



Agenda

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

Regular Meeting
Thursday, June 10, 2021
7:00 p.m.
Via Teleconference

www.kppcsd.org/2021-06-10-kppcsd-board-meeting

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

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

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

Call to Order

Roll Call

Changes to the Agenda

Public & Consent Calendar Comments

All matters on the Consent Calendar are considered routine and are approved by one motion and vote, unless Board Member or General Manager first requests that a matter be removed for separate discussion and action. Individuals wishing to address the District Board of Directors concerning Consent Calendar items or on matters not already on the agenda are invited to make oral comments of up to three minutes. Please raise your hand via Zoom. When you are called on by the District President, you will be unmuted, and you can address the Board of Directors, please state your name clearly for the audio recording. You are requested to address your comments to the President and Board of Directors, and not to staff and/or the audience. By state law, the Board is not permitted to undertake any action or discussion on any item not appearing

on the posted agenda. If you have any documentation that you would like distributed to the Board, please mail or email it to the Clerk of the Board at 917 Arlington Ave., Kensington, CA 94707 or llewis@kppcsd.org.

Consent Calendar

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

Recommended Action: Approve meeting minutes.

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

2. April 2021 Financial Reports

Recommended Action: Receive and accept financial reports.

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

Presentations

3. FY 2021-22 Budget Workshop and Presentation

Recommended Action: Receive presentation and provide policy direction as necessary.

Contact: Marti Brown, General Manager, mbrown@kppcsd.org and Katherine Korsak, Finance and Business Manager, kkorsak@kppcsd.org

4. Traffic and Safety Update

Recommended Action: Receive presentation and provide policy direction as necessary.

Contact: Mike Gancasz, Chief of Police, MikeG@kppcsd.org

Discussion and Action

5. Updated Master Fee Schedule for all KPPCSD Rental Facilities

Recommended Action: Consider approval of updated Master Fee Schedule for rental of KPPCSD park facilities.

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

6. Levy Assessment for Kensington Park Assessment District

Recommended Action: Declare the District's intention to levy and collect assessment for the Kensington Park Assessment District for Fiscal Year 2021-22; and adopt updated resolution.

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

7. Changes to CalPERS Health Benefits - Memorandum of Understanding

Recommended Action: Consider and adopt the CalPERS required Resolution No. 2021-08

Fixing the Employer Contribution Under the Public Employees' Medical and Hospital Care Act at an Equal Amount for Employees and Annuitants.

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

Director Comments & Reports

8. Director Comments

9. General Manager Comments

Adjournment

The next Special Board Meeting will be held on June 29, 2021 and the next regular meeting will be held on July 8, 2021.

General Information

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

Posted Agenda

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

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

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Thursday, May 13, 2021

Via Teleconference

Special Meeting - 6:00 p.m.

Call to Order [[TS 25:03](#)]

President Hacaj called the Special Meeting to order at 6:15 p.m.

Roll Call [[TS 24:24](#)]

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

Staff present: General Manager Marti Brown, General Counsel Ann Danforth, and Clerk of the Board Lynelle M. Lewis.

President Hacaj read a letter of resignation from Director Cyrus Modavi from the Board. President Hacaj thanked Director Modavi for his public service on behalf of the Board, staff, and residents of Kensington. The Board will hold a special meeting to discuss filling the vacancy.

Public and Special Meeting Agenda Item Comments [[TS 28:36](#)]

Marilyn Stollon read a letter submitted to the Board from FixOurKPD Group advocating for KPPCSD to authorize the General Manager to negotiate leased office space for the Police Department and administrative staff; and to contract with a municipal finance expert to model the future costs and financing for a variety of scenarios including a long-term lease with necessary building upgrades, purchasing new property, building a new building, and remodel existing buildings.

Consent Calendar [[TS 31:40](#)]

1. Lead Negotiator and Real Estate Negotiations [[TS 47:48](#)]

Director Deppe pulled Item #1 from the Consent Calendar. There was Board discussion about the scope of negotiations. General Counsel Danforth clarified Brown Act requirements for property negotiations, and pointed out that the negotiator will come back to the Board before committing the District to any property.

- Motion by Director Sherris-Watt to adopt the Consent Calendar, seconded by Director Deppe, and it carried unanimously (4-0) by the following roll call vote: (AYES) Directors Nottoli, Deppe, Sherris-Watt and President Hacaj.

Recommended Action: Appointed General Manager, Marti Brown, lead negotiator on any real or potential real estate negotiations as it relates to 217 and 303 Arlington Avenue and/or

any other real estate transactions that may relate to the Kensington Police Department moving to a new facility.

Discussion and Action

2. Public Safety Building [[TS 33:58](#)]

Director Deppe requested public comment on the Kensington Fire Protection District (KFPD) Board of Directors recent action to renovate the Public Safety Building (PSB) for full Fire Department occupancy. No comments were received.

Director Deppe recommended that the Board direct the General Manager to write a letter to the KFPD clarifying the KPPCSD's desire to remain in the Public Safety Building if we could get 1200 square feet and look forward to working on next steps. Vice-President Nottoli and Director Sherris-Watt concurred with this recommendation. President Hacaj expressed disappointment that the KFPD's recent action didn't leave the door open. Following Board discussion, it provided direction for the General Manager to continue to advocate for the KPPCSD to remain in the PSB with an offer of 1200 square feet.

Closed Session [[TS 53:15](#)]

3. Conference with Real Property Negotiators (Government Code § 54956.8)

The Board adjourned to Closed Session to discuss price, terms of payment, space available for real properties (217 Arlington Avenue and 303 Arlington Avenue) with agency negotiator General Manager Marti Brown.

Regular Meeting – 7:00 p.m.

Call to Order [[TS 27:20](#)]

President Hacaj called the Regular Meeting to order at 7:13 p.m.

Roll Call [[TS 27:26](#)]

Directors Rachelle Sherris-Watt, Vice-President Eileen Nottoli, and President Hacaj were present. Director Deppe arrived at 7:21 p.m.

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

President Hacaj read a letter from Director Cyrus Modavi, which was received May 13, 2021, that announced his resignation from the Board of Directors effective immediately. She thanked Director Modavi for his public service. She announced the Board will hold a special meeting to discuss filling the vacancy.

Swearing In [[TS 30:13](#)]

Interim Chief of Police Walt Schuld introduced newly appointed Chief of Police Mike Gancasz. He summarized Chief Gancasz's background and experience and administered the oath of office. Chief Gancasz thanked the Board for the opportunity to serve the District. The Board and General Manager Brown welcomed Chief Gancasz and thanked Chief Schuld for his service and contributions to the Kensington Police Department and to the community.

[[TS 48:54](#)] Interim Chief of Police Walt Schuld thanked the Board for allowing him to serve the District. He also thanked staff for their support and the Kensington Police Officers Association for their assistance on many issues.

Changes to the Agenda – None.

Public & Consent Calendar Comments [[TS 37:17](#)]

The following persons addressed the Board: 1) Maria Micale suggested that the Board reconsider donating to Karz 4 Kids and suggested using other charitable organizations; 2) Larry Nagel congratulated outgoing Police Chief Schuld on a job well done and said he is looking forward to working with Chief Gancasz; 3) A. Stevens Delk commented that the Bayview franchise fees should be in a restricted fund; and 4) Gail Feldman expressed concern about the use of Bayview funds, and urged the Board to give higher priority to evacuation planning.

Consent Calendar [[TS 47:47](#)]

- Motion by Director Sherris-Watt to adopt the Consent Calendar with the removal of Item 3 for discussion, seconded by Director Deppe, and it carried unanimously (4-0) by the following roll call vote: (AYES) Directors Nottoli, Deppe, Sherris-Watt and President Hacaj.

1. Regular Meeting Minutes of April 8, 2021

Approved meeting minutes.

2. March 2021 Financial Reports

Received and accepted the Financial Reports.

3. Surplus Police Vehicle Donation [[TS 51:32](#)]

Item 3 was pulled from the Consent Calendar for discussion. Chief Mike Gancasz presented the recommended action to declare certain police vehicles as surplus and approve donating them to Kars4Kids. Director Sherris-Watt recommended authorizing Chief Gancasz to research non-religious organizations in Contra Costa County for the donations.

- Motion by Director Sherris-Watt to approve Item 3 on the Consent Calendar and that Chief Gancasz declare certain police vehicles as surplus and approve the donations of them to a non-religious organization operating in Contra Costa County as he deems fit; seconded by Director Deppe, and it carried unanimously (4-0) by the following roll call vote: (AYES) Directors Nottoli, Deppe, Sherris-Watt and President Hacaj.

Action: Authorized Chief Gancasz to declare certain police vehicles as surplus and approve donations to non-religious organizations operating in Contra Costa County as he deems fit.

4. **2X2 Joint Committee Regarding the future of the Public Safety Building**

Action: Dissolved the KPPCSD's 2x2 Joint Committee.

5. **Authorize Special Meeting to Approve FY 2021-22 Budget**

Action: **Resolution No. 2021-06** – A Resolution of the Board of Directors of the Kensington Police Protection and Community Services District Authorizing the Adoption of the 2021-2022 Budget at A Special Meeting.

Presentation

6. **Past, Current and Future Practices in the Finance Department** [[TS 56:45](#)]

General Manager Marti Brown presented information on past practices in finance and accounting, human resources, and payroll processes. She noted there had been significant progress and there are some best practices and industry standards that should be instituted. Ms. Brown summarized the benefits of additional financial consulting.

Director Sherris-Watt asked if there was a priority list for accomplishing the tasks. General Manager Brown said staff will prioritize the tasks and come back to the Board with a plan.

- Addressing the Board were the following persons: 1) Candy Kapa Crosi congratulated the Board on hiring competent staff and thanked General Manager Brown and Budget and Finance Manager Korsak for moving the District forward; and 2) Julie Stein commended staff on moving toward public sector funding, improvement of internal controls, setting policies, and recognizing the limitations of Quick Books.

President Hacaj noted this item was for discussion only.

Discussion and Action Calendar

7. **Annual Approval of the Kensington Park Assessment District Levy** [[TS 1:15:22](#)]

President Hacaj summarized the recommended action. NBS consultant Darrylann Zarate presented background on the development of the proposed assessment. The current assessment is \$18.65 per household with 2,189 parcels. The current operating park budget is approximately \$121,000, revenue from the assessment is \$42,000, and approximately

\$79,000 would need to be supplemented from the General Fund. Ms. Zarate suggested that the District may want to explore increasing the assessment so that the park budget does not need to be supplemented. NBS consultant Tim Seufert provided an overview of the process for determining the assessment and explained finance options available for fully funding and supporting the Kensington Park and its facilities.

