

# KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

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## A G E N D A

A Closed Session of the Board of Directors of the Kensington Police Protection and Community Services District will be held **Thursday, May 11, 2017, at 6:30 P.M.**, at the Kensington Community Center, 59 Arlington Avenue, Kensington, California.

The Board will commence a Regular Open Session Meeting **Thursday May 11, 2017, at 7:30 P.M.**, at 59 Arlington Avenue, Kensington, California.

Note: All proceedings of the Open Session will be audiotaped.

### **1. Call to Order/Roll Call - 6:00 P.M.**

### **2. Public Comments: Closed Session**

a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: The Board will be briefed on matters involving significant exposure to litigation pursuant to CA Government Code Section 54956.9(d)(2).

b. PUBLIC EMPLOYEE EMPLOYMENT, DISCIPLINE OR DISMISSAL: The Board will be briefed on personnel matters pursuant to Government Code Section 54957(b)(1).

### **Open Session - 7:30 P.M.**

### **3. Call to Order/Roll Call**

### **4. Public Comments: Open Session**

Members of the public may address the Board on any matter listed on the agenda at the time the Board is considering the agenda item. Each speaker is allowed a maximum of five (5) minutes, pursuant to section 5030.41 of the District Policy and Procedures Manual.

### **5. Board / Staff Comments**

### **6. Consent Calendar**

a. Kensington Community Council Calendar Pg. 4

b. Unaudited Profit & Loss Budget Performance report Pg. 6

c. Monthly Calendar Pg. 12

d. Correspondence Pg. 14

e. Watch Commander Monthly Report Pg. 16

f. General Manager's Report Pg. 18

### **New Business**

7. The Board will appoint a Director to negotiate a lease with the Kensington Fire Protection Board for office and parking space at 217 Arlington Avenue.

Fiscal Impact - None at this time.

8. The Board will review a contract between the District and Interim GM/COP Rickey Hull for a contract appointment from May 18 - June 30, 2017. Action Item. Pg. 19

Fiscal Impact – \$16,252.75 plus six weeks of health care benefits per the MOU.

9. The Board will review the "Financial Statements and Independent Auditor's Report for the Fiscal Year ending June 30, 2016" prepared by Lamorena and Chang. Action Item. Pg. 28

Fiscal Impact - None at this time.

10. Review of the Budget of the Fiscal Year 2017-18. Board will review and discuss line items in the Budget. Rg. 66

**Adjournment** - The next Regular Meeting of the KPPCSD will be held on Thursday, May 25, 2017, 7 P.M.

### **General Information - Accessible Public Meetings**

NOTE: UPON REQUEST THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT WILL PROVIDE WRITTEN AGENDA MATERIALS IN APPROPRIATE ALTERNATIVE FORMATS, OR DISABILITY-RELATED MODIFICATION OR DISABILITIES TO PARTICIPATE IN PUBLIC MEETINGS. PLEASE SEND A 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 2 DAYS BEFORE THE MEETING. REQUESTS SHOULD BE SENT TO:

District Administrator, Kensington Police Protection & Community Services District, 217  
Arlington Ave, Kensington, CA 94707

POSTED: Public Safety Building-Colusa Food-Library-Arlington Kiosk- and at [www.kensingtoncalifornia.org](http://www.kensingtoncalifornia.org)

Complete agenda packets are available at the Public Safety Building and the Library.

All public records that relate to an open session item of a meeting of the Kensington Police Protection & Community Services 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 Community Council Calendar 2017-2018

Tuesday, Sept 5	KASEP Online Registration, 7:30PM
Monday, Sept 11	KCC Board Meeting, 6:30 pm, Building E
Monday, Sept. 18	First day of Fall KASEP Classes
Saturday, Sept. 23	KCC Family Movie Night, 7:30pm, free
Monday, Oct. 2	KCC Board Meeting, 6:30 pm Comm. Center
Sunday, Oct 29	Fall Parade and Picnic
Mon Oct. 16	KASEP Oversight Committee meeting, 7:30 pm
Wednesday, Oct 18	KCC Teacher meeting, 12:00 – 1:00
TBD	Maybeck Historical Walk, 3:00pm
Monday, Nov. 6	KCC Board Meeting, 6:30 Building E
Monday, Dec. 4	KCC Board Meeting, 6:30 Comm. Center
Tuesday, Dec. 5	Winter KASEP Online registration; 7:30PM
Friday, Dec. 15	KASEP Fall session ends
Tuesday, Jan. 2	KASEP Winter Session Begins
Monday, Jan. 8	KCC Board Meeting with Annual K-Groups, <b>7:30</b> Rec. Bldg.
Wednesday, Jan 24	KASEP Teachers' meeting, 12:00-1:00 pm
Monday, Feb. 5	KCC Board Meeting, 6:30 pm Comm. Center
Monday, Feb. 12	KASEP Oversight Committee meeting, 7:30 pm
Feb. 19-23	No KASEP - President Week

(continued on back)

# Kensington Community Council Calendar 2017-2018

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Tuesday, Feb 27	Online KCC Summer Camp Registration 2018
Monday, March 5	KCC Board Meeting, 6:30 pm Comm. Center
Tuesday March 6	KASEP Spring Session Online Registration, 7:30pm
Friday March 16	KASEP Winter Session ends
Monday, March 19	KASEP spring session begins
Monday, April 2-6	No KASEP - Spring Break
Monday, April 2	KCC Board Meeting, 6:30 Comm. Center
Wednesday, April 18	KASEP Teachers' meeting, 12:00-1:00pm
Monday, April 23	KASEP Oversight Committee meeting, 7:30 pm
Sunday, May 6	High School Seniors' picture for Outlook
Monday, May 7	KCC Board Meeting, 6:30pm Comm. Center
Friday, May 25	Last day of KASEP
Monday, June 4	KCC Board Meeting 6:30 pm Comm. Center
Thursday, June 7	Last day of school
Monday, June 18	First day of KCC Summer Day Camp
Saturday, June 23	Summer Solstice Celebration (TBA)
Monday, July 2	KCC Board Meeting, 6:30 pm Comm. Center
Friday, Aug. 17	Last Day Summer Camp
Monday, August 27	School Starts

**KPPCSD**  
**Unaudited Profit & Loss Budget Performance**  
April 2017

9

**Ordinary Income/Expense**

**Income**

	<u>Apr 17</u>	<u>Budget</u>	<u>Jul '16 - Apr 17</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>400 · Police Activities Revenue</b>					
401 · Levy Tax	0.00	0.00	1,642,869.96	1,653,000.00	1,653,000.00
402 · Special Tax-Police	0.00	0.00	681,630.00	680,000.00	680,000.00
403 · Misc Tax-Police	0.00	0.00	0.00	0.00	0.00
404 · Measure G Supplemental Tax Rev	0.00	0.00	527,989.12	529,601.28	529,601.28
409 · Asset seizure forfeit/WEST NET	0.00	0.00	0.00	0.00	0.00
410 · Police Fees/Service Charges	112.25	125.00	3,137.15	1,250.00	1,500.00
411 · Kensington Hillkop Svcs Reimb	4,867.00	4,866.75	14,601.00	19,467.00	19,467.00
412 · Special Assignment Revenue	0.00	0.00	0.00	0.00	0.00
413 · West County Crossing Guard Reir	3,717.00	3,717.00	7,434.00	7,434.00	11,151.00
414 · POST Reimbursement	0.00	0.00	1,053.59	0.00	0.00
415 · Grants-Police	0.00	0.00	107,493.67	0.00	0.00
416 · Interest-Police	0.00	375.00	3,045.00	1,125.00	1,500.00
418 · Misc Police Income	503.92	1,083.34	8,469.72	10,833.32	13,000.00
419 · Supplemental W/C Reimb (4850)	6,619.74	0.00	71,083.40	0.00	0.00
<b>Total 400 · Police Activities Revenue</b>	<b>15,819.91</b>	<b>10,167.09</b>	<b>3,068,806.61</b>	<b>2,902,710.60</b>	<b>2,909,219.28</b>
<b>420 · Park/Rec Activities Revenue</b>					
424 · Special Tax-L&L	0.00	0.00	36,220.00	35,000.00	35,000.00
427 · Community Center Revenue	835.00	2,300.00	21,259.35	29,300.00	33,000.00
437 · Contributions for Sound System	0.00	0.00	11,000.00	8,000.00	8,000.00
438 · Misc Park/Rec Rev	40.00	30.00	122.00	150.00	200.00
<b>Total 420 · Park/Rec Activities Revenue</b>	<b>875.00</b>	<b>2,330.00</b>	<b>68,601.35</b>	<b>72,450.00</b>	<b>76,200.00</b>
<b>440 · District Activities Revenue</b>					
448 · Franchise Fees	-9,129.31	5,400.00	53,042.67	54,000.00	65,000.00
456 · Interest-District	0.00	0.00	0.00	0.00	0.00
458 · Misc District Revenue	0.00	0.00	0.00	0.00	0.00
<b>Total 440 · District Activities Revenue</b>	<b>-9,129.31</b>	<b>5,400.00</b>	<b>53,042.67</b>	<b>54,000.00</b>	<b>65,000.00</b>
<b>Total Income</b>	<b>7,565.60</b>	<b>17,897.09</b>	<b>3,190,450.63</b>	<b>3,029,160.60</b>	<b>3,050,419.28</b>

Account 400 Police Activities Revenue

This YTD total is ahead of the YTD budgeted amount by approx. \$166,000. This is primarily due to receipt of \$107,500 of COPS Grant and \$71,100 of Supplemental Workers' Comp. Reimb.

Account 448 Franchise Fees

The current month amount is <\$9,130> because it reflects the payment of Franchise Fees (3% of gross revenues) made to the County for the months of January, February and March 2017. (Note: This is recorded as contra revenue, which is a deduction from gross revenue that results in net revenue.)

Unaudited Profit & Loss Budget Performance

April 2017

Expense	Apr 17	Budget	Jul '16 - Apr 17	YTD Budget	Annual Budget
500 - Police Sal & Ben					
502 - Salary - Officers	74,689.10	84,606.16	776,308.23	846,061.68	1,015,274.00
504 - Compensated Absences	0.00	766.66	17,507.63	7,666.68	9,200.00
506 - Overtime	5,300.09	6,250.00	76,028.06	62,500.00	75,000.00
508 - Salary - Non-Sworn	8,375.67	8,389.75	92,266.72	83,897.50	100,677.00
516 - Uniform Allowance	533.28	750.00	5,745.84	7,500.00	9,000.00
518 - Safety Equipment	-1,000.00	187.50	2,867.34	1,875.00	2,250.00
521-A - Medical/Vision/Dental-Active	13,454.23	15,174.50	161,999.45	151,745.00	182,094.00
521-R - Medical/Vision/Dental-Retired	11,832.03	13,356.50	141,013.18	133,565.00	160,278.00
521-T - Medical/Vision/Dental-Trust	0.00	0.00	95,868.00	0.00	64,226.00
522 - Insurance - Police	0.00	578.34	3,298.50	5,783.32	6,940.00
523 - Social Security/Medicare	1,047.84	1,458.91	12,227.36	14,589.18	17,507.00
524 - Social Security - District	473.26	520.16	6,140.31	5,201.68	6,242.00
527 - PERS - District Portion	13,993.04	16,209.46	460,874.45	476,885.08	509,304.00
528 - PERS - Officers Portion	3,375.24	4,986.34	46,022.23	49,863.32	59,836.00
530 - Workers Comp	0.00	0.00	66,467.05	67,000.00	67,000.00
<b>Total 500 - Police Sal &amp; Ben</b>	<b>132,073.78</b>	<b>153,234.28</b>	<b>1,964,634.35</b>	<b>1,914,133.44</b>	<b>2,284,828.00</b>

Accounts 502, 504 & 506 Officers' Salaries, Compensated Absences & Overtime YTD, these accounts, combined, are about \$46,400 less than the YTD budgeted amount: Officers' salaries are under-budget by about \$70,000 largely because the Master Sergeant position is currently vacant. This \$70,000 reduction in YTD salaries has been offset by YTD increase in overtime, which is about \$14,000 over budget, and the YTD increase in compensated absences, which is about \$10,000 over budget because of former IGM/COP Hart's \$13,000 cash-out of accrued vacation hours.

Accounts 508 & 602 Salary Non-Sworn  
The YTD amounts, combined, is about \$8,800 more than the YTD budgeted amount because non-sworn staff performed additional assigned work that had not been anticipated when the budget was set. Some of the costs incurred in this account have helped reduce costs that had been budgeted for Accounts 502 (Police Salaries), 594 (Community Policing) and 840 (Accounting). The hourly savings range from \$25 to \$105.

Account 518 Uniform Allowance  
The monthly amount is <\$1,000>. When District CPA Deborah Russell ran a report in March for this account's YTD activity, she discovered that an officer had submitted two \$1,000 requests for reimbursement: Only a \$1,000 reimbursement was permitted under the terms of the MOU. This negative entry reflects the officer's \$1,000 reimbursement to the District.

Account 521 A&R Medical/Vision/Dental (Retired and Active)  
CALPERS med. premiums for the following month are due by the 10<sup>th</sup> of that month. Thus, in part, YTD amount is \$27,000 greater than YTD budgeted amt. Account 521T Medical/Vision/Dental (Trust)

The YTD amount is \$31,000 more than the Annual Budgeted Amount because it includes the payment of last year's budgeted amount for this same amount. The GM/COP memo, directing the District Administrator to pay this \$31,000, should have been issued in May 2015. However, because this was a time of transition, the memo was never issued, and the payment was not timely made.

Accounts 527 & 528 PERS - District and Officers Portions  
YTD these two amounts, combined, are about \$20,000 under the amount budgeted YTD. This is because YTD salaries (502), upon which the PERS amounts are calculated, are lower than budgeted.

KPPCSD  
Unaudited Profit & Loss Budget Performance  
April 2017



	Apr 17	Budget	Jul '16 - Apr 17	YTD Budget	Annual Budget
<b>550 · Other Police Expenses</b>					
552 · Expendable Police Supplies	0.00	141.66	3,319.88	1,416.68	1,700.00
553 · Range/Ammunition Supplies	0.00	416.66	375.00	4,166.68	5,000.00
560 · Crossing Guard	1,239.00	1,000.00	8,115.45	8,750.00	11,150.00
562 · Vehicle Operation	2,388.88	3,125.00	22,322.90	31,250.00	37,500.00
564 · Communications (RPD)	8,050.89	13,035.00	89,217.61	130,350.00	156,420.00
566 · Radio Maintenance	181.69	190.09	1,453.52	1,900.82	2,281.00
568 · Prisoner/Case Exp./Booking	78.75	741.66	6,959.82	7,416.68	8,900.00
570 · Training	0.00	833.34	2,550.64	8,333.32	10,000.00
572 · Recruiting	0.00	1,291.66	3,285.27	12,916.68	15,500.00
574 · Reserve Officers	2,000.00	337.50	2,030.00	3,375.00	4,050.00
576 · Misc. Dues, Meals & Travel	0.00	252.91	1,356.00	2,529.18	3,035.00
580 · Utilities - Police	3,326.70	833.34	10,781.03	8,333.32	10,000.00
581 · Bldg Repairs/Maint.	0.00	416.66	490.05	4,166.68	5,000.00
582 · Expendable Office Supplies	1,079.13	625.00	4,336.38	6,250.00	7,500.00
588 · Telephone(+Rich. Line)	419.15	623.00	3,745.05	6,230.00	7,476.00
590 · Housekeeping	406.41	333.34	3,723.20	3,333.32	4,000.00
592 · Publications	0.00	250.00	2,923.16	2,500.00	3,000.00
594 · Community Policing	489.45	1,166.66	5,400.19	11,666.68	14,000.00
596 · WEST-NET/CAL I.D.	0.00	0.00	6,101.00	6,100.00	6,100.00
599 · Police Taxes Administration	0.00	0.00	3,462.84	3,500.00	3,500.00
<b>Total 550 · Other Police Expenses</b>	<b>19,660.05</b>	<b>25,613.48</b>	<b>181,948.99</b>	<b>264,485.04</b>	<b>316,112.00</b>

Account 552 Expendable Police Supplies  
 The YTD amount is about \$2,500 over budget, primarily because \$2,300, which had not been budgeted, was spent for new cameras for police vehicles  
 Account 562 Vehicle Maintenance  
 The YTD amount is about \$9,000 less than the YTD budgeted amount.  
 Account 564 Communications  
 This YTD total is under budget because Richmond's invoices aren't timely issued. The most recent invoice paid was for February's service.  
 Account 580 Utilities - Police  
 This monthly amount of \$3,300 reflects three months of service covered by the Kensington Fire District's invoice received in April.



**KPPCCSD**  
**Unaudited Profit & Loss Budget Performance**  
 April 2017

	<u>Apr 17</u>	<u>Budget</u>	<u>Jul '16 - Apr 17</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>600 - Park/Rec Sal &amp; Ben</b>					
601 - Park & Rec Administrator	685.40	670.16	7,175.26	6,701.68	8,042.00
602 - Custodian	1,750.00	1,900.00	17,500.00	19,000.00	22,750.00
623 - Social Security/Medicare - Dist	109.24	51.25	548.90	512.50	615.00
<b>Total 600 - Park/Rec Sal &amp; Ben</b>	<b>2,544.64</b>	<b>2,621.41</b>	<b>25,224.16</b>	<b>26,214.18</b>	<b>31,407.00</b>
<b>635 - Park/Recreation Expenses</b>					
<b>640 - Community Center Expenses</b>					
642 - Utilities-Community Center	490.46	468.00	5,074.52	4,680.00	5,616.00
643 - Janitorial Supplies	0.00	125.00	676.43	1,250.00	1,500.00
646 - Community Center Repairs	600.00	458.34	5,551.89	4,583.32	5,500.00
<b>Total 640 - Community Center Expenses</b>	<b>1,090.46</b>	<b>1,051.34</b>	<b>11,302.84</b>	<b>10,513.32</b>	<b>12,616.00</b>
<b>660 - Annex Expenses</b>					
662 - Utilities - Annex	0.00	83.34	0.00	833.32	1,000.00
666 - Annex Repairs	0.00	83.34	0.00	833.32	1,000.00
668 - Misc Annex Expenses	0.00	83.34	0.00	833.32	1,000.00
<b>Total 660 - Annex Expenses</b>	<b>0.00</b>	<b>250.02</b>	<b>0.00</b>	<b>2,499.96</b>	<b>3,000.00</b>
<b>670 - Gardening Supplies</b>					
672 - Kensington Park O&M	2,475.00	5,775.00	63,924.44	57,750.00	69,300.00
674 - Park Construction Exp	0.00		0.00	5,000.00	5,000.00
678 - Misc Park/Rec Expense	0.00	0.00	1,275.42	1,000.00	1,000.00
<b>Total 635 - Park/Recreation Expenses</b>	<b>3,565.46</b>	<b>7,076.36</b>	<b>76,502.70</b>	<b>76,763.28</b>	<b>90,916.00</b>

Account 672 Kensington Park O&M  
 This account is about \$6,000 over budget. This amount includes about \$13,000 of tree pruning, which had been budgeted for the prior fiscal year.  
 Account 674 Kensington Park O&M  
 The YTD budgeted amount of \$5,000 has not been spent.

