



Agenda

Kensington Police Protection and Community Services District

Board of Directors
Special & Regular Meetings (**Hybrid**)

Thursday, November 9, 2023
6:00 p.m. Special Meeting (Closed Session)
7:00 p.m. Regular Meeting
Kensington Community Center
59 Arlington Avenue, Kensington, CA

www.kppcsd.org/2023-11-09-kppcsd-board-meeting

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

Virtual Access:

<https://us02web.zoom.us/j/86110755030?pwd=UzNuYmphUVJDVEtwY1dFbkRSTENvZz09>

Webinar ID: 861 1075 5030 Passcode: 163513

The Board may hold hybrid meetings, where most or all of the Directors attend in person but the District offers the public the option of attending by Zoom or other teleconferencing methods. Please be advised that those participating in such meetings remotely do so at their own risk. The Board meeting will not be cancelled if any technical problems occur during the meeting.

Special Meeting (Closed Session) – 6:00 p.m.

Call to Order

Roll Call

Special Meeting Agenda Item Public Comments

*Individuals wishing to address the Board of Directors concerning the Special Meeting agenda are invited to make oral comments of up to 3 minutes. **For Zoom attendees:** Please raise your hand via Zoom. When you are called on by the Board President, you will be unmuted and you can address the Board of Directors. Please state your name clearly for the audio recording. You are requested to address your comments to the Board of Directors and not to staff and/or the audience. By state law, the Board is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the Board, please mail or email it to the Clerk of the Board at 10940 San Pablo Ave., Bldg. B, El Cerrito, CA 94530 or llewis@kppcsd.org. For other concerns or needs contact David Aranda at (510) 960-0716.*

Adjourn to Closed Session

1. PUBLIC EMPLOYEE APPOINTMENT (Gov't. Code Sec. 54957)
Title: General Manager

Regular Meeting - 7:00 p.m.

1. **Call to Order**
2. **Roll Call**
3. **President's Comments**
4. **Public Comment**

*Individuals wishing to address the Board of Directors concerning any items not on the agenda may make oral comments of up to three minutes. **For Zoom attendees:** Please raise your hand via Zoom. When you are called on by the Board President, you will be unmuted and you can address the Board of Directors. Please state your name clearly for the audio recording. You are requested to address your comments to the President and Board of Directors and not to staff and/or the audience. By state law, the Board is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the Board, please mail or email it to the Clerk of the Board at 10940 San Pablo Ave., Bldg. B, El Cerrito, CA 94530 or llewis@kppcsd.org. For other concerns or needs contact David Aranda at (510) 960-0716.*

Consent Calendar

5. Approve minutes for the Special and Regular Meeting of October 12, 2023.
6. Receive and file financial reports and ratify the October 2023 bills paid.

Comments & Reports

7. Police Chief Report.
 - Monthly Report
8. General Manager's Report.
 - Monthly Report
 - KCC Recreation Office Report October 2023
9. Verbal update from the Ad Hoc Consolidation Committee.
10. Update by the Police Department and District Office Permanent Location Ad Hoc Committee.
11. Director Comments.

Discussion and Action

12. Approval to accept \$41,000 in Grant Money from the Office of Traffic Safety for a Traffic Records Improvement Project.
13. Approve a Request for Proposal regarding a Financial Study of KPPCSD and KFPD for Reorganization information.

14. Introduction and presentation of the public safety camera program called FLOCK.

Adjourn

The next regular meeting is scheduled for December 14, 2023.

General Information

- All proceedings of the Open Session will be audio and video recorded if possible.
- Upon request, the Kensington Police Protection and Community Services District will provide written agenda materials in appropriate alternative formats or disability-related modification of disabilities to participate in public meeting. Please send written request, including your name, mailing address, phone number, and a brief description of the requested materials and preferred alternative format or auxiliary aid or service at least two days before the meeting. Requests should be sent to Kensington Police Protection & Community Service District at *10940 San Pablo Ave., Building B, El Cerrito, CA 94530*.
- To be added to the Board Agenda Mailing List, complete and submit the form at <https://www.kppcsd.org/agenda-mailing-list> or by notifying the Clerk of the Board at llewis@kppcsd.org.

Posted Agenda

Kensington Police Department – Colusa Food Market – Arlington Kiosk and at www.kppcsd.org
Complete agenda packets are available at the Public Safety Building at *10940 San Pablo Ave., Building B, El Cerrito, CA 94530*.

All public records that relate to an open session item of a meeting of the Kensington Police Protection & Community Service District that are distributed to a majority of the Board less than 72 hours before the meeting, excluding records that are exempt from disclosure pursuant to the California Public Records Act, will be available for inspection at the District offices at *10940 San Pablo Ave., Building B, El Cerrito, CA 94530* at the same time that those records are distributed or made available to a majority of the Board.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

Item #05

BOARD OF DIRECTORS MEETING MINUTES

Thursday, October 12, 2023

Special & Regular Meetings (Hybrid)

Special Meeting (Closed Session) – 6:00 p.m.

Call to Order [[TS 1:38](#)]

President Aquino-Fike called the meeting to order at 6:04 p.m.

Roll Call [[TS 1:54](#)]

Director Cassandra Duggan, Vice-President Sarah Gough, Director Sylvia Hacaj, Director David Spath, and President Alexandra Aquino-Fike were present at roll call.

Staff present included Interim General Manager David Aranda, General Counsel Ann Siprelle, and Clerk of the Board Lynelle M. Lewis.

Special Meeting Agenda Item Public Comments [[TS 2:14](#)]

None.

Adjourn to Closed Session [[TS 3:12](#)]

The Board adjourned to closed session at 6:05 p.m. to discuss existing litigation, conference with labor negotiators and public employee appointment.

Announcements from Closed Session [[TS 59:48](#)]

President Aquino-Fike announced that there were no reportable items from closed session.

Regular Meeting - 7:00 p.m.

1. **Call to Order** [[TS 59:55](#)]

President Aquino-Fike called the meeting to order at 7:03 p.m.

2. **Roll Call** [[TS 1:00:00](#)]

Director Cassandra Duggan, Vice-President Sarah Gough, Director Sylvia Hacaj, Director David Spath, and President Alexandra Aquino-Fike were present at roll call.

Staff present included Interim General Manager David Aranda, General Counsel Ann Siprelle, and Clerk of the Board Lynelle M. Lewis.

3. **President's Comments** [[TS 1:00:15](#)]

President Aquino-Fike welcomed everyone to the meeting and noted that there was a full agenda with important updates. She thanked the community for their thoughts on some of the challenges facing our community, as well as how we might move forward, and for their time. She pointed out that staff and the Board were diligently working to address the issues.

4. **Public Comment** [[TS 1:01:34](#)]

- Addressing the Board were the following persons: 1) Marilyn Stollon expressed concern about the rushed process to switch General Counsels at the last meeting, the lack of information about the process, missing background about the new firm, alternate options, and lack on public input; and 2) Chris Madugo ask if there was a plan for the flat portion at the top of the park and ask where he could find information on the park improvement plan.

Consent Calendar [[TS 1:05:11](#)]

Director Spath said that the Special Meeting Minutes of September 17 should be corrected to show that Directors Hacaj and Duggan were also present.

- Motion by Director Duggan, seconded by Director Spath, to approve the Consent Calendar, carried (5-0) by roll call vote.

5. **Approve Minutes for the Special and Regular Meetings of September 14, September 17, and September 27, 2023.**

Approved minutes with the correction to the Special Meeting Minutes of September 17.

6. **Receive and file financial reports and ratify the September 2023 bills paid.**

Received and filed reports and ratified the bills paid.

Comments & Reports

7. **Police Chief Report.** [[TS 1:07:38](#)]

Police Chief Mike Gancasz highlighted the 700 incidents handled by the Kensington Police Department during September (down from 817 the prior month). Four hundred fifty-four were officer-initiated events, including 50 traffic enforcement stops resulting in 34 citations (down from 35 in the prior month). Officers responded to 238 dispatch calls for service (up from 276) and took 28 reports (up from 24). Officers focused on deterring auto burglaries and vandalism around Grizzly Peak Blvd and Beloit Ave, where there has been an increase in reported crimes. Two felony arrests were made. Officers received one report of a catalytic converter theft, one stolen vehicle report, one residential burglary, and one vehicle burglary report, all of which are being investigated. Officers are pursuing leads and working with our partner agencies to reduce and prevent similar crimes. Response time for officers has remained consistent at 5.8 minutes.

He also reported that on Thursday, September 21, the Berkeley and Albany Police Departments responded to an active shooter at the Berkeley Toyota Dealership. Due to the seriousness and complexity of the scene, Albany requested Kensington officers provide mutual police services in their city until additional Albany Police Officers could be called into work. Off-duty KPD officers responded to Albany to assist, and police services in Kensington were unaffected.

- Addressing the Board was A. Stevens Delk who asked about the police response time in light of the location of the Police Department in El Cerrito.

8. General Manager's Report. [\[TS 1:13:25\]](#)

Interim General Manager David Aranda highlighted a letter from Greg & Kim from Bay View Refuse summarizing the Kensington Cleanup event activities. He noted that the event was very successful. Next, Mr. Aranda reported that he had gathered information regarding solid waste franchise fees that the District and the County collects. He noted that the District will continue to work with the County and would probably need to hire someone to analyze the calculations used for franchise fees and the Proposition 218 requirements. He will report back to the Board on this matter.

9. Verbal Update from the Ad Hoc Consolidation Committee. [\[TS 1:16:19\]](#)

Director Spath reported that the Kensington Fire Protection District (KFPD) Board reviewed the request for proposal and have come up with some revisions that will be reviewed by their board. He recommended waiting to see their revisions before moving forward.

10. Update by the Police Department and District Office Permanent Location Ad Hoc Committee. [\[TS 1:17:50\]](#)

President Aquino-Fike and Vice-President Gough presented updates on real estate properties no longer under consideration (i.e. any property outside Kensington; Public Safety Building; Unitarian Universalist Church of Berkeley; Annex E, Building E or interior of Kensington Park; Sunset View Cemetery and Mausoleum; commercial properties for lease or sale on Arlington; and properties listed for sale on Arlington).

President Aquino-Fike highlighted with properties suggested by the community and under review (i.e. lot south of the Library on Arlington; 303 Arlington and connected properties; Narsai David property at 385 Colusa; 219 Arlington next to the Public Safety Building; County properties; EBMUD properties in Kensington; and KPPCSD share of parking lot across from Library). Director Spath reported that the District has an opportunity to access Federal Emergency Management Agency (FEMA) grant funding that provides grants to mitigate hazards for essential services such as fire and police. In order to take advantage of this, the District must begin now to meet deadlines for funding. In concluding, President Aquino-Fike assured the community that the Board is investigating all options and will leave no stone unturned.

- Addressing the Board were the following persons: 1) Danielle Madugo expressed support for the hillside south property of the Library and suggested looking at 1 Beloit; 2) Paul Dorroh thanked the Board for the review of the properties; 3) Steve Simirin asked about access to the

area south of the Library; 4) Mabry Benson commented that the parking lot property should not be dismissed; 5) Elaine Stelton commented that using the parking lot property would reduce parking availability for Community Center events and it would jeopardize the District's income; and 6) John Gaccione commented that consideration should be given to 79 Arlington, property around Colusa Circle, and the property owned by the District, and then asked if the FEMA grant would cover moving the modular buildings.

11. **Director Comments.** [[TS 1:57:36](#)]

- Director Hacaj commented on last month's meeting around the process by which we chose a general counsel. She encouraged all members of the board, the new general counsel and general manager to read the Policy and Procedures Manual because it's a covenant between the KPPCSD community and the Board on how we are going to operate as a group.
- Director Duggan commented that the Board should think about what is best for the community as a whole. The change in the general counsel was a move in the right direction, the firm has many specialists in all areas of California Special District Association law, and she is confident they will serve us well.
- Vice-President Gough thanked Director Hacaj for her comments, said she appreciates the positive tone brought in with the new Board, and noted that she had read the Policy & Procedures Manual. As a director of a public agency, Director Gough acknowledged and condemned the attacks on Jewish people this past weekend.

Discussion and Action

12. **Approve agreement with In-Time Services Inc. for timekeeping-to-payroll services at a cost of \$13,125.** [[TS 2:02:52](#)]

Interim General Manager Aranda presented the recommended action. He pointed out an error in the presented invoice versus what we are asking (should be \$13,625 rather than \$13,125). Mr. Aranda noted that the annual subscription is \$7,500 and pointed out that the services will greatly reduce manual input by staff.

- Motion by Vice-President Gough, seconded by Director Duggan, to approve the budgeted expenditure for the InTime Timekeeping-to-Payroll Module at a cost of \$13,625, carried (5-0) by roll call vote.

13. **Approve agreement with Public Safety Family Counseling Group, Inc. for psychological counseling services at a cost of \$7,500/year.** [[TS 2:06:50](#)]

Interim General Manager Aranda presented the recommended action.