- Addressing the Board were the following persons: 1) Gail Feldman asked about administrative costs for developing the proposed assessment and the Proposition 218 process; 2) A. Stevens Delk commented on park costs over the years and suggested that the community consider increasing the assessment; 3) Linda Lipscomb asked for clarification on the assessment for parcels.
- Motion by President Hacaj to adopt a resolution to initiate proceedings for the levy and collection of assessments for the Kensington Park Assessment District for Fiscal Year 2021-22; seconded by Director Sherris-Watt, and it carried unanimously (4-0) by the following roll call vote: Directors Nottoli, Deppe, Sherris-Watt, and President Hacaj.

Resolution No. 2021-03 – A Resolution of the Board of Directors of the Kensington Police Protection and Community Services District to Initiate Proceedings for the Levy and Collection of Assessments for the Kensington Park Assessment District for Fiscal Year 2021-22.

- Motion by President Hacaj to approve the Engineer's Report for the Kensington Park Assessment District for Fiscal Year 2021/22; seconded by Director Sherris-Watt, and it carried unanimously (4-0) by the following roll call vote: Directors Nottoli, Deppe, Sherris-Watt, and President Hacaj.

Resolution No. 2021-04 – A Resolution of the Board of Directors of the Kensington Police Protection and Community Services District Approving the Engineer's Report For the Kensington Park Assessment District For Fiscal Year 2021/22.

- Motion by President Hacaj to adopt resolution declaring the District's intention to levy and collect assessments for the Kensington Park Assessment District for Fiscal Year 2021/22; seconded by Director Sherris-Watt, and it carried unanimously (4-0) by the following roll call vote: Directors Nottoli, Deppe, Sherris-Watt, and President Hacaj.

Resolution No. 2021-05 – A Resolution of the Board of Directors of the Kensington Police Protection and Community Services District Declaring Its Intention to Levy and Collect Assessments for the Kensington Park Assessment District for Fiscal Year 2021/22.

8. **Contract for Financial Consulting Services** [[TS 1:49:55](#)]

General Manager Marti Brown presented the recommended action. Board members asked questions about the consultant's scope of work (i.e. will the consultant provide advice on the financial consequences of leasing a new building and relocation of the Police Department; whether other financial forecasting software had been explored since changes in Excel are

complicated; explanation of the breakdown of current financial consulting, and whether the auditor is handling GAAP compliance). General Manager Brown and Finance and Budget Manager Korsak responded to the questions.

- Addressing the Board was Gail Feldman who commented that outstanding financial management policies should be completed.
- Motion by President Hacaj to approve the budget authority of a not-to-exceed amount of \$15,000 at a rate of \$135/hour to contract with Andy Heath, Finance Consultant and authorize the General Manager, or her designee, to execute a contract with Mr. Heath for finance consulting services; seconded by Director Sherris-Watt, and it carried (3-1) by the following roll call vote: (AYES) Directors Nottoli, Sherris-Watt, and President Hacaj; and (NOES) Director Deppe.

9. **Strategic Planning Process and Plan** [[TS 2:13:30](#)]

General Manager Marti Brown introduced the recommended action. Director Deppe commented that the planning process should include goal setting for the Police Department. Director Nottoli asked if the Board about postponing the process until the vacant Board seat is filled. President Hacaj pointed out that the Board should be able to make an appointment of a potential board member prior to the actual planning session.

- Motion by Director Deppe to approve budget authority for the General Manager, or her designee, to enter into an agreement with Rauch Communication Consultants, Inc. for a not-to-exceed amount of \$13,000 to facilitate a strategic planning process and develop a Strategic Plan; seconded by President Hacaj, and it carried unanimously (4-0) by the following roll call vote: (AYES) Directors Nottoli, Deppe, Sherris-Watt and President Hacaj.

Director Comments & Reports

10. **Director Comments** [[TS 2:23:33](#)]

- President Hacaj announced that the Board will be polled on future dates to convene a special meeting for addressing the Board vacancy. Additionally, she commented that residents have expressed a lot of interest regarding composting.
- Director Deppe suggested moving board comments to the beginning of the meeting so the public doesn't have to wait until the end of the meeting.

11. **General Manager Comments** [[TS 2:29:15](#)]

General Manager Brown announced the launch of a monthly General Manager's update which will be posted on the KPPCSD website. She reminded the Board of the following upcoming budget meeting schedule: Thursday, June 10 (budget workshop); Thursday, June 17 (public workshop); and Tuesday, June 29 (budget approval).

Adjournment [[TS 2:30:10](#)]

The next regular meeting will be held on Thursday, June 10, 2021.

President Hacaj adjourned the meeting at 9:15 p.m.

SUBMITTED BY:

Lynelle M. Lewis, District Clerk of the Board

APPROVED: June 10, 2021

Marti Brown, General Manager

Sylvia Hacaj, President of the Board

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Thursday, May 26, 2021

Via Teleconference

Special Meeting - 6:00 p.m.

Call to Order [TS 25:03]

President Hacaj called to order the Special Meeting of the Board of Directors at 6:15 p.m.

Roll Call [TS 24:24]

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

Staff present: General Manager Marti Brown, General Counsel Ann Danforth, and Clerk of the Board Lynelle M. Lewis.

[TS 2:15] President Hacaj announced the special meeting was called to discuss the procedure for filling the vacancy created by the resignation of former Director Cyrus Modavi. General Counsel Danforth reviewed the process for filling a vacancy in the elected board of a special district for either an appointment or an election. Currently, Contra Costa does not have an election scheduled for November 2, 2021, and Contra Costa County staff indicates that a special election to fill the vacancy would likely be a stand-alone election whose cost would fall entirely on the District. The estimated cost would be \$8 - \$12 per voter and the District has 4365 voters. Accordingly, the District's total would be between \$34,920 and \$52,380.

The consensus of the Board was to use the appointment process. They discussed dates for making the appointment, the applicant process, and the questions for the application.

- Motion by President Hacaj, seconded by Director Deppe, that reaffirms the process by which the Board intends to fill the vacancy left by the resignation of Director Modavi, that process is the appointment process which would occur at the July 8th Regular Meeting, that applications be submitted by June 21st, should there be more than five (5) candidates the Board would discuss a screening process at its June 29th meeting, and the application we discussed is the one presented by the General Manager but includes Questions #1 and #2, #3 is modified to replace Kensington with KPPCSD, #4 and #8, with the addition of a question "what do you see as KPPCSD's greatest short-term and long-term challenges?". The motion carried unanimously (4-0) by roll call vote: (AYES) Directors Nottoli, Sherris-Watt, Deppe, and Hacaj.

[TS 33:13] President Hacaj announced the Board would go into Closed Session. She called for public comment on the Closed Session agenda and there were no comments.

The Board adjourned to closed session at 6:35 p.m. At 7:51 p.m. President Hacaj returned to report that the Board gave direction to staff.

Adjournment

President Hacaj adjourned the meeting at 7:54 p.m.

The next regular meeting will be held on June 10, 2021.

SUBMITTED BY:

Lynelle M. Lewis, District Clerk of the Board

APPROVED: June 10, 2021

Marti Brown, General Manager

Sylvia Hacaj, President of the Board

KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT

Board of Directors Meeting

June 10, 2021

Item 2

Summary of Recommendation

Receive financial reports for the month of April 2021

Attachments:

April 2021 Financial Reports include:

1. Summary Balance Sheet as of April 30, 2021
2. Budget to Actual Snapshot July 2020 through April 2021
Please take note of the new footnotes on this report. The past reports had the percentage of budget column comparing to YTD numbers, going forward this column will compare to the annual budget to see how close departments are to their annual budget limits. The footnotes will remain as a reminder of what these numbers are comprised of.
3. Income & Expense Report – Detailed July 2020 through April 2021

Submitted by:



Katherine Korsak

Finance & Business Manager

Kensington Police Protection & Community Services District
Summary Balance Sheet

As of April 30, 2021

	<u>Apr 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	2,620,424.88
Accounts Receivable	133,176.23
Other Current Assets	146,074.01
	<hr/>
Total Current Assets	2,899,675.12
Fixed Assets	5,404,780.39
Other Assets	5,423,739.23
	<hr/>
TOTAL ASSETS	<u>13,728,194.74</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	2,164.66
	<hr/>
Total Current Liabilities	2,164.66
Long Term Liabilities	11,941,184.38
	<hr/>
Total Liabilities	11,943,349.04
Equity	1,784,845.70
	<hr/>
TOTAL LIABILITIES & EQUITY	<u>13,728,194.74</u>

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

	Jul '20 - Apr 21	YTD Budget	Annual Budget	\$ Over Budget (YTD)*	% of Budget (Annual)**
Ordinary Revenue/Expense					
Revenue					
400 · Police Activities Revenue	3,429,772.94	3,325,414.00	3,405,057.00	104,358.94	100.73%
405 · Restricted Lost/Found/Misc	2,486.04				
420 · Park/Rec Activities Revenue	57,388.06	51,500.00	56,500.00	5,888.06	101.57%
440 · District Activities Revenue	43,613.99	48,500.00	67,000.00	(4,886.01)	65.1%
Total Revenue	3,533,261.03	3,425,414.00	3,528,557.00	107,847.03	100.13%
Gross Revenue	3,533,261.03	3,425,414.00	3,528,557.00	107,847.03	100.13%
Expense					
500 · Police Sal & Ben	1,851,366.42	1,919,300.22	2,214,567.00	(67,933.80)	83.6%
550 · Other Police Expenses	330,296.63	384,775.68	432,509.00	(54,479.05)	76.37%
600 · Park/Rec Sal & Ben	6,000.00	8,032.56	9,639.00	(2,032.56)	62.25%
635 · Park/Recreation Expenses	95,361.62	129,982.16	148,379.00	(34,620.54)	64.27%
800 · District Expenses	500,036.13	518,691.00	614,433.00	(18,654.87)	81.38%
950 · Capital Outlay	189,794.63	42,700.34	45,117.00	147,094.29	420.67%
Total Expense	2,972,855.43	3,003,481.96	3,464,644.00	(30,626.53)	85.81%
Net Ordinary Revenue	560,405.60	421,932.04	63,913.00	138,473.56	132.82%
Other Revenue/Expense					
Other Expense					
700 · Bond Issue Expenses	255,931.29	0.00	0.00	255,931.29	100.0%
Total Other Expense	255,931.29	0.00	0.00	255,931.29	100.0%
Net Other Revenue	(255,931.29)	0.00	0.00	(255,931.29)	100.0%
Net Revenue	304,474.31	421,932.04	63,913.00	(117,457.73)	72.16%