**KPPCSD**  
**Unaudited Profit & Loss Budget Performance**  
April 2017

0

	Apr 17	Budget	Jul '16	Apr 17	YTD Budget	Annual Budget
<b>800 · District Expenses</b>						
810 · Computer Maintenance	1,164.00	2,093.16	21,680.54	20,931.68	25,118.00	
820 · Cannon Copier Contract	195.12	475.00	4,018.26	4,750.00	5,700.00	
830 · Legal (District/Personnel)	23,318.57	8,300.00	168,936.64	83,000.00	99,530.00	
835 · Consulting	6,262.00	4,500.00	33,846.34	39,500.00	46,500.00	
840 · Accounting	0.00	2,000.00	31,982.99	41,500.00	45,500.00	
850 · Insurance	0.00	0.00	27,607.07	30,000.00	30,000.00	
860 · Election	0.00	0.00	3,561.61	4,500.00	4,500.00	
865 · Police Bldg. Lease	0.00	0.00	1.00	1.00	1.00	
870 · County Expenditures	0.00	200.00	21,227.00	22,300.00	22,300.00	
890 · Waste/Recycle	0.00	1,666.66	0.00	16,666.68	20,000.00	
898 · Misc. Expenses	2,228.09	1,433.34	15,182.47	14,333.32	17,200.00	
899 · Depreciation Expense	0.00	0.00	0.00	0.00	0.00	
<b>Total 800 · District Expenses</b>	<b>33,167.78</b>	<b>20,668.16</b>	<b>328,043.92</b>	<b>277,482.68</b>	<b>316,349.00</b>	

**Account 830 Legal**

The current month's amount of \$23,300 is about \$15,000 more than had been budgeted for the month. The YTD amount is about \$86,000 more than the YTD budgeted amount of \$83,000.

**Account 835 Consulting**

The monthly amount of \$6,300 is about 1,800 higher than the budgeted amount, in part because it includes a \$4,900 invoice from Walter Tibbett. YTD amount is about \$5,700 less than the YTD budgeted amount.

**Account 840 Accounting**

The YTD amount is about \$9,500 less than the YTD budgeted amount.

**Account 890 Waste/Recycling**

The YTD amount is \$17,000 less than the YTD budgeted amount. This amount should be set aside for anticipated costs to be incurred near the end of the current agreement with Bay View Refuse and Recycling.

KPPCSD  
Unaudited Profit & Loss Budget Performance  
April 2017

	Apr 17	Budget	Jul '16 - Apr 17	YTD Budget	Annual Budget
950 · Capital Outlay					
961 · Police Bldg Improvements	0.00	0.00	0.00	0.00	0.00
962 · Patrol Cars	0.00	0.00	0.00	0.00	0.00
963 · Patrol Car Accessories	0.00	0.00	0.00	0.00	0.00
965 · Personal Police Equipment-Asset	0.00	0.00	13,546.64	0.00	0.00
966 · Police Traffic Equipment	241.33	0.00	8,810.16	6,600.00	6,600.00
967 · Station Equipment	0.00	0.00	6,005.00	6,100.00	6,100.00
968 · Office Furn/Eq	0.00	0.00	0.00	0.00	0.00
969 · Computer Equipment	0.00	0.00	2,170.48	1,500.00	1,500.00
972 · Park Buildings Improvements	0.00	0.00	0.00	100,000.00	100,000.00
974 · Other Park Improvements	0.00	0.00	0.00	7,500.00	7,500.00
978 · Pk/Rec Furn/Eq	182.44	0.00	34,815.25	21,000.00	21,000.00
Total 950 · Capital Outlay	423.77	0.00	65,347.53	142,700.00	142,700.00
Total Expense	191,435.48	209,213.69	2,641,701.65	2,701,778.62	3,182,312.00
Net Ordinary Income	-183,869.88	-191,316.60	548,748.98	327,381.98	-131,892.72
Other Income/Expense					
Other Expense					
700 · Bond Issue Expenses					
701 · Bond Proceeds	0.00		-179,304.50	0.00	0.00
710 · Bond Admin.	0.00	0.00	12,137.63	0.00	0.00
715 · Bond Interest Income	0.00	0.00	-301.16	0.00	0.00
720 · Bond Principal	0.00		133,201.28	0.00	0.00
730 · Bond Interest	0.00	0.00	27,811.25	0.00	0.00
Total 700 · Bond Issue Expenses	0.00	0.00	-6,455.50	0.00	0.00
995 · Loss/(Gain) - Asset Disposition	0.00		808.84	0.00	0.00
Total Other Expense	0.00	0.00	-5,646.66	0.00	0.00
Net Other Income	0.00	0.00	5,646.66	0.00	0.00
Net Income	-183,869.88	-191,316.60	554,395.64	327,381.98	-131,892.72

Account 972 Park Buildings Improvement & Account 974 Other Park Improvements  
The YTD amounts budgeted for these two accounts are \$100,000 and \$7,500, respectively. Nothing has been spent from these accounts YTD.

Account 978 Pk/Rec Furn/Eq  
The YTD amount is about \$13,500 more than the YTD budgeted amount because of the purchase of the new audio/video system. The KCC and KIC have each contributed \$5,000, and the KPOA contributed \$1,000. This \$11,000 total has helped offset the total cost of the system.

Net Income  
The YTD amount is \$727,000 greater than the YTD budgeted amount

# May 2017

May 2017							June 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	8	9	10	11	12	13	14
14	15	16	17	18	19	20	21	22	23	24	25	26	27
28	29	30	31										

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 30	May 1 7:00pm KCC Mtg (CC3) 7:00pm Pack 82 (CCM) 7:00pm KCC MTG (CCM)	2 7:30pm Troop 100 (CCM)	3	4 7:15pm EBC (CC1)	5	6 12:00pm CC Rental (CCM)
7	8 6:00pm KPSC (CC3) 7:00pm Pack 82 (CCM) 7:30pm KARO Mtg (cc3)	9 7:30pm Troop 100 (CCM)	10 6:00pm GPFF (CCM) 7:00pm *KFD Mtg (CC3)	11 6:00pm KPCCSD Mtg (CCM)	12 5:00pm FKL Set Up - Tentative (CCM)	13 8:00am FKL (CCM)
14	15 4:00pm Girl's Scout (CC1) 7:00pm Pack 82 (CCM)	16 7:30pm Troop 100 (CCM)	17 7:00pm Parks Mtg (CCM)	18 7:15pm EBC (CC1)	19	20
21	22 7:00pm Pack 82 (CCM) 7:30pm *KIC (CC3)	23 7:30pm Troop 100 (CCM)	24 7:00pm Finance Mtg (CCM)	25 6:30pm KPCCSD Mtg (CCM)	26 6:00pm CC Rental (CCM)	27
28	29 7:00pm Pack 82 (CCM)	30 7:00pm *KMAC (CC3) 7:00pm KMAC (CCM) 7:30pm Troop 100 (CCM)	31	Jun 1	2	3

# June 2017

June 2017							July 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 28	29	30	31	Jun 1	2	3
				7:15pm EBC (CC1)	6:00pm Hilltop Promotion and Dance (CCM)	Kensington Hilltop Dads' Club end-of-year party (CCM)
4	5	6	7	8	9	10
	7:00pm KCC Mtg (CC3) 7:00pm Pack 82 (CCM) 7:00pm KCC MTG (CCM)	7:30pm Troop 100 (CCM)		6:00pm KPPCSD Mtg (CCM)		Tentative Hold 9:00am KPOA Annual Mtg (CCM)
11	12	13	14	15	16	17
	6:00pm KPSC (CC3) 7:00pm Pack 82 (CCM) 7:30pm KARO Mtg (cc3)	7:30pm Troop 100 (CCM)	6:00pm GPFF (CCM) 7:00pm *KFD Mtg (CC3)	7:15pm EBC (CC1)		10:00am KPSC Wildfire Presentation (CCM)
18	19	20	21	22	23	24
	7:00pm Pack 82 (CCM)		7:00pm Park Committee Mtg (CCM)	6:30pm KPPCSD Mtg (CCM)	6:00pm CC Rental (CCM)	9:30am KFD Meeting (CCM) 5:00pm KCC Solstice Event (CCM)
25	26	27	28	29	30	Jul 1
	7:30pm *KIC (CC3)	7:00pm *KMAC (CC3) 7:00pm KMAC (CCM)				

3

## Lynn Wolter

---

**From:** Sylvia Elsbury <sylviaelsbury@yahoo.com>  
**Sent:** Monday, May 01, 2017 11:40 PM  
**To:** Rachelle Sherris-Watt; Eileen Nottoli; Sylvia Hacaj; Len Welsh  
**Cc:** Lynn Wolter  
**Subject:** Fire District eyes Kensington park land for new public safety building?

Dear KPPCSD Directors:

Please read my letter below, sent this evening to Chief Maples. I sent a similar note to GM Navallier and the Fire Board.

Sincerely,  
Sylvia

Dear Chief Maples:

I was shocked and dismayed to hear that Fire District GM Navallier has floated the idea of somehow gaining control of park land in Kensington for a new building. Is this true?

I have been a loyal supporter of the Fire District, displaying the "thank you, firefighters sign" and defending the District when it is attacked by Karl Kruger et al. I was delighted to meet you, Chief, at the midsummer public meeting last year when the citizens' ad hoc committee made a key presentation. (At that meeting, I spoke out against takeover of the Fire District by the KPPCSD.) I welcomed a firefighter who visited my neighborhood's National Night Out Party last year, and took that opportunity to clear up some misperceptions among residents on my block about the nature of the contracting agreement between our fire district and El Cerrito. In short, I am a friend of the Fire District and would feel terribly betrayed if this extremely unpopular proposal advances any further.

I guarantee this effort, if attempted, will fail. Kensington residents value highly our open space, so very rare in this densely populated community. This idea is a nonstarter. Moreover, the mere discussion of it has the potential to sour relations between the District and this community of residents/taxpayers/voters.

Please take my concerns to heart, and please take them to your general manager as well. Like most citizens in town, I want only the best for our critically important Fire Board and firefighters, and this notion of a land grab is so far from the best. It is, simply, the worst.

Sincerely,  
Sylvia Elsbury  
266 Trinity Ave.  
Kensington

**Rickey L. Hull**

---

**From:** Celia Concus <celia322@gmail.com>  
**Sent:** Saturday, May 06, 2017 9:22 AM  
**To:** Eileen Nottoli; Sylvia Hacaj; Rachelle Sherris-Watt; Len Welsh GMail; Vanessa Cordova; Rickey L. Hull  
**Cc:** Celia Concus; Ciara Wood  
**Subject:** Proposal to build a new fire station in the park

Dear Directors of the KPPCSD and Chief Hull,

May 5, 2017

I want to register my strong opposition to a proposed plan to build a new fire station in Kensington Park. It is disconcerting that some members of the Fire Board seem to be unaware that the residents of Kensington voted decisively, in 1995, to acquire the land and to preserve it as open space for the benefit of our community. We voted to have a park in Kensington in perpetuity.

I have urged the Fire Board to explore ways to restructure and expand the Public Safety Building in its present location, on land that is owned by the Fire District.

The Community Services District is the guardian of our open space and should not consider giving away any of that land. An action that reduces the size of our park would violate the mandate given to the CSD by the residents of Kensington.

Respectfully submitted,

*Celia Concus*

Kensington homeowner since 1965

Please include my letter in the record. Thank you.

## April 2017 WATCH COMMANDER MONTHLY REPORT

### IGM/COP Hull

#### TEAM #1 & #2 STATISTICS

#### IGM/COP Hull (K17) – (1000-1800)

Officer:	Hui (K42) (0600-1600)	Hull (K17) (1000-1800)	Barrow(K26) (1800-0600)
Days Worked	00	00	15
Traffic Stops	00	00	09
Moving Citations	00	00	01
Parking Citations	00	00	00
Vacation/Security Checks	00	00	00
Cases	00	00	00
Arrests	00	00	00
Traffic Accident Reports	00	00	00
Calls for Service	00	00	26

Officer:	Wilson (K38) (1800-0600)	Foley (K48) (0600-1800)	Ramos (K41) (1800-0600)
Days Worked	13	14	16
Traffic Stops	00	36	05
Moving Citations	00	06	01
Parking Citations	02	06	00
Vacation/Security Checks	15	25	00
Cases	02	02	03
Arrests	00	00	00
Traffic Accident Reports	00	00	01
Total Service Calls	42	109	56

- The small variation in totals between the various monthly reports and are due to the different methodologies employed to gather data. Manual hand count will differ from computer generated data due to the computers limited ability to narrow data reports.

The increase in overtime payout is due to officers being sick

Officer Wilson took 2 days off sick

Officer Foley took 1 day off sick

Officer Barrow took 1 day vacation

Officer Ramos took 1 day vacation

Officer Wilkens is off duty 4850 time effective August 19, 2016

Cpl. Stegman is off duty 4850 time effective September 8, 2016

Sgt. Hui off on admin leave effective July 29, 2016



#### BRIEFING/TRAINING:

- Contra Costa County Sexual Assault Team Protocol
- Heck V. Humphrey Bar (claim for excessive force barred)
- Birchfield Admonition for DUI cases
- Probation and Parole searches

#### SERGEANT'S SUMMARY:

The Kensington Police Department is currently operating with no first line supervisors. I hope this issue will resolve itself as administrative investigations and come to an end and on the job injures heal. There was one reported accident during the month of April 2017.

#### SIGNIFICANT EVENTS:

- 2017-1051 – Officer Foley responded to the El Cerrito Police Department to assist with a combative mental patient.
- 2017-1089 – Detective Martinez responded to Wellesley Ave./Kenyon Ave. to a report of drivers having a verbal dispute over right of way.
- 2017-1090 – Officer Barrow responded to the 200 block of Arlington Ave to a report of a missing juvenile.
- 2017-1106 – Officer Ramos responded to the 1500 block of Valley Rd. to a reported non-injury hit and run collision.
- 2017-1115 – Officer Foley responded to the El Cerrito Plaza to assist ECPD search for a subject with a knife.
- 2017-1135 – Officer Wilson responded to the 100 block of York Ave. to a report of sexual assault.
- 2017-1138 – Officer Foley responded to the 100 block of Purdue Ave. to a coroner's case.
- 2017-1174 – Officer Foley responded to the 200 block of Arlington Ave. to a firearm donation.
- 2017-1192 – Officer Ramos reported to the 00 block of Garden Dr. to a report of mail theft.
- 2017-1201 – Officer Ramos responded to the 100 block of St. Albans Dr. to a reported mental patient.
- 2017-1232 – Officer Wilson responded to the 300 block of Colusa Ave. to a reported mental patient.
- 2017-1243 – Officer Wilson responded to the 400 block of Beloit Ave. to a report of identity theft.
- 2017-1276 – Officer Ramos responded to the 200 block of Lake Dr. to a report of vandalism.
- 2017-1281 – Officer Ramos responded to the 00 block of Kensington Ct. to a report of vandalism.
- 2017-1290 – Detective Martinez responded to the 00 block of Edgecroft Rd. to a reported family dispute.

## GENERAL MANAGER'S REPORT

The KPPCSD Board approved the CAD/RMS contract between the Kensington Police Department and Albany Police Department. The City of Albany City Council will be voting to approve the contract at their next city council meeting.

The FY 15/16 Financial Audit was completed by Lamorena & Chang, CPA. Copies of this audit were forwarded to the Contra Costa County Controller's Office and to Municipal Finance Corporation.

There is one candidate who has completed and passed the hiring requirements to be a reserve police officer for the District of Kensington. The reserve position is an un-paid part time position for ex-officers who still have their Penal Code 830 (peace officer powers) intact.

There are two land encroachment issues currently under review by District counsel in the Kensington Park.

**FIRST AMENDMENT TO THE INTERIM GENERAL MANAGER AND CHIEF OF POLICE EMPLOYMENT AGREEMENT ("Agreement")**

1. **WHEREAS**, Rickey L. Hull (“Hull”) currently serves as the Interim General Manager/Chief of Police for the Kensington Police Protection and Community Services District (hereinafter "KPPCSD" or "District").
2. **WHEREAS**, Under the terms of the Interim General Manager and Chief of Police Employment Agreement (“Agreement”) attached hereto as Attachment A, Hull’s term as Interim General Manager/Chief of Police is from December 17, 2016 through May 17, 2017.
3. **WHEREAS**, The terms and conditions of Hull’s employment as the Interim General Manager and Chief of Police are set forth in the Agreement.
4. **WHEREAS**, Prior to serving as the Interim General Manager/Chief of Police, Hull served as a Master Sergeant with the Kensington Police Protection District represented by the Kensington Police Officers' Association ("KPOA") and subject to a Memorandum of Understanding ("MOU") between the District and KPOA.
5. **WHEREAS**, KPPCSD is in the process of hiring a new General Manager, who is likely to begin service with the District on or about June 12, 2017.
6. **WHEREAS**, The District wishes to extend Hull’s appointment as Interim General Manager/Chief of Police until June 30, 2017 or the date when the new General Manager begins service with the District, whichever comes first, to ensure that the District remains in full compliance with state law.

**THEREFORE, THE PARTIES AGREE:**

1. To extend Hull’s appointment as Interim General Manager/Chief of Police until June 30, 2017 or the date when the new General Manager begins service with the District, whichever comes first.
2. Outside of the extension of Hull’s interim appointment to June 30, 2017 or the date when the new General Manager begins service with the District, whichever comes first, all of the terms and conditions of Hull’s additional appointment as the Interim General Manager and Chief of Police will continue to be subject to the Agreement.

**Signatures**

Kensington Police Protection and Community Services District Board of Directors

Interim General Manager/Chief of Police

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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**INTERIM GENERAL MANAGER AND CHIEF OF POLICE  
EMPLOYMENT AGREEMENT ("Agreement")**

The Kensington Police Protection and Community Services District (hereinafter "KPPCSD" or "District") desires to employ the services of **Rickey L. Hull** (hereinafter "Employee") as Interim General Manager/ Chief of Police. Employee is currently a Master Sergeant with the Kensington Police Protection District represented by the Kensington Police Officers' Association ("KPOA") and subject to a Memorandum of Understanding ("MOU") between the District and KPOA.

Employee desires to accept employment as Interim General Manager/ Chief of Police under the terms and conditions contained in this Agreement.

Employee is aware of and understands that as Interim General Manager/ Chief of Police for the District he serves at the pleasure of the Board of Directors of the District (hereinafter "Board"), and is subject exclusively to the Board's (or its designee's) supervision, control and direction. Employee understands that the Board (or its designee) has the sole and exclusive right to direct, supervise, manage, discipline, and control Employee's job performance.

The parties understand nothing in this Agreement shall be interpreted to amend, modify or supersede any ordinance of the District, or county or state or federal law, pertaining to the operation of the District.

In consideration of the mutual covenants contained herein, the parties agree as follows:

**1. DUTIES**

A. The District hereby agrees to employ Employee as Interim General Manager/ Chief of Police of the District to perform the functions and duties specified in the job description, attached hereto as Exhibit "A" and incorporated herein by this reference, and to perform other legally permissible and proper duties and functions as required by law and as the District shall from time to time assign.

B. Employee hereby agrees to perform all such functions and duties to the best of his abilities and in a competent and efficient manner. Employee further agrees to focus his full professional time, ability and attention to District business during the term of this Agreement. Consequently, Employee hereby agrees not to engage in any other business pursuits whatsoever directly or indirectly, or render any services of a business, commercial, or professional nature to any other person or organization, for compensation, without the prior written consent of the District. This shall not preclude Employee from volunteering his services to other entities or individuals as long as such volunteer services are not in conflict with the services to be provided by Employee under this Agreement.

