaluation Cons

- Inadequate Police and Public Parking
- Requires displacement and relocation of the Kensington Community Council

3.2 Site 2 - Existing Annex Building across from the Community Center parking and Tennis Courts

Background - The Annex Building is also well described in the above noted Mueller/Caulfield Community Center Study and we have used that report as our reference for this study. The Annex building is an approximate 1772 SF one story wood framed building with a slab on grade. It was constructed sometime between the late 40's and early 50's but there do not appear to be any existing drawings for it that would allow for a better understanding of its foundation design in particular. The building was originally constructed as 2 public school classrooms and later converted to Day Care Use. It is currently not in use. While an older building in need of upgrade, the structure itself appears to be in relatively good condition and as noted in the Mueller/Caulfield Report has not shown significant structural deterioration. Architecturally, the original mid-century commercial design is essentially intact and offers an open floor plan formed by clear span laminated wood arched structural design.



KENSINGTON POLICE DEPARTMENT AND DISTRICT OFFICE SITE EVALUATIONS

STUDY OVERVIEW

Building Suitability - The small size of the building is approximately 1000 SF less than what would be needed for the Police and District Offices and, thus, would need a significant addition and remodeling that we do not believe would be cost effective or practical. However, we do feel that it does have the potential to be remodeled and could be of benefit to the Community as an open plan, multi-purpose space. However, should this site be selected for the future Police/District Offices, we would recommend its demolition and installation of either a new structure or the previously discussed Modular building from the El Cerrito Police Facility as discussed above. Since the Modular building appears to be a realistic and cost effective alternative to constructing a new building from scratch which minimizes construction time as well as construction noise and traffic, we have used the existing modular overall design with the proposed interior layout as the basis of the new building footprint. We have attached below our initial concept plan study of the Annex site. As illustrated, we have located the new police modular exactly at the southern and western edges of the existing annex. In doing so, we left the existing walkway so that the building would be no closer to the public parking area than the existing Annex. We also have indicated the existing annex building in grey so one can get a sense of how the new modular compares. As indicated the new modular is shorter but extends quite a bit east further into the hill which will require about an 8' high retaining wall.



Parking Suitability - The key to making this site a viable candidate for the Police/District Offices is to provide the required 7 patrol cars with easy and secure access to the building. While there will be the need for 4 to 5 additional spaces for District Office staff, it has been assumed that those spaces would be designated elsewhere amongst the existing Community Center spaces. Due to the relatively steep terrain around the Annex and the need to be assured that at least 7 additional patrol cars could be parked at the site, we requested that the vacant hillside to the north and east of the Annex be surveyed accurately. Based upon the resultant topographical survey, we were able to develop a relatively efficient patrol parking area accessed from the "emergency access" road serving the school to the east. As noted by the elevations on the concept plan we were able to establish the main parking area at the approximate same grade as the annex which means patrol staff can access pretty much on grade from the parking lot into the building. We have also indicated additional approximate grades around the building and parking area to illustrate how such a plan can work and where retaining walls will be needed. While we feel the site can accommodate the 7 Patrol car spaces, it is clear from the study that this is about the maximum additional parking capacity that can be developed here.

KENSINGTON POLICE DEPARTMENT AND DISTRICT OFFICE SITE EVALUATIONS

STUDY OVERVIEW



While these concept plans are preliminary in nature, we think the extent of grading and retaining walls are in the ballpark of what can be achieved. While the site costs will certainly be more than that afforded by a flat site, we feel that the additional 7 parking spaces and new building are feasible on this site and could be done so in a manner such that the design fits well into the landscape and topography and is visually integrated with the overall Community Center grounds.

Site Evaluation Pros

- No displacement of existing uses
- Ability to secure and isolate patrol parking
- Patrol vehicles would have two ways out of the site in case of emergencies and street closures
- Good public access

Site Evaluation Cons

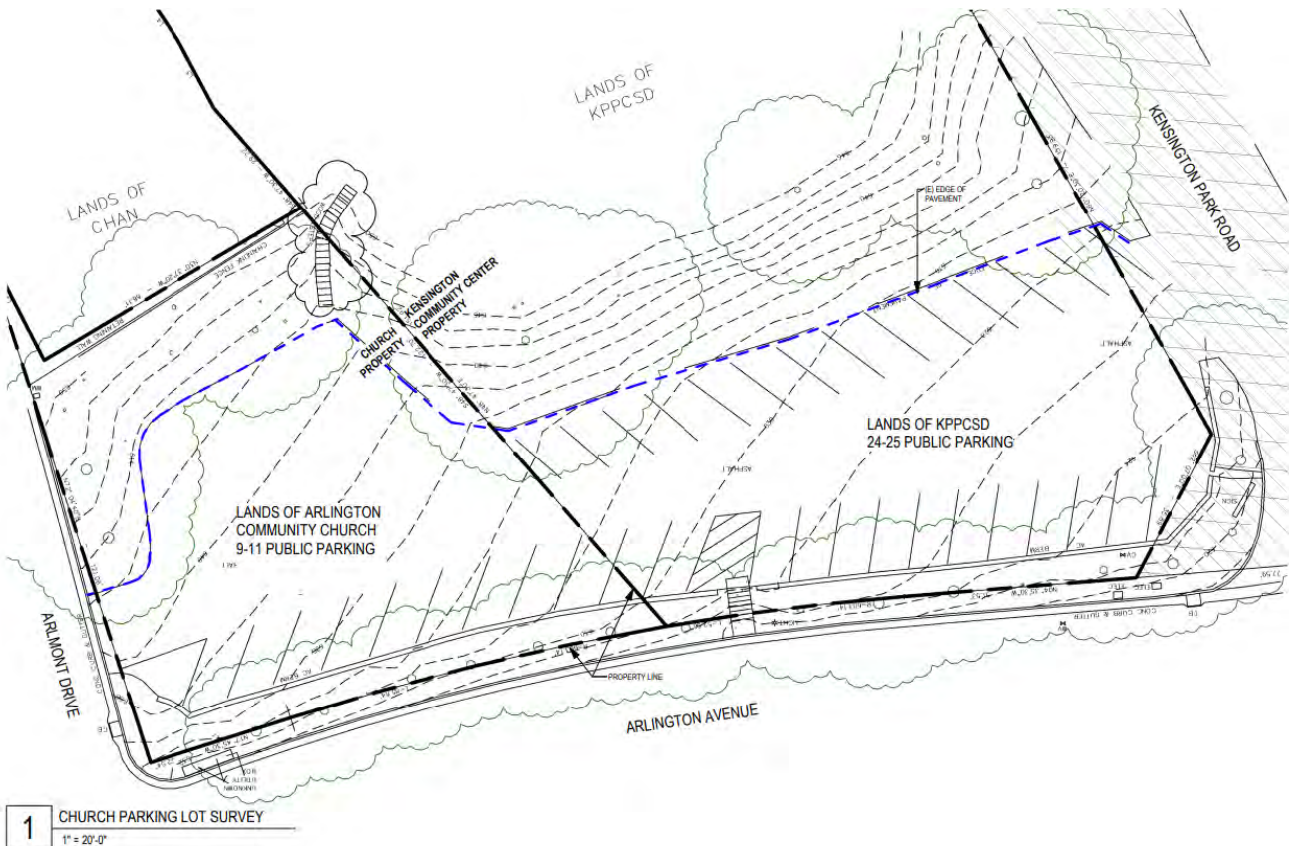
- Steep site requires additional cost for retaining walls
- Use of site requires demolition of an existing building that could possibly offer other Community Benefits

KENSINGTON POLICE DEPARTMENT AND DISTRICT OFFICE SITE EVALUATIONS

STUDY OVERVIEW

3.3 Site 3 - Parking Lot along Arlington between Arlmont Drive and Kensington Road

Background - This site includes two contiguous unbuilt parcels which are currently used for a variety of public and church parking uses. The northern parcel accessed from Arlmont Drive is owned by the Arlington Community Church and appears to provide for about 9-11 angled parking spaces. The southern portion is owned by the District of Kensington and appears to provide for 24-25 angled spaces. From a strictly locational perspective, this site offers the benefit of being directly off the Arlington allowing quick and easy access for patrol cars to the surrounding area. It also offers the benefit of avoiding perceived conflicts with the Community Center Park uses.