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

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

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

	Jul '20 - Apr 21
Ordinary Revenue/Expense	
Revenue	
400 · Police Activities Revenue	
401 · Levy Tax	2,012,086.88
402 · Special Tax-Police	685,710.00
404 · Measure G Supplemental Tax Rev	598,395.70
410 · Police Fees/Service Charges	585.00
414 · POST Reimbursement	8,256.46
415 · Grants-Police	119,092.90
416 · Interest-Police	2,620.19
417 · Police Asset Sale	209.37
418 · Misc Police Income	2,816.44
	3,429,772.94
Total 400 · Police Activities Revenue	3,429,772.94
405 · Restricted Lost/Found/Misc	2,486.04
420 · Park/Rec Activities Revenue	
424 · Special Tax-L&L	41,529.06
438 · Misc Park/Rec Rev	459.00
439 · Contributions for Community Ctr	15,400.00
	57,388.06
Total 420 · Park/Rec Activities Revenue	57,388.06
440 · District Activities Revenue	
448a · Franchise Fees Gross	71,852.35
448b · less Franchise Fees Paid Out	(30,793.85)
456 · Interest-District	2,055.16
458 · Misc District Revenue	500.33
	43,613.99
Total 440 · District Activities Revenue	43,613.99
	3,533,261.03
Total Revenue	3,533,261.03
	3,533,261.03
Gross Revenue	3,533,261.03
Expense	
500 · Police Sal & Ben	
502 · Salary - Officers	951,862.44
504 · Vacation Pay	13,887.16
506 · Overtime	68,643.03
508 · Salary - Non-Sworn	33,205.84
516 · Uniform Allowance	10,626.56
518 · Safety Equipment	2,057.43
521-A · Medical/Vision/Dental-Active	137,103.52
521-R · Medical/Vision/Dental-Retired	165,146.44
521-T · Medical/Vision/Dental-Trust	0.00
522 · Insurance - Police	3,549.04
523 · Social Security/Medicare	15,253.42

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

	Jul '20 - Apr 21
527 · PERS - District Portion	151,994.47
528 · PERS - Officers Portion	4,128.14
529 · Pension Obln Bond Payment	263,789.42
530 · Workers Comp	30,119.51
Total 500 · Police Sal & Ben	1,851,366.42
550 · Other Police Expenses	
552 · Expendable Police Supplies	4,225.19
553 · Range/Ammunition Supplies	1,660.39
554 · Traffic Safety	6,010.96
561 · Vehicle Fuel	13,374.81
562 · Vehicle Operation	13,678.78
563 · Vehicle Lease	14,859.31
564 · Communications	146,623.00
566 · Radio Maintenance	(4,057.32)
567 · Alarm	698.67
568 · Prisoner/Case Exp./Booking	2,547.86
570 · Training	17,638.59
571 · Records	641.02
572 · Hiring	7,931.73
574 · Reserve Officers	517.11
576 · Misc. Dues, Meals & Travel	2,094.00
580 · Utilities - Police	7,899.70
581 · Bldg Repairs/Maint.	420.58
582 · Expendable Office Supplies	2,255.74
587 · IT Contract	16,611.64
588 · Telephone	24,912.27
590 · Janitorial	2,840.98
591 · General Liability Insurance	29,021.19
592 · Publications	3,121.00
594 · Community Policing	2,163.74
595 · Legal/Consulting - Police	3,059.38
596 · CAL I.D.	6,268.00
599 · Police Taxes Measure G Admin	3,015.00
550 · Other Police Expenses - Other	263.31
Total 550 · Other Police Expenses	330,296.63
600 · Park/Rec Sal & Ben	
602 · Custodian	6,000.00
Total 600 · Park/Rec Sal & Ben	6,000.00

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

	Jul '20 - Apr 21
635 · Park/Recreation Expenses	
640 · Community Center Expenses	
641 · General Maintenance	280.00
642 · Utilities-Community Center	5,040.23
643 · Janitorial Supplies	407.43
644 · Landscaping	4,095.00
645 · General Liab./Workers Comp	6,431.71
646 · Community Center Repairs	1,030.00
648 · Community Center Equip Mai...	7.99
Total 640 · Community Center Expen...	17,292.36
650 · Park	
651 · General Maintenance	10,750.00
652 · Repairs	1,524.80
653 · Landscaping	19,765.00
656 · Utilities	9,368.04
657 · General Liab/Workers Comp	6,431.71
658 · Levy Administration	4,010.70
659 · Misc	139.01
Total 650 · Park	51,989.26
660 · Annex Expenses	
667 · Annex Landscaping	2,530.00
Total 660 · Annex Expenses	2,530.00
672 · Kensington Park O&M	2,050.00
674 · Tennis Courts (new title)	21,500.00
Total 635 · Park/Recreation Expenses	95,361.62
800 · District Expenses	
808 · District Salaries	183,617.15
809 · District Payroll Taxes	14,530.36
810 · IT Contract	12,335.94
815 · Admin Communications	5,260.93
816 · Office Supplies	988.16
817 · Postage	493.38
819 · Dues/Subscriptions	7,396.94
820 · Copier Contract	3,591.30
825 · Board Continuing Ed/Conferenc...	2,500.00
826 · Board Meetings	47.96
830 · Legal (District/Personnel)	40,965.39
835 · Consulting	40,053.41
840 · Accounting	81,615.00
850 · Insurance	24,309.17

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

	Jul '20 - Apr 21
851 · Workers Comp	9,402.12
860 · Election	4,990.83
861 · LAFCO	1,728.55
865 · Police Bldg. Lease	30,502.25
870 · County Expenditures	22,334.06
890 · Waste/Recycle	2,419.33
891 · COVID	5,049.91
898 · Misc. Expenses	5,903.99
	500,036.13
Total 800 · District Expenses	500,036.13
950 · Capital Outlay	
963 · Patrol Car Accessories	212.74
965 · Personal Police Equipment-Asset	10,090.02
966 · Police Traffic Equipment	0.00
968 · Office Furn/Eq	1,225.33
969 · Computer Equipment	6,964.63
975 · Community Center Loan Principal	0.00
985 · Comm. Ctr Renovation (Cap Fu...	171,301.91
	189,794.63
Total 950 · Capital Outlay	189,794.63
Total Expense	2,972,855.43
Net Ordinary Revenue	560,405.60
Other Revenue/Expense	
Other Expense	
700 · Bond Issue Expenses	
710 · Bond Admin.	8,624.46
715 · Bond Interest Income	(346.28)
720 · Bond Principal	150,662.12
730 · Bond Interest	96,990.99
	255,931.29
Total 700 · Bond Issue Expenses	255,931.29
Total Other Expense	255,931.29
Net Other Revenue	(255,931.29)
Net Revenue	304,474.31



Date: June 10, 2021
 To: Board of Directors
 From: Marti Brown, General Manager
 Subject: Fiscal Year 2021-22 Budget

Recommendation:

To receive the staff presentation and provide policy direction as necessary on the proposed Fiscal Year 2021-22 budget.

Rationale for Recommendation:

This is KPPCSD's first public workshop and presentation on the fiscal year 2021-22 budget and, as such, staff recommends receiving the staff presentation, reviewing the proposed budget and providing policy direction and feedback. Staff will revise the budget as necessary and return to the Board of Directors on Tuesday, June 29 for their consideration and approval of a final budget.

Background:

The Kensington Police Protection & Community Service District Fiscal Year 2021-22 recommended operating budget is \$4,014,893 and includes the same amount in revenues and \$3,869,955 in expenditures. The budget will comprise the following four public agency fund type categories: General Fund, Landscape and Lighting Maintenance District Fund, Waste Management Fund (to be established) and Capital Project Fund (to be established).

As of June 30, 2020, the District's Audited Starting Fund Balance was \$2,232,816 with a projected June 30, 2021 Ending General Fund balance of \$2,335,077. As of June 30, 2022, the projected Ending Fund Balance is \$2,480,015.

Discussion and Analysis:

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

- Increase of the Measure G Tax by the maximum permitted rate of 3.8 or \$22,811 (this is based on the increase from projected actuals received in 2020-21 to our budget in 2021-22);
- Pay the actuarially determined portion of retiree health benefits from the OPEB Trust—approximately \$50,000;

- Eliminate 100% District funded, life-long retiree dental and vision - \$25,000/year savings;
- Allocate staff time costs across four District Funds;
- Establish Waste Management Fund;
- Establish Capital Project Fund; and
- Increased revenue from Proposition 68 (\$177,952) and Measure WW (\$158,000) Grants- recorded in Account 458: Misc District Revenue.

With these recommendations and budget assumptions, this year's balanced budget addresses many of the District's deferred maintenance needs in the Parks and Recreation Department, as well as the Police Department, while preserving the District's fiscal health.

Fiscal Impact:

There are no fiscal impacts resulting from the current recommendation.

Attachments:

- Attachment 1: FY 2021-22 Budget Workshop Powerpoint
- Attachment 2: Executive Summary
- Attachment 3: Detailed Budget Worksheets

FY 2021-22 Proposed Budget

KPPCSD First Budget Workshop
June 10, 2021

Presentation Agenda

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

Budget Assumptions

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

Total Projected budgets - FY 2021-22

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

Fund Balances, Revenues & Expenditures

Funds	Balances
Audited Starting Fund Balance (6/30/2020)	\$2,232,816
Projected Ending Fund Balance (6/30/21)	\$2,335,077
Total Projected Revenues (FY 2021/2022)	\$4,014,893
Total Projected Expenditures (FY 2021/2022)	\$3,869,955
Projected Ending Fund Balance (6/30/2022)	\$2,480,015

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

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

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

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

Major Revenue Three Year Comparison

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

Major Expenses Three Year Comparison

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

Projected New Revenue - FY 2021-22

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

Recommended Budget Changes & Expenses

POLICE DEPARTMENT

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

Recommended Budget Changes & Expenses

POLICE DEPARTMENT (Cont.)

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



Recommended Budget Changes & Expenses

PARKS AND RECREATION

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

Recommended Budget Changes & Expenses

PARKS AND RECREATION (CONT.)