**2. TERM**

A. Unless terminated earlier by either the District or the Employee, this Agreement shall be in full force and effect starting **December 17, 2016**, and ending **May 17, 2017** (the "Term"). The Parties shall have the authority to mutually agree to extend the Term of this Agreement in writing.

B. Nothing in this Section shall prevent, limit or otherwise interfere with the right of the District to terminate this Agreement for any reason, or no reason at all.

C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time from this position with the District.

D. Employee understands and acknowledges District may, during the Term, amend the job description attached as Exhibit "A" to create two separate positions, one for General Manager and the other for the Chief of Police. If the District approves the creation of two separate positions, Employee may be assigned solely to the position of Chief of Police at the discretion of the Board. In that event, this Agreement shall continue without modification, except as provided in Section 3.B., and all references herein to "Interim General Manager/ Chief of Police" shall thereafter mean "Interim Chief of Police."

E. Nothing in this Agreement shall preclude the termination of this Agreement by mutual consent of both parties.

### **3. SALARY AND COMPENSATION**

A. Employee shall receive a base pay of \$129,031.05, which is 15.0% over Employee's wage provided for under the terms of the KPOA MOU as of March 1, 2017, inclusive of the premium pays Employee currently receives under Article IX of the KPOA MOU.

B. For performance of Interim General Manager duties in addition to Interim Chief of Police duties, Employee's base pay shall be \$140,857.20, which is 10% over the wage provided above not including the premium pays the Employee currently receives pursuant to the Article IX of the KPOA MOU. The \$11,826.14 difference in base pay for the performance of General Manager duties shall not be reported to CalPERS as pensionable compensation. If the District approves the creation of two separate positions, per Section 2.D above, Employee may no longer be required to perform Interim General Manager duties and will, therefore, be compensated at a base pay of \$129,031.05.

C. Employee's salary is payable in semi-monthly installments on the 15th and the 30th of each month.

### **4. AT-WILL EMPLOYMENT STATUS**

A. Employee is a confidential, at-will employee and serves as Interim General Manager/ Chief of Police at the pleasure of the Board. Employee understands, acknowledges and accepts that this position is not within the represented police bargaining unit, and that such position is a confidential position that is unrepresented. At-will employment means that employment is at the mutual consent of Employee and the District and either may terminate the employment at any time, for any reason, or no reason at all. Employee and District agree that no representative of the District has made or can make any promises, statements, or representations which state or imply that Employee is hired, employed, or retained under any terms other than as an at-will employee. Employee's at-will status may only be changed, revoked, amended, or superseded by a written document, signed by the Employee and approved and adopted by the Board.

B. Due to the interim nature of the position, District and Employee understand and agree that Employee will be permitted to return to his status as Master Sergeant, upon termination of this Agreement, provided Employee has not engaged in any form of misconduct as defined in Section 4.C below and that all rights and benefits conferred under this Agreement shall terminate.

C. Misconduct includes, but is not limited to, dishonesty, fraud, self-dealing, insubordination or other malfeasance or misfeasance committed in the performance of the Interim General Manager and Chief of Police's duties and responsibilities under this Agreement;

or Employee's violation of any law which can be punished as a felony committed at any time. The determination of whether Employee is terminated due to misconduct is in the District's sole discretion; provided, however, the Employee has the right to provide a written or verbal explanation in response to any misconduct alleged pursuant to Sections 4.B and 4.C.

**5. HOURS OF WORK**

Due to the nature of the employment of a person in the position of the District's Interim General Manager/ Chief of Police, Employee will typically be required to work at least a full- and- complete work week of forty hours (40) per week, and devote whatever time is necessary to fulfill his employment responsibilities and duties as provided for in this Agreement. The Interim General Manager/ Chief of Police position is exempt from overtime laws including but not limited to the Fair Labor Standards Act. As such, Employee is not entitled to receive payment for hours worked in excess of a regular work week, including, but not limited to, overtime, call-out, court appearances, standby, holidays and regular days off.

**6. HOLIDAYS**

Employee shall receive fourteen (14) holidays, specified in the KPOA MOU, as paid days off. Payment for these holidays is included in base salary specified in Sections 3.A and 3.B of this agreement: No additional compensation shall be paid to the Employee for holidays regardless of whether or not they are worked; provided, however, the Employee shall be permitted to take compensatory time off in exchange for time worked on holidays. Such time off shall not exceed twenty (20) hours for the term of this Agreement. Any accrued compensatory time under this provision shall have no cash value, and will expire if Employee reverts to Master Sergeant position pursuant to Section 4.B.

**7. HEALTH PLAN BENEFITS**

A. The District shall provide health benefits through the Public Employees' Retirement System Health Benefit Program.

B. The District's direct contribution towards Employee's health plan premium shall be the minimum as determined by CalPERS under the Public Employment Medical and Hospital Care Act ("PEMHCA"). For 2017, the minimum established under PEMHCA is \$128 per month.

C. The District shall make additional contributions to a Cafeteria Plan up to a maximum of the Kaiser Bay Area HMO plan based on the Employee's coverage level elected (Employee only, Employee + 1, or Employee + 2 coverage), less an \$85 monthly employee contribution, and less the PEMHCA minimum contributed under 7.B. If Employee elects a plan that costs more than the Kaiser Bay Area HMO, Employee will be responsible for the \$85 monthly contribution plus any amounts above the District's maximum contribution.

D. Effective June 30, 2017, the District will make additional contributions to a Cafeteria Plan up to a maximum of the Kaiser Bay Area HMO plan based on the Employee's coverage level elected (Employee only, Employee + 1, or Employee + 2 coverage), less an \$125 monthly employee contribution, and less the PEMHCA minimum contributed under 7.B. If Employee elects a plan that costs more than the Kaiser Bay Area HMO, Employee will be responsible for the \$125 monthly contribution plus any amounts above the District's maximum contribution.

E. If Employee retirees as the Interim Chief of Police or Interim General Manager/ Chief of Police., Employee has access to retiree health care benefits under CalPERS per the Public Employment Medical and Hospital Care Act ("PEMHCA"). As a retiree, the District's contribution towards Employee's health plan premium shall be the PEMHCA minimum as determined by CalPERS on an annual basis. This paragraph shall not preclude Employee from exercising his return rights under Section 4.B.

F. The District's provision of health care premiums in retirement is not a vested right. At its sole discretion, in accordance with state and federal law, the District may change the provider of its health plan benefits, or change the amount of payments required by the District or the Employee at any time, or eliminate such coverage or plan altogether.

**8. RETIREMENT**

Employee shall continue to be covered under the CalPERS Three Percent (3.0%) at Age 50 plan, including single year final compensation and the 1959 Survivor benefit. The District will pay five percent (5.0%) of Employee's nine percent (9.0%) mandatory CalPERS contribution, and Employee will pay four percent (4.0%) of the mandatory contribution.

**9. ALL OTHER TERMS AND CONDITIONS OF EMPLOYMENT**

Unless modified herein, Employee will continue to receive life insurance, disability insurance, dental and vision coverage, deferred compensation, sick leave, bereavement leave, vacation, educational incentives, clothing allowance and safety equipment as provided in the KPOA MOU. To the extent they are inconsistent, this Agreement shall control over the KPOA MOU.

Article XII of the KPOA MOU shall not apply to the Interim General Manager/ Chief of Police.

**10. INTEGRATION**

This Agreement and its attachments constitute the entire agreement between the parties.

**11. SCOPE AND SEVERABILITY**

In the event any portion of this Agreement is declared null and void by superseding federal or state law, the balance of the Agreement shall continue in full force and effect, and the parties hereto shall commence negotiations to ensure that the superseded portion shall be rewritten to conform as closely as possible to the original intent.



**SIGNATURES:**

Kensington Police Protection and Community  
Services District Board of Directors

\_\_\_\_\_  
Rachelle Sherris-Watt, President

Date: \_\_\_\_\_  
Interim General Manager/Chief of Police Employee

\_\_\_\_\_  
Rickey L. Hull

Date: \_\_\_\_\_

# EXHIBIT A

## General Manager / Chief of Police



The GM/COP is appointed by and serves under the direction of the KPPCSD Board of Directors. The District is currently examining alternative staffing options that may result in the position being split into two, namely a GM and COP. This is an at-will position.

### Examples of Duties

- Is on call, 24 hours per day and 7 days per week to respond to police emergencies.
- Appoints, supervises, disciplines and dismisses the District's employees. This is to be consistent with directives established by the Board of Directors.
- Supervises the District's facilities and oversees maintenance of capital assets.
- Prepares the yearly operating budget and supervises the District's finances.
- Maintains all District agreements and contracts.
- Supervises preparation and distribution of all agendas.
- Obtains and prepares District election material. Represents the District (as needed) at state, county and local public meetings.
- Supervises maintenance of a yearly operating calendar.
- Furnishes Board Directors with information needed to conduct District meetings and execute their role in the KPPCSD.
- Maintains excellent relationships with KPPCSD Attorneys and the KFPD General Manager and KFPD Chief.
- Maintains professionalism, diplomacy, sensitivity and tact to communicate with community members, the media, Board and staff.
- Prepares and submits all documents required by law and the Public Records Act, or other information in the public interest, to the public and/or appropriate agencies in the time required.
- Oversees Kensington Park, its development, maintenance and repair of recreation facilities.
- Coordinates with Kensington Community Council, as needed, and negotiates lease or rental agreements for KPPCSD facilities and property.
- Supervises the implementation of the Solid Waste Contract. Responsible for communicating changes in rates and ensuring that the District meets State and local mandates regarding waste reduction and recycling.
- Works with the Board to improve professional relationships, build morale and increase productivity of sworn and non-sworn staff.
- Serves as chief executive officer of the department and final authority in matters of policy, operations and discipline. The COP exercises all lawful powers of the office and issues lawful orders, as are necessary, to assure the effective performance of the office.
- Enforces laws and ordinances that come with the legal jurisdiction of the Kensington Police Department (KPD).
- Plans, directs, controls, coordinates and staffs all activities of the department for its continued and efficient operation.
- Enforces the rules and regulations within the department, setting a standard of excellence.
- Ensures the completion, maintenance and forwarding of reports and records as may be required by competent authority, local, state, and federal law.
- Sets objectives for the KPD, developing and administering procedures, rules and regulations for the successful function of the department.
- Directs departmental training activities.
- Controls personnel files, overseeing that they are secured and updated as mandated.
- Investigates and responds to citizen complaints regarding the actions of officers in a timely manner.

- Manages and resolves complex employee relations issues conducting in-depth, thorough, and objective inquiries into complaints.
- Performs annual performance evaluations of Sergeants.
- Investigates crimes, testifies in court, and prepares reports.
- Patrols the service area of the KPD, as needed.
- Maintains cordial and mutually beneficial relationships with other law enforcement agencies.
- Manages staff resources within the confines of the extant collective bargaining agreement and budget.
- Oversees the execution of grant proposals that provide funds to law enforcement or special districts.
- Keeps abreast of state of the art police standards and maintains them as appropriate throughout the department.

## Minimum Qualifications

- Be a sworn police officer under section 832 of the Penal Code. A Bachelor's degree from an accredited college or university or a combination of education and years of service equivalent to a Bachelor's degree, is preferred. A Master's Degree is desirable.
- Have 5-7 years of progressive supervisory command experience in a law enforcement agency and a California POST Supervisory Certificate or higher.
- Have demonstrated managerial and community involvement experience.
- Meet background standards for the assignment.
- Possess or obtain a valid California driver's license and have an acceptable driving record.

**KENSINGTON POLICE PROTECTION AND  
COMMUNITY SERVICES DISTRICT**

Financial Statements and Independent Auditor's Report for the  
Year ended June 30, 2016

**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT**  
**Basic Financial Statements**  
**and Required Supplementary Information**  
**for the Fiscal Year Ended June 30, 2016**

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## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
Kensington Police Protection and Community Services District  
Kensington, California

I have audited the accompanying financial statements of the governmental activities and each major fund of the Kensington Police Protection and Community Services District (the District) as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

My responsibility is to express opinions on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

### Opinions

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund of the Kensington Police Protection and Community Services District as of June 30, 2016, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

INDEPENDENT AUDITOR'S REPORT (Continued)

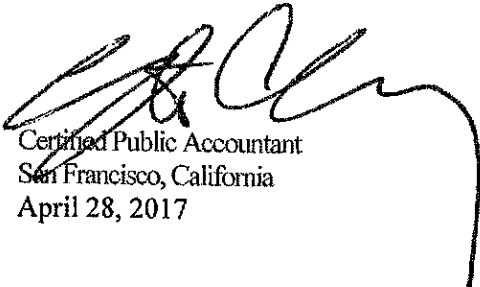
Other Matters

*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, post-employment benefits and budgetary comparison information on page 3-7 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

*Implementation of New Accounting Standards*

As disclosed in Note 1 to the financial statements, the Kensington Police Protection District implemented GASB Statement No. 68, *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27*, and GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date – an amendment of GASB Statement No. 68*, during the fiscal year ended June 30, 2016.



Certified Public Accountant  
San Francisco, California  
April 28, 2017

**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

This discussion and analysis of the Kensington Police Protection and Community Services District's (the District) fiscal performance provides an overview of the District's financial activities for the fiscal year ended June 30, 2016. Please review it in conjunction with the transmittal letter and the basic financial statements, which begin on page 8.

**FINANCIAL HIGHLIGHTS**

**From the Statement of Net Position**

- Total net position for the years ended June 30, 2016 and 2015 are \$3,097,405 and \$2,590,442, respectively.
- Unrestricted net position, the part of net position that can be used to finance day-to-day operations for fiscal years ended June 30, 2016 and 2015 are \$(927,983) and \$(1,258,418), respectively.
- GASB 68 Information—As of June 30, 2016, long-term pension liability is \$2,878,245 (measurement date June 30, 2015). Deferred outflow of resources is now \$728,847 (net increase of \$347,073) and deferred inflow of resources is \$412,768 (net decrease of \$245,342), all derived from the PERS Actuarial Report (valuation date June 30, 2014).
- Long term net pension liability for the years ended June 30, 2016 and 2015 are \$2,878,245 and \$2,559,571, respectively.

**From the Governmental Fund Financial Statements**

- Our General Fund balance increased by \$247,283, which is compared to an \$114,641 increase in 2015.
- Property tax revenues (including special tax revenue for police services) for fiscal years ended June 30, 2016 and 2015 were \$2,757,396 and \$2,666,312, respectively. This is a 3.4% increase.

**OVERVIEW OF FINANCIAL STATEMENTS**

The District's basic financial statements are composed of three components: government-wide financial statements, governmental funds financial statements, and notes to the financial statements. Required supplementary information in addition to the basic financial statements is also presented.

**Government-Wide Financial Statements**

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances in a manner similar to a private-sector business. There are two government-wide financial statements—the Statement of Net Position and the Statement of Activities and Changes in Net Position.

The Statement of Net Position presents information on all of the District's assets and liabilities, with the difference between the two reported as net position. Over time, increases and decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.



**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

**Government-Wide Financial Statements (Continued)**

The Statement of Activities presents information showing how the District's net position changed during the fiscal year. Accrual of revenue and expenses is taken into account regardless of when cash is received or paid.

As in a private-sector business, capital assets are depreciated, debt service is not a source of revenue, and compensated absences are expensed in the period earned.

**Governmental Funds Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities. The major differences between fund financial statements and government-wide financial statements are in the way debt proceeds, capital outlay, and compensated absences are recorded. Reconciliations between the two types of financial statements are found on page 8 using the adjustment column.

**Notes to the Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the financial statements.

**Supplementary Information**

In addition to the basic financial statements and accompanying notes, this report also presents budgetary comparison schedules and a PERS schedule of funding progress.

**GOVERNMENT-WIDE FINANCIAL ANALYSIS**

Net position serves over time as a useful indicator of the District's financial position. In the case of the District, assets exceeded liabilities by \$3,097,405 as of June 30, 2016 and \$2,590,442 as of June 30, 2015. This number is composed of three components:

	<u>June 30, 2016</u>	<u>June 30, 2015</u>
Investment in capital assets, net of debt	\$ 3,858,056	\$ 3,872,547
Restricted	167,332	(23,687)
Unrestricted net position	<u>(927,983)</u>	<u>(1,258,418)</u>
<b>Total net position</b>	<u><u>\$ 3,097,405</u></u>	<u><u>\$ 2,590,442</u></u>

Investment in capital assets consists of fixed assets less any related debt.

Unrestricted assets are used to finance day-to-day operations, including debt service.

**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

**GOVERNMENTAL FUNDS ANALYSIS**

The District's largest source of revenue is from property tax allocations. In 1978 the voters passed Proposition 13 and removed the ability of local agencies to set their own property taxes. The 1% maximum property tax rate is fixed by Article XIII A, § 1(a) of the California Constitution. The Legislature adopted statutes ("AB 8") that tell county auditor-controller's how to allocate the resulting revenues. This is unrestricted revenue and can be used for all District business.

The District's collection of Special Tax Revenue, another large source of revenue, is restricted to police activities. The current rate as of June 30, 2016 was established in 1997 after receiving voter approval in 1994.

The District also collects a special assessment called the Kensington Park Landscape and Lighting District Assessment. The funds are restricted for maintenance of that part of the park purchased with the proceeds of the 1994 Limited Obligation Improvement Bonds.

In fiscal year ended June 30, 2016, the District was the beneficiary of the COPS Grant minimum allocation of \$100,000. The funds must be used for law enforcement only and all expenditures have been approved by the District's Board of Directors. In fiscal year 2015/2016, this grant money was used to fund the tenth officer position.

The largest expenditure of the District is salary and benefits, including PERS contributions. These are governed by current Memorandum of Understanding agreements negotiated between the District and represented and non-represented employees.

The other area of expenditures of significance are for services, supplies and legal. That would include items such as communications and vehicle operations. This is the support structure for the police department.

Other reserved funds:

Reserved for compensated absences payable—\$79,565.

**COMMENTS ON BUDGET COMPARISONS**

Actual revenues and actual expenditures versus budget amounts equals a positive variance of \$183,458.

Actual revenues exceeded budgeted revenues by \$221,824. The largest difference is that the District received \$100,000 more than budgeted in Grant Revenue. It is important to note that the COPS grant revenue is not budgeted for because at the time of adopting our budget each year, the State of California has not yet determined whether it will be issuing those grants. All property tax revenue together was \$35,470 over budget. The District also received \$18,526 from assets seizure/forfeitures.

Actual expenditures were more than final budgeted expenditures by \$38,366. The largest difference was \$170,697 in District expenses, mostly made up of \$163,952 in legal expense. Police expenses were under budget \$74,569. The three largest factors were \$36,581 less spent in communication, \$24,990 less spent in vehicle operation and \$19,570 less spent in radio maintenance. It is important to note that the officer in charge of vehicle maintenance was out due to injury so there is a portion attributable to deferred maintenance. KPPCSD had paid off the Motorola lease for radios in FY 14/15. Another \$36,581 was saved in Communications.