- Addressing the Board were the following persons: 1) Marilyn Stollon asked about the cost structure for services and suggested this should be monitored; and 2) Elaine Stelton asked about what the District will receive for the costs.

- Motion by Director Spath, seconded by Director Hacaj, to approve the agreement and the expense of \$7,500 per year with Public Safety Family Counseling Group, carried (5-0) by roll call vote.

14. **Approve update to Lieutenant Salary Schedule effective January 1, 2024.** [[TS 2:19:44](#)]

Director Spath expressed concern about the way the position is structured (management position but not identified as at-will), and asked that this item be tabled for further consideration at the next meeting. Interim General Manager Aranda said that staff would review this concern and come back with information to the Board.

15. **Declare two vehicles as surplus and lease/ purchase an administrative police vehicle at a cost not to exceed \$50,000.** [[TS 2:20:50](#)]

Interim General Manager Aranda presented the recommended action and asked that the Board provide two separate motions. He reported that Kensington Police Vehicles #0201 (2002 Ford Explorer) and #1601 (2016 Ford Taurus) have high mileage, would require expensive repairs to keep them operational, and suggested that both vehicles be decommissioned. Mr. Aranda said the Police Department recommends trading in vehicle #1601 for a new vehicle. The trade-in value would be applied to the purchase price. The new vehicle (Ford Explorer) estimated cost ranges between \$45,000 and \$50,000. He noted that the Police Department budgeted for one police vehicle in FY23/24 and has not completed that purchase. Vehicle #0201 can be donated to an appropriate charity in Contra Costa County. Director Hacaj suggested donating the surplus vehicle to Lifelong Medical Care who provides mental health services to homeless people in the East Bay.

- Motion by Director Hacaj, seconded by Director Duggan, to approve the KPPCSD Board approve Resolution No. 2023-19 declaring the 2002 Ford Explorer (last four digits of the VIN number 7537) and the 2016 Ford Taurus (last four digits of the VIN number 7133) as surplus subject to disposal donation or trade, carried (5-0) by roll call vote.
- Motion by Director Duggan, seconded by Director Spath, to purchase the administrative police vehicle at a cost not to exceed \$50,000, carried (5-0) by roll call vote.

16. **Discussion and possible appointment regarding a wellness survey for the community of Kensington.** [[TS 2:27:20](#)]

President Aquino-Fike summarized a request for a wellness survey for the community of Kensington. Following Board discussion, President Aquino-Fike appointed Director Duggan to lead the development and execution of a survey to look into the needs of the elderly and disabled populations within the parameters of our jurisdiction. Following this survey, a report will be presented to the Board to discuss the proposed scope of this effort.

17. Discussion and recommendations regarding the Contra Costa County Hazard Mitigation Plan Development which incorporates KPPCSD and KPPFD. [TS 2:36:29]

Interim General Manager Aranda reported that he and Director Spath have been reviewing federal and local grant funding to assist with a future building. He noted that it is imperative that KPPCSD have an updated Hazard Mitigation Plan in place for us to even qualify to apply for FEMA grants that become available each year. He recommended, in consultation with the General Manager of the KPPFD, that a Town Hall Meeting is held in which both General Managers preside over such a meeting to gain input from the community in identifying the various hazards that pose the greatest risk to the community and methods of mitigation in addressing those hazards. Director Spath emphasized the need to work expeditiously on the Plan in order to meet the FEMA deadlines. Following Board comments, there was consensus to move forward.

18. Approval to perform a Geotechnical Engineering Study in the area along the Arlington South of 61 Arlington Ave. [TS 2:40:28]

Interim General Manager Aranda introduced the recommended action to consider proposals to perform a Geotechnical Engineering Study in the area along the Arlington South of 61 Arlington Avenue. The District owns the property south of the library, and it is very important that a study be done on the stability of that property if any further discussion is going to take place on utilizing that property for a future police building or any other development that may take place in that location. Mr. Aranda presented proposals for consideration from the California Engineering Company and Alan Kropp & Associates, Inc. Board members commented on the proposals.

- Addressing the Board were the following persons: 1) Lisa Caronna commented that Alan Kropp & Associates are very knowledgeable about earthquake and slide issues in the area; 2) Chris Madugo commented that a literature assessment of the site should be done first; and 3) Larry Nagel, KFPD Board member, suggested that KPPCSD contact the geotechnical engineer used by KFPD for the Public Safety Building.
- Motion by Director Hacaj, seconded by Director Spath, that we accept the proposal from Alan Kropp & Associates to perform a geotechnical engineering study in the area along the Arlington South of 61 Arlington Avenue, carried (5-0) by roll call vote.

Adjournment [TS 2:53:23]

President Aquino-Fike adjourned the meeting at 8:56 p.m. The next regular meeting is scheduled for November 9, 2023.

KPPCSD Board Meeting Minutes

October 12, 2023

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SUBMITTED BY:

Lynelle M. Lewis, District Clerk of the Board

APPROVED: November 9, 2023

David Aranda, Interim General Manager

Alexandra Aquino-Fike, President of the Board

Kensington Police Protection & Community Services District
Balance Sheet
As of October 31, 2023 (Unaudited)

	Oct 31, 23
ASSETS	
Current Assets	
Checking/Savings	
100 · Petty Cash	\$ 100
101 · Five Star Checking	208,003
103 · Five Star Saving	1,352
110 · CCC Cash Accts	339,316
117b · Admin - Cash	25,883
133b · Resv - Cash	93,430
134 · CCC LAIF Accounts	645,510
Total Checking/Savings	1,313,594
Accounts Receivable	3,618,072
Other Current Assets	4,093
Total Current Assets	4,935,758
Fixed Assets	5,516,690
Other Assets	3,171,324
TOTAL ASSETS	13,623,772
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	53,776
Credit Cards	4,898
Other Current Liabilities	(576)
Total Current Liabilities	58,098
Long Term Liabilities	
240 · 2020 Pension Obligation Bond	4,244,000
265 · Compensated Absence/Vac Buyback	95,793
290 · Community Center Loan	161,054
293 · Vehicle Capital Lease	133,987
295 · Net OPEB Liability	579,377
297 · Deferred Inflows - OPEB	507,406
298 · Deferred Inflows - Pension	1,267,514
Total Long Term Liabilities	6,989,131
Total Liabilities	7,047,229
Equity	6,576,543
TOTAL LIABILITIES & EQUITY	\$ 13,623,772

Kensington Police Protection & Community Services District
 Profit & Loss Budget vs. Actual
 October 2023 (Unaudited)

	All Funds				
	Oct 23	Jul - Oct 23	Budget	\$ Under Budget	% of Budget
Ordinary Income/Expense					
Income					
400 · Property Tax Revenue					
401 · Levy Tax Police- Co. Prop. 1%	\$ -	\$ 2,228,041	\$ 2,400,000	\$ (171,959)	92.84%
402 · Special Tax-Police	-	685,470	685,000	470	100.07%
404 · Measure G Supplemental Tax PD	-	679,346	660,000	19,346	102.93%
410 · Police Fees/Service Charges	774	2,385	5,000	(2,615)	47.71%
414 · POST Reimbursement	1,178	5,687	10,000	(4,313)	56.87%
415 · COPS/Other PD Grants	86,159	86,159	195,000	(108,841)	44.18%
418 · Reimbursements/Refunds	454	897			
Total 400 · Property Tax Revenue	88,564	3,687,985	3,955,000	(267,015)	93.25%
420 · Park/Rec Activities Revenue					
406 · Per Capita Park Grant	-	-	180,000	(180,000)	0.0%
424 · Special Tax-L&L Parks	-	46,719	46,000	719	101.56%
427 · Community Center Revenue	5,784	20,033	50,000	(29,967)	40.07%
438 · Tennis Court Revenue	239	749	1,000	(251)	74.9%
439 · Other Community Center Revenue	900	900			
Total 420 · Park/Rec Activities Revenue	6,923	68,401	277,000	(208,599)	24.69%
440 · District Activities Revenue					
448a · Franchise Fees Gross	-	-	120,000	(120,000)	0.0%
448b · less Franchise Fees Paid Out	-	-	-	-	0.0%
456 · Interest-District	4	5,645	10,000	(4,355)	56.45%
458 · Other District Revenue	6,456	6,456	68,500	(62,044)	9.43%
Total 440 · District Activities Revenue	6,460	12,101	198,500	(186,399)	6.1%
460 · Waste Removal Revenue					
461 · Waste Removal Franchise Fee	6,918	17,515	-	17,515	0.0%
Total 460 · Waste Removal Revenue	6,918	17,515	-	17,515	0.0%
480 · Rental Revenue - KPFD	2,439	9,754	29,300	(19,546)	33.29%
Total Income	111,305	3,795,756	4,459,800	(664,044)	85.11%
Gross Profit	111,305	3,795,756	4,459,800	(664,044)	85.11%
Expense					
500 · Police Salary and Benefit Exp					
502 · Salary - Officers					
503.1 · Holiday Pay	3,451	13,327	50,100	(36,773)	26.6%
503.2 · Incentive Pay- Education	865	3,702	4,100	(398)	90.28%
503.3 · Incentive Pay- POST Certificate	3,558	15,512	34,600	(19,088)	44.83%
502 · Salary - Officers - Other	88,954	344,338	1,141,400	(797,062)	30.17%
Total 502 · Salary - Officers	96,828	376,879	1,230,200	(853,321)	30.64%
506 · Overtime	18,578	56,465	120,000	(63,535)	47.05%
508 · Salary - Non-Sworn	6,550	21,891	53,900	(32,009)	40.61%
509 · Hiring Bonus	-	11,000	20,000	(9,000)	55.0%
510 · Vacation Cash Out	-	-	20,600	(20,600)	0.0%
516 · Uniform Allowance	800	3,100	10,800	(7,700)	28.7%
521-A · Medical/Vision/Dental-Active	(932)	(3,480)	183,700	(187,180)	-1.89%
521-R · Medical/Vision/Dental-Retired	659	1,319	145,400	(144,081)	0.91%
522 · Officer Life Insurance	104	1,614	8,500	(6,886)	18.98%
523 · Social Security/Medicare-Police	1,742	6,655	20,300	(13,645)	32.78%
524 · Social Security - District	406	1,357	4,100	(2,743)	33.1%
527 · PERS - District Portion	17,774	71,067	269,700	(198,633)	26.35%
529 · Pension Obln Bond Payment	-	78,463	330,900	(252,437)	23.71%
530 · Workers Comp	-	38,000	38,000	-	100.0%
531 · Unemployment	-	4,950	52,000	(47,050)	9.52%
Total 500 · Police Salary and Benefit Exp	142,509	669,280	2,508,100	(1,838,820)	26.69%
520 · In Lieu Health Expense	-	750	500	250	150.0%
550 · Police Operating Expenses					
552 · Office Supplies and Expenses	-	1,292	21,400	(20,108)	6.04%
553 · Police Equipment and Supplies	534	3,791	30,000	(26,209)	12.64%
554 · Traffic Safety	-	5,308	25,000	(19,692)	21.23%
561 · Fleet Expense	6,656	7,958	17,000	(9,042)	46.81%
562 · Vehicle Operation	3,238	12,139	30,000	(17,861)	40.46%
563 · Vehicle Lease	3,310	21,813	86,500	(64,687)	25.22%
564 · Annual Law Encfmt. Tec/Dispatch	6,882	161,848	160,000	1,848	101.16%

Kensington Police Protection & Community Services District
Profit & Loss Budget vs. Actual
October 2023 (Unaudited)