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

Recommended Budget Changes & Expenses

KCC \$15k DONATION

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

PS Building & Relocation - Status

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

Apparatus Replacement Schedule - Administrative Cars

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

Apparatus Replacement Schedule - Patrol Cars

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

Analysis of Fleet Replacement

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

Overall Proposed Staffing Changes

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

Cost Comparison - Proposed Staffing Changes

Current Staffing

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

Proposed Staffing*

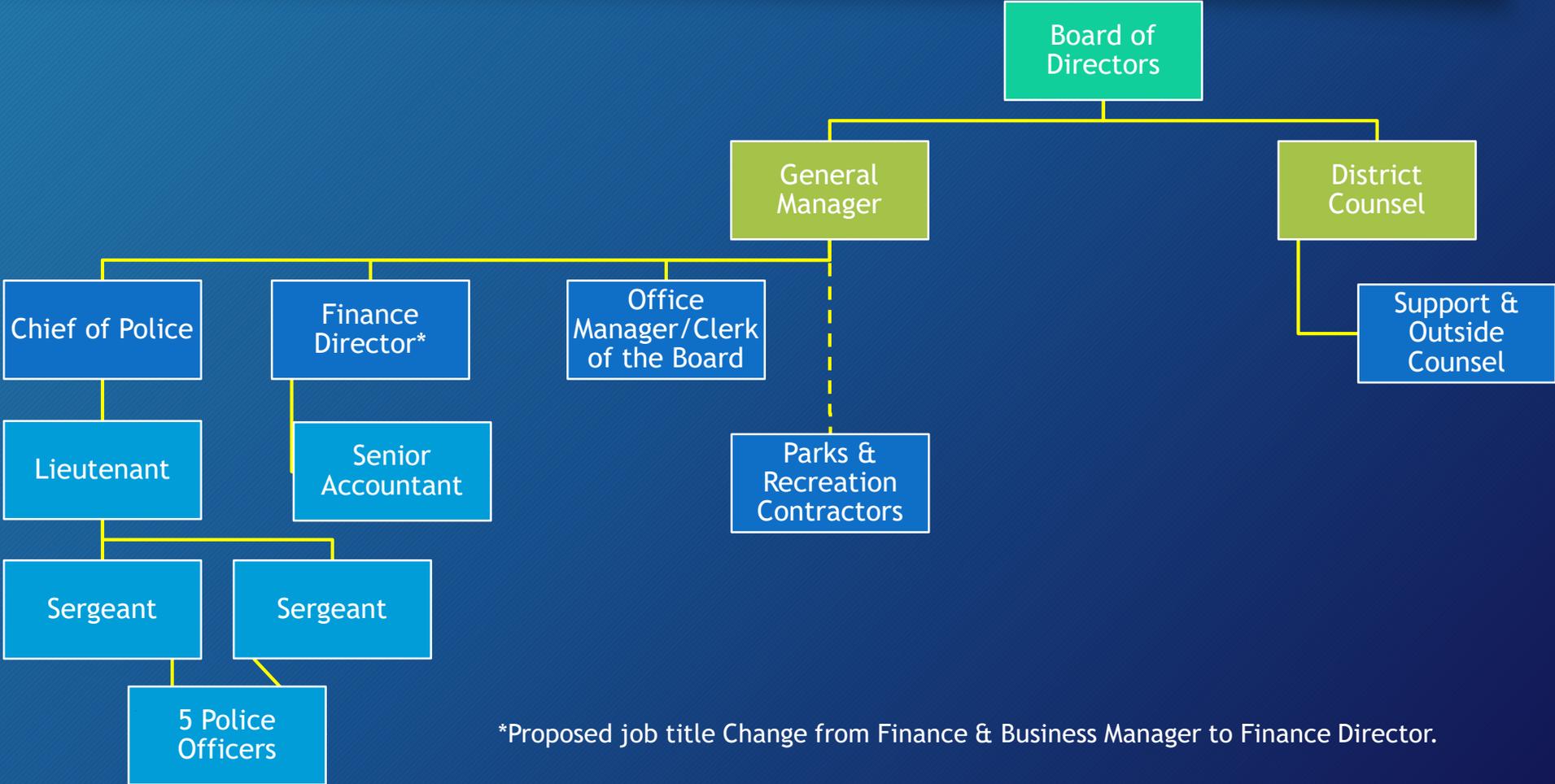
Title	Hours per Week	Total Cost per Year
General Manager	30	\$162,749
Finance Director	20	\$66,743
Office Manager/ Clerk of the Board	40	\$106,233
Senior Accountant	40	\$106,233
Police Lieutenant	40	\$157,336
TOTAL		\$599,294

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

Cost Allocation of Staff Time by Fund

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

Proposed Organizational Chart



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

Government Transparency

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

Government Transparency (Cont.)

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

Planning for the Future

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

Next Steps

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

Discussion & Questions



Executive Summary

Operating Budgets

The Fiscal Year 2021-22 Operating Budget totals \$4,014,893, including \$3,574,057 in the General Fund, \$42,184 in the Landscape and Lighting District Fund, \$62,700 in the Waste Management Fund (to be created) and \$335,952 in Capital Projects Fund. Total projected revenues and expenditures for fiscal year 2021-22 include \$4,014,893 and \$3,869,955, respectively. The budget funds the following District departments: Police, Administration, Parks and Recreation and Waste Management.

Fund Balances and Reserves

As of July 1, 2020, the District's Audited Started Fund Balance was \$2,232,816. The June 30, 2021 projected Ending Fund Balance is \$2,335,077 and, based on projected revenues and expenditures for fiscal year 2021-22, the projected Ending Fund Balance for June 30, 2022 is \$2,480,015.

Budget Assumptions

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

- Increased Measure G ('police tax') based on the Consumer Price Index (CPI) – 3.8% or \$22,811;
- Pay the actuarially determined portion of retiree health benefits from the District's Obligation for Postemployment Benefits (OPEB) Trust - \$50,000;
- Discontinued payment of retiree lifelong dental and vision benefits - \$25,000/year;
- Excluded costs to relocate KPPCSD to a new location;
- Allocated staff costs across all funds – General Fund, Landscape and Lighting, and Waste Management; and
- Establish a Waste Management Fund – separating Waste Management funds from the General Fund.

Measure G

Budget preparation includes a 3.8% or \$22,811 CPI increase to the Measure G tax as permitted under State law. Should the Board decline to increase the assessment in any given fiscal year, those increases and potential revenues are permanently lost. The District cannot retroactively recoup those monies in the future if needed.

OPEB Trust

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

Retiree Dental and Vision Benefits

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

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

KPPCSD Relocation Expenses

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

Cost Allocation of Staff Time

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

Table 1: Cost Allocation of Staff Time

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

Establish Waste Management Fund

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

Establish Capital Projects Fund

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

General Fund – Projected Revenues

For fiscal year 2021-22, there are no significant changes to revenues other than standard CPI increases to Measure G, property taxes and the Landscape and Lighting Maintenance assessment. Other opportunities for growth include parks and recreation revenue due to the Community Center and other gathering sites

re-opening as the State relaxes its COVID-19 social distancing standards and an increase in grant revenues (Table 2).

Table 2: FY 2021-22 Projected Revenues

Revenue Source	Projected Total Revenue
Property Tax	\$2,100,040
Measure G	\$621,207
Special Police Tax	\$681,750
LLMD	\$42,184
Parks/Rec	\$32,000
Franchise Agreement	\$62,700
Grants	\$460,952
Interest Income	\$3,600
Contributions	\$0
Other Misc. income	\$6,500
Total	\$4,014,893

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

Table 3: Potential New Revenues

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

General Fund – Projected Expenditures

For Fiscal Year 2021-22 and as Table 3 illustrates, there is a slight increase in the Police Department budget of approximately \$22,000 primarily due to salary increases (as a result of labor negotiations) and other minor increases in other employee benefits. Projected expenditures for Parks and Recreation are approximately \$97,000 of mostly one-time deferred maintenance costs and repairs. Other ongoing expenses in this Department include a cost allocation of staff time for work completed in the Parks and

Recreation Department. Projected budget and expenses for the Administrative Department increase by \$95,000 due to changes in the Department’s organizational structure. Lastly, projected expenses for Waste Management include new trash cans for the park and a cost allocations of staff time related to this Fund and Department.

Table 4: FY 2021-22 Projected Expenditures by Department

<i>Department</i>	<i>Projected Total Expenditure</i>
<i>Police</i>	<i>\$2,639,610</i>
<i>Parks and Recreation</i>	<i>\$253,850</i>
<i>Administration</i>	<i>\$709,436</i>
<i>Waste Management</i>	<i>\$7,002</i>
Total	\$3,609,898

New Budget Expenses & Recommended Changes

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

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

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

Police Department

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

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

Parks & Recreation Department

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

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

- Replace/Install new bench (adjacent to Community Center) - \$1,620
- Repair sprinklers (lawn adjacent to Community Center) – \$4,500
- Other potential improvements in front of the CC (cost TBD):
 - Replace grass;

- Replace/repair two raised beds with brick and drought and deer tolerant plants; and
- Replace other outdoor benches (as necessary).

Overall District Staffing Changes

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

Current Staffing – FY 2020-21

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

Proposed Staffing – FY 2021-22

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

Other Budget Changes – FY 2020-21 to FY 2021-22 Comparison

Capital Project Fund

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

Bond Debt & Long-Term Obligations

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

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

The District also has a 10-year, \$250,000 loan on the Community Center from Municipal Finance Corporation (West America Bank Corp). Payments are made annually in the amount of \$30,516.62 at a

3.8% interest rate. The loan will be paid in full in 2029. The loan was issued to pay for the community center retrofit and remodel.