**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

**HISTORY AND ECONOMIC FACTORS**

The Kensington Police Protection and Community Services District was formed as a Police Protection District in 1946 for the purpose of providing police services to the community of Kensington. In 1953, the District was changed to a Community Services District, per Government Code 61600, which enabled the District to provide park and recreation services, oversight to the solid waste contract, in addition to the provision of police protection services.

In 1978, Proposition 13 was passed by California voters resulting in the implementation of AB 8 which set the formula used in property tax allocation for local government. The formula was based on prior years' budgets and the Kensington Police Protection and Community Services District had a history of very lean budgets.

In 1980, the Board of Directors for the District approved Resolutions 80-01 and 80-02, setting into motion a proposal for a special tax and a special election for the special tax. The original amount of the tax was \$45 per year for single family residential unit, \$90 per year for multiple unit residential property, \$135 per year for commercial and institutional property and \$45 per year for miscellaneous improved property. These funds are restricted to be used for police related services only.

In 1984, the Board of Directors for the District approved Resolution 84-01 requesting the electorate approve an increase in the special tax to \$90 per year for single family residential, \$135 per year for multiple unit residential property, \$180 per year for commercial and institutional property and \$90 per year for miscellaneous improved property. These funds are restricted to be used for police related services only.

In 1993, the Board of Directors for the District approved Resolution 93-04 requesting the electorate approve an increase in the special tax to \$210 per year for single family residential, \$315 per year for multiple units residential property, \$315 per year for commercial and institutional property, \$210 per year for miscellaneous improved property and \$63 per year for unimproved property. These funds are restricted to be used for police-related services only.

In 1994, the Board of Directors for the District approved Resolution 94-13 requesting the electorate approve an increase in the special tax to \$300 per year for single family residential property, \$450 per year for multiple units residential property, \$450 per year for commercial and institutional property, \$300 per year for miscellaneous improved property and \$90 per year for unimproved property. An increase of tax was voted and passed. These funds are restricted to be used for police-related services only.

In 1997, the Board of Directors for the District approved Ordinance 97-01 setting the rates at the maximum allowed based on Resolution 94-13.

In 2010, the District passed a ballot measure (Measure G) to add a supplemental tax revenue stream to be used effectively July 01, 2010. These funds are a maximum of \$200 per parcel and are restricted to be used for police-related services only.

**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

**REQUEST FOR INFORMATION**

This financial report is designed to provide a general overview of the District's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to General Manager/Chief of Police.

**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT  
STATEMENT OF NET ASSETS AND GOVERNMENTAL FUNDS BALANCE SHEET  
FOR THE YEAR ENDED JUNE 30, 2016**

	General Fund	Capital Project	Total	Adjustment See Note (3, 8 & 12)	Statement of Net Position
<b>Assets</b>					
Cash and investments (Note 2)	\$ 1,750,137	\$ 128,129	\$ 1,878,266	\$ -	\$ 1,878,266
Investment (Restricted)-See Note 4	93,430	-	93,430	-	93,430
Receivables					
Supplemental taxes and Community Services District	50,064	-	50,064	-	50,064
Interest receivable	1,728	139	1,867	-	1,867
Reimbursements and other	40,290	-	40,290	-	40,290
Prepaid	38,803	-	38,803	-	38,803
Capital Assets (Note 3)					
Land	-	-	-	2,808,347	2,808,347
Vehicle and equipment	-	-	-	507,756	507,756
Building and improvement	-	-	-	1,618,818	1,618,818
Furniture & fixtures	-	-	-	28,412	28,412
Construction in progress	-	-	-	34,618	34,618
Accumulated depreciation	-	-	-	(1,139,895)	(1,139,895)
<b>Total Capital Asset</b>	-	-	-	3,858,056	(3,858,056)
Deferred Outflows of Resources-Deferred pensions (Note 12)	-	-	-	728,847	728,847
<b>Total Assets</b>	<u>\$ 1,974,452</u>	<u>\$ 128,268</u>	<u>\$ 2,102,720</u>	<u>\$ 4,586,903</u>	<u>\$ 6,689,623</u>
<b>Liabilities</b>					
Accounts payable	\$ 202,554	\$ -	\$ 202,554	\$ -	\$ 202,554
GASB 45 Accrual	4,078	-	4,078	-	4,078
Compensated absence	79,565	-	79,565	-	79,565
Accrued payable	15,008	-	15,008	-	15,008
Long term net pension liability	-	-	-	2,878,245	2,878,245
<b>Total Liabilities</b>	<u>301,205</u>	<u>-</u>	<u>301,205</u>	<u>2,878,245</u>	<u>3,179,450</u>
Deferred Inflows of Resources-Deferred pensions (Note 12)	-	-	-	412,768	412,768
<b>Fund Balances/Net Position</b>					
Fund balances					
Non-spendable	38,803	-	38,803	(38,803)	-
Restricted	167,332	-	167,332	(167,332)	-
Committed	-	128,268	128,268	(128,268)	-
Assigned	218,045	-	218,045	(218,045)	-
Unassigned	1,249,067	-	1,249,067	(1,249,067)	-
<b>Total Fund Balances</b>	<u>1,673,247</u>	<u>128,268</u>	<u>1,801,515</u>	<u>(1,801,515)</u>	<u>-</u>
<b>Total Liabilities and Fund Balances</b>	<u>\$ 1,974,452</u>	<u>\$ 128,268</u>	<u>\$ 2,102,720</u>		
<b>Net Position</b>					
Capital assets				3,858,056	3,858,056
Restricted				167,332	167,332
Unrestricted				(927,983)	(927,983)
<b>Total Net Position</b>				<u>\$ 3,097,405</u>	<u>\$ 3,097,405</u>

**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT  
STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUNDS STATEMENT  
OF REVENUES AND EXPENDITURES AND CHANGES IN FUND BALANCE  
FOR THE YEAR ENDED JUNE 30, 2016**

	General	Capital Project	Total	Adjustment Note 3, 8	Statement of Activities
<b>EXPENDITURES/EXPENSES</b>					
Current expenditures/expenses					
Police Salary and Benefits					
Salary-officers	\$ 945,959	\$ -	\$ 945,959	\$ -	\$ 945,959
Compensated absence	13,689	-	13,689	-	13,689
Overtime	98,724	-	98,724	-	98,724
Salary-non sworn	102,532	-	102,532	-	102,532
Uniform allowance	7,678	-	7,678	-	7,678
Safety equipment	791	-	791	-	791
Medical insurance - Active	163,436	-	163,436	-	163,436
Medical insurance - Retired	163,594	-	163,594	-	163,594
Medical insurance - Retired trust	35,541	-	35,541	-	35,541
Disability & life insurance	4,428	-	4,428	-	4,428
Social security/medicare	23,030	-	23,030	-	23,030
PERS district	368,679	-	368,679	(205,292)	163,387
PERS officers	71,488	-	71,488	-	71,488
Workers compensation	44,837	-	44,837	-	44,837
Police Expenses					
Expendable police supplies	5,836	-	5,836	-	5,836
Range/ammunition supplies	2,886	-	2,886	-	2,886
Crossing guard	10,890	-	10,890	-	10,890
Vehicle operation	25,010	-	25,010	-	25,010
Communications (RPD)	119,489	-	119,489	-	119,489
Radio maintenance	2,180	-	2,180	-	2,180
Prisoner/case expense/booking	16,866	-	16,866	-	16,866
Training	9,391	-	9,391	-	9,391
Recruiting	4,291	-	4,291	-	4,291
Reserve officers	191	-	191	-	191
Misc, dues, meals and travel	2,379	-	2,379	-	2,379
Utilities	11,032	-	11,032	-	11,032
Building repair	4,942	-	4,942	-	4,942
Office supplies	6,711	-	6,711	-	6,711
Telephone	6,429	-	6,429	-	6,429
Housekeeping	4,945	-	4,945	-	4,945
Publications	2,580	-	2,580	-	2,580
CAL ID	5,508	-	5,508	-	5,508
Community policing	5,655	-	5,655	-	5,655
Measure G administration	3,489	-	3,489	-	3,489
Recreation Salary and Benefits					
Park and recreation administration	7,945	-	7,945	-	7,945
Custodian	21,000	-	21,000	-	21,000
Social security/medicare	420	-	420	-	420
Recreation Expenses					
Community center utilities	5,743	-	5,743	-	5,743
Janitorial supplies	1,241	-	1,241	-	1,241
Community center repairs	5,964	-	5,964	-	5,964
Park O&M	54,401	-	54,401	-	54,401
Misc. park/rec expense	4,293	-	4,293	-	4,293
District Expenses					
Computer maintenance	25,226	-	25,226	-	25,226
Copier contract	4,742	-	4,742	-	4,742
Legal	263,482	-	263,482	-	263,482
Consulting	34,756	-	34,756	-	34,756
Accounting	46,618	-	46,618	-	46,618
Insurance	27,572	-	27,572	-	27,572
Police building lease	1	-	1	-	1
County expense	21,743	-	21,743	-	21,743
Waste/recycle	260	-	260	-	260
Miscellaneous	17,416	-	17,416	-	17,416
Depreciation	-	-	-	73,846	73,846
<b>Total current expenditures/expenses</b>	<u>2,837,929</u>	<u>-</u>	<u>2,837,929</u>	<u>(131,446)</u>	<u>2,706,483</u>
Capital outlay					
Equipment and furniture	45,427	-	45,427	(45,427)	-
Buildings and improvements	-	-	-	-	-
Construction in progress	13,931	-	13,931	(13,931)	-
<b>Total capital outlay</b>	<u>59,358</u>	<u>-</u>	<u>59,358</u>	<u>(59,358)</u>	<u>-</u>
<b>Total Expenditures/Expenses</b>	<u>2,897,287</u>	<u>-</u>	<u>2,897,287</u>	<u>(190,804)</u>	<u>2,706,483</u>

**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT  
STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUNDS STATEMENT  
OF REVENUES AND EXPENDITURES AND CHANGES IN FUND BALANCE  
FOR THE YEAR ENDED JUNE 30, 2016  
(Continued)**

	General	Capital Project	Total	Adjustment Note 3, 8	Statement of Activities
<b>GENERAL REVENUES:</b>					
Property taxes	1,561,530	-	1,561,530	-	1,561,530
Special assessments	681,690	-	681,690	-	681,690
Measure G supplemental tax revenue	514,176	-	514,176	-	514,176
Assets seizure forfeit/WEST NET	18,526	-	18,526	-	18,526
Grants-COPS & other	100,000	-	100,000	-	100,000
Charges for services	3,370	-	3,370	-	3,370
Kensington Hilltop services reimb.	28,475	-	28,475	-	28,475
Special assignment revenue	12,237	-	12,237	-	12,237
West county crossing guard reimb.	10,515	-	10,515	-	10,515
POST reimbursement	5,762	-	5,762	-	5,762
Rents and fees	37,520	-	37,520	-	37,520
Investment income	4,056	430	4,486	-	4,486
Franchise fees	59,559	-	59,559	-	59,559
Other tax income	47,227	-	47,227	-	47,227
Supplemental workers' comp reimb.	29,354	-	29,354	-	29,354
Other income	14,299	-	14,299	-	14,299
Gain (loss) on asset sale	5,779	-	5,779	-	5,779
<b>Total Revenues</b>	<u>3,134,075</u>	<u>430</u>	<u>3,134,505</u>	<u>-</u>	<u>3,134,505</u>
Excess (deficiency) of Revenues Over Other (under) Expenditures	<u>236,788</u>	<u>430</u>	<u>237,218</u>	<u>190,804</u>	<u>428,022</u>
Other Financing Sources (Uses)					
Transfers in	21,076	-	21,076	-	21,076
Transfers out	(10,581)	-	(10,581)	-	(10,581)
<b>Total Other Financing Sources (Uses)</b>	<u>10,495</u>	<u>-</u>	<u>10,495</u>	<u>-</u>	<u>10,495</u>
<b>Change in Net Position</b>	<u>247,283</u>	<u>430</u>	<u>247,713</u>	<u>190,804</u>	<u>438,517</u>
<b>Fund Balances/Net Position, Beginning of Year</b>	<u>1,425,964</u>	<u>127,838</u>	<u>1,553,802</u>	<u>1,036,640</u>	<u>2,590,442</u>
<b>Prior Period Adjustment</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>68,446</u>	<u>68,446</u>
<b>Fund Balances/Net Position, Beginning of Year, Restated</b>	<u>1,425,964</u>	<u>127,838</u>	<u>1,553,802</u>	<u>1,105,086</u>	<u>2,658,888</u>
<b>Fund Balances/Net Position, End of Year</b>	<u>\$ 1,673,247</u>	<u>\$ 128,268</u>	<u>\$ 1,801,515</u>	<u>\$ 1,295,890</u>	<u>\$ 3,097,405</u>

**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT  
STATEMENT OF FIDUCIARY NET POSITION  
JUNE 30, 2016**

	<b>Emergency Preparedness Fund</b>	<b>Kensington Park Reassessment District 2004-1 Fund</b>	<b>Total</b>
<b>Assets</b>			
Cash and investments (Note 2)	\$ -	\$ 288,926	\$ 288,926
Interest receivable	-	127	127
Special assessments receivable	-	604,459	604,459
<b>Total Assets</b>	<b>\$ -</b>	<b>\$ 893,512</b>	<b>\$ 893,512</b>
<b>Liabilities</b>			
Accounts payable	\$ -	\$ 1	\$ 1
2004 Limited Obligation Improvement Bonds (Note 4)	-	720,967	720,967
Bond interest payable	-	10,214	10,214
<b>Total Liabilities</b>	<b>\$ -</b>	<b>\$ 731,182</b>	<b>\$ 731,182</b>
<b>Net Position</b>			
Reserved for Emergency Preparedness Council	\$ -	\$ -	\$ -
Reserved for Reassessment District 2004-1	-	162,330	162,330
<b>Total Net Position</b>	<b>\$ -</b>	<b>\$ 162,330</b>	<b>\$ 162,330</b>

*The accompanying notes are an integral part of the financial statements.*



**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT  
STATEMENT OF CHANGES IN NET POSITION-FIDUCIARY FUNDS  
FOR THE YEAR ENDED JUNE 30, 2016**

	<b>Emergency Preparedness Fund</b>	<b>Kensington Park Reassessment District 2004-1 Fund</b>	<b>Total</b>
<b>ADDITIONS:</b>			
Special assessments	\$ -	\$ 177,747	\$ 177,747
Interest income	-	397	397
<b>Total Additions</b>	<b>-</b>	<b>178,144</b>	<b>178,144</b>
<b>DEDUCTIONS:</b>			
Bond administration charges	-	12,273	12,273
Bond expenses	-	31,532	31,532
Bond principal	-	125,718	125,718
Contract services	-	-	-
<b>Total Deductions</b>	<b>-</b>	<b>169,523</b>	<b>169,523</b>
Net increase (decrease) in fiduciary net position	-	8,621	8,621
Transfer in	-	(21,076)	(21,076)
Transfer out	69	10,512	10,581
<b>Net Position, Beginning of Year</b>	<b>(69)</b>	<b>164,273</b>	<b>164,204</b>
<b>Net Assets, End of Year</b>	<b>\$ -</b>	<b>\$ 162,330</b>	<b>\$ 162,330</b>

*The accompanying notes are an integral part of the financial statements.*

**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT  
STATEMENT OF REVENUE, EXPENDITURES AND CHANGE IN FUND BALANCES  
BUDGET AND ACTUAL  
FOR THE YEAR ENDED JUNE 30, 2016**

	<u>General Fund Budget</u>	<u>General Fund Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>
<b>Revenues:</b>			
Property taxes	\$ 1,527,750	\$ 1,561,530	\$ 33,780
Special assessments	680,000	681,690	1,690
Measure G supplemental tax revenue	514,177	514,176	(1)
Assets seizure forfeit/WEST NET	-	18,526	18,526
Grants-COPS & other	-	100,000	100,000
Charges for services	1,500	3,370	1,870
Kensington Hilltop services reimb.	18,900	28,475	9,575
Special assignment revenue	-	12,237	12,237
West county crossing guard reimb.	10,830	10,515	(315)
POST reimbursement	-	5,762	5,762
Rents and fees	33,000	37,520	4,520
Investment income	1,600	4,056	2,456
Franchise fees	48,800	59,559	10,759
Other tax income	33,000	47,227	14,227
Supplemental workers' comp reimb.	17,194	29,354	12,160
Other income	25,500	14,299	(11,201)
Gain (loss) on asset sale	-	5,779	5,779
<b>Total Revenues</b>	<u>2,912,251</u>	<u>3,134,075</u>	<u>221,824</u>
<b>Expenses:</b>			
Police Salary and Benefits	2,053,670	2,044,406	9,264
Police Other Expenses	325,269	250,700	74,569
Recreation Salary and Benefits	31,147	29,365	1,782
Recreation Expenses	96,716	71,642	25,074
District Expenses	271,119	441,816	(170,697)
Capital Outlay	81,000	59,358	21,642
<b>Total Expenditures</b>	<u>2,858,921</u>	<u>2,897,287</u>	<u>(38,366)</u>
Excess of Revenues over (under) Expenditures	<u>\$ 53,330</u>	<u>\$ 236,788</u>	<u>\$ 183,458</u>

*The accompanying notes are an integral part of the financial statements.*

**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

**NOTE 1— SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

This summary of significant accounting policies of Kensington Police Protection and Community Services District (the District) is presented to assist in understanding the District's financial statements. These accounting policies conform to generally accepted accounting principles and have been consistently applied in the preparation of the financial statements.

***Organization and Description of Funds***

The District was formed to provide police protection services and parks and recreation services. The accounts of the District are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise the fund's assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. Currently, the District has two of these funds, a General Fund and Capital Project Fund. The District also maintains two fiduciary funds: (1) Emergency Preparedness Fund (used for expenses in conjunction with the emergency radio network) and (2) Kensington Park Reassessment District 2004-1 Fund (used to account for special assessment funds, see Note 4).

***Government-Wide Financial Statements***

The District's Government-Wide Financial Statements include a Statement of Net Position and a Statement of Activities and Changes in Net Position. These statements present summaries of Governmental Activities for the District accompanied by a total column.

These statements are presented on an economic resources measurement focus and the *accrual basis* of accounting. Accordingly, all of the District's assets and liabilities, including capital assets and long-term liabilities, are included in the accompanying Statement of Net Position. The Statement of Activities presents changes in net position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred.

The Government-wide Statement of Activities presents a comparison between expenses, both direct and indirect, and program revenues for each governmental program. Direct expenses are those that are specifically associated with a service, program or department and are therefore clearly identifiable to a particular function. Program revenues include charges paid by the recipients of the goods or services offered by the program and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues not classified as program revenues are presented as general revenues. The comparison of program revenues and expenditures identifies the extent to which each program is self-financing or draws from the general revenues of the District.

Net position should be reported as restricted when constraints placed on net asset use are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation. The net position restricted for other purposes result from special revenue funds and the restrictions on their net asset use.

**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

**NOTE 1— SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Government-Wide Financial Statements (Continued)*

Separate financial statements are provided for governmental funds. Fund financial statements report detailed information about the District. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Major individual governmental funds are reported as separate columns in the governmental fund financial statements. No major funds are aggregated and presented in a single column. The District's general funds was its only major fund.

*Governmental Fund Financial Statements*

Governmental Fund Financial Statements include a Balance Sheet and a Statement of Revenues, Expenditures and Changes in Fund Balances for all major governmental funds and non-major funds aggregated. Accompanying schedules are presented to reconcile and explain the differences in net position as presented in these statements to the net position presented in the Government-wide Financial Statements.