Building Suitability - The combined parking lot's change of elevation of approximately 14' from one end Kensington Road to Arlmont Drive creates challenges when attempting to both site the buildings meet ADA accessibility criteria. However, we found that by placing the existing modular building (similar to the Annex site) between public and patrol parking areas, it actually assisted in providing ADA accessible access from both sides while also providing for a clear and secure separation of public parking from police parking. While this appears to be the best location for the building's placement, we did look at 3 different options for placing the building which are shown on the drawing below. Placing the building similar to either option 1 or 3 resulted in either less overall parking and the inability to separate police from public parking (option 1) or the

KENSINGTON POLICE DEPARTMENT AND DISTRICT OFFICE SITE EVALUATIONS

STUDY OVERVIEW

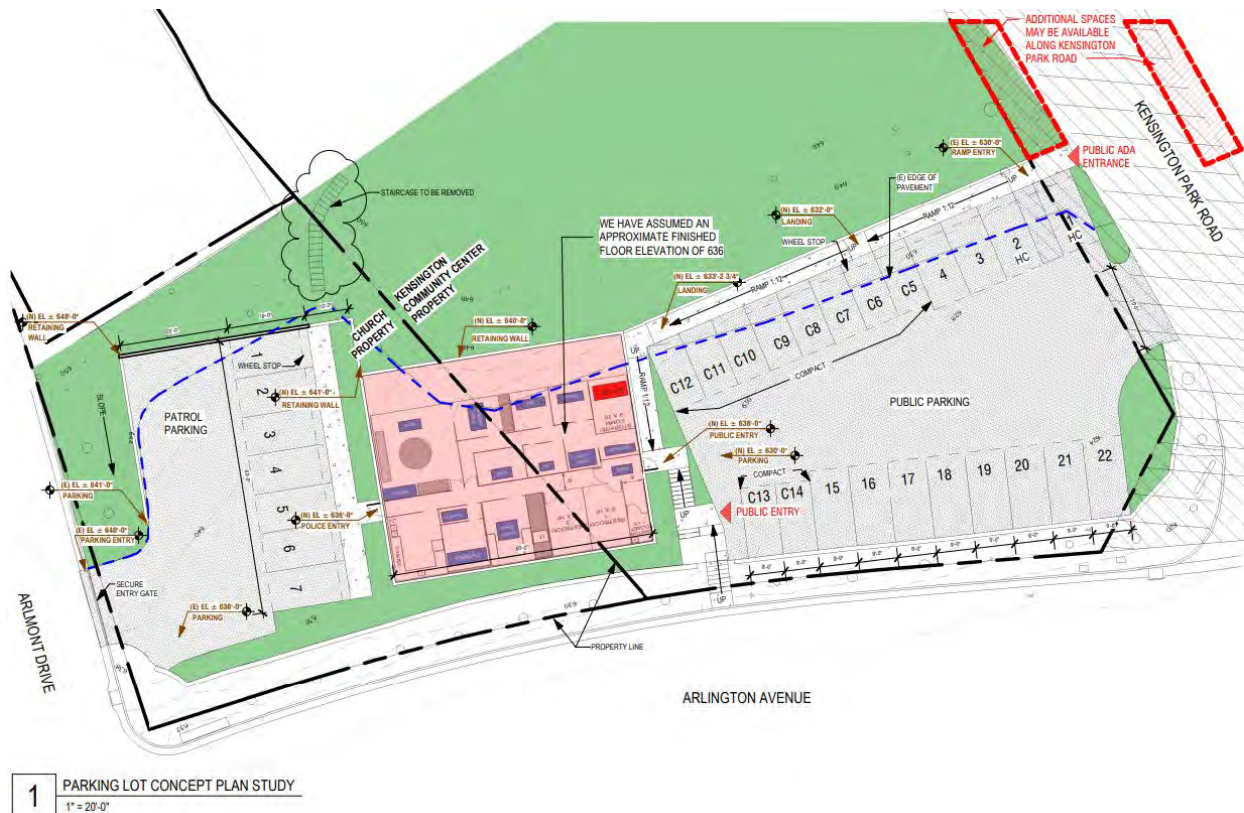
inability to orient the public parking adjacent to the most frequently used public uses such as the library and the Community Center (option 3). For these reasons, we felt that option 2 offered the most overall efficient and beneficial plan. Nevertheless, the building location is tight on the site and requires some cutting into the eastern slope which will require retaining walls at both the building and a lower one at portions of the parking. The building location also could possibly conflict with one of the larger trees. Both of these conditions should be studied further.



Parking Suitability - Locating the 60x48 prefab structure on this site as illustrated in plan does allow for a dedicated perpendicular public parking lot of about 22 spaces including 2 HC spaces and ADA access to the police lobby. Additionally, these spaces can easily enter and leave off of Kensington Road. Similarly, we are able to achieve an efficient secure police parking lot for 7 patrol cars off of Arlmont Drive. Relative to grades, and as noted above, there is a drop of about 14' from the existing parking entrances along Kensington Drive (EL. 626) to Arlmont Drive (EL. 640). The Public parking area slopes up to the building so as we approach the building, we gain 4-5' while the site slopes down to the building on the police side about 2'-3'. However, this still leaves a difference in elevation from one end of the building to the other of about 8' or so. To address this, we have initially placed the building at elevation 636 which with some minor grading should allow direct access on the police side. On the public side, we will need to provide ADA compliant ramping and stairs as noted. These are obviously preliminary and need further study but we feel that with adequate study, the grades and ADA access can be improved.

KENSINGTON POLICE DEPARTMENT AND DISTRICT OFFICE SITE EVALUATIONS

STUDY OVERVIEW



1 PARKING LOT CONCEPT PLAN STUDY
1" = 20'-0"

We understand that this site was studied as a possible Fire Department building site and not pursued because the site was felt to be too small. While we were not part of that evaluation, the Fire Department building is quite a bit larger than the proposed Police and District office with a greater parking requirement and hence it is not surprising that they reached that conclusion. We feel that the concept plan below illustrates that the proposed one story building and parking can work on this site but a larger building and additional parking would not be feasible without an added level.