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

Kensington Police and Community Services District

Fiscal Year 2021-22 Proposed Budget

GENERAL FUND REVENUE DETAIL

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

Kensington Police and Community Services District

Fiscal Year 2021-22 Proposed Budget

POLICE DEPARTMENT EXPENDITURES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actuals	FY 2020-21 Projected	FY 2020-21 Budget	FY 2021-22 Budget	Percent Change
<u>Salaries</u>							
502 Salaries - Sworn	746,268	725,580	804,622	1,135,235	1,097,544	1,202,804	9.6%
504 Compensated Absences	1,745	22,576	6,984	13,887	12,000	-	0.0%
506 Overtime	141,928	121,041	186,608	79,537	60,000	120,000	100.0%
508 Salaries - Non-Sworn	67,680	25,576	28,061	39,761	40,826	-	0.0%
Total Salaries	957,621	894,773	1,026,275	1,268,419	1,210,370	1,322,804	9.3%
<u>Benefits</u>							
516 Uniform Allowance	5,000	4,900	10,778	11,293	9,000	9,000	0.0%
518 Safety Equipment	3,832	500	1,851	2,057	2,250	2,250	0.0%
521-A Health Insurance - Active	134,034	132,121	118,244	149,557	149,243	172,984	15.9%
521-R Health Insurance - Retirees	151,707	174,115	160,366	179,810	174,660	161,267	-7.7%
521-T OPEB Trust	262,462	247,036	151,470	151,304	151,304	(50,000)	-133.0%
522 Disability/Life Insurance	2,971	2,923	2,715	4,456	5,630	6,998	24.3%
523 Social Security/Medicare	15,431	12,745	16,967	16,706	19,748	21,553	9.1%
524 Social Security/District	7,603	1,586	-	3,464	-	-	0.0%
527 CalPERS - District Portion	292,399	330,711	381,155	179,883	194,834	186,795	-4.1%
528 CalPERS Employee Portion (UAL)	31,925	22,579	17,016	4,829	5,866	9,988	70.3%
529 Pension Oblg Bond Payment	-	-	-	263,789	264,016	298,399	13.0%
530 Workers Compensation	83,468	63,031	67,556	30,120	27,645	26,824	-3.0%
540 Advanced Industrial Disability	-	-	-	-	-	-	0.0%
541 Consultant - Interim Police Chief	0	77	240,997	-	-	-	0.0%
Total Benefits	990,832	992,323	1,169,115	997,268	1,004,196	846,058	-15.7%
Total Police Salaries and Benefits	1,948,453	1,887,096	2,195,390	2,265,688	2,214,567	2,168,862	-2.1%
<u>Police Departmental Expenses</u>							
552 Police Supplies	159	1,411	1,397	7,585	2,200	8,500	286.4%
553 Range/Ammunition Supplies	1,325	5,159	398	1,660	5,500	-	0.0%
554 Traffic Safety	-	-	-	6,243	5,000	5,000	0.0%
560 Crossing Guard	11,301	12,767	10,343	3,640	15,000	18,245	21.6%
561 Vehicle Fuel	-	-	-	16,235	11,000	13,200	20.0%
562 Vehicle Maintenance	29,717	36,316	39,906	15,894	16,000	14,380	-10.1%
563 Vehicle Lease	-	-	-	21,478	64,000	46,786	-26.9%
564 Communications	199,961	135,219	135,755	148,461	127,300	157,104	23.4%
566 Radio Maintenance	908	-	11,987	(4,057)	5,000	19,720	294.4%
567 Alarm	-	-	-	932	1,000	1,000	0.0%
568 Prisoner Booking	10,843	9,330	10,126	2,698	5,000	-	0.0%
569 Storage	-	-	-	-	1,700	-	0.0%
570 Training	4,322	5,944	12,716	15,303	10,000	10,000	0.0%
571 Special Departmental Expense	-	-	-	641	3,500	13,895	297.0%
572 Hiring	1,826	12,308	13,781	7,932	15,750	16,000	1.6%
574 Reserve Officers	9,189	-	1,000	517	4,000	4,000	0.0%
576 Dues, Meals, Travel	1,705	1,923	4,993	2,094	2,350	1,600	-31.9%
578 POST Reimburse	-	-	150	-	500	-	0.0%
580 Utilities	10,036	11,634	12,179	9,729	13,800	10,000	-27.5%
581 Building Maintenance and Repairs	-	18	313	1,173	3,000	2,000	-33.3%
582 Office Supplies	6,004	4,876	6,817	2,340	6,500	-	0.0%
587 IT Contract	-	-	-	19,492	13,000	20,764	59.7%
588 Telephone	7,226	5,265	6,968	30,863	27,500	30,240	10.0%
590 Janitorial	4,633	4,063	3,422	3,545	4,000	6,400	60.0%
591 General Liability Insurance	-	-	-	29,021	24,309	31,893	31.2%
592 Publications	2,820	2,915	3,030	3,121	3,500	5,500	57.1%
594 Community Policing	7,789	2,631	621	-	4,500	3,000	-33.3%
593 Volunteer Programs	-	-	-	2,275	2,500	2,500	0.0%
595 Legal/Consulting	81,236	76,642	80,543	4,485	25,000	25,000	0.0%
596 CAL- I.D.	5,262	5,525	5,983	6,268	6,100	-	0.0%
599 Measure G Administration	3,646	3,776	4,904	3,015	4,000	4,021	0.5%
Total Police Other Expenses	399,908	337,723	367,331	362,583	432,509	470,748	8.8%
TOTAL POLICE EXPENSES	2,348,361	2,224,819	2,562,722	2,628,271	2,647,076	2,639,610	-0.3%

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

PARKS & RECREATION EXPENDITURES

	FY 2017-18 Actual	FY2018-19 Actual	FY 2019-20 Actuals	FY 2020-21 Projected	FY 2020-21 Budget	FY 2021-22 Budget	Percent Change
Parks/Recreation Salaries and Benefits							
601 Salaries	8,591	8,524	4,750	0	3,380	-	0.0%
602 Custodian	20,550	18,635	4,335	7,400	6,000	-	0.0%
623 Social Security/Medicare	473	652	0	0	259	-	0.0%
Total Parks/Recreation Salaries and Benefits	29,614	27,811	9,085	7,400	9,639	-	0.0%
Community Center							
641 General Maintenance	-	-	-	830	1,000	6,060	506.0%
642 Utilities	5,599	5,786	5,680	5,532	6,131	8,461	38.0%
643 Janitorial Supplies	779	1,139	126	407	500	435	-13.0%
644 Landscaping	-	-	-	6,185	7,500	8,010	6.8%
645 General Liab./Workers Comp	-	-	-	6,432	6,788	7,973	17.5%
646 Facility Repairs	1,826	600	6,552	1,030	1,500	1,500	0.0%
647 Rental	-	-	-	-	500	500	0.0%
648 Equipment Maintenance	2,581	1,872	319	8	-	1,000	0.0%
649 Interest Expense	-	-	9,500	-	-	-	0.0%
640 Misc	-	-	78	-	250	36,720	14588.0%
Total Community Center Expenses	10,785	9,397	22,254	20,424	24,169	70,659	192.4%
Park							
651 General Maintenance	-	-	-	10,750.00	48,500	31,600	-34.8%
652 Repairs	-	-	153	3,047	5,000	13,736	174.7%
653 Landscaping	-	-	-	21,990.00	12,500	18,690	49.5%
654 Janitorial Supplies	-	-	-	-	250	500	100.0%
655 Rental	-	-	-	-	500	-	0.0%
656 Utilities	-	-	2,700	12,095	13,000	13,092	0.7%
657 General Liab./Workers Comp	-	-	-	6,432.00	6,710	7,973	18.8%
658 Levy Administration	-	-	-	2,244.00	6,000	5,600	-6.7%
659 Misc	-	-	-	139.00	250	94,002	37500.8%
Total Park Expenses	-	-	2,852	56,697	92,710	185,193	99.8%
Other Parks/Recreation Expenses							
665 Annex General Maintenance	-	-	-	-	1,000	-	0.0%
666 Annex Repairs	-	-	-	-	1,000	-	0.0%
667 Annex Landscaping	-	-	-	2,975	5,000	-	0.0%
668 Annex Miscellaneous Expenses	-	-	300	-	-	-	0.0%
669 Miscellaneous Projects	-	-	-	-	2,000	-	0.0%
670 Gardening Supplies	-	-	-	-	-	-	0.0%
672 Kensington Park O&M	57,508	90,632	72,004	2,050	-	-	0.0%
674 Tennis Court Maintenance	-	-	-	21,500	22,500	-	0.0%
678 Miscellaneous Expenses	553	-	650	630	-	5,000	0.0%
Total Other Parks/Recreation Expenses	58,061	90,632	72,954	27,155	31,500	5,000	-84.1%
TOTAL PARKS/RECREATION EXPENSES	98,460	127,841	107,145	111,676	164,018	260,852	59.0%

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

DISTRICT ADMINISTRATION EXPENDITURES

	FY 2017-18 Actual	FY2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Projected	FY 2020-21 Budget	FY 2021-22 Budget	Percent Change
<u>Salaries/Benefits</u>							
807 Salaries	156,145	191,692	211,479	241,409	282,500	384,500	36.1%
808 Payroll Taxes	7,920	14,664	16,083	18,619	22,000	29,414	33.7%
809 Benefits	-	-	-	-	-	28,044	0.0%
Total Admin Salaries and Benefits	164,065	206,356	227,562	260,028	304,500	441,958	45.1%
<u>Other Expenses</u>							
810 IT Contract	31,164	23,292	28,863	14,476	11,244	16,350	45.4%
815 Admin Communications	-	4,430	5,996	6,000	5,000	5,314	6.3%
816 Office Supplies	-	-	-	1,227	2,000	1,375	-31.3%
817 Postage	-	-	-	550	500	1,020	104.0%
818 Mileage	-	-	-	111	200	800	300.0%
819 Dues/Subscriptions	-	-	-	7,397	7,800	7,253	-7.0%
820 Copier Contract	5,043	5,692	5,523	4,138	6,893	4,769	-30.8%
825 Board Continuing Ed/Conf.	-	-	-	3,364	5,000	6,351	27.0%
826 Board Meetings	-	-	-	48	2,000	-	-100.0%
830 Legal	76,461	191,724	161,083	50,596	85,000	60,824	-28.4%
835 Consulting	92,104	86,919	40,832	46,350	30,000	21,000	-30.0%
840 Accounting	40,751	54,624	109,997	88,090	35,000	26,650	-23.9%
850 General Liability Insurance	36,588	42,438	45,057	24,309	24,308	31,893	31.2%
851 Workers Compensation	-	-	-	9,402	7,088	7,717	8.9%
860 Elections	-	6,387	-	4,991	6,400	-	-100.0%
861 LAFCO	-	-	-	1,729	2,200	2,000	-9.1%
865 Police Building Lease	35,468	36,036	36,603	36,603	40,000	36,603	-8.5%
870 County Expense	21,855	22,455	22,355	22,736	24,300	24,800	2.1%
890 Waste/Recycle	4,462	2,231	2,400	3,169	5,000	-	-100.0%
891 COVID	-	-	132	5,918	-	7,760	0.0%
898 Miscellaneous Expenses	20,662	22,131	29,739	6,928	10,000	5,000	-50.0%
899 Depreciation Expense	-	77,249	-	-	-	-	0.0%
Total Other Administration Expenses	364,558	575,607	488,579	338,131	309,933	267,478	-13.7%
TOTAL ADMINISTRATION EXPENSES	528,623	781,963	716,141	598,159	614,433	709,436	15.5%

Kensington Police and Community Services District

Fiscal Year 2021-22 Proposed Budget

CAPITAL OUTLAY EXPENDITURES

	FY 2017-18 Actual	FY2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Projected	FY 2020-21 Budget	FY 2021-22 Budget	Percent Change
Capital Outlay							
962 Patrol Cars	-					0	0.0%
963 Patrol Car Accessories	-			213		-	0.0%
965 Personal Police Equipment	2,653		41,526	10,092	1,000		0.0%
966 Traffic Equipment	10,198		3,126	-			0.0%
967 Station Equipment	-			-			0.0%
968 Office Furniture/Equipment	-		766	1,225	5,000	-	-100.0%
969 Computer Equipment	-	1124	16,860	6,965	7,000	7,000	0.0%
972 Park Buildings Improvements	110,399	43272	-	-			0.0%
974 Other Park Improvements	-		23,481	-	1,500	222,440	14729.3%
975 Community Center Loan Repay	-		-	30,517	30,617	30,617	0.0%
978 Parks/Rec Furniture/Equipment	-			-			0.0%
985 Comm. Ctr Renovation (Cap Fund)			-	171,302	-	-	0.0%
TOTAL CAPITAL OUTLAY	123,250	44,396	85,759	220,314	45,117	260,057	476.4%
TOTAL OPERATING/CAPITAL EXPENSES	3,098,694	3,179,019	3,471,767	3,558,420	3,470,644	3,869,955	0.0%
OPERATING SURPLUS/(SHORTFALL)	225,283	805,245	93,879	102,261	57,913	144,938	150.3%

Kensington Police and Community Services District

Fiscal Year 2021-22 Proposed Budget

PROJECTED FUND BALANCES

Audited Fund Balance at 6/30/2020	\$	2,232,816
Projected Net Surplus at 6/30/2021	\$	102,261
Projected Net Fund Balance at 6/30/2021	\$	2,335,077
Projected Net Surplus at 6/30/2022	\$	144,938
Projected Fund Balance at 6/30/2022	\$	2,480,015