	All Funds				
	Oct 23	Jul - Oct 23	Budget	\$ Under Budget	% of Budget
567 · Alarm	-	-	4,000	(4,000)	0.0%
568 · Evidence	550	3,058	7,500	(4,442)	40.77%
569 · Emergency Preparedness	-	-	3,000	(3,000)	0.0%
570 · Training and Travel Exp	2,826	11,344	30,000	(18,656)	37.81%
571 · Records	75	225	38,800	(38,575)	0.58%
572 · Hiring	259	3,492	25,000	(21,508)	13.97%
576 · Dues and Subscriptions	840	980	7,000	(6,020)	14.0%
580 · Utilities - Police	7,355	19,724	27,000	(7,276)	73.05%
581 · Bldg Repairs/Maint.	1,550	2,707	10,000	(7,293)	27.07%
587 · IT Contract	-	-	43,300	(43,300)	0.0%
588 · Telephone	9,921	9,921	10,000	(79)	99.21%
591 · General Liability Insurance	-	52,942	55,000	(2,058)	96.26%
592 · Online Services/Business Accts	-	20	5,000	(4,980)	0.4%
593 · Volunteer Programs	-	-	7,500	(7,500)	0.0%
594 · Community Events	-	2,928	7,500	(4,572)	39.03%
595 · Legal/Consulting - Police	-	1,271	9,000	(7,729)	14.13%
597 · Police Bldg. Lease	5,630	25,092	66,000	(40,908)	38.02%
597.1 · Bldg Maintenance/Repair	-	2,127	10,000	(7,873)	21.27%
597.2 · Utilities	-	-	-	-	0.0%
597.3 · Janitorial - Police Building	1,047	3,106	14,000	(10,894)	22.19%
599 · Police Taxes Administration	-	-	5,000	(5,000)	0.0%
Total 550 · Police Operating Expenses	50,673	353,086	754,500	(401,414)	46.8%
600 · Park/Rec Sal & Ben					
601 · Park & Rec Administrator	1,591	8,744	86,000	(77,256)	10.17%
602 · Custodial/Cleaning Services	-	1,780	12,000	(10,220)	14.83%
623 · Social Security/Medicare - Dist	-	-	6,600	(6,600)	0.0%
600 · Park/Rec Sal & Ben - Other	625	625	-	-	-
Total 600 · Park/Rec Sal & Ben	2,216	11,149	104,600	(93,451)	10.66%
635 · Park/Recreation Expenses					
640 · Community Center Expenses					
641 · General Maintenance	-	8,887	2,500	6,387	355.49%
642 · Utilities-Community Center	256	4,321	13,000	(8,679)	33.24%
643 · Janitorial Supplies	-	1,017	1,500	(483)	67.78%
644 · Landscaping	-	-	30,000	(30,000)	0.0%
645 · General Liab./Workers Comp	-	1,362	1,400	(38)	97.28%
646 · Community Center Repairs	-	463	10,000	(9,537)	4.63%
647 · Legal/Consulting	582	582	-	-	-
640 · Community Center Expenses - Other	-	3,648	-	-	-
Total 640 · Community Center Expenses	838	20,279	58,400	(38,121)	34.72%
650 · Park					
651 · General Maintenance	905	3,047	30,000	(26,953)	10.16%
652 · Repairs	-	915	-	915	100.0%
653 · Landscaping	-	360	-	-	-
656 · Utilities	496	9,762	-	9,762	100.0%
657 · General Liab./Workers Comp	-	12,000	12,000	-	100.0%
658 · Levy Administration	-	4,128	10,000	(5,872)	41.29%
674 · Tennis Court Maint/Repair	-	351	-	-	-
Total 650 · Park	1,401	30,563	52,000	(21,437)	58.78%
Total 635 · Park/Recreation Expenses	2,239	50,842	110,400	(59,558)	46.05%
750 · Waste Management Expenses					
751 · Waste Removal Franchise Fee Exp	2,965	7,506	51,400	(43,894)	14.6%
752 · Waste Management Program Admin	-	-	68,490	(68,490)	0.0%
753 · Other Waste Management Exp	(56)	536	3,040	(2,504)	17.64%
Total 750 · Waste Management Expenses	2,909	8,043	122,930	(114,887)	6.54%
800 · District Expenses					
807 · Salaries	21,723	80,217	259,400	(179,183)	30.92%
808 · Payroll Taxes	1,778	6,792	19,800	(13,008)	34.31%
809 · Benefits	-	-	50,000	(50,000)	0.0%
815 · Admin Communications	249	3,524	7,500	(3,976)	46.98%
816 · Office Supplies	-	709	2,000	(1,291)	35.44%
817 · Postage	-	435	-	-	-
818 · Mileage Reimbursement	52	280	-	280	100.0%

**Kensington Police Protection & Community Services District
Profit & Loss Budget vs. Actual
October 2023 (Unaudited)**

	All Funds				
	Oct 23	Jul - Oct 23	Budget	\$ Under Budget	% of Budget
819 · Dues/Subscriptions	-	2,158	11,000	(8,842)	19.62%
820 · Copier Contract	425	1,889			
825 · Board Continuing Ed/Conferences	-	3,122	8,000	(4,878)	39.02%
830 · Legal (District/Personnel)	10,850	14,703	25,000	(10,297)	58.81%
831 · Training and Travel Admin	853	9,049	18,700	(9,651)	48.39%
835 · Consulting	2,025	2,025	50,000	(47,975)	4.05%
840 · Accounting/Audit	18,750	55,363	95,000	(39,637)	58.28%
850 · Insurance	-	45,000	45,000	-	100.0%
851 · Workers Comp	-	1,569	1,500	69	104.6%
861 · LAFCO	-	1,455	2,000	(545)	72.77%
870 · County Expenditures	-	-	25,000	(25,000)	0.0%
891 · COVID	-	-	-	-	0.0%
898 · Other Expenses	15,781	15,954	5,000	10,954	319.07%
Total 800 · District Expenses	72,486	244,244	624,900	(380,656)	39.09%
950 · Capital Outlay					
963 · Patrol Car Accessories	-	61,530	-	61,530	100.0%
967 · Station Equipment	-	(136)	-	(136)	100.0%
968 · Office Furn/Eq	-	(690)	-	(690)	100.0%
974 · Other Park Improvements	-	30,819	80,000	(49,181)	38.52%
978 · Pk/Rec Furn/Eq	-	1,323	-	1,323	100.0%
Total 950 · Capital Outlay	-	92,845	80,000	12,845	116.06%
997 · Payroll Expenses	531	1,398			
Total Expense	273,563	1,431,637	4,305,930	(2,874,293)	33.25%
Net Ordinary Income	(162,259)	2,364,119	153,870	2,210,249	1,536.44%
Other Income/Expense					
Other Expense					
700 · Bond Expense					
975 · Community Center Loan Repayment	-	-	30,500	(30,500)	0.0%
Total 700 · Bond Expense	-	-	30,500	(30,500)	0.0%
Total Other Expense	-	-	30,500	(30,500)	0.0%
Net Other Income	-	-	(30,500)	30,500	0.0%
Net Income	\$ (162,259)	\$ 2,364,119	\$ 123,370	\$ 2,240,749	1,916.28%

Kensington Police Protection & Community Services District
General Fund Profit & Loss Budget vs. Actual
October 2023 (Unaudited)

	General Fund				
	Oct 23	Jul - Oct 23	Budget	\$ Under Budget	% of Budget
Ordinary Income/Expense					
Income					
400 · Property Tax Revenue					
401 · Levy Tax Police- Co. Prop. 1%	\$ -	\$ 2,228,041	\$ 2,400,000	\$ (171,959)	92.84%
402 · Special Tax-Police	-	685,470	-	685,470	100.0%
404 · Measure G Supplemental Tax PD	-	679,346	-	679,346	100.0%
Total 400 · Property Tax Revenue	-	3,592,857	2,400,000	1,192,857	149.7%
440 · District Activities Revenue					
456 · Interest-District	4	5,645	10,000	(4,355)	56.45%
458 · Other District Revenue	6,456	6,456	68,500	(62,044)	9.43%
Total 440 · District Activities Revenue	6,460	12,101	78,500	(66,399)	15.42%
480 · Rental Revenue - KPFD	2,439	9,754	29,300	(19,546)	33.29%
Total Income	8,899	3,614,712	2,507,800	1,106,912	144.14%
Gross Profit	8,899	3,614,712	2,507,800	1,106,912	144.14%
Expense					
500 · Police Salary and Benefit Exp					
502 · Salary - Officers	(216)	(216)	-	(216)	100.0%
Total 500 · Police Salary and Benefit Exp	(216)	(216)	-	(216)	100.0%
800 · District Expenses					
807 · Salaries	21,723	80,217	259,400	(179,183)	30.92%
808 · Payroll Taxes	1,778	6,792	19,800	(13,008)	34.31%
809 · Benefits	-	-	50,000	(50,000)	0.0%
815 · Admin Communications	249	3,524	7,500	(3,976)	46.98%
816 · Office Supplies	-	709	2,000	(1,291)	35.44%
817 · Postage	-	435	-	-	-
818 · Mileage Reimbursement	52	280	-	280	100.0%
819 · Dues/Subscriptions	-	2,158	11,000	(8,842)	19.62%
820 · Copier Contract	425	1,889	-	-	-
825 · Board Continuing Ed/Conferences	-	3,122	8,000	(4,878)	39.02%
830 · Legal (District/Personnel)	10,850	14,703	25,000	(10,297)	58.81%
831 · Training and Travel Admin	853	9,049	18,700	(9,651)	48.39%
835 · Consulting	2,025	2,025	50,000	(47,975)	4.05%
840 · Accounting/Audit	18,750	55,363	95,000	(39,637)	58.28%
850 · Insurance	-	45,000	45,000	-	100.0%
851 · Workers Comp	-	1,569	1,500	69	104.6%
861 · LAFCO	-	1,455	2,000	(545)	72.77%
870 · County Expenditures	-	-	25,000	(25,000)	0.0%
898 · Other Expenses	15,781	15,954	5,000	10,954	319.07%
Total 800 · District Expenses	72,486	244,244	624,900	(380,656)	39.09%
997 · Payroll Expenses	531	1,398	-	1,398	100.0%
Total Expense	72,801	245,426	624,900	(379,474)	39.28%
Net Ordinary Income	(63,902)	3,369,286	1,882,900	1,486,386	178.94%
Net Income	\$ (63,902)	\$ 3,369,286	\$ 1,882,900	\$ 1,486,386	178.94%

Kensington Police Protection & Community Services District
Police Profit & Loss Budget vs. Actual
October 2023 (Unaudited)

	Police Fund				
	Oct 23	Jul - Oct 23	Budget	\$ Under Budget	% of Budget
Ordinary Income/Expense					
Income					
400 · Property Tax Revenue					
402 · Special Tax-Police	\$ -	\$ -	\$ 685,000	\$ (685,000)	0.0%
404 · Measure G Supplemental Tax PD			660,000	(660,000)	0.0%
410 · Police Fees/Service Charges	774	2,385	5,000	(2,615)	47.71%
414 · POST Reimbursement	1,178	5,687	10,000	(4,313)	56.87%
415 · COPS/Other PD Grants	86,159	86,159	195,000	(108,841)	44.18%
418 · Reimbursements/Refunds	454	897	-	897	100.0%
Total 400 · Property Tax Revenue	88,564	95,128	1,555,000	(1,459,872)	6.12%
Total Income	88,564	95,128	1,555,000	(1,459,872)	6.12%
Gross Profit	88,564	95,128	1,555,000	(1,459,872)	6.12%
Expense					
500 · Police Salary and Benefit Exp					
502 · Salary - Officers					
503.1 · Holiday Pay	3,451	13,327	50,100	(36,773)	26.6%
503.2 · Incentive Pay- Education	865	3,702	4,100	(398)	90.28%
503.3 · Incentive Pay- POST Certificate	3,558	15,512	34,600	(19,088)	44.83%
502 · Salary - Officers - Other	89,169	344,554	1,141,400	(796,846)	30.19%
Total 502 · Salary - Officers	97,044	377,094	1,230,200	(853,106)	30.65%
506 · Overtime	18,578	56,465	120,000	(63,535)	47.05%
508 · Salary - Non-Sworn	6,550	21,891	53,900	(32,009)	40.61%
509 · Hiring Bonus	-	11,000	20,000	(9,000)	55.0%
510 · Vacation Cash Out	-	-	20,600	(20,600)	0.0%
516 · Uniform Allowance	800	3,100	10,800	(7,700)	28.7%
521-A · Medical/Vision/Dental-Active	(932)	(3,480)	183,700	(187,180)	-1.89%
521-R · Medical/Vision/Dental-Retired	659	1,319	145,400	(144,081)	0.91%
522 · Officer Life Insurance	104	1,614	8,500	(6,886)	18.98%
523 · SocialSecurity/Medicare-Police	1,742	6,655	20,300	(13,645)	32.78%
524 · Social Security - District	406	1,357	4,100	(2,743)	33.1%
527 · PERS - District Portion	17,774	71,067	269,700	(198,633)	26.35%
529 · Pension Obln Bond Payment	-	78,463	330,900	(252,437)	23.71%
530 · Workers Comp	-	38,000	38,000	-	100.0%
531 · Unemployment	-	4,950	52,000	(47,050)	9.52%
Total 500 · Police Salary and Benefit Exp	142,725	669,496	2,508,100	(1,838,604)	26.69%
520 · In Lieu Health Expense	-	750	500	250	150.0%
550 · Police Operating Expenses					
552 · Office Supplies and Expenses	-	1,292	21,400	(20,108)	6.04%
553 · Police Equipent and Supplies	534	3,791	30,000	(26,209)	12.64%
554 · Traffic Safety	-	5,308	25,000	(19,692)	21.23%
561 · Fleet Expense	6,656	7,958	17,000	(9,042)	46.81%
562 · Vehicle Operation	3,238	12,139	30,000	(17,861)	40.46%
563 · Vehicle Lease	3,310	21,813	86,500	(64,687)	25.22%
564 · Annual Law Enfcmnt. Tec/Dispatch	6,882	161,848	160,000	1,848	101.16%
566 · Radio Maintenance	-	9,720	37,800	(28,080)	25.71%
567 · Alarm	-	-	4,000	(4,000)	0.0%
568 · Evidence	550	3,058	7,500	(4,442)	40.77%
569 · Emergency Preparedness	-	-	3,000	(3,000)	0.0%
570 · Training and Travel Exp	2,826	11,344	30,000	(18,656)	37.81%
571 · Records	75	225	38,800	(38,575)	0.58%
572 · Hiring	259	3,492	25,000	(21,508)	13.97%
576 · Dues and Subscriptions	840	980	7,000	(6,020)	14.0%
580 · Utilities - Police	7,355	19,724	27,000	(7,276)	73.05%
581 · Bldg Repairs/Maint.	1,550	2,707	10,000	(7,293)	27.07%
587 · IT Contract	-	-	43,300	(43,300)	0.0%
588 · Telephone	9,921	9,921	10,000	(79)	99.21%
591 · General Liability Insurance	-	52,942	55,000	(2,058)	96.26%
592 · Online Services/Business Accts	-	20	5,000	(4,980)	0.4%
593 · Volunteer Programs	-	-	7,500	(7,500)	0.0%
594 · Community Events	-	2,928	7,500	(4,572)	39.03%
595 · Legal/Consulting - Police	-	1,271	9,000	(7,729)	14.13%
597 · Police Bldg. Lease	5,630	25,092	66,000	(40,908)	38.02%