Site Evaluation Pros

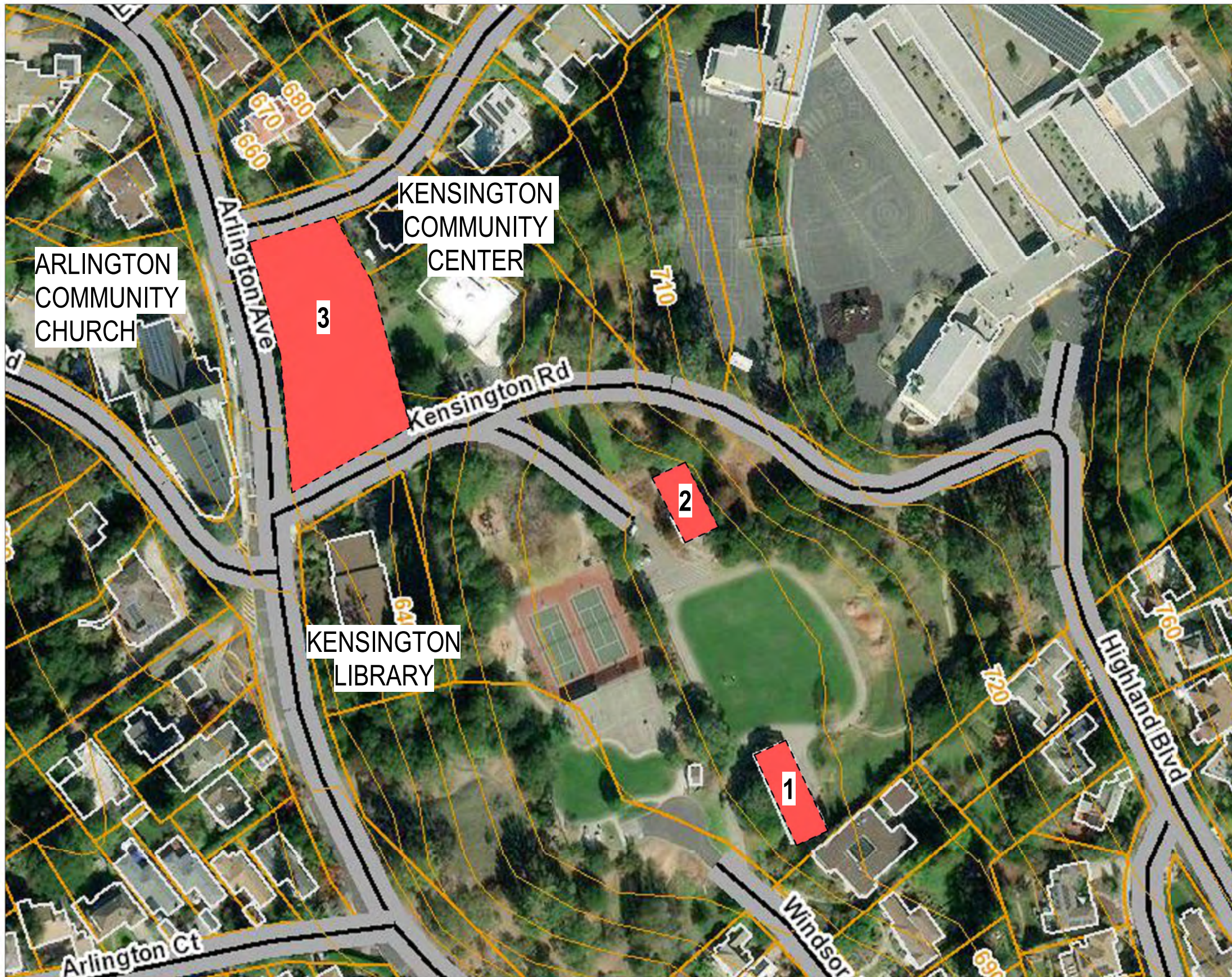
- Excellent patrol vehicular access to the City due to its adjacency to Arlington
- No displacement of existing building uses
- Ability to secure and isolate patrol parking from public parking
- Opportunity to upgrade the existing parking lot in terms of ADA access, lighting and overall safety
- Easy building access from the Community
- Minimizes perceived conflicts with the Community Center Park area.

Site Evaluation Cons

- Limited flat site area requires parking and building to extend into sloped areas resulting in some retaining walls
- Some reduction in surface parking. The current lot appears to have approximately 35 spaces. A new code compliant parking lot would provide approximately 22 to possibly 24 spaces in addition to the 7 Patrol vehicles.