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

BUDGET SUMMARY

	FY 2017-18	FY2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	
	Actual	Actual	Actual	Projected	Budget	Budget	Percent Change
REVENUE							
Police Activities	3,177,797	3,326,196	3,445,122	2,754,559	2,661,751	2,636,440	-1.0%
Parks and Receptions Activities	67,998	122,031	45,355	184,473	177,036	263,188	48.7%
District Administration	78,182	5,484	16,913	660,059	632,770	716,614	13.3%
Waste Administration	-	54,203	58,256	61,592	57,000	62,700	10.0%
Capital Projects	-	476,350	-	-	-	335,952	0.0%
TOTAL REVENUE	\$ 3,323,977	\$ 3,984,264	\$ 3,565,645	\$ 3,660,682	\$ 3,528,557	\$ 4,014,893	13.8%
EXPENDITURES							
Police Activities	2,348,361	2,224,819	2,562,722	2,628,271	2,647,076	2,639,610	-0.3%
Parks and Receptions Activities	98,460	127,841	107,145	111,676	164,018	253,850	54.8%
District Administration	528,623	781,963	716,141	598,159	614,433	709,436	15.5%
Waste Administration	-	-	-	-	-	7,002	0.0%
Capital Outlay	123,250	44,396	85,759	220,314	45,117	260,057	476.4%
TOTAL EXPENDITURES	3,098,694	3,179,019	3,471,767	3,558,420	3,470,644	3,869,955	11.5%
TOTAL OPERATING/CAPITAL EXPENSES	225,283	805,245	93,879	102,261	57,913	144,938	150.3%

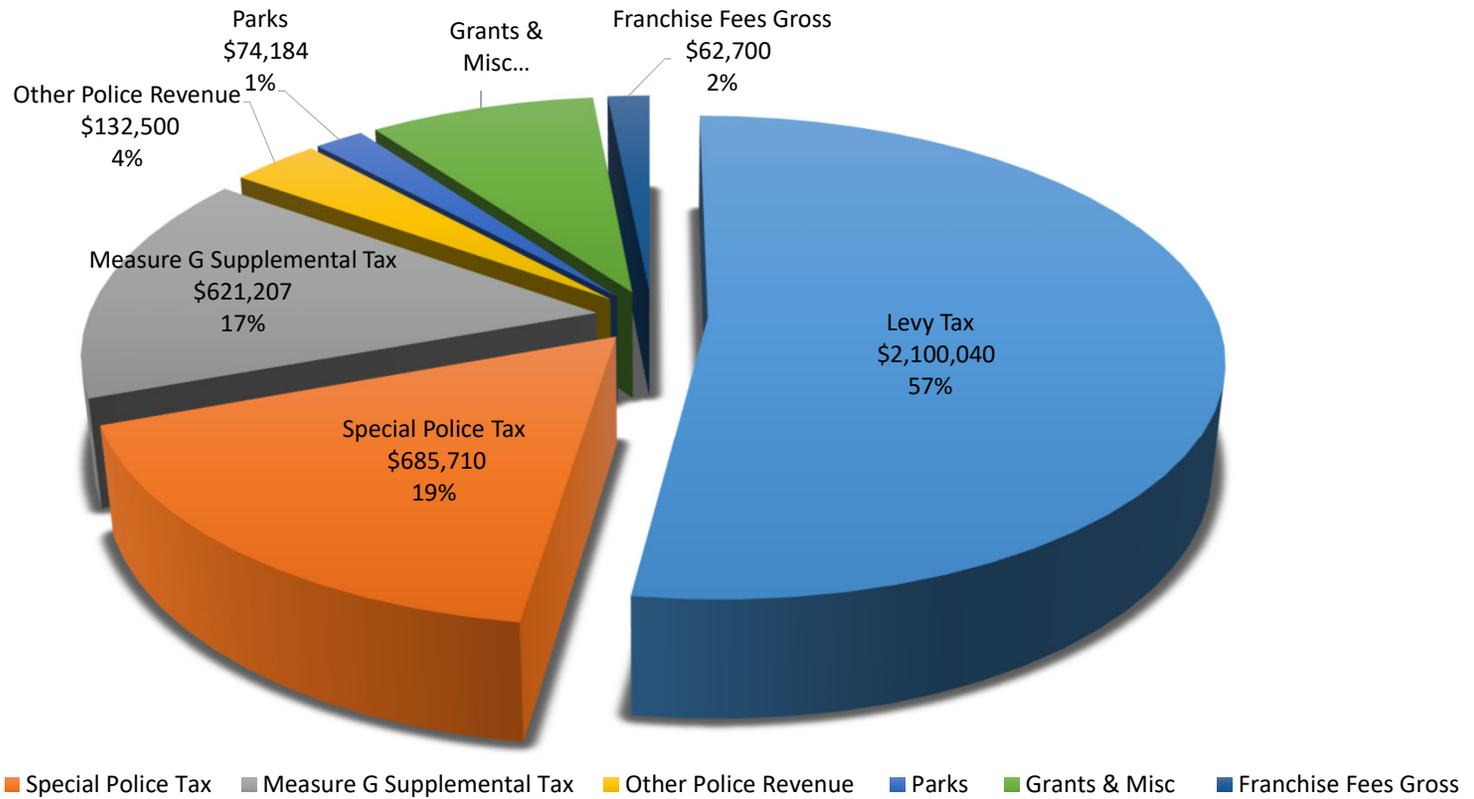
Kensington Police and Community Services District
Fiscal Year 2021-22 Proposed Budget

REVENUE/EXPENDITURE DETAIL

	FY 2017-18	FY2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	Percent
	Actual	Actual	Actual	Projected	Budget	Budget	Change
REVENUE							
401 Levy Tax	1,763,520	1,869,928	1,957,714	2,118,075	2,008,935	2,100,040	4.5%
402 Special Police Tax	681,851	681,780	681,750	685,710	681,750	685,710	0.6%
403 Misc - Tax Police	-	73	-	-	-	-	0.0%
404 Measure G Supplemental Tax	548,106	565,740	588,398	598,396	594,872	621,207	4.4%
410 Police Fees/Service Charges	-	3,570	2,107	585	1,500	1,500	0.0%
411 Kensington Hilltop Services Reimb.	8,372	839	-	-	-	-	0.0%
412 Special Assignment Revenue	-	4,525	-	-	-	-	0.0%
413 West County Crossing Guard Reimb.	7,010	-	-	-	-	-	0.0%
414 POST Reimbursement	-	4,009	9,100	8,256	3,000	-	-100.0%
415 Grants - Police	151,363	155,948	168,584	119,093	100,000	125,000	25.0%
416 Investment Income - Interest Police	12,000	28,169	32,275	2,620	10,000	1,000	-90.0%
418 Misc Police Income	-	9,876	5,194	5,512	5,000	5,000	0.0%
419 Supplemental Workers Comp Reimb.	-	1,738	-	-	-	-	0.0%
424 Special Tax-L&L	37,481	38,841	40,195	41,529	41,500	42,184	1.6%
427 Community Center Revenue	29,595	7,870	-	-	15,000	30,000	100.0%
437 Contributions for Sound System	-	-	160	459	-	-	0.0%
438 Misc Park/Rec Rev	-	75,320	5,000	15,400	-	2,000	0.0%
439 Contributions for Community Ctr	722	476,350	-	-	-	-	0.0%
448a Franchise Fees Gross	54,266	94,856	101,948	107,785	100,000	110,000	10.0%
448b less Franchise Fees Paid Out	-	(40,653)	(43,692)	(46,194)	(43,000)	(47,300)	0.0%
456 Interest-District	10,416	3,924	15,889	2,955	10,000	2,600	-74.0%
458 Misc District Revenue	19,275	1,559	1,024	500	-	335,952	0.0%
TOTAL REVENUE	\$ 3,323,977	\$ 3,984,264	3,565,645	3,660,682	3,528,557	4,014,893	13.8%
EXPENDITURES							
# Police Salary and Benefits							
Total Police Salaries and Benefits	1,948,453	1,887,096	2,195,390	2,265,688	2,214,567	2,168,862	-2.1%
Total Police Other Expenses	399,908	337,723	367,331	362,583	432,509	470,748	8.8%
							0.0%
TOTAL POLICE EXPENSES	2,348,361	2,224,819	2,562,722	2,628,271	2,647,076	2,639,610	-0.3%
# Parks/Recreation Salaries and Benefits							
Total Parks/Recreation Salaries and Benefits	29,614	27,811	9,085	7,400	15,639	0	-100.0%
Total Community Center Expenses	10,785	9,397	22,254	20,424	24,169	70,659	192.4%
Total Park Expenses	-	-	2,852	56,697	92,710	185,193	99.8%
Total Other Parks/Recreation Expenses	58,061	90,632	72,954	27,155	31,500	5,000	-84.1%
							0.0%
TOTAL PARKS/RECREATION EXPENSES	98,460	127,841	107,145	111,676	164,018	260,852	59.0%
# District Administration							
Total District Admin Salaries and Benefits	164,065	206,356	227,562	260,028	304,500	441,958	45.1%
Total Other Administration Expenses	364,558	575,607	488,579	338,131	309,933	267,478	-13.7%
							0.0%
TOTAL DISTRICT ADMINISTRATION EXPENSES	528,623	781,963	716,141	598,159	614,433	709,436	15.5%
							0.0%
TOTAL CAPITAL OUTLAY	123,250	44,396	85,759	220,314	45,117	260,057	476.4%
TOTAL OPERATING/CAPITAL EXPENSES	3,098,694	3,179,019	3,471,767	3,558,420	3,470,644	3,869,955	11.5%
OPERATING SURPLUS/(SHORTFALL)	225,283	805,245	93,879	102,261	57,913	144,938	150.3%