**Kensington Police Protection & Community Services District
Police Profit & Loss Budget vs. Actual
October 2023 (Unaudited)**

	Police Fund				
	Oct 23	Jul - Oct 23	Budget	\$ Under Budget	% of Budget
597.1 · Bldg Maintenance/Repair	-	2,127	10,000	(7,873)	21.27%
597.3 · Janitorial - Police Building	1,047	3,106	14,000	(10,894)	22.19%
599 · Police Taxes Administration	-	-	5,000	(5,000)	0.0%
Total 550 · Police Operating Expenses	50,673	362,806	792,300	(429,494)	45.79%
950 · Capital Outlay					
963 · Patrol Car Accessories	-	61,530	-	61,530	100.0%
967 · Station Equipment	-	(136)	-	(136)	100.0%
968 · Office Furn/Eq	-	(690)	-	(690)	0.0%
Total 950 · Capital Outlay	-	60,703			
Total Expense	193,398	1,093,755	3,300,900	(2,207,145)	33.14%
Net Ordinary Income	(104,834)	(998,627)	(1,745,900)	747,273	57.2%
Net Income	\$ (104,834)	\$ (998,627)	\$ (1,745,900)	\$ 747,273	57.2%

Kensington Police Protection & Community Services District
Profit & Loss Budget vs. Actual
October 2023 (Unaudited)

	Parks Fund				
	Oct 23	Jul - Oct 23	Budget	\$ Under Budget	% of Budget
Ordinary Income/Expense					
Income					
420 · Park/Rec Activities Revenue					
406 · Per Capita Park Grant	\$ -	\$ -	\$ 180,000	\$ (180,000)	0.0%
424 · Special Tax-L&L Parks	-	-	46,000	(46,000)	0.0%
427 · Community Center Revenue	5,784	20,033	50,000	(29,967)	40.07%
438 · Tennis Court Revenue	239	749	1,000	(251)	74.9%
439 · Other Community Center Revenue	900	900	-	900	100.0%
Total 420 · Park/Rec Activities Revenue	6,923	21,682	277,000	(255,318)	7.83%
Total Income	6,923	21,682	277,000	(255,318)	7.83%
Gross Profit	6,923	21,682	277,000	(255,318)	7.83%
Expense					
600 · Park/Rec Sal & Ben					
601 · Park & Rec Administrator	1,591	8,744	86,000	(77,256)	10.17%
602 · Custodial/Cleaning Services	-	1,780	12,000	(10,220)	14.83%
623 · Social Security/Medicare - Dist	-	-	6,600	(6,600)	0.0%
600 · Park/Rec Sal & Ben - Other	625	625	-	625	100.0%
Total 600 · Park/Rec Sal & Ben	2,216	11,149	104,600	(93,451)	10.66%
635 · Park/Recreation Expenses					
640 · Community Center Expenses					
641 · General Maintenance	-	8,887	2,500	6,387	355.49%
642 · Utilities-Community Center	256	4,321	13,000	(8,679)	33.24%
643 · Janitorial Supplies	-	1,017	1,500	(483)	67.78%
644 · Landscaping	-	-	30,000	(30,000)	0.0%
645 · General Liab./Workers Comp	-	1,362	1,400	(38)	97.28%
646 · Community Center Repairs	-	463	10,000	(9,537)	4.63%
647 · Legal/Consulting	582	582	-	582	100.0%
640 · Community Center Expenses - Other	-	3,648	-	3,648	100.0%
Total 640 · Community Center Expenses	838	20,279	58,400	(38,121)	34.72%
650 · Park					
651 · General Maintenance	905	3,047	30,000	(26,953)	10.16%
652 · Repairs	-	915	-	915	100.0%
653 · Landscaping	-	360	-	360	100.0%
656 · Utilities	496	9,762	-	9,762	100.0%
657 · General Liab/Workers Comp	-	12,000	12,000	-	100.0%
658 · Levy Administration	-	4,128	10,000	(5,872)	41.29%
674 · Tennis Court Maint/Repair	-	351	-	351	100.0%
Total 650 · Park	1,401	30,563	52,000	(21,437)	58.78%
Total 635 · Park/Recreation Expenses	2,239	50,842	110,400	(59,558)	46.05%
950 · Capital Outlay					
974 · Other Park Improvements	-	30,819	80,000	(49,181)	38.52%
978 · Pk/Rec Furn/Eq	-	1,323	-	1,323	100.0%
Total 950 · Capital Outlay	-	32,142	80,000	(47,858)	40.18%
Total Expense	4,455	94,132	295,000	(200,868)	31.91%
Net Ordinary Income	2,468	(72,450)	(18,000)	(54,450)	402.5%
Other Income/Expense					
Other Expense					
700 · Bond Expense					
975 · Community Center Loan Repayment	-	-	30,500	(30,500)	0.0%
Total 700 · Bond Expense	-	-	30,500	(30,500)	0.0%
Total Other Expense	-	-	30,500	(30,500)	0.0%
Net Other Income	-	-	(30,500)	30,500	0.0%
Net Income	\$ 2,468	\$ (72,450)	\$ (48,500)	\$ (23,950)	149.38%

Kensington Police Protection & Community Services District
Waste Management Profit & Loss Budget vs. Actual
October 2023 (Unaudited)

	Waste Management Fund				
	Oct 23	Jul - Oct 23	Budget	\$ Under Budget	% of Budget
Ordinary Income/Expense					
Income					
440 · District Activities Revenue					
448a · Franchise Fees Gross	\$ -	\$ -	\$ 120,000	\$ (120,000)	0.0%
Total 440 · District Activities Revenue	-	-	120,000	(120,000)	0.0%
460 · Waste Removal Revenue					
461 · Waste Removal Franchise Fee	6,918	17,515	-	17,515	0.0%
Total 460 · Waste Removal Revenue	6,918	17,515	-	17,515	-
Total Income	6,918	17,515	120,000	(102,485)	14.6%
Gross Profit	6,918	17,515	120,000	(102,485)	14.6%
Expense					
750 · Waste Management Expenses					
751 · Waste Removal Franchise Fee Exp	2,965	7,506	51,400	(43,894)	14.6%
752 · Waste Management Program Admin	-	-	68,490	(68,490)	0.0%
753 · Other Waste Management Exp	(56)	536	3,040	(2,504)	17.64%
Total 750 · Waste Management Expenses	2,909	8,043	122,930	(114,887)	6.54%
Total Expense	2,909	8,043	122,930	(114,887)	6.54%
Net Ordinary Income	4,009	9,472	(2,930)	12,402	-323.29%
Net Income	\$ 4,009	\$ 9,472	\$ (2,930)	\$ 12,402	-323.29%

Kensington Police Protection & Community Services District
Transaction List by Date
October 18, 2023

Type	Date	Num	Adj	Name	Memo	Account	Class	Clr	Split	Debit	Credit
Oct 18, 23	Bill Pmt -Check	10/18/2023	30257	Advanced Systems Group LLC	C10169	101 · Five Star Checking			210 · Accounts Payable		2,025.00
	Bill Pmt -Check	10/18/2023	30258	AFLAC	M1F02 INV# 347888 September billin	101 · Five Star Checking			210 · Accounts Payable		625.26
	Bill Pmt -Check	10/18/2023	30259	AT&T CalNET 3	BAN 9391062077 Stmt 09/03/2023-11	101 · Five Star Checking			210 · Accounts Payable		921.12
	Bill Pmt -Check	10/18/2023	30260	Axon Enterprise, Inc.	INV# INUS187508	101 · Five Star Checking			210 · Accounts Payable		4,541.90
	Bill Pmt -Check	10/18/2023	30261	BADGE FRAME, INC	Slide-In Door Signs for Locker Room	101 · Five Star Checking			210 · Accounts Payable		1,037.00
	Bill Pmt -Check	10/18/2023	30262	Bay Cities Pyrotector	Annual Fire Alarm Maintenance at Ke	101 · Five Star Checking			210 · Accounts Payable		625.00
	Bill Pmt -Check	10/18/2023	30263	Best Best & Krieger LLP	INV# 963987 - Professional services	101 · Five Star Checking			210 · Accounts Payable		11,466.70
	Bill Pmt -Check	10/18/2023	30264	C & J Cleaning Services	September 2023	101 · Five Star Checking			210 · Accounts Payable		2,055.00
	Bill Pmt -Check	10/18/2023	30265	C. L. E. A.	October 2023 Billing	101 · Five Star Checking			210 · Accounts Payable		216.00
	Bill Pmt -Check	10/18/2023	30266	CC County Conservation & Developpr	Franchise fee for August 2023	101 · Five Star Checking			210 · Accounts Payable		2,965.02
	Bill Pmt -Check	10/18/2023	30267	CCC - Sheriff - Forensic Services	INV# KPD-2308	101 · Five Star Checking			210 · Accounts Payable		930.00
	Bill Pmt -Check	10/18/2023	30268	CCC Dept. of Information Technology	Acct# 9287	101 · Five Star Checking			210 · Accounts Payable		287.93
	Bill Pmt -Check	10/18/2023	30269	CCC Office of the Sheriff	INV# 23-3534	101 · Five Star Checking			210 · Accounts Payable		450.00
	Bill Pmt -Check	10/18/2023	30270	CCC Police Chiefs' Association	INV# 23-13 Police Chief Membership	101 · Five Star Checking			210 · Accounts Payable		775.00
	Bill Pmt -Check	10/18/2023	30271	CCC Sheriff	INV# 23-78	101 · Five Star Checking			210 · Accounts Payable		485.00
	Bill Pmt -Check	10/18/2023	30272	Comcast	8155 40 044 0278610	101 · Five Star Checking			210 · Accounts Payable		196.13
	Bill Pmt -Check	10/18/2023	30273	Delta Dental	05-0491200004	101 · Five Star Checking			210 · Accounts Payable		1,451.45
	Bill Pmt -Check	10/18/2023	30274	Department of Justice	155717	101 · Five Star Checking			210 · Accounts Payable		206.00
	Bill Pmt -Check	10/18/2023	30275	Diana Williams	INV# KPD 0001	101 · Five Star Checking			210 · Accounts Payable		510.00
	Bill Pmt -Check	10/18/2023	30276	EBMUD		101 · Five Star Checking			210 · Accounts Payable		8,705.07
	Bill Pmt -Check	10/18/2023	30277	Eide Bailly LLP	Client # 263645	101 · Five Star Checking			210 · Accounts Payable		6,256.55
	Bill Pmt -Check	10/18/2023	30278	Fernando Herrera	Services rendered in September - twc	101 · Five Star Checking			210 · Accounts Payable		4,360.00
	Bill Pmt -Check	10/18/2023	30279	First American Title Company	File # 1504-7024545	101 · Five Star Checking			210 · Accounts Payable		44.00
	Bill Pmt -Check	10/18/2023	30280	Great America Financial Services	015-1439943-000	101 · Five Star Checking			210 · Accounts Payable		241.79
	Bill Pmt -Check	10/18/2023	30281	Greg Harman	Coverage Period October & Novembr	101 · Five Star Checking			210 · Accounts Payable		659.40
	Bill Pmt -Check	10/18/2023	30282	JB Construction	INV# 1687 Light replacement	101 · Five Star Checking			210 · Accounts Payable		1,550.00
	Bill Pmt -Check	10/18/2023	30283	Kanchana Borisuthiratana	Travel reimbursement from 09/12/23-	101 · Five Star Checking			210 · Accounts Payable		852.71
	Bill Pmt -Check	10/18/2023	30284	LC Action Police Supply, LTD	INV# 456630 & 456836	101 · Five Star Checking			210 · Accounts Payable		510.91
	Bill Pmt -Check	10/18/2023	30285	LEHR	INV# SI93951 & SI93947	101 · Five Star Checking			210 · Accounts Payable		1,169.17
	Bill Pmt -Check	10/18/2023	30286	Lynelle Lewis	Mileage reimbursement from 07/13/2	101 · Five Star Checking			210 · Accounts Payable		132.95
	Bill Pmt -Check	10/18/2023	30287	Major Alarm	150046003	101 · Five Star Checking			210 · Accounts Payable		602.06
	Bill Pmt -Check	10/18/2023	30288	Michael Gancasz	Police Training IACP Conference on	101 · Five Star Checking			210 · Accounts Payable		375.00
	Bill Pmt -Check	10/18/2023	30289	Mobile Modular	R1031374	101 · Five Star Checking			210 · Accounts Payable		5,630.25
	Bill Pmt -Check	10/18/2023	30290	Monte Stott and Associates Inc.	INV# 9653	101 · Five Star Checking			210 · Accounts Payable		350.00
	Bill Pmt -Check	10/18/2023	30291	NBS Government Finance Group	INV# 202309-2935 & 2927 for service	101 · Five Star Checking			210 · Accounts Payable		2,644.82
	Bill Pmt -Check	10/18/2023	30292	Nextiva, Inc.	AC# 3994083 Contract# 2751865	101 · Five Star Checking			210 · Accounts Payable		747.19
	Bill Pmt -Check	10/18/2023	30293	Nippon Life Insurance Company of Ar	GJ9600	101 · Five Star Checking			210 · Accounts Payable		104.00
	Bill Pmt -Check	10/18/2023	30294	Occupational Health Centers of Calif	INV# 80593755 New Hire Medical	101 · Five Star Checking			210 · Accounts Payable		96.00
	Bill Pmt -Check	10/18/2023	30295	PG&E		101 · Five Star Checking			210 · Accounts Payable		1,617.77
	Bill Pmt -Check	10/18/2023	30296	Principal Life Insurance	1129864-10001, for October	101 · Five Star Checking			210 · Accounts Payable		150.40
	Bill Pmt -Check	10/18/2023	30297	Radar Shop	INV# 15098	101 · Five Star Checking			210 · Accounts Payable		312.00
	Bill Pmt -Check	10/18/2023	30298	Richard Meure	INV# KPD0002	101 · Five Star Checking			210 · Accounts Payable		1,200.00
	Bill Pmt -Check	10/18/2023	30299	Rubiconn LLC	October Billing	101 · Five Star Checking			210 · Accounts Payable		4,482.00
	Bill Pmt -Check	10/18/2023	30300	Smile Business Products, Inc.	KP01 INV# 1147791	101 · Five Star Checking			210 · Accounts Payable		134.16
	Bill Pmt -Check	10/18/2023	30301	Streamline	INV# 4E33FC18-0035	101 · Five Star Checking			210 · Accounts Payable		249.00
	Bill Pmt -Check	10/18/2023	30302	TransUnion	813540	101 · Five Star Checking			210 · Accounts Payable		75.00
	Bill Pmt -Check	10/18/2023	30303	UBS	27260	101 · Five Star Checking			210 · Accounts Payable		459.08
	Bill Pmt -Check	10/18/2023	30304	US Bank CCard	4866 9145 5552 5747	101 · Five Star Checking			210 · Accounts Payable		13,023.21
	Bill Pmt -Check	10/18/2023	30305	USbancorp	Cust# 1783852	101 · Five Star Checking			210 · Accounts Payable		7,919.13
	Bill Pmt -Check	10/18/2023	30306	Verizon Wireless	772287401-00001	101 · Five Star Checking			210 · Accounts Payable		716.76
	Bill Pmt -Check	10/18/2023	30307	Vision Service Plan	00102808	101 · Five Star Checking			210 · Accounts Payable		290.79
	Bill Pmt -Check	10/18/2023	30308	Wex Bank - Chevron	0496-00-526644-0	101 · Five Star Checking			210 · Accounts Payable		1,236.27
	Bill Pmt -Check	10/18/2023	30309	Wex Bank - Exxon	369-677-649-5	101 · Five Star Checking			210 · Accounts Payable		2,002.02
									Total Paid Amount:		100,668.97