All governmental funds are accounted for on a spending or current financial resources measurement focus and the *modified accrual basis* of accounting. Accordingly, only current assets and current liabilities are included on the Balance Sheet. The Statement of Revenues, Expenditures and Changes in Fund Balances presents increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Under the modified basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period. Accordingly, revenues are recorded when received in cash, except that revenues subject to accrual (generally 60 days after year-end) are recognized when due. The primary revenue sources, which have been treated as susceptible to accrual by the District, are intergovernmental revenues, investment earnings and charges for services. Expenditures are generally recognized when incurred under the modified accrual basis of accounting.

The District has only four funds in fiscal year 2016, the General Fund, Capital Project Fund, and two fiduciary funds which are the Emergency Preparedness and the Kensington Park Reassessment District. A longer description is below.

1. General Fund - the General Fund is the operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.
2. Capital Projects Fund - The Capital Projects Fund is used to account for financial resources to be used for the acquisition or construction of major capital facilities.
3. Emergency Preparedness Fund – This fiduciary fund is used to account for radios and batteries in the community to be used in case of earthquake or similar major emergency. The fund is supported by matching contributions from both the District and Kensington Fire Protection District.
4. Kensington Park Reassessment District 2004-1 - This debt service fund is used to account for financial resources to be used for the retirement of debt. The Kensington Park Reassessment Bond 2004-1, issued in June 2004 in defeasance of the 1994 special assessment bonds, has been determined to be an Agency Fund since the District is not obligated to repay the debt. The balance in the debt service fund has therefore been transferred to the Kensington Park Reassessment District 2004-1 Fund (see Note 4).

**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

**NOTE 1— SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

***Budgets and Budgetary Accounting***

The operating budget includes proposed expenditures and the means of financing them.

Formal budgetary integration is employed as a management control device during the fiscal year for the General Fund and Capital Projects Fund.

The District follows these procedures in establishing the budgetary data reflected in the basic financial statements:

- 3020.1** A preliminary annual budget proposal shall be prepared by the General Manager on later than May 1.
- 3020.2** Prior to review by the Board of Directors, the Board's Finance Committee shall meet with the General Manager and review his preliminary annual budget proposal.
- 3020.3** The proposed preliminary annual budget, as reviewed and amended by the Finance Committee, shall be reviewed by the Board at its regular meeting in May.
- 3020.4** The proposed preliminary annual budget, as amended by the Board during its review, shall be adopted at its regular meeting in June. Any exceptions to this date must be approved by Board action, but in no event shall the preliminary annual budget be adopt later than July 1.
- 3020.5** The final annual budget shall be adopted no later than September 1. The General Manager shall publish the public notice required by Government Code section 61110(c).

***Encumbrances***

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in the General Fund and the Capital Projects Fund. All appropriations lapse at fiscal year-end.

***Cash and Investments***

Cash includes amounts in demand deposits as well as short-term investments. Investments are carried at market value. All investment is invested through the County of Contra Costa.

***Compensated Absences***

District employees are entitled to certain compensated absences based on their length of employment

***Fund Equity Reservations and Designations***

Reservations and designations of the ending fund balance indicate portions of fund balance not appropriable for expenditures or amounts legally segregated for a specific future use.

**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

**NOTE 1— SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Estimates*

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenues and expenditures during the reporting periods. Actual results could differ from those estimates.

*Implementation of New Accounting Principles*

The following Governmental Accounting Standards Board (GASB) Statements were implemented during the 2016 fiscal year:

GASB Statement No. 68 – Accounting and Financial Reporting for Pensions – an amendment of GASB Statement 27 – The provisions of this statement are effective for financial statements for fiscal years beginning after June 15, 2014. The primary objective of this statement is to improve transparency of accounting and financial reporting for state and local governments pensions liability. This Statement establishes standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources, and expenses/expenditures.

GASB Statement No. 71 – Pension Transition for Contributions Made Subsequent to the Measurement Date – an amendment of GASB Statement No 27. The provisions of this statement are effective for financial statements for fiscal years beginning after June 15, 2014. The objective of this statement is to address an issue regarding application of the transition provisions of Statement No. 68.

**NOTE 2— CASH AND INVESTMENTS**

The District maintains most of its cash in the County of Contra Costa treasury. Balances are stated at cost, which is approximately market value.

The District maintains cash investment accounts that are available for use by all funds. Investments made by the District are summarized below. The investments that are represented by specific identifiable investment securities are classified below according to credit risk:

Category 1—Investments that are insured or registered, or for which securities are held by the District or its agent in the District's name.

Category 2—Uninsured and unregistered investments for which the securities are held by the counterparty's trust department or agent in the District's name.

Category 3—Uninsured and unregistered investments for which the securities are held by the counterparty, or by its trust department or agent but not in the District's name.

**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2016**

**NOTE 2— CASH AND INVESTMENTS (Continued)**

A summary of the District's cash and investments at June 30, 2016 is as follows:

	<b>Carrying Value</b>	<b>Market Value</b>
<b><u>Governmental Funds</u></b>		
<b><u>Category 1:</u></b>		
Cash in checking accounts	\$ 2,823	\$ 2,823
Petty cash	100	100
	2,923	2,923
 <b><u>Uncategorized:</u></b>		
County Treasury	1,968,773	1,968,773
<b>Total Governmental Funds</b>	1,971,696	1,971,696
 <b><u>Fiduciary Funds</u></b>		
<b><u>Category 1:</u></b>		
Cash in checking accounts	-	-
 <b><u>Uncategorized:</u></b>		
County Treasury	288,926	288,926
<b>Total Fiduciary Funds</b>	288,926	288,926
<b>Total Governmental Funds</b>	\$ 2,260,622	\$ 2,260,622

The cash and investments by fund is as follows:

General Fund	\$ 1,843,567
Capital Project Fund	128,129
	\$ 1,971,696
Emergency Preparedness Fund	\$ -
2004-1 Park Reassessment Bond Fund	\$ 288,926

The District's cash fund in the County Treasury is not categorized by risk category because the District's share is not evidenced by specifically identifiable securities.

**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2016**

**NOTE 2— CASH AND INVESTMENTS (Continued)**

*Deposits*

The California Government Code requires California banks and savings and loan associations to secure a local governmental agency's deposits by pledging government securities as collateral. The market value of pledged securities must equal at least 100% of the agency's deposits. California law also allows financial institutions to secure an agency's deposits by pledging first trust deed mortgage notes having a value of 150% of an agency's total deposits. The agency may waive collateral requirements for deposits, which are fully insured up to \$250,000 by federal deposit insurance.

**NOTE 3—CAPITAL ASSETS**

The District's capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated capital assets are valued at their estimated fair market value on the date donated. Capital assets are recorded at cost and depreciated over their estimated useful lives. Depreciation is charged to governmental activities by function.

Depreciation of capital assets is charged as an expense against operations each year and the total amount of depreciation taken over the years, accumulated depreciation, is reported on the Statement of Net Position as a reduction in the book value of capital assets.

Depreciation of capital assets in service is provided using the straight-line method, which means the cost of the asset is divided by its expected useful life in years, and the result is charged to expense each year until the asset is fully depreciated. The District has assigned the useful lives listed below to capital assets:

Vehicles	5 years
Furniture and fixtures	5 years
Building and improvements	20-40 years
Machinery and equipment	5-10 years



**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

**NOTE 3— CAPITAL ASSETS (Continued)**

A summary of changes in general fixed assets follows:

	<u>Balance 6/30/15</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance 6/30/16</u>
Non-Depreciable Assets				
Land	\$ 2,808,347	\$ -	\$ -	\$ 2,808,347
Depreciable Assets				
Building & improvements	1,638,902	14,534	-	1,653,436
Vehicles & equipment	514,821	44,821	51,886	507,756
Furniture & fixtures	30,392	-	1,980	28,412
<b>Total Depreciable Asset:</b>	<u>4,992,462</u>	<u>59,355</u>	<u>53,866</u>	<u>4,997,951</u>
Accumulated Depreciation				
Building & improvements	588,832	43,382	-	632,214
Vehicles & equipment	502,122	29,727	51,886	479,963
Furniture/fixtures/improvements	28,961	737	1,980	27,718
<b>Total Accumulated Depreciation</b>	<u>1,119,915</u>	<u>73,846</u>	<u>53,866</u>	<u>1,139,895</u>
<b>Capital Assets Net of Depreciation:</b>	<u>\$ 3,872,547</u>	<u>\$ (14,491)</u>	<u>\$ -</u>	<u>\$ 3,858,056</u>

The current depreciation expense of \$73,846 was charged to police services.

**NOTE 4— SPECIAL ASSESSMENT DEBT**

*Kensington Park Reassessment District 2004-1 Refunding Bonds*

	<u>June 30, 2015</u>	<u>Adjustment</u>	<u>Payments</u>	<u>June 30, 2016</u>
2004 Limited Obligation Improvement Bonds	\$ 846,685	\$ -	\$ 125,718	\$ 720,967
	<u>\$ 846,685</u>	<u>\$ -</u>	<u>\$ 125,718</u>	<u>\$ 720,967</u>

**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2016**

**NOTE 4— SPECIAL ASSESSMENT DEBT (Continued)**

***Kensington Park Reassessment District 2004-1 Refunding Bonds (Continued)***

The original 1994 Limited Obligation Improvement Bonds were issued pursuant to the provisions of the Improvement Bond Act of 1915 to finance costs of acquisition of land to be used as a park and installation of certain recreational improvements. The bonds are limited obligations of the District and are equally and ratably secured by unpaid assessments on certain parcels of property located within the Kensington Park Assessment District. The Kensington Park Assessment District was created by the District pursuant to the Landscaping and Lighting Act of 1972 specifically to finance the park landscaping and lighting project. The unpaid assessments represent fixed liens on each assessed parcel. Annual installments of the unpaid assessments together with interest thereon, sufficient to meet the scheduled debt service, are included in the tax bills for the assessed properties and the receipts are deposited into a redemption fund used to pay interest and principal on the bonds as they come due. The District is in no way liable for the repayment of the improvement bonds. The District is only acting as an agent for the property owners in collecting the assessments, forwarding the collections to bondholders, and initiating foreclosure proceedings.

On June 17, 2004, the District issued \$1,868,600 of 2004 Limited Obligation Improvement Bonds for the purpose of refunding the \$2,050,000 of outstanding 1994 Limited Obligation Improvement Bonds. The refunding took advantage of lower interest rates which were available and resulted in reductions in debt service requirements over the life of the new debt. The net proceeds of \$1,868,600 from these bonds were transferred to a trustee and placed in an irrevocable trust to redeem the 1994 Limited Obligation Improvement Bonds. These funds were invested in U.S. government securities to provide for the redemption price and interest through the call date. The 2004 bond bears annual interest at a fixed rate of 4.25%. The bond was issued as a fully registered note in a single denomination of \$1,868,600. Interest on the bond becomes payable commencing March 2, 2005, and semiannually thereafter on each September 2 and March 2 until maturity. The bond maturity date is September 2, 2020.

The following funds have been created: (1) Reserve Fund established in the initial amount of \$93,430 (with separated county investment account) from the bond proceeds; (2) Redemption Fund, established to collect all payments of principal and interest installments on the assessments; (3) cost of issuance fund, established to pay issuance costs and (4) administrative expense fund, established to reimburse payment of administrative expenses. The District's liability to advance funds to the Redemption Fund in the event of delinquent installments shall not exceed the balance in the Reserve Fund.

As of June 30, 2016, future debt service payments were as follows:

<u>Fiscal Year Ended June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2017	\$ 133,201	\$ 27,811	\$ 161,012
2018	140,485	21,995	162,480
2019	147,469	15,876	163,345
2020	149,165	9,573	158,738
2021	150,662	3,202	153,864
	<u>\$ 720,982</u>	<u>\$ 78,457</u>	<u>\$ 799,439</u>

**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2016**

**NOTE 5—DEFINED BENEFIT PENSION PLAN**

*PERS plan description*

The District has a defined benefit pension plan (the "Plan") which provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. The Plan is part of the Public District portion of the California Public Employees Retirement System (CalPERS), an agent multiple-employer plan administered by CalPERS, which acts as a common investment and administrative agent for participating public employers within the state of California. A menu of benefit provisions as well as other requirements is established by State statutes within the Public Employees' Retirement Law. The District selects optional benefit provisions from the benefit menu by contract with CalPERS and adopts those benefits through board action. CalPERS issues a separate comprehensive annual financial report. Copies of the report may be obtained from the CalPERS Executive Office at 400 P Street, Sacramento, CA 95814.

*Funding policy*

Effective January 1, 2013, the California Public Employees' Pension Reform Act (PEPRA) went into effect. Any new CalPERS hires will be covered by this mandate. The District currently participates in a two-tiered retirement funding system.

A Tier 1 (Classic) CalPERS employee is required to contribute 9% of his/her annual covered salaries. The District has historically paid this tax deferred contribution required of Classic employees on their behalf and for their accounts. Effective March 01, 2016, determined by the current MOU, each Classic employee began contributing 2% individually and The District paid the remaining 7% of the Classic employee's required contribution. Effective March 01, 2017, that same 9% will be paid for as follow: 4% by the Classic employee and The District will contribute 5%.

In addition, for Tier 1 (Classic) CalPERS employees, The District is required to contribute the actuarially determined amounts necessary to fund the benefits for its members. The actuarial methods and assumptions used are those adopted by the CalPERS' Board of Administration. The contribution requirements for the plan members are established by State statute. For the fiscal year ending June 30, 2016, that contribution was 18.524% plus a flat contribution for CalPERS' Unfunded Actuarial Liability (UAL) of \$204,742. The District took advantage of paying the UAL in one lump sum for a discounted amount of \$197,471, saving the District \$7,271. For the fiscal year ending June 30, 2017, the District's contribution rate will be 19.536% and a flat UAL of \$229,208.

Although PEPRA has been effective of hires as of January 01, 2013, The District's first Tier 2 (PEPRA) CalPERS employee was hired in October 2015. A PEPRA employee is required to pay his/her own officer's portion contribution. The District will not pick up any of that portion. For the fiscal year ending June 30, 2016, the PEPRA employee's contribution was 11.5%. The District's own contribution rate was 11.153%. There is no UAL contribution for PEPRA employees. For the year ending June 30, 2017, the PEPRA employee's contribution will remain at 11.5%, but The District's contribution rate will be 12.082%. As before, there will be no UAL contribution.

A Classic employee's defined benefit is calculated using 3% at 50 years of age formula. A PEPRA employee's defined benefit is calculated using a 2.7% at 57 years of age formula.

**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2016**

**NOTE 5— DEFINED BENEFIT PENSION PLAN (Continued)**

*Actuarial Assumptions*

The total pension liability in the June 30, 2016 actuarial valuation was determined using the following actuarial assumptions. Total pension liability represents the portion of the actuarial present value of projected benefit payments attributable to past periods of service for current and inactive employees.

- Discount Rate/Rate of Return – 7.5%, net of investment expense
- Inflation Rate – 2.75%
- Salary increases – Varies by Entry Age and Service
- COLA Increases – up to 2.75%
- Post-Retirement Mortality – Derived using CalPERS’ Membership Data for all Funds
- The actuarial assumptions used in the June 30, 2014 valuation were based on the results of an actuarial experience study for the period July 1, 2010 through June 30, 2013.

The long-term expected rate of return on pension plan investments (7.5%) was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-term Expected Real Rate of Return</u>
Global Equity	47.0%	5.71%
Global Fixed Income	19.0%	2.43%
Inflation Sensitive	6.0%	3.36%
Private Equity	12.0%	6.95%
Real Estate	11.0%	5.13%
Infrastructure and Forestland	3.0%	5.09%
Liquidity	2.0%	(1.05)%

The discount rate used to measure the total pension liability was 7.5 percent. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that contribution from the District will be made at contractually required rates, actuarially determined. Based on those assumptions, the pension fund’s fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. In theory, the discount rate may differ from the long-term expected rate of return discussed previously. However, based on the projected availability of the pension fund’s fiduciary net position, the discount rate is equal to the long-term expected rate of return on pension plan investment, and was applied to all periods of projected benefit payments to determine the total pension liability.

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**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2016**

**NOTE 5— DEFINED BENEFIT PENSION PLAN (Continued)**

*Actuarial Assumptions (Continued)*

Sensitivity of the District's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.65%) or 1 percentage point higher (8.65%) than the current rate:

	1% Decrease 6.65%	Current Discount Rate 7.65%	1% Increase 8.65%
District's proportionate share of the net pension plan liability	\$ 4,539,494	\$ 2,878,245	\$ 1,516,052

Detailed information about the pension fund's fiduciary net position is available in the separately issued CALPERS comprehensive annual financial report which may be obtained by contacting PERS.

**NOTE 6— LEASE COMMITMENT**

The District entered into an agreement as a lessee to occupy office space from Kensington Fire Protection District for a three-year period through June 30, 2017. This space is leased for \$1 per year. In addition, the District leases equipment through two separate operating leases. Rent expense including operating leases for fiscal year ended June 2016 was \$2,126.

The minimum future lease commitments are as follows:

<u>Fiscal Year Ended June 30,</u>	<u>Amount</u>
2017	\$ 2,126
2018	2,125
2019	2,125
<b>Total</b>	<b>\$ 6,376</b>

**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2016**

**NOTE 7— INSURANCE POOLS**

***Special District Risk Management Association***

The District is a member of the Special District Risk Management Association (SDRMA). SDRMA was organized to provide certain levels of liability insurance coverage, property insurance coverage, claims management, risk management services and legal defense to its participating members. The financial results of SDRMA are not included in the accompanying basic financial statements because the District does not have oversight responsibility.

SDRMA provides the District with property and general liability coverage to the limits as set forth in the agreement. The annual member contribution was \$27,572 for fiscal year 2016 coverage. Members are subject to dividends and/or assessments in accordance with the provisions of the Joint Powers agreement. At June 30, 2016 SDRMA could not confirm the status of any incurred but not reported claims.

The Special Districts Workers' Compensation District (SDWCD) was formed by an agreement between certain public agencies to provide workers' compensation coverage. SDWCD is governed by a Board of Directors, which is comprised of officials appointed by member agencies. The annual premium paid for fiscal year 2016 coverage was \$41,083.

The District currently reports all of its risk management activities in its General Fund. Claim expenditures and liabilities are reported when it is probable that a loss has occurred and the amount of loss can be reasonably estimated.

The District maintains a workers' compensation fund, which is self-insured for the first \$100,000 of loss per accident. Excess coverage is purchased from an outside insurance carrier up to statutory limits.

**NOTE 8— EXPLANATION OF DIFFERENCES BETWEEN THE GOVERNMENTAL  
FUND BALANCE SHEET AND THE STATEMENT OF NET POSITION**

Total fund balance of the District's governmental funds differs from the net position of governmental activities reported in the statement of net position primarily as a result of the long-term economic focus of the statement of net position versus the current financial resources focus of the governmental fund balance sheet. When capital assets (land, building, and equipment) that are used in governmental activities are purchased or constructed, the costs of those assets are reported as capital outlay expenditures in the governmental fund. However, the statement of net position includes the capital assets, net of accumulated depreciation, among the assets of the District. Also, the adjustments related to the new accounting pronouncement GASB 68 are in the statement of net position and not the fund financial statements.