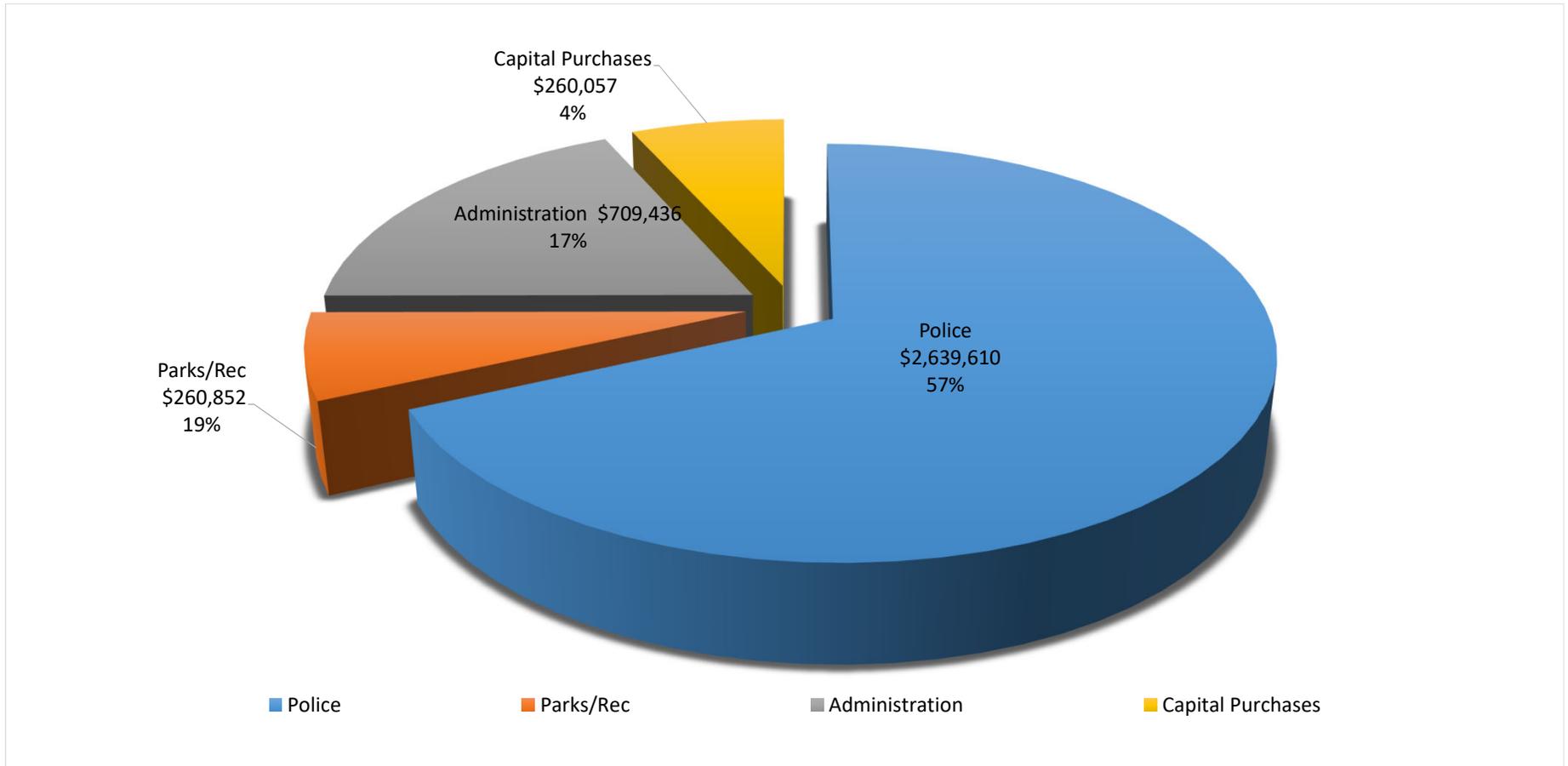
Kensington Police and Community Services District
Fiscal Year 2021-22 Proposed Budget

REVENUE BY SOURCE



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

EXPENDITURES BY DEPARTMENT



Kensington Police and Community Services District

Fiscal Year 2021-22 Proposed Budget

Calculation of Appropriations Limit

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

Calculation of Appropriations Subject to Limit

	Proceeds of Taxes	Non-Proceeds of Taxes	Total
<u>REVENUE</u>			
401 Levy Tax	2,100,040		2,100,040
402 Special Police Tax	681,750		681,750
403 Misc - Tax Police	-		-
404 Measure G Supplemental Tax	604,390		604,390
409 Asset Seizure	-		-
410 Police Fees/Service Charges	-	1,500	1,500
411 Kensington Hilltop Services Reimb.	-		-
412 Special Assignment Revenue	-		-
413 West County Crossing Guard Reimb.	-		-
414 POST Reimbursement	-	-	-
415 Grants - Police	-	125,000	125,000
416 Investment Income - Interest Police	1,000		1,000
418 Misc Police Income	-	5,000	5,000
419 Supplemental Workers Comp Reimb.	-		-
424 Special Tax-L&L	42,185		42,185
427 Community Center Revenue	-	30,000	30,000
437 Contributions for Sound System	-		-
438 Misc Park/Rec Rev	-	2,000	2,000
439 Contributions for Community Ctr	-		-
448a Franchise Fees Gross	-	110,000	110,000
448b less Franchise Fees Paid Out	-	(47,300)	(47,300)
456 Interest-District	-	10,000	10,000
458 Misc District Revenue	-	335,952	335,952
TOTAL REVENUE	3,429,365	572,152	4,001,517

Summary

FY 2021-22 Appropriations Limit	5,048,492
Appropriations Subject to Limit	3,429,365



Comprehensive Traffic Safety Program

Kensington Police Department

Making Traffic Safety a Core Value





Through a strong commitment to traffic safety, we will ensure positive results now and in the future.



1

Organizational Change

- ✓ Employee ownership
- ✓ Culture adjustment

2

Strategic Planning

- ✓ Must be flexible
- ✓ Without compromising the mission

3

Measuring Progress

- ✓ Reduce Traffic Violations
- ✓ Reduce Accidents
- ✓ Make the Roadways Safer

“Making Traffic Safety a Core Value.”



Organizational Priority



1

Organizational Change

1) Increasing Employee Ownership

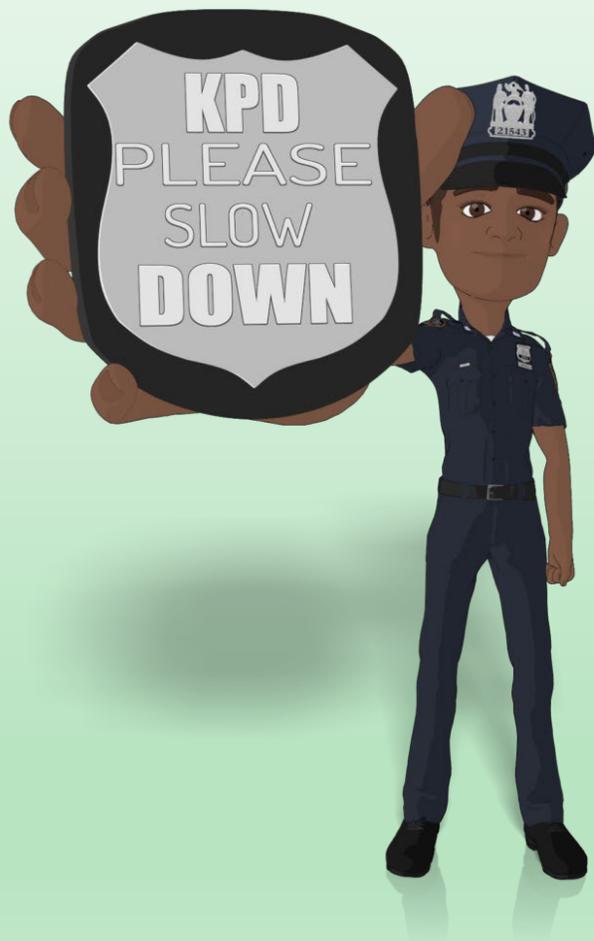
- ✓ Give employees the “why” - Mission
- ✓ Align values – FTO/Sergeant/Lieutenant
- ✓ Constant Communication
- ✓ Collaboration and Process Improvements
- ✓ Recognition For Work



“Making Traffic Safety a Core Value.”



Strategic Planning Process



Strategic Planning

2) Setting The Stage

- ✓ Deploy Traffic Enforcement Car July 1
- ✓ Universal Traffic Enforcement Training
- ✓ Modern Equipment/Evidence Collection
- ✓ Optimized Scheduling For Effectiveness
- ✓ 10 hours/day deployment of TSU

Goals

- ✓ Public Safety
- ✓ Educational Campaign (Variety)

“Making Traffic Safety a Core Value.”



How Are We Doing?



3

Evaluate Progress

3) Measuring Up

- ✓ Supervisor to Review All Citations
- ✓ Supervisor to Submit Weekly Report
- ✓ Employees to Report Daily Activity
- ✓ Monthly Reporting
- ✓ End of Year Reporting



“Making Traffic Safety a Core Value.”



Keys to Success 2021



Integrate

Traffic Safety throughout all operations of the department (e.g., Traffic Safety Unit).



Training

Ensure adequate training, equipment, and staff are ready to fulfill the responsibility of providing traffic safety.



Creative

Seek agreement with labor on the importance of including traffic-related items in promotional processes.

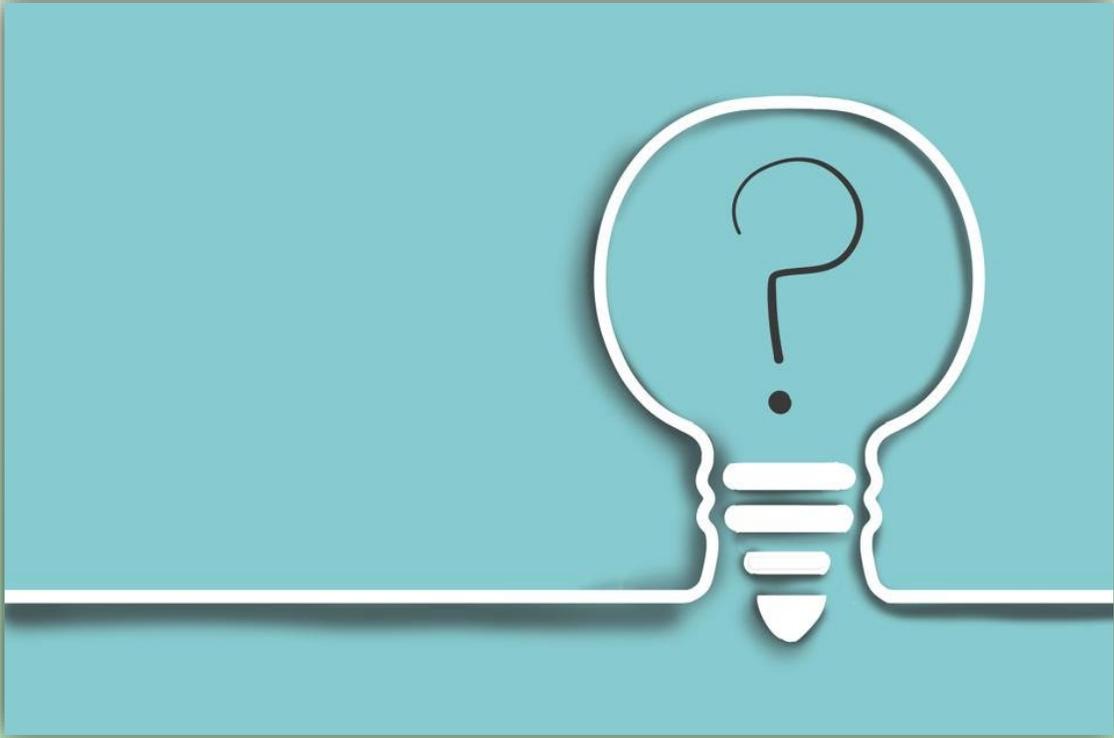


Community

Positive educational campaign, community outreach, and innovative technology (e.g., Office of Traffic Safety).