Oct 18, 23

Kensington Police Protection & Community Services District
Transaction List by Date
October 25 - 27, 2023

	Type	Date	Num	Adj	Name	Memo	Account	Class	Clr	Split	Debit	Credit
Oct 25 - 27, 23	Bill Pmt -Check	10/25/2023	30310		CCC - Sheriff - Forensic Services	INV# KPD-2309	101 · Five Star Checking			210 · Accounts Payable		550.00
	Bill Pmt -Check	10/25/2023	30311		David Aranda	Meal reimbursement on 10/11/23	101 · Five Star Checking			210 · Accounts Payable		66.14
	Bill Pmt -Check	10/25/2023	30312		FirstTwo, Inc.	INV# 2069	101 · Five Star Checking			210 · Accounts Payable		2,400.00
	Bill Pmt -Check	10/25/2023	30313		Ford Motor Credit Company LLC	First payment for Ford vehicle	101 · Five Star Checking			210 · Accounts Payable		904.82
	Bill Pmt -Check	10/25/2023	30314		Rosa Ruiz	September reimbursement	101 · Five Star Checking			210 · Accounts Payable		52.22
	Bill Pmt -Check	10/25/2023	30315		Verizon Wireless	772287401-00001	101 · Five Star Checking			210 · Accounts Payable		789.89
	Bill Pmt -Check	10/25/2023	30316		Walnut Creek Ford	INV 112486 & 544397	101 · Five Star Checking			210 · Accounts Payable		2,989.37
Oct 25 - 27, 23										Total Paid Amount:		7,752.44



KENSINGTON POLICE DEPARTMENT

10940 San Pablo Avenue • El Cerrito • CA • 94530

(510) 526-4141

www.kppcsd.org

DATE: October 31, 2023

TO: David Aranda: General Manager

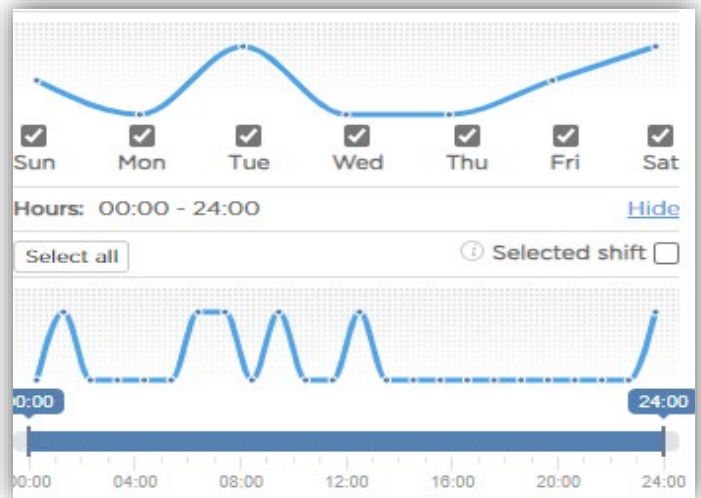
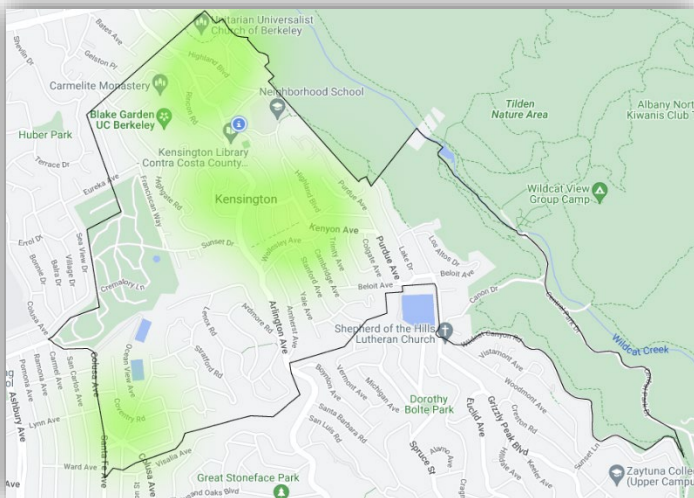
FROM: M. Gancasz, Chief of Police

RE: Police Chief’s Monthly Report, October 2023

The Kensington Police Department handled 627 incidents during September (down from 700). Three hundred ninety-three were officer-initiated events, including 56 traffic enforcement stops resulting in 47 citations (up from 34 in the prior month). Officers responded to 234 dispatched calls for service (down from 238) and took 24 reports (up from 28). Officers focused on deterring auto burglaries and vandalism around Grizzly Peak Blvd and Beloit Ave, where there has been an increase in reported crimes. Three misdemeanor arrests were made. Officers received no reports of a catalytic converter theft, four stolen vehicle reports, one stolen vehicle recovered, zero residential burglary, two misdemeanor vandalisms, and two vehicle burglary reports, all of which are being investigated. Officers are pursuing leads and working with our partner agencies to reduce and prevent similar crimes. Response time for officers decreased from 5.8 minutes to 4.17 minutes.

Kensington PD obtained crucial information from the City of El Cerrito's Flock Automated License Plate Reader cameras. A vehicle being used to case houses in the District attempted to evade Officers in the Beloit cluster. KPD was able to obtain images of the vehicle from ECPD’s Flock system and reach out to other agencies for help identifying the car. The investigation is ongoing. Officers are conducting regular security checks at the Kensington Community Park bathrooms due to graffiti. No new cases of graffiti have been reported since the extra patrols began. Officers responded to assist Albany PD with a high-risk felony arrest at the Oceanview Elementary School, in Albany. The suspect was arrested without incident. Mapping data revealed that highlighted areas are experiencing more criminal activity than other parts of the District. Our crime analysis software helps us direct patrols to areas at risk. Sunday and Thursday, in the afternoon, had the highest frequency of property crime.

Figure 1. Property theft heat map for October 2023.



Traffic Safety

There were four traffic collisions reported in October. Two collisions were non-injury, one was a hit-and-run related to a stolen vehicle, and another was the result of a drunk driver on a motorcycle. Community members provided one online supplemental traffic report which was resolved.

Administration

We have one reserve officer and one lateral officer in the background process and an additional three in the application stage. KPD was awarded a second traffic safety grant in the amount of \$41,000.00 to purchase an electronic traffic citation program which includes equipment, software and training. This funding will upgrade and modernize KPD's traffic citation program and lessen the process time required with our current procedures. KPD's newest officers are performing exceptionally well, and we are confident they will continue to do so.

Training

Department training focused on perishable skills. Sgt. Lande provided Advanced Arrest and Control/De-Escalation courses with a focus on controlling suspects in vehicles. Sgt. Lande also attended the CHP's Standardized Field Sobriety Test course to become a DUI trained supervisor. Officers Payne, Thota, Fajardo, and Sgt. Lande participated in Advanced Patrol Tactics, and the 2023 Officer Survival Training. Chief Gancasz attended the International Association of Police Chiefs Conference in San Diego.

October Patrol Log

- On Sunday, October 1, at 1421 hours, officers responded to the Golden Gate Mausoleum at 101 Colusa Avenue and took a report of vandalism. The damage was approximately \$700.00. The investigation is ongoing.
- On Monday, October 2, at 1101 hours, officers were dispatched to the 200 block of Coventry Road for a theft from a vehicle. The loss was estimated to be approximately \$700.00.
- On Tuesday, October 3, at 0507 hours, officers conducted a traffic enforcement stop for a vehicle with expired registration. The vehicle was impounded and during the inventory search, narcotics were located. The case was forwarded to the District Attorney's Office.
- On Thursday, October 5, at 0712 hours, officers attempted to stop a vehicle at Mosser Avenue and King Drive. The vehicle failed to yield and drove recklessly through city streets. Officers did not pursue the suspect due to the risks. El Cerrito Flock cameras captured video of the suspect's car allowing for follow up investigation.
- On Friday, October 6, at 1927 hours, officers responded to a non-injury collision on Arlington Avenue at Oberlin Avenue.
- On Saturday, October 7, at 1255 hours, officers responded to the one hundred block of Cowper Avenue for a report of a stolen vehicle. On Monday, October 9, the vehicle was located by Oakland PD and returned to the victim.
- On Tuesday, October 10, at 0744 hours, officers responded to the three hundred block of Berkeley Park Boulevard for a report of a stolen vehicle.
- On Wednesday, October 11, at 1150 hours, officers responded to an abandoned stolen vehicle in the one hundred block of Cowper Avenue. The vehicle was returned to its owner.
- On Saturday, October 14, at 0925 hours, officers responded to the two hundred block of Lake Drive for an attempted vehicle theft.
- On Tuesday, October 17, at 2349 hours, officers took a report of a stolen vehicle from the one hundred block of Highland Boulevard. On Friday, October 20, at 0053 hours, the vehicle was found in a

neighboring jurisdiction and the occupants were arrested. The case was forwarded to the Contra Costa County DA Office for prosecution.