**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2016**

**NOTE 8— EXPLANATION OF DIFFERENCES BETWEEN THE GOVERNMENTAL  
FUND BALANCE SHEET AND THE STATEMENT OF NET POSITION (Continued)**

Differences	Balance June 30, 2016
Net capital assets	\$ 3,858,056
Deferred outflows of resources	728,847
Deferred inflows of resources	(412,768)
Net pension liability	(2,878,245)
 Net difference	 \$ 1,295,890

The net change in fund balance for the governmental funds differs from the "change in net position" as a result of the long-term economic focus of the statement of activities versus the current financial resources focus of the general fund. When capital assets that are to be used in governmental activities are purchased or constructed, the resources expended for those assets are reported as capital outlay expenditures in the general fund. Also, when capital assets are sold, the resources received are reported as proceeds from sale of capital assets in the respective fund. However, in the statement of activities, the cost of those assets purchased or constructed is allocated over their estimated useful lives and reported as depreciation expense. The resources received from the sale of capital assets offset against the net carrying value of the assets sold and reported as a gain or loss in the statement of activities. As a result, the fund balance decreased by the amount of financial resources expended and increased by the amount of financial resources received, whereas net position decreased by the amount of depreciation expense on equipment items during the year and increased or decreased by the amount of net gain or loss on any disposals of capital assets.

In addition, the adjustments required by GASB 68, netting (\$2,562,166), are not included in the fund financial statements.

Differences	Balance June 30, 2016
Capital Outlay	\$ (59,358)
Depreciation expense	73,846
 Net difference	 \$ 14,488

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**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2016**

**NOTE 9— OTHER POST-RETIREMENT HEALTH BENEFITS**

Governmental Accounting Standards Board (GASB) standard 45 directs how local governments account for and report other post-employment benefits (OPEB) that are separate from pension benefits. The District has calculated the medical benefit plan OPEB requirements and described the methodology and amounts from a third party consultant's report. These calculations cover the OPEB of all District eligible employees.

The District provides post-retirement health benefits (medical, dental, and vision) to all eligible employees who have retired from the District and to their spouses, surviving spouses and dependent children. During fiscal year 2010, the district adopted GASB 45.

**Contributions Required and Contributions Made**

The Plan's funding policy provides guidelines for District contributions at actuarially determined required amounts sufficient to accumulate the necessary assets to pay benefits when due as specified. The retirees and spouses, surviving spouses and dependent children's healthcare benefits plan requires the District to use the Baseline Cost Method. The actuarial study projected the plan population to estimate the cost of future benefits. The actuarial study accrued total OPEB liability comes to \$2,439,023 on the valuation date of June 30, 2015 (with two manually calculated increases of 2.75% at the direction of the actuary).

Significant assumptions used to compute contribution requirements from the latest unaudited actuarial are as follows:

Valuation date:	June 30, 2013
Actuarial cost method:	Entry Age Normal Cost Method
Discount rate used in valuation:	7%
Actuarial assumptions:	The annual medical premium trend rate is 4% increases.

**Schedule of Employer Annual Required Contributions**

<u>Fiscal Year Ended June 30</u>	<u>Annual Required Contribution</u>
2015	\$ 193,806
2016	199,136



**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2016**

**NOTE 9— OTHER POSTRETIREMENT HEALTH BENEFITS (Continued)**

**Schedule of Employer Annual Required Contributions (Continued)**

	<b>June 30, 2016</b>
Actuarial accrued liability (AAL)	\$ 2,439,023
Less: Unamortized initial UAAL	(2,679,856)
Less: Actuarial value of assets	(670,646)
Residual actuarial accrued liability	\$ (911,479)
 Initial UAAL remaining amortization period	 30 years
Remaining amortization period for balance of UAAL	24 years
 Amortization factor based on 7% discount rate and 4% inflation rate of health premiums. Payroll increase of 2.75% per year.	
 Initial Annual level amortization of unfunded AAL	 \$ 179,480
Residual unfunded AAL	(43,109)
Normal cost	62,765
Annual required contribution (ARC)	\$ 199,136
 <b>2015/2016</b>	
Annual required contribution	\$ 199,136
Contribution made	(163,595)
Increase (decrease) in net OPEB obligation	35,541
Net OPEB obligation, beginning of year	(31,463)
Net OPEB obligation (asset), end of year	\$ 4,078

**NOTE 10 – COMPENSATED ABSENCES**

Amounts due to employees for compensated absences as of June 30, 2016 were as follows:

Vacation	\$ 79,565
Total compensated absences	\$ 79,565

**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

**NOTE 11 – FUND BALANCES**

GASB Statement No. 54, "Fund Balance Reporting and Governmental Fund Type Definitions" was issued in February of 2009. This statement changes the presentation of the fund balance section of the balance sheet. The Statement No. 54 presentation will help to clarify the fund balance amounts of the governmental funds and will aid readers of the financial statements to better understand the different levels of constraints placed on fund balance. Fund Balances for all the major and non-major governmental funds as of June 30, 2016 were as follows:

	<u>General Fund</u>	<u>Capital Project Fund</u>	<u>Total</u>
<b>Nonspendable:</b>			
Prepaid expenses	\$ 38,803	\$ -	\$ 38,803
Subtotal	<u>38,803</u>	<u>-</u>	<u>38,803</u>
<b>Restricted for:</b>			
Bay View	73,902	-	73,902
Bond reserve fund (Fiduciary)	93,430	-	93,430
Subtotal	<u>167,332</u>	<u>-</u>	<u>167,332</u>
<b>Committed to:</b>			
Capital projects	-	128,268	128,268
Subtotal	<u>-</u>	<u>128,268</u>	<u>128,268</u>
<b>Assigned to:</b>			
Park building	218,045	-	218,045
Subtotal	<u>218,045</u>	<u>-</u>	<u>218,045</u>
<b>Unassigned</b>	<u>1,249,067</u>	<u>-</u>	<u>1,249,067</u>
<b>Total</b>	<u>\$ 1,673,247</u>	<u>\$ 128,268</u>	<u>\$ 1,801,515</u>

**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2016**

**NOTE 11 – FUND BALANCES (Continued)**

Under GASB 54 fund balances are now broken out in five categories:

- **Nonspendable Fund Balance** – this fund balance classification includes amounts that cannot be spent because they are either not in spendable form (i.e. – prepaid expenses) or legally or contractually required to be maintained intact.
- **Restricted Fund Balance** – this fund balance classification should be reported when there are constraints placed on the use of resources externally (by creditors, grant sources, contributors, etc.) or imposed by law or enabling legislation. It is the District's policy to first use restricted resources, where available.
- **Committed Fund Balance** – this fund balance classification can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision making authority (i.e. – fund balance designations passed by board resolution).
- **Assigned Fund Balance** – this fund balance classification includes amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed.
- **Unassigned Fund Balance** – this fund balance classification is the residual classification for the general fund.

**NOTE 12 – DEFERRED OUTFLOWS AND INFLOWS OF RESOURCES**

Pursuant to GASB Statement No. 63, the District recognizes deferred outflows of resources as well as deferred inflows of resources. They represent the unamortized portions of changes to net pension liability to be recognized in future periods in a systematic and rational manner. They will be recorded on the Statement of Net Assets.

Deferred outflows of resources is a consumption of net assets. It is similar to a prepaid asset. The District has one item that is reportable as deferred outflows of resources which is related to pensions. The total is \$728,847. Any monies contributed to the pension plan made after the measurement date are classified as deferred outflows of resources. The \$728,847 will be recognized as a reduction of the net pension liability in the fiscal year-end June 30, 2017.

Deferred inflows of resources is an acquisition of net assets. The District has one item that is reportable as deferred inflows of resources which is related to pensions. The total is \$412,768. Under the modified accrual basis of accounting, it is not enough that revenue is earned; it must also be available to finance expenditures of the current period. Governmental funds will therefore include deferred inflows of resources for amounts that have been earned, but are not available to finance expenditures in the current period.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expenses as follows:

**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT  
 NOTES TO BASIC FINANCIAL STATEMENTS  
 JUNE 30, 2016**

**NOTE 12 – DEFERRED OUTFLOWS AND (INFLOWS) OF RESOURCES (Continued)**

<u>Year Ending June 30,</u>	<u>Amount</u>
2017	\$ (195,044)
2018	(193,908)
2019	(169,061)
2020	145,245
<b>Total</b>	<b>\$ (412,768)</b>

**NOTE 13 – SUBSEQUENT EVENTS**

At the time of the audit, Kensington Police Protection and Community Services District has evaluated all subsequent events through April 28, 2017, the date the financial statements were available to be issued, and determined that there is no material impact from the subsequent events.

**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT  
REQUIRED SUPPLEMENTARY INFORMATION - PENSIONS  
FOR THE YEAR ENDED JUNE 30, 2016**

Kensington Police Protection and Community Services District – Schedule of the District’s proportionate share of the Net Pension Liability:

Last 10 Fiscal Years\*:

	FY 2015-16
District’s proportion of the net pension liability	0.04193%
District’s proportionate share of the net pension liability	\$ 2,878,245
District’s covered-employee payroll (measurement year as of FY 2014-15)	986,908
District’s proportionate share of the net pension liability as a percentage of its covered-employee payroll	291.64%
Plan Fiduciary net position as a percentage of the total pension liability	78.40%

CALPERS – Schedule of District contributions

Last 10 Fiscal Years\*:

	FY 2015-16
Actuarially determined contribution	\$ 368,679
Total actual contributions	(368,679)
Contribution deficiency (excess)	\$ -
District’s covered-employee payroll	\$ 943,891
Contribution as a percentage of covered-employee payroll	39.06%

*\*Amounts presented above were determined as of 6/30/2015. Additional years will be presented as they become available.*

**Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards***

Board of Directors  
Kensington Police Protection and Community Services District  
Kensington, California

I have audited the financial statements of the Kensington Police Protection and Community Services District (the District), as of and for the fiscal year ended June 30, 2016, and have issued my report thereon dated April 28, 2017. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

***Internal Control over Financial Reporting***

In planning and performing my audit, I considered the District's internal control over financial reporting as a basis for designing my auditing procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, I do not express an opinion on the effectiveness of the District's internal control over financial reporting.

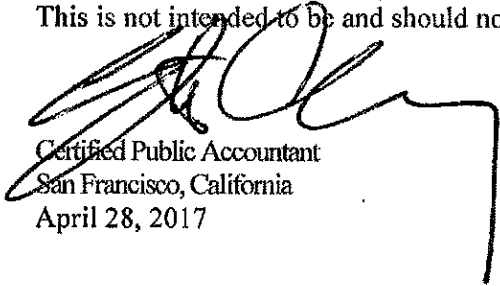
A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis.

My consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that I consider to be material weaknesses, as defined above.

***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatements, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management and others within the District. This is not intended to be and should not be used by anyone other than these specified parties.



Certified Public Accountant  
San Francisco, California  
April 28, 2017

**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT  
STATUS OF PRIOR YEAR FINDINGS  
YEAR ENDED JUNE 30, 2016**

<u>Findings</u>	<u>Present Status</u>	<u>Explanation if not fully implemented</u>
None	N/A	N/A



**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT  
SCHEDULE OF CURRENT YEAR FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2016**

2016 Finding

None

CODE	CLASSIFICATION	2016/2017		2016/2017	PERCENT	2017/2018	BUDGET	DIFFERENCES
		BUDGET	EXPENDITURES 02/28/17					
<b>POLICE SALARIES AND BENEFITS</b>								
502	Salary - Police	\$1,015,274	\$621,529	\$393,745	61.22%	\$959,907		(\$55,367)
504	Compensation Cash-Out	\$9,200	\$14,796	(\$5,596)	160.82%	\$9,200		\$0
506	Overtime	\$75,000	\$67,193	\$7,807	89.59%	\$75,000		\$0
508	Salary/Non-Sworn	\$100,677	\$73,605	\$27,072	73.11%	\$62,405		(\$38,272)
516	Uniform Allowance	\$9,000	\$4,844	\$4,156	53.82%	\$9,000		\$0
518	Safety Equipment	\$2,250	\$3,867	(\$1,617)	171.88%	\$2,500		\$250
521A	Medical Insurance - Active	\$182,094	\$135,091	\$47,003	74.19%	\$180,563		(\$1,531)
521R	Medical Insurance - Retired	\$160,278	\$117,349	\$42,929	73.22%	\$138,231		(\$22,047)
521T	Medical Insurance - Trust	\$64,226	\$95,868	(\$31,642)	149.27%	\$262,462		\$198,236
522	Disab. & Life Insurance	\$6,940	\$2,858	\$4,083	41.17%	\$6,940		\$0
523	Medicare 1.45% (District)	\$17,507	\$9,990	\$7,517	57.07%	\$16,160		(\$1,347)
524	Social Security(6.2%) /Non-Sworn	\$6,242	\$4,983	\$1,259	79.83%	\$3,869		(\$2,373)
527	P.E.R.S. - District	\$509,304	\$432,341	\$76,963	84.89%	\$447,870		(\$61,434)
528	P.E.R.S. - Officers Portion	\$59,836	\$39,076	\$20,760	65.30%	\$38,546		(\$21,290)
530	Workers Compensation	\$67,000	\$66,467	\$533	99.20%	\$92,000		\$25,000
540	Advanced Industrial	\$0	\$0	\$0	0.00%	\$0		\$0
SUB-TOTAL		\$2,284,828	\$1,689,857	\$594,971	73.96%	\$2,304,654		\$19,826
<b>POLICE EXPENSES</b>								
552	Expendable Police Supplies	\$1,700	\$3,320	(\$1,620)	195.29%	\$2,200		\$500
553	Range/Ammunition	\$5,000	\$375	\$4,625	7.50%	\$5,500		\$500
560	Crossing Guard	\$11,150	\$6,567	\$4,583	58.89%	\$11,623		\$473
562	Vehicle Operation	\$37,500	\$18,692	\$18,808	49.85%	\$36,250		(\$1,250)
564	Communications	\$156,420	\$72,663	\$83,757	46.45%	\$222,958		\$66,538
566	Radio Maintenance	\$2,281	\$1,090	\$1,191	47.79%	\$2,180		(\$101)
568	Prisoner/Case Expenses/Bookings	\$8,900	\$5,408	\$3,492	60.77%	\$8,900		\$0
570	Training	\$10,000	\$2,551	\$7,449	25.51%	\$10,000		\$0
572	Recruiting	\$15,500	\$3,285	\$12,215	21.20%	\$15,750		\$250
574	Reserve Officers	\$4,050	\$30	\$4,020	0.74%	\$9,675		\$5,625
576	Misc. Dues, Meals.Travel	\$3,035	\$1,481	\$1,554	48.80%	\$2,835		(\$200)
580	Utilities - Police	\$10,000	\$7,234	\$2,766	72.34%	\$11,040		\$1,040
581	Bldg. Repair/Maint	\$5,000	\$469	\$4,531	9.39%	\$3,000		(\$2,000)
582	Office Supplies	\$7,500	\$3,257	\$4,243	43.43%	\$6,500		(\$1,000)
588	Telephones	\$7,476	\$2,907	\$4,569	38.89%	\$5,100		(\$2,376)
590	Housekeeping	\$4,000	\$3,044	\$956	76.11%	\$4,000		\$0
592	Publications	\$3,000	\$2,923	\$77	97.44%	\$3,500		\$500
594	Comm. Policing	\$14,000	\$4,601	\$9,399	32.87%	\$8,000		(\$6,000)
596	CAL-ID	\$6,100	\$6,101	(\$1)	100.02%	\$6,100		\$0
599	Police Taxes Administration	\$3,500	\$2,591	\$909	74.04%	\$3,500		\$0
SUB-TOTAL		\$316,112	\$148,591	\$167,521	47.01%	\$378,611		\$62,499
<b>RECREATION SALARIES AND BENEFITS</b>								
601	Park and Rec. Admin.	\$8,042	\$5,747	\$2,295	71.47%	\$8,042		(\$0)
602	Custodian	\$22,750	\$14,000	\$8,750	61.54%	\$22,750		\$0
623	Social Security (7.65%) /Park	\$615	\$440	\$175	71.49%	\$615		\$0
SUB-TOTAL		\$31,407	\$20,187	\$11,220	64.28%	\$31,407		(\$0)
<b>RECREATION EXPENSES</b>								
640	<b>Community Center Expenses</b>							
642	Community Center	\$5,616	\$4,071	\$1,545	72.49%	\$6,636		\$1,020
643	Janitorial Supplies	\$1,500	\$676	\$824	45.10%	\$1,250		(\$250)
646	Community Center Repairs	\$5,500	\$4,241	\$1,259	77.10%	\$5,500		\$0
650	<b>Building E Expenses</b>							
656	Building E Repairs	\$0	\$0	\$0	0.00%	\$0		\$0
660	<b>Annex Expenses</b>							
662	Annex - Utilities	\$0	\$0	\$0	0.00%	\$0		\$0
666	Annex Repairs	\$1,000	\$0	\$1,000	0.00%	\$1,000		\$0
668	Annex - Misc. Exp	\$1,000	\$0	\$1,000	0.00%	\$1,000		\$0
670	Gardening Supplies	\$1,000	\$0	\$1,000	0.00%	\$1,000		\$0
672	Park O&M	\$69,300	\$57,158	\$12,142	82.48%	\$69,300		\$0
674	Park Construction Expense	\$5,000	\$0	\$5,000	0.00%	\$5,000		\$0
678	Misc. Park/Rec Expense	\$1,000	\$1,275	(\$275)	127.54%	\$1,200		\$200
SUB-TOTAL		\$90,916	\$67,422	\$23,494	74.16%	\$91,886		\$970