KENSINGTON POLICE DEPARTMENT AND DISTRICT OFFICE SITE EVALUATION PRESENTATION

July 14, 2022



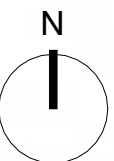
SITE 1: BUILDING E



SITE 2: ANNEX BUILDING



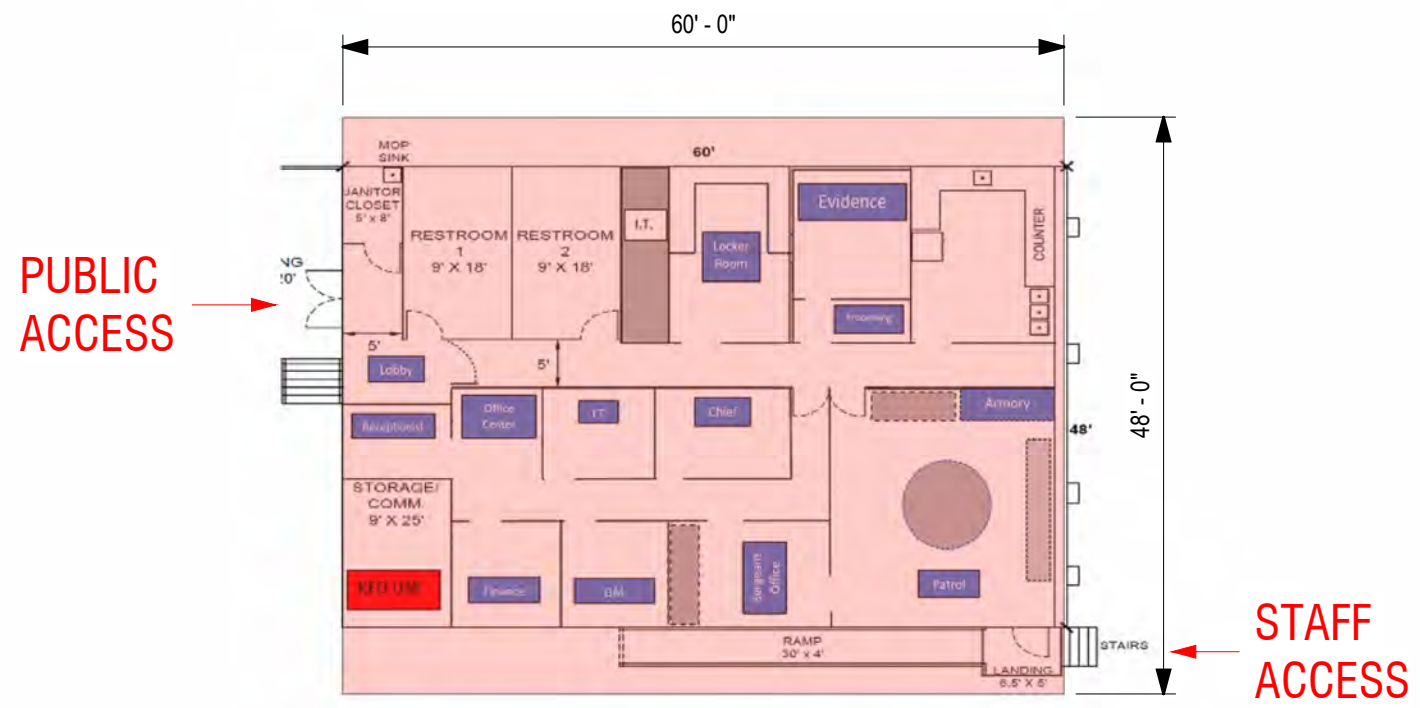
SITE 3: PARKING LOTS



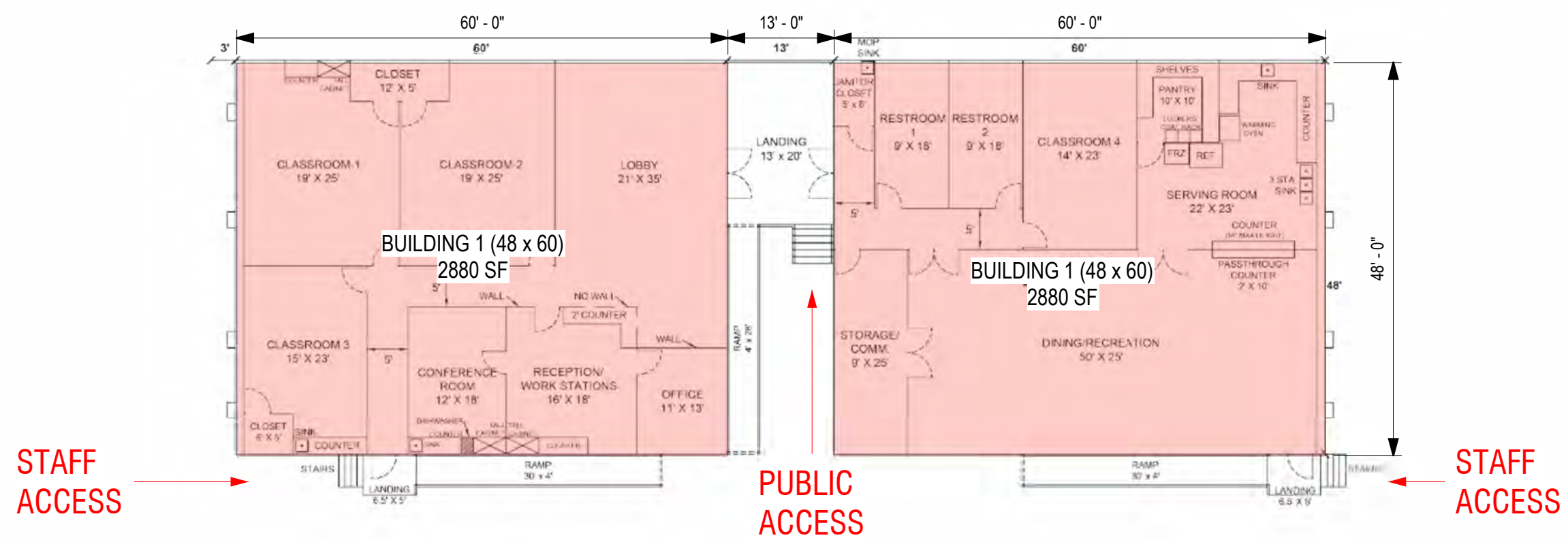
KENSINGTON POLICE FACILITY STUDY

OVERALL SITES
07.12.22

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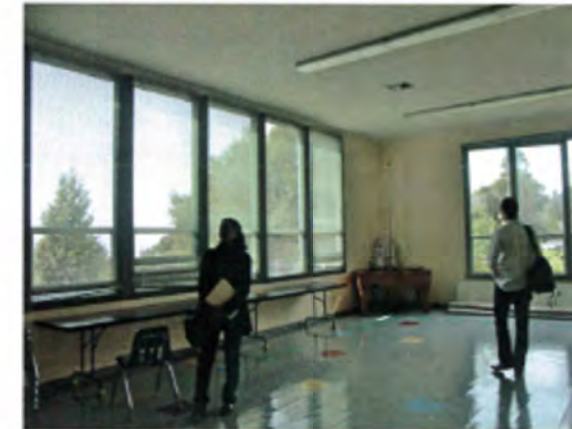
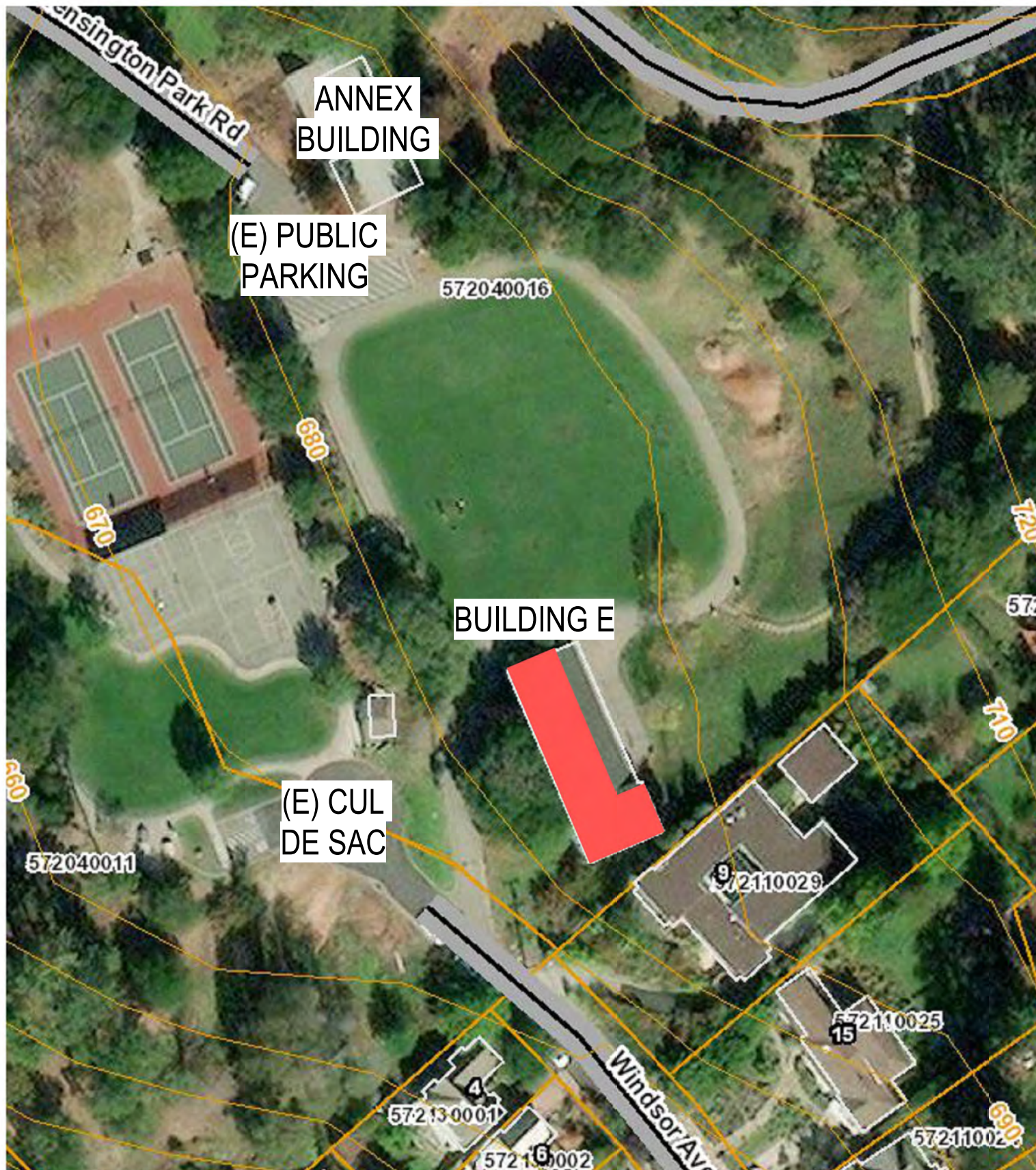