- On Wednesday, October 18, at 1507 hours, officers responded to Kensington Community Park for a report of vandalism to the restrooms.
- On Friday October 20, at 1613 hours, officers stopped a vehicle in the four hundred block of Colusa Avenue for vehicle code violations. The driver was identified as a wanted person and arrested for outstanding warrants.
- On Saturday October 21, at 0111 hours, officers were dispatched to a solo motorcycle traffic collision, the driver was identified and later arrested for suspicion of DUI. The case has been submitted to the Contra Costa County DA Office for prosecution.
- On Monday October 23, at 0911 hours, officers in the one hundred block of Eureka Avenue saw a known offender of a restraining order. The suspect was contacted and confirmed to be in violation of a court order. The person was arrested, and the case was sent to the Contra Costa County DA Office for prosecution.
- On Wednesday October 25, at 1554 hours, officers at Arlington Avenue and Sunset Drive contacted an extremely intoxicated individual. He was detained and an ambulance was called to assist. Officers wrote an investigation which was sent to the DA for prosecution.
- On Thursday October 26, at 0839 hours, officers were dispatched to the 100 block of Arlington Avenue for a non-injury collision.

California Highway Patrol DUI/DUID Grant

On Friday, October 20, Kensington Officers were on the lookout for impaired drivers as they took part in grant funded saturation patrols. Fourteen traffic stops were completed, ten citations were issued, four warnings were given, one misdemeanor warrant arrest was made, one misdemeanor DUI arrest was made, and one traffic collision was documented.

Community

On Saturday, October 28, Sgt. Lande, Ofc. Thota, Volunteers Luke Stokes and Mike Logan represented the Kensington Police Department at the 25th National Drug Take Back Day/Shredding event held by the Kensington Fire Protection District.

On Sunday, October 29, Sgt. Lande, Ofc. Thota, and Volunteers Logan represented the Kensington Police Department for the Halloween Harvest Festival at Colusa Circle. Increased staffing was also on hand for Halloween night promoting the safety of trick-or-treaters and motorists out and about that evening. There were no incidents to report during the night.

PATROL AREA: Kensington

SHIFT: -

MISSION: Cases

Incident Statistics for October 1, 2023 - October 31, 2023

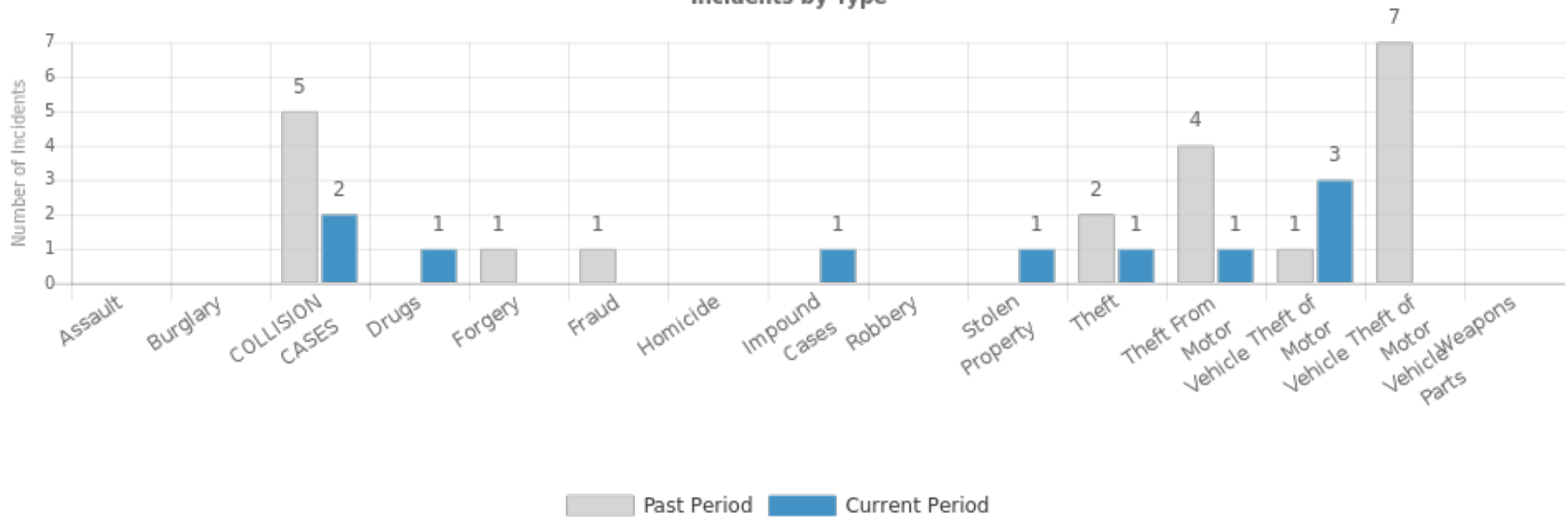
Theft of Motor Vehicle had the highest number of incidents, **up 200.0%** from the previous year.

10 total incidents occurred during this period, **down - 52.4%** from the previous year.

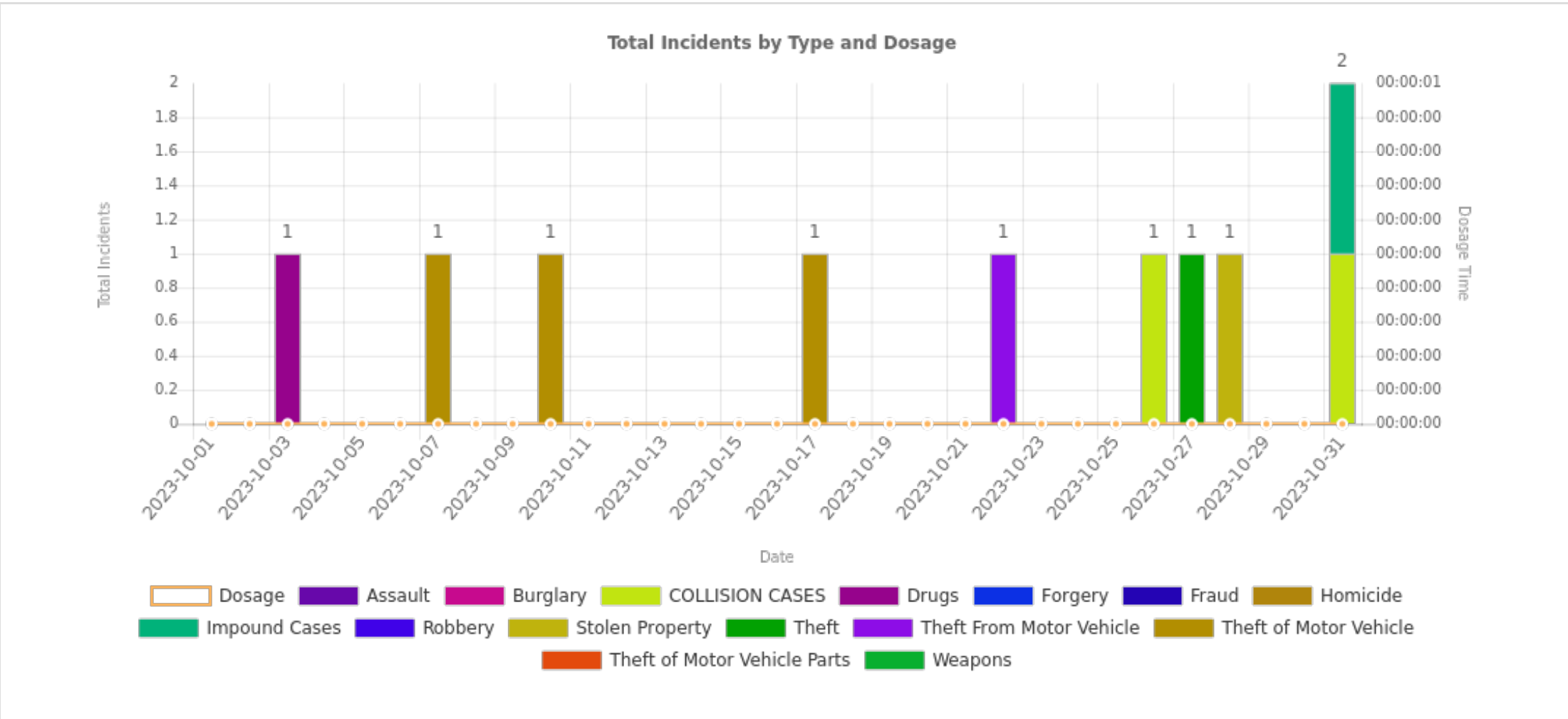
Tuesdays had the most number of incidents occurring during the selected period.

Around **9AM-10AM** had the highest number of activity during the selected period.

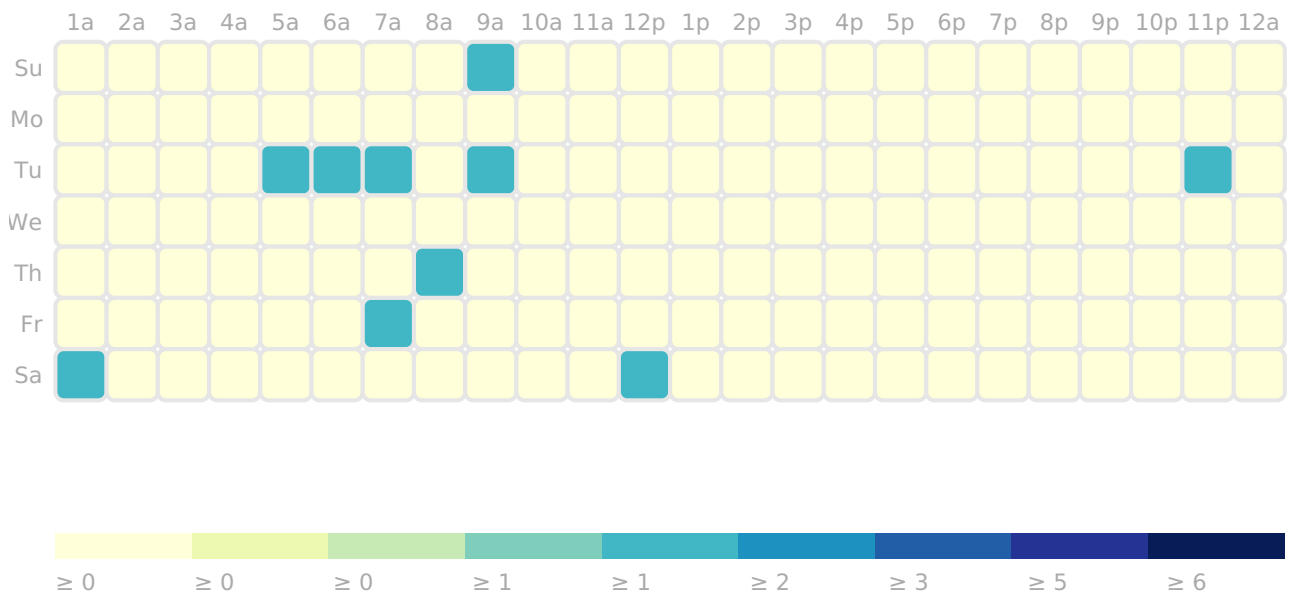
Incidents by Type



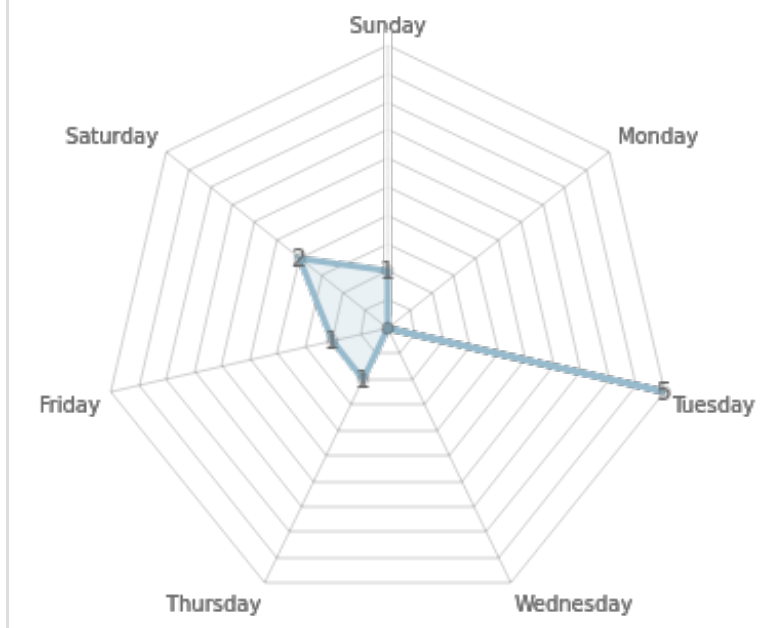
Incident Type	Last Week			Last Month			Year to Date		
	10/29/22 - 11/04/22	10/29/23 - 11/04/23	% Change	10/01/22 - 10/31/22	10/01/23 - 10/31/23	% Change	01/01/22 - 11/05/22	01/01/23 - 11/05/23	% Change
Assault	0	0	0.0%	0	0	0.0%	5	3	-40.0%
Burglary	1	0	-100.0%	0	0	0.0%	19	7	-63.2%
COLLISION CASES	1	2	+100.0%	5	2	-60.0%	30	18	-40.0%
Drugs	0	0	0.0%	0	1	+N/A	3	5	+66.7%
Forgery	0	0	0.0%	1	0	-100.0%	2	4	+100.0%
Fraud	0	0	0.0%	1	0	-100.0%	13	10	-23.1%
Homicide	0	0	0.0%	0	0	0.0%	0	0	0.0%
Impound Cases	0	1	+N/A	0	1	+N/A	10	10	0.0%
Robbery	0	0	0.0%	0	0	0.0%	0	0	0.0%
Stolen Property	0	0	0.0%	0	1	+N/A	3	3	0.0%
Theft	0	0	0.0%	2	1	-50.0%	6	8	+33.3%
Theft From Motor Vehicle	0	0	0.0%	4	1	-75.0%	14	25	+78.6%
Theft of Motor Vehicle	0	0	0.0%	1	3	+200.0%	14	17	+21.4%
Theft of Motor Vehicle Parts	1	0	-100.0%	7	0	-100.0%	17	20	+17.6%
Weapons	0	0	0.0%	0	0	0.0%	0	0	0.0%
Total	3	3	0.0%	21	10	-52.4%	136	130	-4.4%