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CODE	CLASSIFICATION	2016/2017		2016/2017 BALANCE	PERCENT SPENT	2017/2018 BUDGET	BUDGET DIFFERENCES
		BUDGET	EXPENDITURES 02/28/17				
<b>DISTRICT EXPENSES</b>							
808	District Salaries	\$0	\$0	\$0	0.00%	\$138,280	\$138,280
809	Social Security (7.65%) /District	\$0	\$0	\$0	0.00%	\$10,578	\$10,578
810	Computer Maintenance	\$25,118	\$19,428	\$5,690	77.35%	\$26,488	\$1,370
820	Canon Copier Contract	\$5,700	\$3,235	\$2,465	56.75%	\$5,045	(\$655)
830	Legal	\$99,530	\$114,018	(\$14,488)	114.56%	\$100,000	\$470
835	Consultant	\$46,500	\$24,287	\$22,213	52.23%	\$35,000	(\$11,500)
840	Accounting	\$45,500	\$31,983	\$13,517	70.29%	\$45,500	\$0
850	Insurance	\$30,000	\$27,607	\$2,393	92.02%	\$32,576	\$2,576
860	Election	\$4,500	\$3,562	\$938	79.15%	\$0	(\$4,500)
865	Police Bldg Lease	\$1	\$1	\$0	100.00%	\$1	\$0
870	County Expenditures	\$22,300	\$8,273	\$14,027	37.10%	\$21,800	(\$500)
890	Waste/Recycle Expenses	\$20,000	\$0	\$20,000	0.00%	\$0	(\$20,000)
898	Miscellaneous Expenses - Board	\$17,200	\$11,822	\$5,378	68.73%	\$18,750	\$1,550
SUB-TOTAL		\$316,349	\$244,214	\$72,135	77.20%	\$434,019	\$117,670
Operating Expense TOTAL		\$3,039,612	\$2,170,271	\$869,341	71.40%	\$3,240,577	\$200,965
<b>CAPITAL OUTLAY</b>							
961	Police Bldg. Improvements	\$0	\$0	\$0	0.00%	\$0	\$0
962	Patrol Cars	\$0	\$0	\$0	0.00%	\$0	\$0
963	Patrol Car Accessories	\$0	\$0	\$0	0.00%	\$1,000	\$1,000
965	Personal Police	\$0	\$13,547	(\$13,547)	0.00%	\$0	\$0
966	Police Traffic Equipment	\$6,600	\$8,550	(\$1,950)	129.55%	\$0	(\$6,600)
967	Station Equipment	\$6,100	\$6,005	\$95	98.44%	\$0	(\$6,100)
968	Office Furn. & Equip.	\$0	\$0	\$0	0.00%	\$0	\$0
969	Computer Equipment	\$3,650	\$2,170	\$1,480	59.47%	\$3,000	(\$650)
971	Park Land	\$0	\$0	\$0	0.00%	\$0	\$0
972	Park Bldgs. Improvements	\$100,000	\$0	\$100,000	0.00%	\$250,000	\$150,000
973	Park Construct Grant Exp	\$0	\$0	\$0	0.00%	\$0	\$0
974	Other Park Improvements	\$7,500	\$0	\$7,500	0.00%	\$4,500	(\$3,000)
978	Park/Rec. Furniture & Equipment	\$21,000	\$34,450	(\$13,450)	164.05%	\$1,000	(\$20,000)
Capital Outlay SUB-TOTAL		\$144,850	\$64,723	\$80,127	44.68%	\$259,500	\$114,650
BUDGET GRAND TOTAL		\$3,184,462	\$2,234,993	\$949,469	70.18%	\$3,500,077	\$315,615

**KPPCSD  
Revenue Projection  
2017/2018**

	Estimated Actual 2016/2017	Projected 2017/2018
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>400 · Police Activities Revenue</b>		
401 · Levy Tax	\$1,662,000.00	\$1,740,000.00
HomeOwners' Tax	11,800.00	12,000.00
402 · Special Tax-Police	681,630.00	680,000.00
403 · Misc Tax-Police	0.00	0.00
404 · Measure G Supplemental Tax Rev	527,989.00	543,829.00
409 · Asset seizure forfeit/WEST NET	0.00	0.00
410 · Police Fees/Service Charges	3,000.00	1,500.00
411 · Kensington Hilltop Srvcs Reimb	19,467.00	20,051.00
412 · Special Assignment Revenue	0.00	0.00
413 · Crossing Guard Reimbursement	11,151.00	11,623.00
414 · POST Reimbursement	1,054.00	0.00
415 · Grants-Police	140,000.00	0.00
416 · Interest-Police	5,500.00	2,500.00
418 · Misc Police Income	11,500.00	11,500.00
419 · Supplemental W/C Reimb (4850)	<u>90,000.00</u>	<u>16,864.00</u>
<b>Total 400 · Police Activities Revenue</b>	<b>\$3,165,091.00</b>	<b>\$3,039,867.00</b>
<b>420 · Park/Rec Activities Revenue</b>		
424 · Taxes-L&L	\$36,220.00	\$35,000.00
426 · Park Donations	0.00	0.00
427 · Community Center Revenue	31,000.00	28,000.00
435 · Grants-Park/Rec	0.00	0.00
436 · Interest-Park/Rec	0.00	0.00
437 · Contributions for Sound System	11,000.00	0.00
438 · Misc Park/Rec Rev	200.00	200.00
439 · Contributions for Community Center	<u>500.00</u>	<u>3,500.00</u>
<b>Total 420 · Park/Rec Activities Revenue</b>	<b>\$78,920.00</b>	<b>\$66,700.00</b>
<b>440 · District Activities Revenue</b>		
448 · Franchise Fees	\$52,000.00	\$53,600.00
456 · Interest-District	250.00	200.00
458 · Misc District Revenue	<u>0.00</u>	<u>0.00</u>
<b>Total 440 · District Activities Revenue</b>	<b><u>\$52,250.00</u></b>	<b><u>\$53,800.00</u></b>
<b>Total Income</b>	<b>\$3,296,261.00</b>	<b>\$3,160,367.00</b>

**KPPCSD**  
**Projected Revenue and Expense**  
**2017/2018**

**Budgeted Revenues 2017/2018**

400 · Police Activities Revenue	
<b>Total 400 · Police Activities Revenue</b>	\$3,039,867
420 · Park/Rec Activities Revenue	
<b>Total 420 · Park/Rec Activities Revenue</b>	66,700
440 · District Activities Revenue	
448 · Franchise Fees	53,600
456 · Interest-District	<u>200</u>
<b>Total 440 · District Activities Revenue</b>	<u>53,800</u>
<b>Total Revenues</b>	\$3,160,367

**Budgeted Expenditures 2017/2018**

500 · Police Sal & Ben	
<b>Total 500 · Police Sal &amp; Ben</b>	\$2,304,654
550 · Other Police Expenses	
<b>Total 550 · Other Police Expenses</b>	378,611
<b>Total 600 · Park/Rec Sal &amp; Ben</b>	31,407
<b>Total 635 · Park/Recreation Expenses</b>	91,886
800 · District Expenses	
<b>Total 800 · District Expenses</b>	434,019
950 · Capital Outlay	
961 · Police Bldg Improvements	0
962 · Patrol Cars	0
963 · Patrol Car Accessories	1,000
965 · Personal Police Equipment-Asset	0
966 · Police Traffic Equipment	0
967 · Station Equipment	0
968 · Office Furn. & Equip.	0
969 · Computer Equipment	3,000
971 · Park Land	0
972 · Park Bldgs. Improvements	250,000
973 · Park Construction Fund	0
974 · Other Park Improvements	4,500
978 · Pk/Rec Furn/Eq	<u>1,000</u>
<b>Total 950 · Capital Outlay</b>	<u>259,500</u>
<b>Total Expenditures</b>	<u>\$3,500,077</u>

**Excess of Revenue over Expense 2017/2018** -\$339,710

**Cash Carryovers 2016/2017** \$1,829,958

**Add back large prepaid RIMS software** \$139,958

**Estimated Fund Carryovers into 2017/2018** \$1,630,206

**Fund Balances, in audit terms (see definitions included)**

    Nonspendable - District Portion of Bond \$92,830

**KPPCSD**  
**Projected Revenue and Expense**  
**2017/2018**

Restricted - Est'd Vacation/Comp Liab	80,000
Restricted - Bay View Net Balance	149,013
Committed - Capital Projects (Vehicle Fund)	101,576
Committed - Community Center Bldg Upgrade	150,000
Committed - Annex Renovation Expenditure in Current Year	0
Assigned - Park Bldgs Replacement less FY 17/18 expenditures	0
Assigned - Temporary Police Station Relocation	<u>50,000</u>
<b>Total Identified Fund Balances</b>	<b>\$623,419</b>
<b>Unassigned Fund Balance Available for Contingencies</b>	<b>\$1,006,787</b>
<b>Percentage of Total Expenditures</b>	<b>28.76%</b>

**KPPCSD**  
**Estimated Available Cash 6/30/17**

ASSETS	02/28/17	Incoming Tx Advance	Incoming Grant/Reimb	Mar Exp	Apr Exp	May Exp	June Exp	Transfer between funds	06/30/17 Est
<b>Current Assets</b>									
<b>Checking/Savings</b>									
100 · Petty Cash	100.00								100
110 · CCC Cash Accts									
112 · General Fund	67,203.10	1,334,098.82	21,918.00	-200,000.00	-200,000.00	-200,000.00	-390,000.00	52,110.20	485,330
113 · Capital Fund-Cash	26,788.27								26,788
114 · Land & Light-Park O&M	18,288.34	15,821.86						-34,110.20	0
excluded 116 · PB Admin-Cash	113,899.78	100,000.00		-40,000.00				-20,000.00	233,900 excluded
excluded 117 · PB Resv-Cash	19,301.84								19,302 excluded
Total 110 · CCC Cash Accts	245,481.33								\$512,118
<b>134 · CCC LAIF Accounts</b>									
134a · General LAIF	1,139,148.14		-71,000.00	2,562.06	0.00	0.00	40,000.00		1,110,710
134b · COPS LAIF	2,842.27		40,000.00	-2,262.06					40,580
134c · Park LAIF	0.00								0
134d · Garbage/Bay View LAIF	73,969.97		31,000.00				-40,000.00		64,970
134e · Capital LAIF	101,479.56								101,480
Total 134 · CCC LAIF Accounts	1,317,439.94								\$1,317,740
Total Checking/Savings	\$1,563,021	\$1,449,921	\$21,918	-\$199,700	-\$240,000	-\$200,000	-\$390,000	-\$2,000	\$1,829,958 KPPCSD
									2,003,160 including Bond \$

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**KPPCSD Officers' Salaries - Fiscal 2017/2018**

Officer Name	Grade	Date Hired	Date in Grade	Date in Step	Months in Step	Monthly Base	Holiday Pay	Incentive	Monthly Salary	Pay Period	Hourly Base	Hourly	Longevity Pay	Annual Total			
Hull, R	Chief portion MS/Step 2	12/17/16	12/17/16	12/17/16	12.000	\$1,285.45		\$96.41	\$1,381.86	\$ 690.93	\$ 7.42	\$ 7.97	\$ 2,000.00	\$ 16,582.31			
		10/16/97	03/16/13	03/16/13	12.000	\$8,569.67		\$642.73	\$9,212.40	\$4,606.20	\$ 49.44	\$ 53.15	\$ 2,000.00	\$ 112,548.74			
Supervisor	Incremental	07/01/17	07/01/17	07/01/17	12.000	\$205.17	\$ 11.01	\$15.39	\$231.57	\$ 115.78	\$ 1.18	\$ 1.34		\$ 2,778.81			
Hui, K	Sgt/Step 4	04/17/10	03/16/13	03/16/15	12.000	\$8,077.75	\$ 434.93	\$403.89	\$8,916.57	\$4,458.28	\$ 46.60	\$ 51.44		\$ 106,998.81			
Stegman, E	Corp/Step 1	06/01/06	09/01/12	09/01/12	12.000	\$7,186.55	\$ 386.96	\$538.99	\$8,112.50	\$4,056.25	\$ 41.46	\$ 46.80	\$ 1,100.00	\$ 98,450.02			
Barrow, K.	Step 5	09/16/05	06/01/16	06/01/16	12.000	\$7,045.63	\$ 379.40	\$528.42	\$7,953.45	\$3,976.73	\$ 40.65	\$ 45.89	\$ 1,200.00	\$ 96,641.43			
Martinez, R	Step 5	01/01/06	01/01/06	01/01/10	12.000	\$7,045.63	\$ 379.40	\$528.42	\$7,953.45	\$3,976.73	\$ 40.65	\$ 45.89	\$ 1,100.00	\$ 96,541.43			
Wilson, D	Step 5	05/19/08	05/19/08	05/19/10	6.000	\$7,045.63	\$ 379.40	\$528.42	\$7,953.45	\$3,976.73	\$ 40.65	\$ 45.89		\$ 47,720.71			
Ramos, J	Step 5	09/16/09	09/16/09	09/16/11	12.000	\$7,045.63	\$ 379.40	\$352.28	\$7,777.31	\$3,888.66	\$ 40.65	\$ 44.87		\$ 93,327.74			
Wilkins, S	Step 5	09/17/12	09/17/12	09/17/16	12.000	\$7,045.63	\$ 379.40	\$352.28	\$7,777.31	\$3,888.66	\$ 40.65	\$ 44.87		\$ 93,327.74			
Foley, T	Step 3	03/20/16	03/20/16	03/20/17	8.500	\$6,324.76	\$ 340.57	\$0.00	\$6,665.33	\$3,332.67	\$ 36.49	\$ 38.45		\$ 56,655.31			
	Step 4	03/20/16	03/20/16	03/20/18	3.500	\$6,672.62	\$ 359.33	\$0.00	\$7,031.95	\$3,515.98	\$ 38.50	\$ 40.57		\$ 24,611.83			
Vacancy	Step 2	7/1/2017	7/1/2017	7/1/2017	12.000	\$5,995.03	\$ 322.84	\$0.00	\$6,317.87	\$3,158.94	\$ 34.59	\$ 36.45		\$ 75,814.44			
Vacancy	Step 2	1/1/2018	1/1/2018	1/1/2018	6.000	\$5,995.03	\$ 322.84	\$0.00	\$6,317.87	\$3,158.94	\$ 34.59	\$ 36.45		\$ 37,907.22			
<b>Total Base Pay Minus Holiday, Incentive, &amp; Longevity:</b>																	
<table border="0" style="width:100%"> <tr> <td style="width:100%">\$ 44,659.46</td> <td>\$ 38,977.16</td> </tr> <tr> <td>\$ 870,869.93</td> <td></td> </tr> </table>														\$ 44,659.46	\$ 38,977.16	\$ 870,869.93	
\$ 44,659.46	\$ 38,977.16																
\$ 870,869.93																	

Sergeants	Mo. Base	Holiday	Mo. Total	HrlyBase	HrlyTot	Mo. Total	HrlyBase	HrlyTot
Step#1	7,250.80	390.41	7,641.21	41.83	44.08	5,988.44	32.78	34.55
Step#2	7,540.82	406.00	7,946.82	43.50	45.85	6,317.87	34.59	36.45
Step#3	7,767.05	418.23	8,185.28	44.81	47.22	6,665.33	36.49	38.45
Step#4	8,077.75	434.93	8,512.68	46.60	49.11	7,031.95	38.50	40.57
						7,425.03	40.65	42.84
Master Sgts								
Step#1	8320.08	448.00	8,768.08	48.00	50.59	7,573.51	41.46	43.69
Step #2	8569.67	461.44	9,031.11	49.44	52.10			

PMcL

FISCAL YEAR 2017/2018		
CODE 504	CLASSIFICATION:	Compensated Absences Cash-Out
	2016/2017 Budget	\$9,200
	Cumulative as of 2/28/2017	\$14,796
ITEM		AMOUNT
Compensation Time Cash-Out	Officers est	
	averg \$46 x 200 hrs	\$9,200
	adjusted to probability	
\$0	Total	\$9,200

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FISCAL YEAR 2017/2018		
CODE 506	CLASSIFICATION: Overtime	
	2016/2017 Budget	\$75,000
	Cumulative as of 2/28/2017	\$67,193
ITEM		AMOUNT
Overtime For:	Cover Training	\$75,000
	Court Time	
	Sick/Vacation Coverage	
	Case Coverage	
	NOTE: Long term injury	
	replacement to minimum staffing	
\$0	Total	\$75,000



FISCAL YEAR 2017/2018		
CODE 516	CLASSIFICATION:	Uniform Allowance
	2016/2017 Budget	\$9,000
	Cumulative as of 2/28/2017	\$4,844
ITEM		AMOUNT
\$800.00 x 10 officers		\$8,000
Uniform Damage		\$1,000
\$0	TOTAL	\$9,000

FISCAL YEAR 2017/2018		
CODE 518	CLASSIFICATION:	Safety Equipment
	2016/2017 Budget	\$2,250
	Cumulative as of	\$3,867
	2/28/2017	
ITEM		AMOUNT
Safety Equipment/Reimbursement	nt \$250 x 10	\$2,500
Carry Over Reimbursements -		\$0
\$250	TOTAL	\$2,500

FISCAL YEAR 2017/2018			
CODE 521A		CLASSIFICATION:	Medical Insurance - Active
			Vision, Dental
	2016/2017 Budget		\$182,094
10 Officers			
	Cumulative as of		\$135,091
	2/28/2017		
	ITEM		AMOUNT
Active P.E.R.S. Medical	Officers 4 @ \$1907 x 12		\$91,536
	Officers 1 @ \$1876 x 12		\$22,512
	Officers 2 @ \$1467 x 12		\$35,208
	Officers 3 @ \$733 x 12		\$26,388
	1% increase 01/18		\$878
Active P.E.R.S Admin. Cost	0.34% of \$153,024		\$600
Active Vision Care	\$31.52 x 9 employees x 12		\$3,404
	0% rate increase Oct 2017		\$0
Active Delta Dental	\$64.41 x 3 employees x 12		\$2,319
	\$124.48 x 2 employees x 12		\$2,988
	\$202.72 x 4 employees x 12		\$9,731
	0% increase Oct 2017		\$0
	Total Active Premiums	\$195,563	\$195,563
	NOTE: Effective 07/01/17, each employee will contribute \$125/month		
Less Employee Contributions	10 x \$125 x 12 months = \$13,500		(\$15,000) (\$15,000)
	Net Expense to District for Active Health		\$180,563
	(\$1,531)		\$180,563

FISCAL YEAR 2017/2018			
CODE 521R		CLASSIFICATION: Medical Insurance - Retired	
		Vision, Dental	
		2016/2017 Budget	\$160,278
9 Retirees/3 Widows			
2 Retirees not on VSP	Cumulative as of		\$117,349
1 Retiree not on Delta Dental	2/28/2017		
ITEM		AMOUNT	
Retired P.E.R.S. Medical	Retirees 2 @ \$1907 x 12	\$45,768	
	Retiree 1 @ \$1474 x 12	\$17,688	
	Retiree 1 @ \$1467 x 12	\$17,604	
	Retirees 1 @ \$1034 x 12	\$12,408	
	Retiree 1 @ \$733 x 12	\$8,796	
	Retirees 2 @ \$601 x 12	\$14,424	
	Retirees 4 @ \$300 x 12	\$14,400	
	1% increase 01/18	\$3,277	
Retired P.E.R.S Admin. Cost	0.34% of \$134,365	\$457	
Retired Vision Care	\$31.52 x 10 x 12	\$3,602	
Retired Delta Dental	\$64.41 x 2 employees x 12	\$1,546	
	\$124.48 x 6 employees x 12	\$8,963	
	\$202.72 x 3 employees x 12	\$7,298	
	0% increase Oct 2017	\$0	
Total Retiree Premiums	\$156,231		\$156,231
	NOTE: Effective 07/01/17, each employee will contribute \$125/month		
Less Employee Contributions	12 x \$125 x 12 months = \$18,000	(\$18,000)	(\$18,000)
	Net Expense to District for Active Health		\$138,231
(\$22,047)		\$138,231	



FISCAL YEAR 2017/2018			
CODE 521T		CLASSIFICATION: Medical Insurance - Trust	
		Vision, Dental	
	2016/2017 Budget	\$64,226	
10 Officers			
9 Retirees/3 Widows	Cumulative as of	\$95,868	
	2/28/2017		
ITEM		AMOUNT	
CALPERS OPEB Funding	17/18 ADC \$418,693-\$138,231	\$262,462	
Nicolay Consulting	\$418,693	17/18 ADC	
NOTE: Per Projection by Nicolay Consulting using the upcoming GASB 75			
	Actuarially Determined Contribution (ADC)		
Normal Cost	193,387		
Amortization of Initial UAAL	225,306		
Amort of Residual UAAL			
Current ARC	\$418,693		
\$198,236		\$262,462	