PRELIMINARY POLICE MODULAR LAYOUT BY POLICE DEPARTMENT: 2880 SF



EL CERRITO MODULARS DUAL 48' x 60' BUILDING: 5760 SF

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Building E

History and Current Conditions

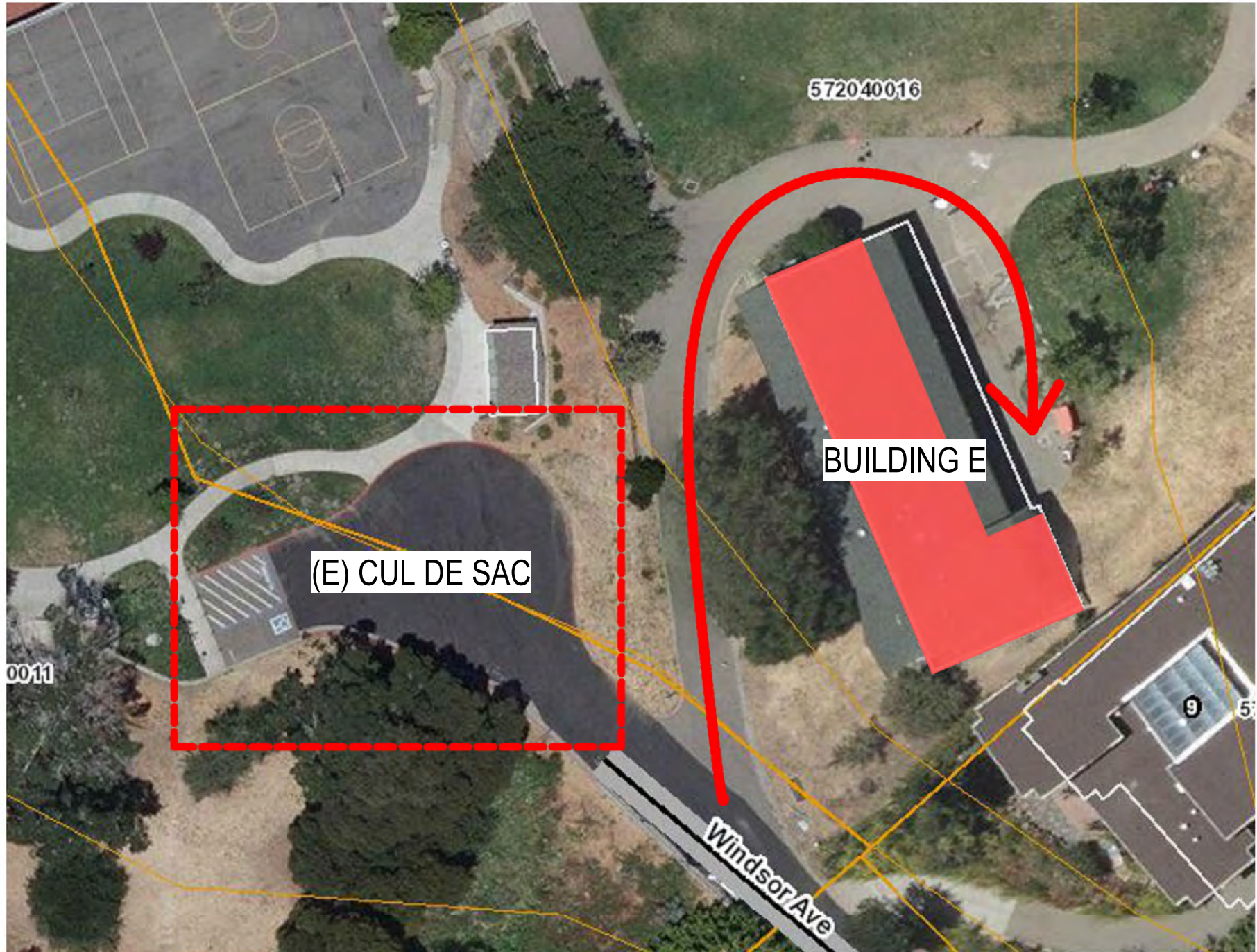
Building E is currently leased and used exclusively by the Kensington Community Council (KCC), a non-profit organization which publishes the **Outlook** and runs the Kensington After School Enrichment Program (KASEP) as well summer day camp and other classes for adults and children. The building contains the KCC office as well as three classroom spaces.

The date of original construction of Building E is unknown. An educated guess would put the construction between 1933 and 1945, based on the fact that diagonal wood boards were used instead of plywood. The 1999 plans label the former use of the rooms as a library and school offices.

The building was essentially rebuilt when it was remodeled in 1999-2000. KCC reports that the building is currently "very functional", with only some minor problems with the floor tiles.

Construction date	Unknown. Educated guess: 1933-1945.
Architect	Unknown original architect. Deborah Lane, 1999 remodel (assisted by volunteer architect Bart Jones).
Building size	2605 sq. ft. one-story
Meeting/ activity rooms	840 sq ft classroom "A" (23' x 36.5') 670 sq ft classroom "B/C" 345 sq. ft. classroom "D" 321 sq ft office.
Occupancy	E (education)
Floor structure	Wood frame over crawl space.
Floor finishes	Vinyl tile typical.
Walls	Stud construction.
Wall finishes	Exterior horizontal wood siding. Interior: Painted gypsum wall board.
Roof	Composition shingles.
Roof structure	Wood frame. Small attic space.
Ceiling	Flat gyp board, 12' high
Heating	2- forced air furnaces in attic space.
Insulation	Insulated. Plans specify R-11 walls, R-18 ceiling, R-19 floors.
Ventilation	Operable windows Furnaces provide ventilation.
Windows	Aluminum framed, double glazed.
Exterior doors	

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1 SITE 1_BUILDING E ENLARGED SITE PLAN
1" = 30'-0"

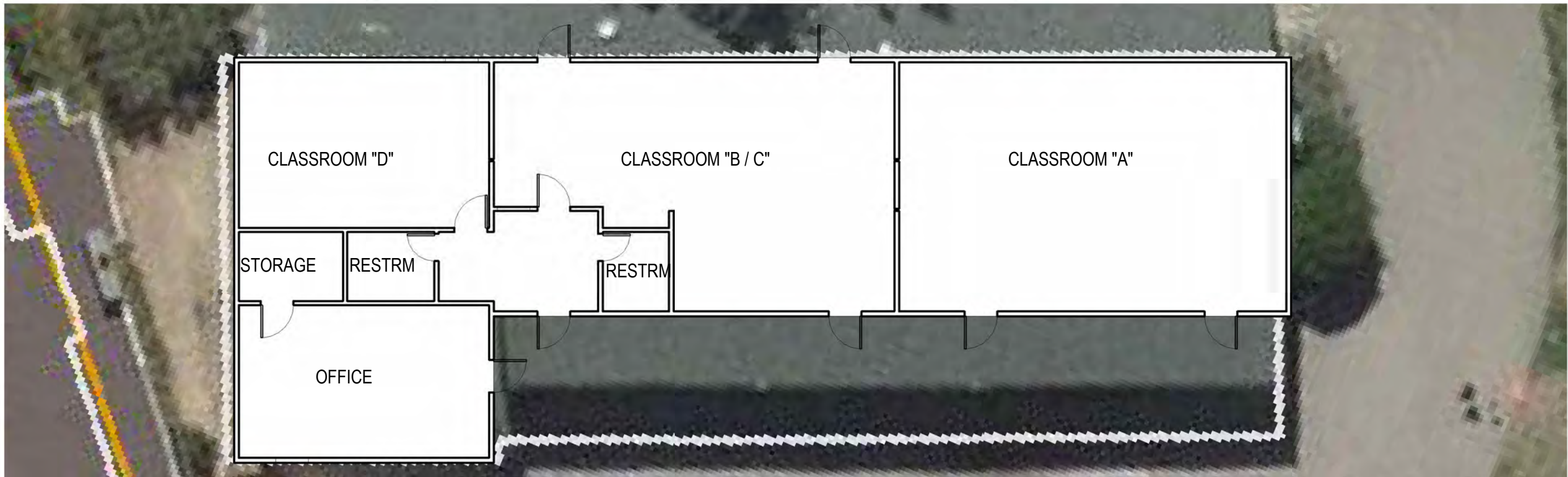


RAMP TO BULIDING E

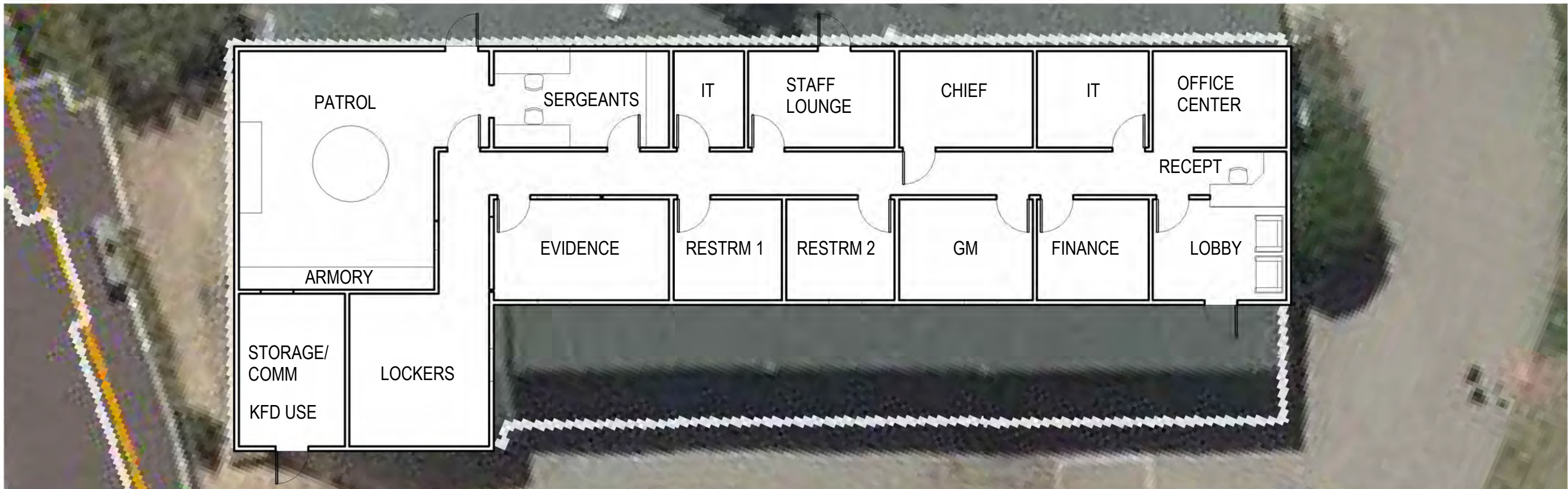


RAMP TO BULIDING E

7/13/2022 10:41:09 AM



1 BUILDING E EXISTING FLOOR PLAN
1" = 10'-0"



2 BUILDING E CONCEPT PLAN STUDY
1" = 10'-0"

7/13/2022 10:41:11 AM

Site 1 Evaluation Pros

- Relatively easy reuse of the existing building

Site 1 Evaluation Cons

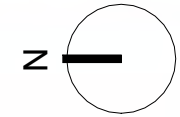
- Inadequate Police and Public Parking
- Requires displacement and relocation of the Kensington Community Council