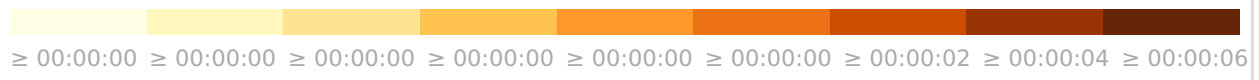
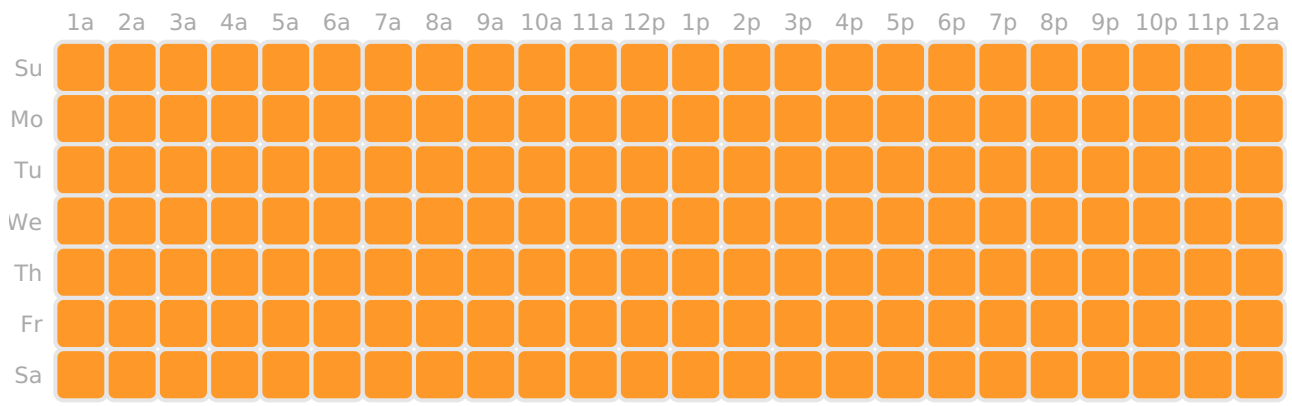
Incidents Heatmap



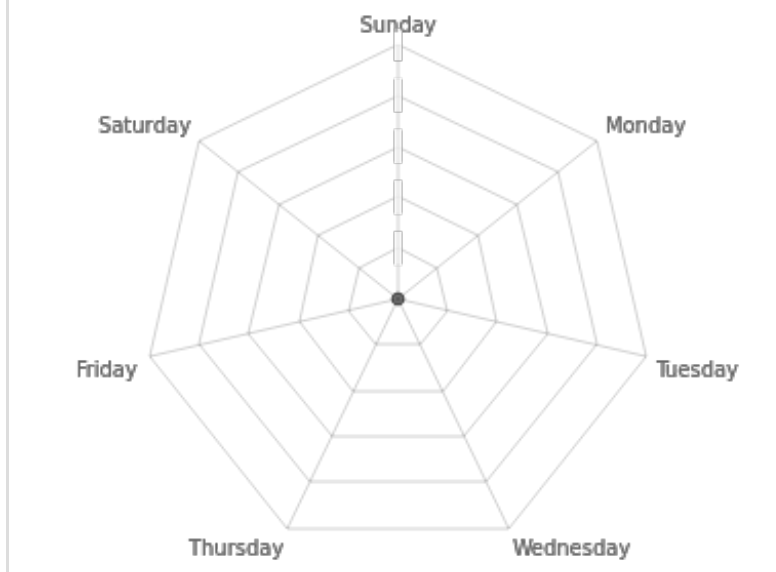
Incidents by Day



Dosages Heatmap



Dosages by Day





Date: November 9, 2023
To: Board of Directors
From: David Aranda, Interim General Manager
Subject: General Manager's Report October 9th Through November 3, 2023

Some of the issues and workings I have been involved with are:

- Coordinating a response to a public records request.
- Coordinating and overseeing the work with an attorney and the mailing of a proposition 218 letter regarding solid waste rates.
- Working with the Permanent Location Ad Hoc Committee regarding coordination with the Geotechnical engineer hired, various locations for a possible building location and obtaining information from the county regarding regulations.
- Meeting with the Path Keepers regarding Kensington paths.
- Communication regarding The Hazard Mitigation Plan being updated by the County.
- Coordination with Fernando for ongoing park repairs and upgrades that are needed.
- We have obtained approval from the county to move our money from the County Treasury and there is coordination and paperwork involved in getting this accomplished.
- Preparing the final package for the State of California to obtain the \$180,000 in grant money due Kensington for the Community Center Renovation.
- Ongoing research and follow up regarding grants that may be available to Kensington.
- Meetings with the Police Officers Association Representatives.
- Closer look at various policies, Resolutions and Ordinances that need being addressed for the protection and orderliness of KPPCSD.

General Manager's Report

November 9, 2023

Page 2 of 2

- Various discussions with the General Manager of the KFPD.
- Follow up in working with Director Duggan regarding her assignment to work with Kensington residents and address special needs.

Recreation Office Report prepared by Jenny Parks Kensington Community Council November 1, 2023

KASEP:

Fall KASEP classes began on September 11th and run through December 15th. We have 483 spots filled with 67 classes offered each week this fall.

Holidays include- Wednesday November 1st, Friday November 10th, and the week of November 20-24th. Minimum day care is provided during parent teacher conferences.

Winter KASEP Registration opens Tuesday, December 5th, 7pm for kindergarten and 7:30 for grades 1-6 online at KensingtonCommunityCouncil.org/KASEP. Winter session begins the week of January 2nd, 2024

Adult Classes

Tai Chi with Nobuo Nishi is on Wednesdays & Fridays 9:30-11am -Community Center

Strength & Balance Yoga Tuesdays 8:30am & Thursdays 11:30am-Community Center

*New Class Cardio Dance Class begins Friday, December 1st, each Friday 11:15-12:15,Community Center

Family Yoga Sundays at 10am in front of the Recreation Building

Mediterranean Cooking in the CC kitchen, Tuesdays evening 6:00-8:00pm

The Art of Jewelry Making class Friday, November 17th, 6-8pm in the Recreation Building.

KCC & Other:

The fire alarm continues to go off every few days. We are able to silence it with the code. But it seems to be getting more frequent.

We had some ants in the Community Center after the rain, I informed Rosa and they have been taken care of.

KCC Picnic- Rain or shine, People turned out for a great BBQ and music despite the rain.

Blood Drive, Nov. 1st- only 17 slots filled out of the 45 available slots



Date: November 9, 2023
To: Board of Directors
From: David Aranda, Interim General Manager
Presented by: Mike Gancasz, Chief of Police
Subject: Office of Traffic Safety Grant Funding (Traffic Records Improvement Project)

Recommendation:

Approve in a minute action to accept the \$41,000 in grant money from the Office of Traffic Safety to be used for a Traffic Records Improvement Project.

Background:

State and local agencies need timely, accurate, complete, accessible, and uniform traffic records to identify and prioritize traffic safety issues, to choose appropriate safety countermeasures and evaluate their effectiveness. Traffic records improvement grants provide traffic safety stakeholders with the ability to plan and initiate traffic records improvement projects such as the purchase and implementation of traffic crash reporting systems as well as electronic citation equipment and software.

Discussion and Analysis:

The Kensington Police Department wishes to streamline its collection and reporting of traffic-related data to the California Highway Patrol. The goal is to achieve industry-standard reporting as set forth by the California Highway Patrol's Statewide Integrated Traffic Reporting System (SWITRS), as well as maintaining transparent information to our community in prioritizing their concerns about traffic safety. The Kensington Police Department was awarded grant funding in 2021 to modernize our process of recording vehicle collision data. The first step sought to implement new software and reporting procedures which were completed in 2022.

The second step would be to modernize our traffic citation process. Contra Costa County Courts will transition to a digital ticketing system in 2024. The integration of this citation software will have positive impacts on efficiency, timely reporting, tracking, and real time mapping of moving violations.

The funding will be used to set up a complete electronic citation issuance system, purchase hand-held devices for issuing citations, printers for each patrol car, and transfer software bridging our existing

computer systems with the courts. Other benefits include improving the timeliness and accuracy of traffic citations.

Grant Details:

Grant Number: TR24152

Agency Name: Kensington Police Department

Grant Title: Traffic Records Improvement Project

Agreement Total: \$41,000.00

Authorizing Official: Mike Gancasz

Fiscal Official: David Aranda

Grant Director: Amit Nath

Attachments:

Attachment 1: State of California Office of Traffic Safety Grant Agreement TR24152



Date: November 9, 2023
To: Board of Directors
From: David Aranda, Interim General Manager
Presented by: David Spath, Director and Committee Member of the Reorganization Committee
Subject: Approve a Request for Proposal Regarding a Financial Study of KPPCSD and KFPD for Reorganization Information

Recommendation

Approve the Request for Proposal (RFP) to obtain pricing from various vendors regarding a financial study of KPPCSD and KFPD in respect to reorganization.

Background

For many years, discussions have taken place about the benefits or lack of for the KPPCSD and KFPD to reorganize into one entity. The answer to that question this RFP, if approved, will be sent to those companies that specialize in determining that question.

Director Spath will briefly review the proposal that has been approved by the KFPD and answer questions.



Kensington Fire Protection District and
Kensington Police Protection and Community Services District

Request for Proposals

Fiscal Analysis Evaluating Reorganization of Kensington Special Districts

The Kensington Police Protection and Community Services District (KPPCSD) and the Kensington Fire Protection District (KFPD) (collectively “Districts”) invite qualified firms or individuals (“consultants”) to respond to this Request for Proposals (“RFP”) to develop a comprehensive fiscal analysis to evaluate the fiscal impact of reorganizing (via dissolution with annexation) the KFPD and KPPCSD into a single Community Services District.

RFP Schedule

Listed below are the events and target dates. The Districts reserve the right to change these events and dates at any time.

RFP issued	November 10, 2023
Proposals due	December 8, 2023, by 5:00 p.m.
Review of responses	December 20, 2023
Finalist notified	January 18, 2024
Contract awarded	February 1, 2024

BACKGROUND, SCOPE OF WORK, AND OBJECTIVES

Background

Kensington is an unincorporated community encompassing approximately one square mile in Contra Costa County. The population is estimated to be 5,288 according to the American Community Survey.¹

Kensington is served by two independent special districts: (1) The Kensington Police Protection and Community Services District (KPPCSD), founded in 1946 as a Police Protection District and reorganized as a CSD in 1953. The KPPCSD provides law enforcement, parks and recreation, and solid waste collection services; and (2) the Kensington Fire Protection District (KFPD), founded in 1928 and reorganized as an independent special district in 1937, provides fire protection and emergency medical services (EMS). Since 1995, the KFPD’s services are provided through a contract with the City of El Cerrito. While the KFPD contracts with El Cerrito for personnel and other services, it maintains ownership of the Kensington Public Safety Building, which contains a fire station, and associated fire engines, vehicles, and equipment. The Sphere of Influence of both the KPPCSD and KFPD are coterminous with their respective boundaries. The two districts’ boundaries are essentially the same except

¹ <https://censusreporter.org/profiles/16000US0638086-kensington-ca/>

that KPPCSD is one parcel larger, encompassing an East Bay Municipal Utilities District water distribution reservoir property.

The Contra Costa County Local Agency Formation Commission (LAFCO) has conducted and formally adopted several Municipal Service Reviews (MSRs) since 2009 (see Appendix A) that have recommended on and off that the Kensington special districts consider consolidation or reorganization as a governance option.