Questions & Discussion





Date: June 10, 2021
To: Board of Directors
From: Marti Brown, General Manager
Subject: Updated Master Fee Schedule for Kensington Park and Facility Rentals

Recommendation:

To consider the proposed Master Fee Schedule (Attachment 3), provide policy direction as necessary and approve an updated Master Fee Schedule for renting Kensington Park facilities.

Rationale for Recommendation:

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

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

Background:

With the re-opening of the newly renovated Community Center and the State's relaxing of Covid 19 social distancing requirements on June 15, 2021, it is an appropriate time to review the District's fee schedule and consider increasing rates. After reviewing the District's current rental fee structure and schedule (Attachment 1) and discussing it with staff, it seems that it has been more than a decade since it was reviewed and/or compared to surrounding local jurisdictions further warranting consideration for an update and potential increase. In addition, there are several facilities in the Park that the Board may want to consider for rental opportunities even though they have not been part of the rental fee structure in the past.

Discussion and Analysis:

In March 2021, staff initiated review and comparison of the District's rental facilities and fees with surrounding local jurisdictions including, El Cerrito, Albany, Berkeley and Richmond (Attachment 2). While not always an "apples to apples" comparison (e.g., not every jurisdiction has exactly the same facilities as Kensington), the comparison did reveal that the District's fee structure is to varying degrees overall below market and/or missing rental opportunities that could help increase District revenues. For example, the District's current hourly rental fee for the Community Center by a Kensington resident for a minimum of four hours is \$75/hour or \$300 total. In neighboring El Cerrito, Albany, Richmond, and Berkeley (for 4-5 hours), it costs \$1000, \$475, \$632, and \$328, respectively.

The District could also charge rental fees for other facilities that are not included in its current fee structure (e.g., Meeting Rooms, Kitchen, circular grass lawn in front of Community Center, amphitheater). Although the District does not at this time, there are other local jurisdictions, as indicated in Attachment 2 that rent/reserve meeting rooms, picnic tables and lawn areas for a fee.

Fiscal Impact:

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

Attachments:

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

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

Community Center & Park – Rental Comparison

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

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

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

Community Park & Tennis Court – Rental Comparison

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

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

PROPOSED RATES				
Kensington Community Center	All Individuals/Groups	Resident (hourly rate)	Non Resident (hourly rate)	Minimum Time
Community Center - Main Hall only		\$135.00	\$145.00	4 hr. min.
Kitchen	\$60 Flat Rate			
Side Room 1		\$35.00	\$45.00	4 hr. min.
Side Room 2		\$20.00	\$25.00	4 hr. min.
Side Room 3		\$55.00	\$65.00	4 hr. min.
Grassy Area	\$50.00 Flat Rate			
Amphitheater	\$50.00 Flat Rate			
BBQ	\$75.00 Flat Rate			
Transfer of Date Fee	\$30.00			
Alcohol Permit (exclusive to ABC for selling)	\$140.00			
Key Deposit	\$125.00			
Cleaning Deposit	\$250 without alcohol; \$500 with alcohol			
Tables				
6" x 30" Rectangular (seats 6-8)	\$3.00 each			
60" Round (seats 8)	\$5.00 each			
Chairs				
Metal Folding Chair	\$1.00 each			
White Cushioned Folding Chair	\$2.25 each (Proposed in budget.)			



Date: June 10, 2021
To: Board of Directors
From: Ann Danforth, General Counsel
Subject: Resolution of Intention for the Kensington Park Assessment District Levy

Recommendation:

Adopt Resolution No. 2021-07, Amended Resolution of Intention, changing the Public Hearing on Levy assessment to July 8, 2021.

Rationale for Recommendation and Background:

On May 13, 2021, the Board of Directors adopted a package of resolutions required to collect assessments for the upcoming fiscal year. These included Board Resolution No. 2021-05, Declaring its Intention to Levy and Collect Assessments for the Kensington Park Assessment District for Fiscal Year 2021/22 and setting the public hearing on said levy for June 10, 2021. However, staff found it impracticable to publish the required 10 days' notice in advance of that date. Accordingly, staff has prepared the attached Resolution 2021-07, which would reset the hearing to July 10, 2021.

Fiscal Impact:

There is no new fiscal impact as compared to the Board actions of May 13, 2021.

Attachments:

1. Resolution of Intention: No. 2021-07

RESOLUTION NO. 2021-07

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT,
DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS FOR
THE KENSINGTON PARK ASSESSMENT DISTRICT
FOR FISCAL YEAR 2021/22**

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

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

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

WHEREAS, the Board of Directors now finds it necessary to modify the hearing date set by Resolution No. 2021-05 from June 10, 2021 to July 8, 2021

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

- 1. Repeal of Prior Resolution:** The Board of Directors hereby repeals Resolution No. 2021-05, replacing it in its entirety with this Resolution No. 2021-07.
- 2. Intention:** The Board of Directors hereby declares its intention to levy and collect assessments within the Assessment District to pay the costs of the Improvements for the fiscal year commencing July 1, 2021 and ending June 30, 2022. The Board of Directors finds that the public's best interest requires such action.
- 3. Improvements:** The improvements within the District include, but are not limited to: the operating, maintaining and servicing of all public landscaping improvements, consisting of landscaping and grass. Operating, maintaining and servicing include, but are not limited to: personnel, materials, electrical energy and water. Services provided include all necessary service, operations, administration and maintenance required to keep the improvements in a healthy, vigorous, and satisfactory condition.
- 4. Assessment District Boundaries:** The boundaries of the Assessment District are as shown by the assessment diagram filed in the offices of the Secretary, which map is made a part hereof by reference.
- 5. Engineer's Report:** Reference is made to the Engineer's Report prepared by NBS, on file with the Secretary, for a full and detailed description of the improvements, the boundaries of the Assessment District and the zones therein, and the proposed assessments upon assessable lots and parcels of land within the Assessment District.
- 6. Notice of Public Hearing:** The Board of Directors hereby declares its intention to conduct a Public Hearing concerning the levy of assessments in accordance with Section 22629 of the Act. All objections to the assessment, if any, will be considered by the Board of Directors. The Public Hearing will be held on **Thursday, July 8, 2021 at 7:00 pm** or as soon thereafter as is feasible in the meeting place of the Board of Directors located at 52 Arlington Avenue, Kensington, CA; however, due to the COVID-19 Pandemic all meetings are being held virtually and all notices are

published at www.kppcsd.org. The Board of Directors further orders the Secretary to publish notice of this resolution in accordance with Section 22626 of the Act.

- 7. Increase of Assessment:** The maximum assessment is not proposed to increase from the previous year above that previously approved by the property owners (as "increased assessment" is defined in Section 54954.6 of the Government Code).

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District upon motion by Director _____, seconded by Director _____, on Thursday, the 10th day of June, 2021, by the following vote to wit:

AYES: Directors _____, _____, _____, _____, and _____

NOES: None

ABSENT: None

ABSTAINED: None

Sylvia Hacaj
President, Board of Directors

I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on Thursday, the 10th day of June, 2021.

Lynelle M. Lewis
District Clerk of the Board

Marti Brown
Interim General Manager



Date: June 10, 2021
To: Board of Directors
From: Katherine Korsak, Finance and Business Manager
Subject: CalPERS Health Resolution

Recommendation:

Adopt Resolution 2021-08 of the Board of Directors of the Kensington Police Protection and Community Service District Affirming the required CalPERS Health Resolution, fixing the Employer Contribution Under the Public Employees' Medical and Hospital Care Act at an Equal Amount for Employees and Annuitants.

Rationale for Recommendation:

Kensington Police Protection and Community Service District listed as Kensington Community Service District by CalPERS is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act; and as such, CalPERS requires an approved resolution of the governing body authorizing the employer's health benefit contribution.

Background:

The current Memorandum of Understanding (MOU) with the Kensington Police Officers Association (KPOA) was signed in July of 2020. At the time the district filed a retirement resolution with CalPERS, District staff was not aware that CalPERS also requires a health care resolution. In addition, CalPERS Retirement Division does not share documents and/or communicate with its Health Division. As a result, the Health Division was unaware that a new MOU had been filed thereby triggering the need to also file a health care resolution with the Health Division.

Discussion and Analysis:

CalPERS requires its member public agencies to file a health care resolution (Attachment 1) to ensure correct retiree paid healthcare deductions. As previously stated, this task was not completed at the time that the District and KPOA approved and executed the current MOU and, therefore, the District must submit and file the attached resolution 2021-8 with CalPERS as soon as possible.

Fiscal Impact:

There is no fiscal impact to the District by approving this resolution.

Attachment:

1. Resolution 2021-08

**Please staple on top of your health resolution(s) or cover letter.
This will ensure that the CalPERS mailroom expedites delivery to our office.
Mail packet to either:**

Overnight Mail Service

California Public Employees' Retirement System
Health Resolutions & Compliance Services, HAMD
400 Q Street
Sacramento, CA 95811

Regular Mail

California Public Employees' Retirement System
Health Resolutions & Compliance Services, HAMD
PO BOX 942714
Sacramento, CA 94229-2714

HEALTH RESOLUTION

CalPERS ID #	7381511111
Agency Name	Kensington Community Services District
Desired Effective Date	August, 2021



**RESOLUTION NO. 2021-08
FIXING THE EMPLOYER CONTRIBUTION
UNDER THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT
AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS**

- WHEREAS, (1) Kensington Community Services District is a contracting agency under Government Code Section 22920 and subject to the Public Employees’ Medical and Hospital Care Act (the “Act”); and
- WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and
- WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; now, therefore be it
- RESOLVED, (a) That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

Medical Group	Party Rate	Contribution Amount
001 Kensington POA	1	\$643.49
	2	\$1,383.28
	3	\$1,798.26
	4	\$214.43
	5	\$553.86
	6	\$893.29
	7	\$982.92
	8	\$1,412.11
	9	\$1,014.95
	10	\$982.92
	11	\$1,302.61
	12	\$1,412.11

Medical Group	Party Rate	Contribution Amount
002 GM/Police Chief	1	\$643.49
	2	\$1,383.28
	3	\$1,798.26
	4	\$214.43
	5	\$553.86
	6	\$893.29
	7	\$982.92
	8	\$1,412.11
	9	\$1,014.95
	10	\$982.92
	11	\$1,302.61
	12	\$1,412.11

plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) Kensington Community Services District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (c) That the participation of the employees and annuitants of Kensington Community Services District shall be subject to determination of its status as an “agency or instrumentality of the state or political subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that Kensington Community Services District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Marti Brown, General Manager to file with the Board a verified copy of this resolution, and to perform on behalf of Kensington Community Services District all functions required of it under the Act; and be it further

RESOLVED, (e) That coverage under the Act be effective on August 1, 2021.

Adopted at a regular meeting of the Kensington Community Services District at 217 Arlington Ave, Kensington, CA 94707, this 10th day of June, 2021.

Signed: _____
Sylvia Hacaj, President

Attest: _____
Lynelle Lewis, Clerk of the Board