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OF PROTECTION
ICES DISTRICT

1 ANNEX BUILDING TOPOGRAPHIC SURVEY
1" = 20'-0"



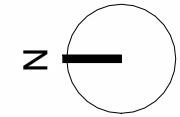
KENSINGTON POLICE FACILITY STUDY

SITE 2_ ANNEX BUILDING TOPOGRAPHIC SURVEY
05.26.22

7/13/2022 10:41:15 AM



1 PARKING LOT CONCEPT PLAN STUDY
 1" = 20'-0"



KENSINGTON POLICE FACILITY STUDY

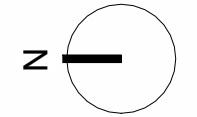
SITE 2_ ANNEX BUILDING CONCEPT PLAN STUDY

05.31.22

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1 ANNEX BUILDING CONCEPT PLAN STUDY
 1" = 20'-0"



KENSINGTON POLICE FACILITY STUDY

SITE 2_ ANNEX BUILDING CONCEPT PLAN STUDY

05.31.22

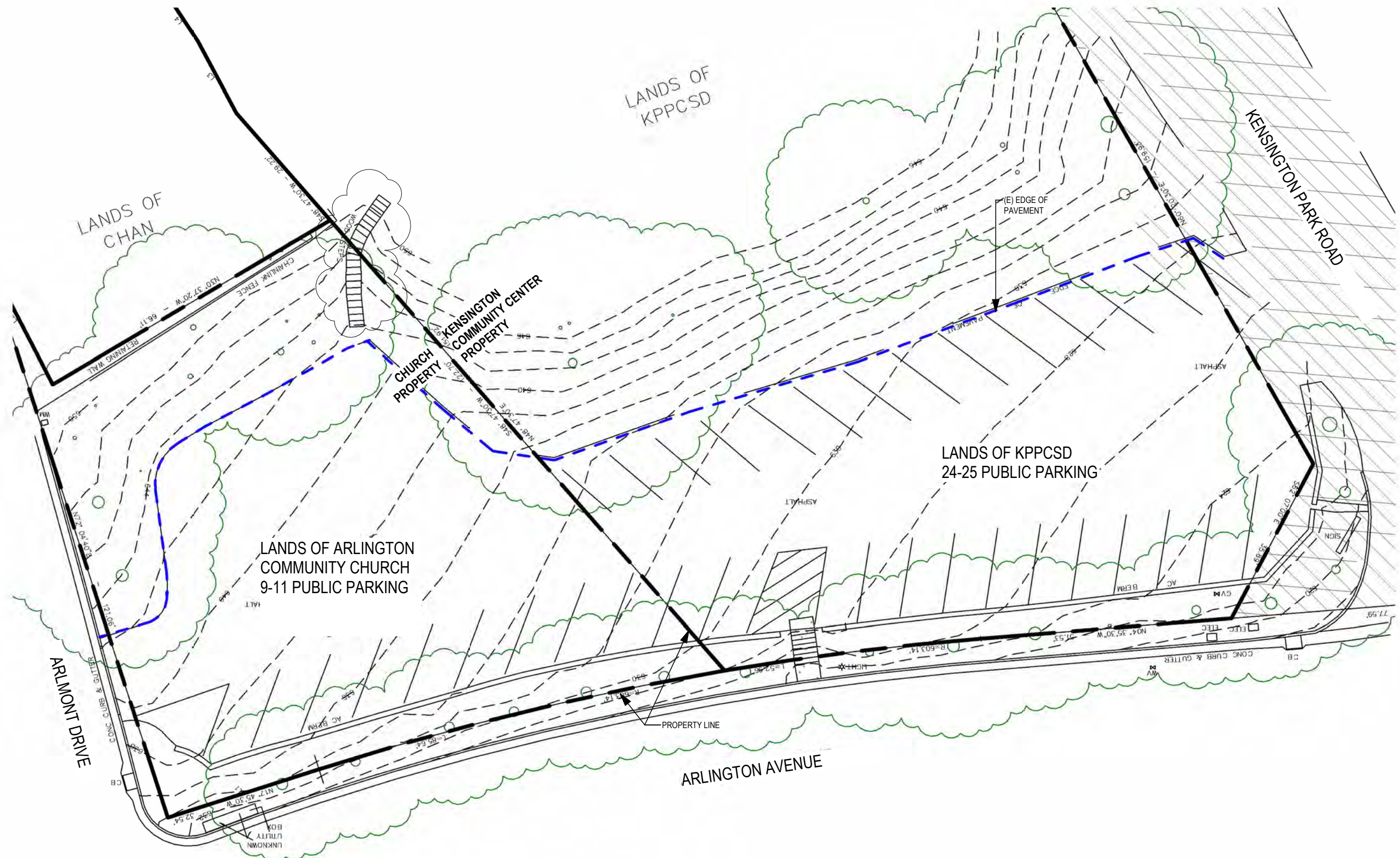
Site 2 Evaluation Pros

- No displacement of existing uses
- Ability to secure and isolate patrol parking
- Patrol vehicles would have two ways out of the site in case of emergencies and street closures
- Good public access

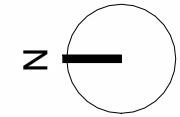
Site 2 Evaluation Cons

- Steep site requires additional cost for retaining walls
- Use of site requires demolition of an existing building that could possibly offer other Community Benefits

7/13/2022 10:41:20 AM



1 PARKING LOT TOPOGRAPHIC SURVEY
 1" = 20'-0"



KENSINGTON POLICE FACILITY STUDY

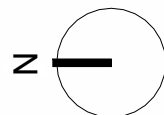
SITE 3_ PARKING LOT TOPOGRAPHIC SURVEY

05.26.22

7/13/2022 10:41:21 AM



1 PARKING LOT CONCEPT PLAN STUDY
1" = 20'-0"



KENSINGTON POLICE FACILITY STUDY

SITE 3_ PARKING LOT CONCEPT PLAN STUDY

05.26.22

Site 3 Evaluation Pros

- Excellent patrol vehicular access to the City due to its adjacency to Arlington
- No displacement of existing building uses
- Ability to secure and isolate patrol parking from public parking
- Opportunity to upgrade the existing parking lot in terms of ADA access, lighting and overall safety
- Easy building access from the Community
- Minimizes perceived conflicts with the Community Center Park area.

Site 3 Evaluation Cons

- Limited flat site area requires parking and building to extend into sloped areas resulting in some retaining walls
- Some reduction in surface parking. The current lot appears to have approximately 35 spaces. A new code compliant parking lot would provide approximately 22 to possibly 24 spaces in addition to the 7 Patrol vehicles.