FISCAL YEAR 2017/2018		
CODE 522	CLASSIFICATION: Disab. & Life Insurance	
	2016/2017 Budget	\$6,940
	Cumulative as of 2/28/2017	\$2,858
ITEM		AMOUNT
LTD Insurance	\$24.50x10 employees x 12	\$2,940
Life Insurance	\$100,000 term insurance for 10 employees	\$4,000
\$0	TOTAL	\$6,940









FISCAL YEAR 2017/2018			
CODE 530	CLASSIFICATION:	Workers Compensation	
		(P.D./Secretary)	
10 Officers	2016/2017 Budget	\$67,000	
	Cumulative as of	\$66,467	
	2/28/2017		
ITEM			
SDRMA Estimated Annual Contribution based on			
	\$1,185,800 Total Payroll	\$92,000	
	(excluding 1/3 O/T)		
	NOTE:	Increase due to repayment of continued	
		Supplemental W/C (Section 4850 time)	
\$25,000	TOTAL	\$92,000	

FISCAL YEAR 2017/2018		
CODE 540	CLASSIFICATION:	Advanced Industrial Disability
	2016/2017 Budget	\$0
	Cumulative as of	\$0
	2/28/2017	
ITEM		AMOUNT
Advanced Industrial Disability		\$0
	TOTAL	\$0



FISCAL YEAR 2017/2018			
CODE 552	CLASSIFICATION:	Expendable Police Supplies	
	2016/2017 Budget	\$1,700	
	Cumulative as of 2/28/2017	\$3,320	
ITEM		AMOUNT	
SUPPLIES FOR I.D. FUNCTION INCLUDES: PENS, GLOVES, BAGS, FILM, BRUSHES, ETC.		\$1,500	
Pepper Spray for Officers		\$500	
Miscellaneous		\$200	
\$500	TOTAL	\$2,200	

FISCAL YEAR 2017/2018			
CODE 553	CLASSIFICATION:		Range/Ammunition
			Supplies
	2016/2017 Budget		\$5,000
	Cumulative as of		\$375
	2/28/2017		
ITEM		AMOUNT	
RANGE/AMMUNITION SUPPLIES:		\$5,500	
INCLUDES: AMMUNITION,			
TARGETS, WEAPON REPAIR,			
MAINTENANCE, CLEANING			
SUPPLIES			
\$500	TOTAL		\$5,500

FISCAL YEAR 2017/2018			
CODE 560	CLASSIFICATION: Crossing Guard		
	2016/2017 Budget		\$11,150
	Cumulative as of		\$6,567
	2/28/2017		
ITEM			AMOUNT
Crossing Guard - per contract			\$11,623
\$473		TOTAL	\$11,623



FISCAL YEAR 2017/2018		
CODE 564	CLASSIFICATION:	Communications
		(Richmond Police)
	2016/2017 Budget	\$156,420
	Cumulative as of	\$72,663
	2/28/2017	
ITEM		AMOUNT
Albany Contract - Dispatch	Includes \$33,000 1st yr discount	\$47,000
Albany Contract - Records Management		\$5,000
Albany Contract - Tech Fee		\$12,000
RIMS Software	Most likely prepaid in FY 16/17	\$139,958
New World	Buy Out Prior Contract	\$9,000
EBRCS	\$40/mo x 19 radios x 12 months	\$9,120
Radio Reprogramming		\$880
\$66,538	TOTAL	\$222,958



FISCAL YEAR 2017/2018		
CODE 568	CLASSIFICATION:	Prisoner/Case Expenses/Bookings
	2016/2017 Budget	\$8,900
	Cumulative as of 2/28/2017	\$5,408
ITEM		AMOUNT
County Booking Fee	10 @ \$0	\$0
Currently State of CA reimburses Booking Fees		
Crime Lab:		\$7,500
Drug Testing		
Alcohol Testing		
Fingerprint Comparisons		
Childrens Interview Center		\$500
Evidence Room Monitored Alarm		\$900
\$0	TOTAL	\$8,900

FISCAL YEAR 2017/2018		
		Law Enforcement
CODE 570	CLASSIFICATION:	Training
	2016/2017 Budget	\$10,000
	Cumulative as of	\$2,551
	2/28/2017	
ITEM		AMOUNT
INCLUDES:		
ALL ASPECTS OF OFFICER		
TRAINING		\$5,000
SCHOOL, TUITION, BOOKS, ETC	\$500 PER OFFICER	\$5,000
\$0	TOTAL	\$10,000



FISCAL YEAR 2017/2018		
CODE 572	CLASSIFICATION: Recruiting	
	2016/2017 Budget	\$15,500
	Cumulative as of 2/28/2017	\$3,285
ITEM		AMOUNT
Medical	5 @ \$750	\$3,750
Psychological Assessment	5 @ \$600	\$3,000
Polygraph	5 @ \$300	\$1,500
Background Investigation	5 @ 1,500	\$7,500
NOTE: Reserve Officer recruitment in progress		
One officer at retirement age		
\$250	TOTAL	\$15,750

FISCAL YEAR 2017/2018		
CODE 574	CLASSIFICATION: Reserve Officers	
	2016/2017 Budget	\$4,050
	Cumulative as of	\$30
	2/28/2017	
ITEM	AMOUNT	
Reserve Officers:	Training	
	Uniforms	
	Insurance Coverage	
	Safety Equipment	
	Total 5 x \$1875	\$9,375
Misc. Reserve Costs		\$300
\$5,625	TOTAL	\$9,675



FISCAL YEAR 2017/2018		
CODE 580	CLASSIFICATION: Utilities - Police	
Former 514		
	2016/2017 Budget	\$10,000
	Cumulative as of	\$7,234
	2/28/2017	
ITEM		AMOUNT
Utilities	\$920 average x 12	\$11,040
\$1,040	Total	\$11,040

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FISCAL YEAR 2017/2018		
CODE 590	CLASSIFICATION: Housekeeping	
	2016/2017 Budget	\$4,000
	Cumulative as of	\$3,044
	2/28/2017	
ITEM		AMOUNT
INCLUDES:		
Toilet paper, paper towels, Soaps, light bulbs,		
cleaning supplies, rug cleaning (\$250), trash bags		
and coffee, sugar, creamer		
	Estimated Total	\$1,120
Custodial Service	\$200 x 12	\$2,400
Drinking Water	Avg. \$40 x 12	\$480
\$0	TOTAL	\$4,000



FISCAL YEAR 2017/2018		
CODE 592	CLASSIFICATION:	Publications
	2016/2017 Budget	\$3,000
	Cumulative as of	\$2,923
	2/28/2017	
ITEM		AMOUNT
INCLUDES: Deering updates, Penal Codes,		\$500
magazines, etc.		
Legal Source Book		\$500
Department Policy - Lexipol		\$2,500
\$500	TOTAL	\$3,500



FISCAL YEAR 2017/2018		
CODE 596	CLASSIFICATION:	CAL-ID
	2016/2017 Budget	\$6,100
	Cumulative as of 2/28/2017	\$6,101
ITEM		AMOUNT
CAL-ID expenses		\$6,100
\$0	TOTAL	\$6,100

FISCAL YEAR 2017/2018			
CODE 599	CLASSIFICATION: Police Taxes Administration		
	2016/2017 Budget	\$3,500	
	Cumulative as of 2/28/2017	\$2,591	
ITEM		AMOUNT	
NBS Administration	Original Police Tax	\$3,500	
\$0	TOTAL	\$3,500	



FISCAL YEAR 2017/2018		
CODE 602	CLASSIFICATION:	Custodian
	2016/2017 Budget	\$22,750
	Cumulative as of	\$14,000
	2/28/2017	
ITEM		AMOUNT
600/Custodian	Community Center	\$22,750
Park Restroom Custodian	see G/L Acct #672	
\$0	TOTAL	\$22,750



FISCAL YEAR 2017/2018		
CODE 642	CLASSIFICATION:	Community Center
		Utilities
	2016/2017 Budget	\$5,616
	Cumulative as of	\$4,071
	2/28/2017	
ITEM		AMOUNT
EBMUD Community Center	\$140 x 12	\$1,680
EBMUD Gore Lot	\$20 x 12	\$240
PG&E Community Center	\$315 avg. x 12	\$3,780
Telephone Community Center	\$78 avg. x 12	\$936
\$1,020	Total	\$6,636

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FISCAL YEAR 2017/2018		
CODE 643	CLASSIFICATION: Janitorial Supplies	
	2016/2017 Budget	\$1,500
	Cumulative as of	\$676
	2/28/2017	
ITEM		AMOUNT
Community Center		
Janitorial Supplies, paper towels, light bulbs, etc.		\$1,250
Annex		
Janitorial Supplies, paper towels, light bulbs, etc.		\$0
	(\$250) Total	\$1,250



FISCAL YEAR 2017/2018		
CODE 656	CLASSIFICATION:	Building E Repairs
	2016/2017 Budget	\$0
	Cumulative as of	\$0
	2/28/2017	
ITEM		AMOUNT
Miscellaneous		\$0
\$0	Total	\$0

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FISCAL YEAR 2017/2018		
CODE 662	CLASSIFICATION:	Annex - Utilities
	2016/2017 Budget	\$0
	Cumulative as of	\$0
	2/28/2017	
ITEM		AMOUNT
Utilities		\$0
See G/L #642 for PG&E		
See G/L #672 for EBMUD - Water		
\$0	Total	\$0

FISCAL YEAR 2017/2018		
CODE 666	CLASSIFICATION:	Annex Repairs
	2016/2017 Budget	\$1,000
	Cumulative as of	\$0
	2/28/2017	
ITEM		AMOUNT
Miscellaneous Repairs		\$1,000
\$0	Total	\$1,000

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FISCAL YEAR 2017/2018		
CODE 668	CLASSIFICATION: Annex - Misc. Exp	
	2016/2017 Budget	\$1,000
	Cumulative as of	\$0
	2/28/2017	
ITEM		AMOUNT
Miscellaneous Expenses		\$1,000
\$0	Total	\$1,000

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FISCAL YEAR 2017/2018		
CODE 670	CLASSIFICATION:	Gardening Supplies
	2016/2017 Budget	\$1,000
	Cumulative as of	\$0
	2/28/2017	
ITEM		AMOUNT
Plantings		\$1,000
\$0	Total	\$1,000

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FISCAL YEAR 2017/2018		
CODE 672	CLASSIFICATION	Park O&M
	2016/2017 Budget	\$69,300
	Cumulative as of 2/28/2017	\$57,158
ITEM		
Operations/Maintenance Park Property		
Maintenance Contract	(O&M Funding)	\$27,000
Park Maintenance Repairs	(O&M Funding)	\$10,000
Utilities	Water	\$5,000
Drain Clearing		\$1,000
Incidental Expenses		\$2,000
	Shared Expense Total	\$45,000
Old Park Allocated Exp	40% of Shared Expenses	\$18,000
Old Park Tree Pruning		\$2,000
	Old Park Total	\$20,000
New Park Allocated Exp	60% of Shared Expenses	\$27,000
Levy Fees	(County)	\$2,200
Engineer's Annual Report/Admin Services		\$5,000
Park Restroom Custodian		\$5,100
New Park Tree Pruning/Removal		\$10,000
	New Park Total	\$49,300
\$0	Total	\$69,300

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FISCAL YEAR 2017/2018		
CODE 678	CLASSIFICATION:	Misc. Park/Rec Expense
	2016/2017 Budget	\$1,000
	Cumulative as of 2/28/2017	\$1,275
ITEM		AMOUNT
Miscellaneous Projects / Eagle Scout		\$1,000
Troop 100 Ammunition		\$200
\$200	Total	\$1,200

FISCAL YEAR 2017/2018		
CODE 808	CLASSIFICATION:	District Salaries
	2016/2017 Budget	\$0
	Cumulative as of 2/28/2017	\$0
ITEM		AMOUNT
General Manager		\$100,000
	\$46.40	
	\$69.60	
15 hr/wk - Wolter	780 hours	\$36,192
2.5 hr/mo Overtime - Wolter	30 hours	\$2,088
\$138,280	TOTAL	\$138,280



FISCAL YEAR 2017/2018			
CODE 810	CLASSIFICATION: Computer Maintenance		
	2016/2017 Budget		\$25,118
	Cumulative as of		\$19,428
	2/28/2017		
ITEM			AMOUNT
Service Contract/Misc. Supp.	Rubicon		\$13,068
ARIES	CCC Office of Revenue		\$8,770
CLETS - Annual Fee			\$550
ACCJIN Shared Costs	CCC Office of Revenue		\$2,600
Critical Reach			\$150
Miscellaneous Software Upgrades			\$600
Miscellaneous Repair Materials			\$750
\$1,370	Total		\$26,488

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FISCAL YEAR 2017/2018		
CODE 830	CLASSIFICATION:	Legal
		(Dist./Personnel)
	2016/2017 Budget	\$99,530
	Cumulative as of	\$114,018
	2/28/2017	
ITEM		AMOUNT
Ann Danforth-General Counsel	2017 Monthly Retainer for 14 hours of service at \$2520/mo. 2018 \$2660/mo.	\$31,080
Ann Danforth-Monthly Meeting Attendance		
2017 1st 4 hrs \$ \$135/hr	2018 1st 4 hrs \$ \$143/hr	\$6,672
2017 Add'l mtgs \$180/hr x 6	2018 Add'l mtgs \$190/hr x 2	\$8,760
Ann Danforth-Additional Work	2017=\$180/hr 2018=\$190/hr	
2017 Add'l Hrs @ 6 per mo.	2018 Add'l Hrs @ 0 per mo.	\$6,480
	Ann Danforth Total	\$52,992
Public Management Group-Adam Benson 2 x \$205/hr per mo.		\$4,920
Public Mgmt Grp-Bob Deis 6 x \$250/hr GM/Brd workshop		\$1,500
	Public Management Grp Total	\$6,420
Public Law Group-Propp-Contract mgmt 24 x \$305		\$7,320
Public Law Group-Sloan-Disciplinary matters 16 x \$325		\$5,200
Public Law Group-Holtzman-Contract negotiation 40 x \$325		\$13,000
	Public Law Group Total	\$25,520
	Additional work expected	\$15,068
\$470	Total	\$100,000







FISCAL YEAR 2017/2018		
CODE 850	CLASSIFICATION:	Insurance
	2016/2017 Budget	\$30,000
	Cumulative as of	\$27,607
	2/28/2017	
ITEM		AMOUNT
Special District Risk Management/\$5,000,000 (District General Liability, Auto Liability Property, Floater, Employee Blanket Bond, Error & Omissions, Flood Protection, Personal liability Board Members)		
Kensington Park/Property Police Liability Included	includes 18% increase	\$32,576
\$2,576	TOTAL	\$32,576

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FISCAL YEAR 2017/2018		
CODE 860	CLASSIFICATION: Election	
	2016/2017 Budget	\$4,500
	Cumulative as of 2/28/2017	\$3,562
ITEM		AMOUNT
Directors (0), etc.		\$0
(\$4,500)	TOTAL	\$0

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FISCAL YEAR 2017/2018		
CODE 865	CLASSIFICATION:	Police Bldg Lease
	2016/2017 Budget	\$1
	Cumulative as of	\$1
	2/28/2017	
ITEM		AMOUNT
Lease to be renegotiated		\$1
\$0	Total	\$1

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FISCAL YEAR 2017/2018		
Code 870	CLASSIFICATION:	County Expenditures
	2016/2017 Budget	\$22,300
	Cumulative as of	\$8,273
	2/28/2017	
ITEM		AMOUNT
Property Tax Administration costs		
Senate Bill 2557 (Chapter 466 of 1990)		
\$1,300,000 x 1.5%		\$20,000
Miscellaneous		
Fees, Assessments, Interest, etc		\$1,800
(\$500)	Total	\$21,800

FISCAL YEAR 2017/2018			
		Franchise Fees	
CODE 890	CLASSIFICATION:	Waste/Recycle Expenses	
	2016/2017 Budget	\$20,000	
	Cumulative as of	\$0	
	2/28/2017		
ITEM		AMOUNT	
Garbage Related Expenses	Public Education, etc.	\$0	
Legal Fees - Other		\$0	
	Current Contract Expires 08/31/2023		
(\$20,000)	TOTAL	\$0	

FISCAL YEAR 2017/2018		
CODE 898	CLASSIFICATION:	Miscellaneous Expenses - Board
	2016/2017 Budget	\$17,200
	Cumulative as of 2/28/2017	\$11,822
ITEM		AMOUNT
LAFCO		\$1,550
Service Pins		\$500
Seminars/Directors		\$4,000
CSDA/CCSDA Membership		\$6,200
Miscellaneous		\$1,000
Annual Conference		\$5,000
Governance Days		\$500
\$1,550	TOTAL	\$18,750

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FISCAL YEAR 2017/2018			
CODE 961	CLASSIFICATION: Police Bldg. Improvements		
	2016/2017 Budget		\$0
	Cumulative as of		\$0
	2/28/2017		
ITEM		AMOUNT	
Final Year of Renovation Fees was 08/09			\$0
		TOTAL	\$0



CODE 962	CLASSIFICATION:	Patrol Cars
Former 506		
	2016/2017 Budget	\$0
	Cumulative as of	\$0
PATROL CAR PURCHASE/OUTFITTING	2/28/2017	
\$0	TOTAL	\$0

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FISCAL YEAR 2017/2018			
CODE 963		CLASSIFICATION: Patrol Car Accessories	
	2016/2017 Budget		\$0
	Cumulative as of 2/28/2017		\$0
ITEM			AMOUNT
Five Mobile Data Computers (used)			\$1,000
		TOTAL	\$1,000
\$1,000			

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FISCAL YEAR 2017/2018			
CODE 966	CLASSIFICATION: Police Traffic Equipment		
	2016/2017 Budget		\$0
	Cumulative as of		
ITEM	2/28/2017		\$8,550
		AMOUNT	
\$0	TOTAL		\$0

FISCAL YEAR 2017/2018		
CODE 967	CLASSIFICATION:	Station Equipment
Former 504		
	2016/2017 Budget	\$6,100
	Cumulative as of	\$6,005
	2/28/2017	
ITEM		AMOUNT
(\$6,100)	TOTAL	\$0

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FISCAL YEAR 2017/2018		
CODE 968	CLASSIFICATION: Office Furn. & Equip.	
Former 504		
	2016/2017 Budget	\$0
	Cumulative as of	\$0
	2/28/2017	
ITEM		AMOUNT
\$0	TOTAL	\$0

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FISCAL YEAR 2017/2018		
CODE 971	CLASSIFICATION: Park Land	
	2016/2017 Budget	\$0
	Cumulative as of 2/28/2017	\$0
ITEM		AMOUNT
	TOTAL	\$0



FISCAL YEAR 2017/2018			
CODE 972		CLASSIFICATION: Park Bldgs. Improvements	
	2016/2017 Budget	\$100,000	
	Cumulative as of 2/28/2017	\$0	
ITEM		AMOUNT	
Community Center ADA & Seismic Upgrades Start Up Costs		\$250,000	
	Assuming \$50,000 expected to be spent FY 16/17, committed funds balance available here is \$168,045		
\$150,000	TOTAL	\$250,000	

FISCAL YEAR 2017/2018			
CODE 973	CLASSIFICATION	Park Construct	Grant Exp
	2016/2017 Budget	\$0	
	Cumulative as of 2/28/2017	\$0	
ITEM			
\$0	Total	\$0	