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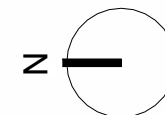
KENSINGTON POLICE FACILITY STUDY

SITE 3_ PARKING LOT OPTIONAL LOCATIONS

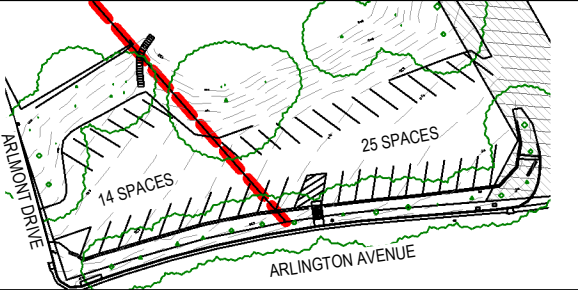
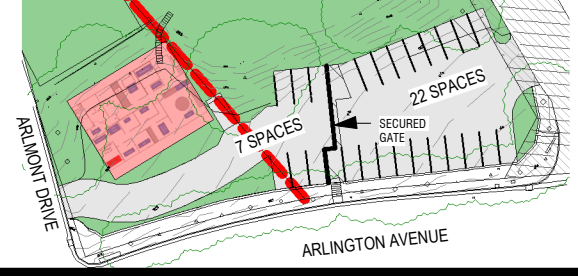

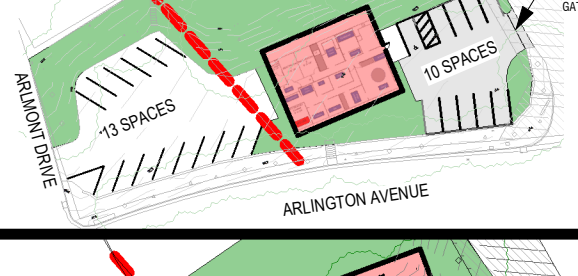
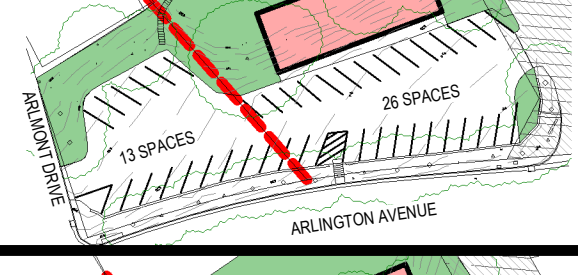
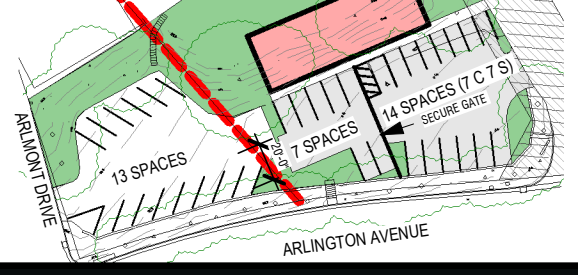
07.12.22

SWATT MIERS

ARCHITECTS



KENSINGTON POLICE DEPARTMENT AND DISTRICT OFFICE SITE EVALUATION

SITE PLAN OPTIONS		EXISTING PARKING			PROPOSED PARKING				COMMENTS
		CHURCH SITE	DISTRICT SITE	TOTAL	AVAILABLE TO CHURCH & GENERAL PUBLIC	AVAILABLE TO CHURCH ONLY	AVAILABLE TO GENERAL PUBLIC ONLY	DEDICATED POLICE ONLY	
EXISTING		13	26	39	39	-	-	-	
OPTION 1		-	-	-	22	22	22	7	AWKWARD SEPARATION OF SECURE PATROL VEHICLES FROM PUBLIC ACCESS TO DISTRICT BUILDING
OPTION 2		-	-	-	22	22	22	7	PREFERRED SEPARATION OF SECURE PATROL VEHICLES FROM PUBLIC PARKING.
OPTION 3		-	-	-	16	13	3	7	USING ONLY THE DISTRICT'S PROPERTY SATISFIES THE PROGRAM BUT REDUCES OVERALL AVAILABLE PARKING
OPTION 4		-	-	-	32	13	19	7	A CUSTOM NEW BUILDING SET INTO THE KNOLL ALLOWS GREATER OVERALL PARKING FOR THE GENERAL PUBLIC AND CHURCH
OPTION 4A		-	-	-	27	13	14	7	SIMILAR CUSTOM DESIGN ON DISTRICT ONLY PROPERTY ALLOWS FOR GREATER GENERAL PUBLIC PARKING

9/2/2022 3:27:56 PM



Date: February 10, 2022
To: Board of Directors
From: Rick Benson, Interim General Manager
Subject: District Relocation

Recommendation:

It is recommended that your Board a) review and consider the various options for relocating the district facilities; b) invite and consider public input and; c) provide staff with direction for actions to be taken in the future.

Background:

One of the most pressing issues facing the KPPCSD is the need to identify and then execute a move to a new location. This became necessary when the Kensington Fire Department made the decision to upgrade the Public Safety Building on Arlington Avenue and determined that they could no longer accommodate the CSD and the police staff.

Upon being informed that the Fire Department Board had made this decision, your Board began the process of exploring options to assure that the Police Department and other staff would be able to find a suitable location in order to continue serving the community. Initially, your Board made it known that the preferred course of action would be to identify a solution allowing Police and CSD operations to remain at the current location, since the prospect of moving was and is a significant and extremely costly change to the status quo. The Fire Board has maintained their position that this is not a viable option.

For over a year the KPPCSD has been addressing the issue. Unfortunately, given the nature and constraints of Kensington, there are not many viable options. Therefore, as of this time, the district has not found a new home.

Discussion and Analysis:

Listed below are some of the alternatives that either have been or are currently being considered but are not likely replacements for the current offices.

Narsai's Restaurant Building. This building was reviewed and determined not to be ideal for the District needs. It is also doubtful that a suitable arrangement can be made with the owner. The formerly vacant lot near the site was also considered, however, construction activity was recently initiated at that location.

County Parking Lot. There is currently a parking lot at Covington & Ardmore. This County owned site. It is probably too small for the District's needs.

East Bay Municipal Utility District Property Located at Berkeley Park Boulevard and Lexington Road, there is space available on the grounds of the San Pablo Water Treatment Plant at 300 Ocean View Ave. This site provides enough area for all parking and building needs. It is a long shot in that it is unlikely that EBMUD will be interested in leasing a portion of their property. This option has not been fully pursued.

268 Arlington Avenue. This building could be adapted to meet the needs of the District, however, the property is currently not available. The owner was approached and is not interested in selling.

Other Existing Properties. The District could also attempt to purchase a currently occupied residential site. This would require demolition of a structure and placing a new district building at the location.

As a public entity, KPPCSD has the ability to initiate eminent domain proceedings to acquire a property. This would be an extreme measure and is not currently under consideration.

Options Currently Under Consideration

After reviewing the previously noted possibilities the District appears to have a narrow range of viable choices. Both of which warrant further review.

303 Arlington Avenue. This commercial building located behind the hardware store could be adapted and, in many ways, is a viable option. Based on reviews by experts, the building is structurally sound. It is large enough to serve the District's needs.

There are, however, some constraints which need to be considered. Although not deemed absolutely necessary, in order to provide safety assurances in the event of an earthquake several seismic improvements have been recommended. These improvements come at a cost approaching \$500,000. In order to modify the building to provide for a functional Police Department other tenant improvements of approximately \$800,000 are necessary.

The District has been in negotiations with the owner of 303 Arlington. Although it was the original intent to rent the building, given the costs of the potential improvements, the District approached the owner regarding the possible sale of the building. This week the offer to buy the property was declined by the owner. Discussions regarding renting the building are still ongoing.

Community Center/District Property. The land surrounding the Kensington Community Center is also considered a viable option. There are numerous scenarios at that location which could serve the purposes of providing for the Police Department and District Offices. These options include, but are not limited to:

- Remodeling the Annex building.
- Demolishing the Annex building and replacing it with either a newly constructed building or a modular building.

- Placing modular offices at some other site on the property.
- Utilizing Building E and providing for a new location for the Kensington Community Council.

It should be emphasized that none of these options have been fully explored.

Fiscal Impact:

As noted, the cost of modifying the building at 303 Arlington is estimated to be approximately \$1.3 million.

The raw cost of a fully functional modular building is expected to be approximately \$800,000 plus design costs, site preparation costs and whatever costs are necessary to provide for utilities. Once again, \$1.3 million is a working estimate.

Costs incurred on property owned by the District or the cost of acquiring property itself lends itself more readily to financing options. Financing improvements on a building not owned by the District, while not implausible, would be more difficult.

Previously, the Board of the Fire Department has expressed some willingness to assist KPPCSD in defraying some of the costs associated with the move. However, no specifics have been offered and much of the fire district funds availability are contingent upon their success in qualifying for a grant and the ultimate cost of their move. They will be experiencing costs exceeding \$1 million for a temporary location to house their operations while the current building gets remodeled.

The KPPCSD is in a position to absorb from \$800,000-\$1 million in relocation expenses. Anything beyond these amounts will require consideration of outside financing and/or a review of possible adjustments to the tax rates, subject to voter approval.



Item #6

Date: September 8, 2022
To: Board of Directors
From: Anthony Constantouros, Interim General Manager
Subject: General Manager's Report

The following is an update on issues that are not on the agenda but may be of general interest to the Board of Directors and members of the public.

1. General Manager Recruitment

At the August 13, 2020 meeting, the Board of Directors approved a contract with CPS HR Consulting to provide consulting services for the recruitment of a General Manager for a total cost of \$25,000. This selection was made after a successful Request for Proposal (RFP) was broadly distributed to qualified firms for executive search services. Six firms submitted proposals.

Since the General Manager that was recruited did not stay for a full year, CPS HR Consulting is committed to conducting another recruitment for the District at no additional fee. I reviewed the previous selection process for a recruiter and the proposals that were submitted. If the District wished to consider a new recruiting firm, it would likely include most of the same firms and similar proposals that were previously submitted. There would also be an additional fee if a different firm was selected.

In follow-up discussions with the current recruiter, I believe that they are fully dedicated to finding strong candidates for the Board to consider. They will be proceeding with a new recruiting effort and an updated brochure. The recruitment timeframe should provide candidates for Board consideration after the November 8 election has been completed and the Board of Directors have been seated.

2. Strategic Plan

I have spoken with Marty Rauch who has facilitated the strategic planning process for the District. The Board of Directors held a Strategic Planning session on January 27, 2022. Mr. Rauch developed a draft plan and had reviewed the draft plan with previous Interim General Manager, Rick Benson.

Mr. Rauch provided me with a copy of the draft plan for my information. Mr. Rauch and I have had an opportunity to review and discuss the plan. Mr. Rauch has indicated that the next step should be the preparation of a draft implementation plan that is included as part of the document. The implementation plan would be based on the comments and priorities discussed by the Board at the January 27th Strategic Planning session. The entire draft plan would be subject to review by the Board. Strategic plans that lack an implementation plan can end up as communication exercises without addressing the issues and goals identified by the Board.

Simple implementation ideas with generic objectives, such as doing a study or delegating the issue can readily fill a strategic plan. The process of developing a draft implementation plan that is realistic, specific, understandable and achievable requires research and scrutiny. This can be a challenging and deliberate process, particularly when there are other District projects that may need expeditious resolution. Progress has been made on an implementation plan, but the plan requires further editing. Our goal is to get a completed draft plan to the Board by the October 13th Board Meeting. These plans should be regularly reviewed and updated. The Board should consider another Strategic Planning session in the Spring of 2023 or later, after a year from the original session in 2022.

3. Office Relocation

At the May 12, 2022 meeting the Board approved temporarily locating the KPPCSD administrative and police operations to 10940 San Pablo Avenue, Unit B, in El Cerrito. Despite delays from Mobile Modular, materials were delivered in August and interior construction work began in earnest. The work has been progressing well due to several personnel who have watched over the project schedule like a hawk (special mention to Chief Gancasz, Sgt. Nath and Jason Haynes). Due to these efforts, it appears that construction will be completed in two weeks and move in can commence in three weeks. These projects are complex and depend on the follow-through of other private and public organizations. Project setbacks are still possible, but everything at this point seems to be going well and on target for a move in at the end of this month.

4. Highgate Drainage Inlet

This relates to a long-standing problem related to a sink hole at the drainage inlet located at 92 Highland Drive. A more detailed update on this project was sent to the Board in a separate email. A survey was completed, and it shows that this area is located on both the KPPCSD and West Contra Costa Unified School District properties. Repairs have been initiated by FJ&I Engineering and some additional repairs have been identified. Most prominently the underground drainage pipe system is ruined and requires an additional \$15,625 to repair.

We contacted the School District and recommended that the two Districts share in the cost for the repair. The School District has been a good partner in resolving this issue and it appears likely that the KPPCSD and School District will share in the cost.

5. Employee Contracts and Salaries

The KPOA Memorandum of Understanding has been deferred for Board action until the October 12, 2022 meeting. A short timeframe did not allow sufficient review time and an opportunity to ask questions related to the document. The contract for the Police Chief and salary adjustments for the administrative staff will also be presented for consideration at that time.

6. Budget Review

A Fiscal Year 2022/2023 budget review and update is scheduled for the October 13, 2021, Board Meeting. Subsequent quarterly reviews are scheduled for January 2023 (midyear), April 2023, and July 2023 (end of year). The Board can consider budget adjustments at any of these updates when more current information becomes available.

7. Ballot Measure (Measure I)

The Kensington Police Protection and Community Services District (KPPCSD) Board of Directors adopted the Resolution No. 2022-18 at its regular meeting on Thursday, July 14, 2022 to order and call an election to be held in the District on Tuesday, November 8, 2022 on the following issue:

"Shall the appropriations limit of the Kensington Police Protection and Community Services District for Fiscal Year 2022-2023 be established at \$5,399,362.00 and the limit for Fiscal Year 2022-2023 (i.e., \$5,399,362.00) be used to determine the limits for Fiscal Years 2023-2024 through 2026-2027?"

All required information was submitted to the Contra Costa County Elections Office. An Argument Against Measure I was subsequently filed by the Libertarian Party of Contra Costa County. The Board subcommittee filed a rebuttal to this filing.

8. Police Recruitment

The Police Chief has had another major success with a new Sergeant who will start work on September 12. Additional details will be forthcoming.

Office Report prepared by Jenny Parks Kensington Community Council September 1st, 2022

KASEP:

Fall KASEP Registration opened on August 30th offering 68 classes for kids after school Monday through Friday. Several of the classes filled up immediately but many of the classes still have space remaining. Flyers were sent home in the Hilltop e-tree as well as hard copies in the school office, Kensington Library and at the Recreation office. Classes begin the week of September 12th. Registration is ongoing at KensingtonCommunityCouncil.org/KASEP.

We have added an academic year round Spanish class each morning in the recreation building before school with Viva el Espanol.

KCC SUMMER CAMP:

Summer camp concluded on August 12th with great success. We were able to accommodate more than 500 campers throughout the summer. We had a record number of 60 kids on the waitlist for our final week of camp.

Mark your calendars we have set next year's summer camp registration date for February 28th, 2023.

KCC:

There was more graffiti at the park on August 23rd and it was reported to Officer Farley and removed the same day.

The new KCC website is up and we have gotten a lot of good feedback after our fall registration. It is much easier to navigate and has a more updated look.

We are working with KPD and Hilltop school to coordinate an active shooter plan. The active shooter drill scheduled for 8/10 was postponed to a future date but we provided the KPD with our floor plan and door and window counts for their emergency information packets.

ADULT/OTHER CLASSES:

Tai Chi with Nobuo Nishi Wednesday and Fridays 9:30-11am. Drop in fee of \$15.

Adult Yoga 8:30am Tuesdays Drop in fee of \$20.

Dog/Puppy 4 week training class begins on Sept. 6th

Family Toddler Yoga Tuesdays and Saturdays beginning week of 9/24

TENNIS COURTS:

Tennis Court reservations are required for weekends by calling the KCC office at 510-525-0292.

\$7 residents and \$10 non-resident for 1 hour of court time; checks can be made out to KPPCSD and left in the KCC office mail box. Weekdays are on a first come first serve basis except during KASEP/Summer camp tennis classes.