Reorganization by annexation of the KFPD by the KPPCSD, with dissolution of the KFPD is under consideration.

Both Districts understand from written LAFCO guidance that there is no specific requirement in the Cortese Knox Hertzberg Act (CKH Act) for a fiscal analysis for an annexation/dissolution or a consolidation. However, for any major boundary “reorganization” such as the contemplated Kensington reorganization, a fiscal analysis is recommended.

The recommended independent fiscal analysis should address all aspects of applicable government codes relevant to reorganization as well as the specific questions and concerns of individual directors and staff of both districts.

Scope Of Work

The Kensington Police Protection and Community Services District (KPPCSD) and the Kensington Fire Protection District (KFPD) seek a consultant to carry out all tasks related to the recommended fiscal analysis of dissolving and reorganizing the KFPD into the KPPCSD

The fiscal analysis should encompass the standard fiscal parameters in any LAFCO-commissioned MSR and be responsive to additional questions posted by each district in this RFP.

The period used in the fiscal analysis should be from five to ten years (“analysis period”), to be established in the scope of work at the discretion of the proposing consultant. Factors which may necessitate a longer range include tasks associated with locating the KPPCSD's police station, which may stretch on for a number of years as that process is only beginning.

If the KFPD and KPPCSD boards both, independently, vote to proceed with reorganization into a single special district via annexation with dissolution, this fiscal analysis will be used as part of the application to Contra Costa LAFCO. The analysis should be suitable for this purpose and include all information required by the application provisions of Government Code section 56653(b) and be responsive to points of concern or questions raised by staff and individual directors of both districts as set forth in this RFP. This analysis will also be used by the Districts’ respective Board of Directors to aid in determining if reorganization is an appropriate choice for Kensington.

Accordingly, it should include detail sufficient for LAFCO and for a District-wide public discussion of the benefits and shortcomings that reorganization could introduce.

Submission of a proposal shall constitute a firm offer to the KPPCSD and KFPD for 90 days from the date proposals are due to the Districts. By submitting the proposal, it is expected that the Proposer has carefully read and fully understands this RFP. A Proposer may withdraw its proposal at any time before the submittal deadline by delivering a written request for withdrawal signed by, or on behalf of, the Proposer.

Objectives

The consultant selected will be required to complete the following objectives:

Objective 1 – Conduct a Fiscal Analysis of the KPPCSD and the KFPD

The consultant shall prepare a fiscal analysis of each district as an independent special district based on current policies and circumstances, which may differ substantially from those in place during the various MSRs cited in the introduction. The analysis shall include an assessment of existing sources of revenue and the cost annually of existing levels of services, with a five-to-ten year projection, at the discretion of the proposing consultant, of the fiscal capacity of each district to provide the services for which it is presently authorized. The analysis should account for the present and future capital and operational needs of both districts and should explicitly include:

1. The projected cost of KPPCSD's requirement to secure a permanent police station located in Kensington. This should include an assessment of the opportunity cost versus benefit to both Districts, individually and combined, for:
 - a) the KPPCSD using its own assets of buildings and land versus purchasing land and procuring a new structure; and
 - b) the KPPCSD sharing space with KFPD in the Kensington Public Safety Building.
2. KFPD's contractually obligated reserves for the El Cerrito Fire Services contract.
3. KFPD's current reserve policy for fire engine replacement and battalion chief vehicle replacement.
4. Staffing costs and capital reserves required to manage and maintain the Kensington Public Safety Building.
5. For each district, a full accounting and disclosure of the CalPERS and OPEB obligations and liabilities for the past and the future during the analysis period, including existing or required OPEB trusts and OPEB obligation estimates, any unfunded accrued past and future pension liabilities.
6. Assessment of the borrowing capacity of each district individually assuming existing revenues and taxes, and whether a combined district would be fiscally stronger as a prospective borrower and be able to take on greater future

borrowing than the total of what the two existing districts could take on as separate entities.

Objective II – Conduct a Fiscal Analysis of the KPPCSD and KFPD as a Combined District

The consultant shall prepare a fiscal analysis of the two districts operating as a combined district, including those topics described in Objective I. The comprehensive analysis shall:

- Include an assessment of existing sources of revenue that would be available to a combined district and the cost of existing levels of services annually that would be provided by a combined district, including the impact on general fund balances, liquid cash reserves, and capital reserves for dedicated purposes.
- Include a five-to-ten year projection of the fiscal capacity of the new combined district to provide the services for which the two existing districts are presently authorized and explicitly include the full immediate and long-term cost of rehousing the Kensington Police Department in an essential service structure in Kensington.
- Identify any potential reduction or increase in costs that may accrue from reorganization as well as any potential impact of reorganization on the services presently provided. As the districts currently only employ part-time administrative staff, and the KFPD is not a CalPERS agency, the analysis should identify if full-time staff options, including staff positions that may become subject to CalPERS, would be beneficial from either a cost or service perspective. The analysis shall be consistent with those applicable portions of Government Code section 56653(b).

Objective III – Prepare a Report and Present the Fiscal Analysis separately to the Boards of the KPPCSD and KFPD and then, upon acceptance by each district board, to the public at a Public Townhall Meeting to be facilitated by the General Managers of each district.

The consultant shall prepare a report with findings and conclusions on the fiscal capacity of the districts to continue to provide existing services, to relocate the Kensington Police Department to Kensington, and to provide those services as a reorganized district. The consultant will prepare a draft report for review and comment by the staff and full boards of both districts. Upon resolution of any questions or concerns by both district boards and staff, the consultant shall develop presentation materials for final review and approval by the Boards of both districts (as warranted) and make a presentation of the fiscal analysis at a public town hall meeting.

Submittal Requirements

Each proposal shall include the following information:

1. Background information on the consultant, including details of experience with similar projects, all services offered, and a brief resume of the individual(s) assigned to this project.
2. A description of the approach to the project that demonstrates the proposer's understanding of the desired scope of work and objectives described in the Scope of Work.
3. A detailed scope of work that describes the research, analysis, and related tasks that the consultant will complete. *Note: if interviews with board members are planned, this should include an interview of all board members.*
4. A proposed timeline for the completion of all objectives and related activities described in the Scope of Work including the estimated time to complete those activities. The schedule shall also include an estimate of the time for review of the draft report by staff and the boards of both districts.
5. A fixed-fee or time-and-materials not-to-exceed budget that shows the proposed project cost by objective, task, or activity (as applicable) plus a description and listing of any reimbursable costs.
6. A listing of similar projects completed by the consultant that demonstrate the consultant's understanding of the operation, including housing requirements, for fire and police departments, fiscal projections for public services, including fire protection, emergency medical, and police services, and familiarity with the regional community context such as limitations for construction in a hazardous fire zone, an active earthquake zone, and/or a slide zone.
7. Three (3) references from jurisdictions/agencies for which consultant has provided similar services, including agency name, project name and date, name of contact person, title, email address and phone number, and type of deliverable prepared.
8. A listing of any exceptions requested to the standard contract terms listed in Attachment A.

Submit twelve (12) bound copies and electronic copies of your full proposal no later than 5 p.m., December 8, 2023, to:

Bound copies:

KPPCSD/KFPD
Attn: RFP for Fiscal Analysis
10940 San Pablo Avenue
El Cerrito, CA 94530

Electronic copies:

David Aranda
KPPCSD Interim General Manager

Mary Morris-Mayorga
KFPD General Manager

daranda@kppcsd.org

mmayorga@kensingtonfire.org

Selection Process

The proposals submitted in response to this RFP will be used as a basis for selecting the consultant for this project. The consultant's proposal will be evaluated and ranked according to the criteria listed below:

- Responsiveness to this Request for Proposals
- Qualifications and experience of the individuals assigned to the project
- Experience with similar projects with an emphasis on the Bay Area and municipalities located in a high hazard zones (fire, earthquake, slide)
- Schedule and availability
- Cost of services
- Reference contact results

The Districts reserve the right to reject any or all responses, to waive any informality in any responses, and to select the consultant that best meets the Districts' needs. Responses must be submitted no later than the date and time stated in this request for proposals. Responses shall be reviewed and rated as set forth above. The Districts will then jointly determine and agree upon which consultant best meets the requirements of both Districts. The Districts reserve the right to negotiate final pricing with the most qualified consultant. All submitted proposals will be publicly available and shared with every member of the board of directors of both Districts before the final selection is made.

Consultants submitting proposals may be requested to make oral presentations as part of the evaluation process. Once submitted, the proposals will be the property of both districts. Submission of a proposal shall constitute a firm offer to the KFPD and KPPCSD for 90 days from the date proposals are due to the Districts. By submitting the proposal, it is expected that the consultant has carefully read and fully understands this RFP. A consultant may withdraw its proposal at any time before the submittal deadline by delivering a written request for withdrawal signed by, or on behalf of, the consultant.

Upon award of the contract, it is expected that the successful consultant will accept the agreement terms and conditions "as is" without modification. Any contract modifications are to be stated at the time of submittal. The consultant shall furnish the Districts with such additional information as they may reasonably require.

Questions about this Request for Proposals

Any questions about this RFP must be submitted to the Districts by no later than ten (10) days prior to the proposal due date. Questions may be sent via e-mail to the KPPCSD Interim General Manager and the KFPD General Manager.

Appendix A: Summary of all MSRS conducted by LAFCO that reference KPPCSD or KFPD

KFPD or KPPCSD during the period from August 2009 to June 2021 are listed below with a summary of the recommendations related to reorganization: (See, Appendix B for links to source documents.)

June 9, 2021: Final Parks and Recreation MSR (Second Round) (KPPCSD)

- Findings on governance structure, service delivery, or consolidation: None.

June 12, 2019: “City Services” MSR & SOI Study (2nd Round) (KPPCSD)

- Findings on governance structure, service delivery, or consolidation: None.

August 10, 2016: Fire/EMS MSR (2nd Round) (KFPD)

- Findings on governance structure, service delivery, or consolidation: None.

August 10, 2011: Law Enforcement Services MSR (KPPCSD)

- Findings on governance structure, service delivery, or consolidation: The status quo should remain.
 1. The consolidation of Kensington Fire Protection District (KFPD) and Kensington Police Protection and Community Services District (KPPCSD) was identified in two previous LAFCO MSRs, i.e., in 2009. At the time, the KPPCSD was having significant fiscal issues. Subsequently, KPPCSD successfully passed a special tax to remedy (at least in the short-term) their fiscal crisis. Consolidation of these two districts is still a governance/boundary option. However, until such time as the residents of Kensington are unwilling to fund high-level police and fire protection services, the status quo should remain.

November 18, 2009: West County Sub-Regional MSR (KPPCSD)

- Findings on governance structure, service delivery, or consolidation: (summary)
 1. Annexation [of KPPCSD] into the City of El Cerrito could provide further options for maintaining future levels of service in light of the District’s revenue constraints.
 2. Consolidation of KFPD with the KPPCSD is an option identified in the Fire and Emergency Medical Service Providers MSR (August 2009). Consolidation of KFPD with KPPCSD could streamline local government, and offer cost saving opportunities to the community by providing more options on allocating local property tax dollars spent on fire, emergency medical services, law enforcement, and other services.
 - a. It is likely that the property tax collected by the KFPD would be transferred to the KPPCSD, should those districts be combined. Further, it is likely that if the KPPCSD were to begin providing fire protection services after such a combination, its KPPCSD Board of

Directors probably would have the authority to allocate those transferred revenues in its sole discretion. Restriction of the use of such revenues exclusively for fire protection purposes might be accomplished by the formation of a zone within the CSD or by special legislation.

3. For the [KPPCS] District to explore future contracts for service provision by other agencies; for instance, contracting police services to the City of El Cerrito.

August 12, 2009: Fire and Emergency Medical Services MSR (KFPD)

- Findings on governance structure, service delivery, or consolidation: (summary)
 1. Annexation of territory served by KFPD at the EBMUD reservoir is a government structure option. The affected area is in a very high fire hazard severity zone.
 2. Consolidation of KFPD with the Kensington Community Services District (KCSD) is an option. Consolidation of KFPD with KCSD would streamline local government. Currently, KCSD is reported to face financing challenges in delivering adequate law enforcement services to the community. Consolidation would offer opportunities to the community in exercising greater control over the share of local property tax dollars spent on fire, EMS, law enforcement and other services.
 3. Consolidation among west county fire providers is an option to improve the efficiency of service areas, promote facility-sharing and improve service levels. This option has been entertained in the past, but encountered opposition from the cities of Richmond and El Cerrito.

Appendix B: Municipal Service Review (MSR) Source Document links

June 9, 2021: Final Parks and Recreation MSR (Second Round) (KPPCSD)

https://www.contracostalafco.org/municipal_service_reviews/parks-and-recreation-services/Final%20Parks%20and%20Recreation%20Services%20MSR%20-%20June%202021.pdf

June 12, 2019: “City Services” MSR & SOI Study (2nd Round) (KPPCSD)

https://www.contracostalafco.org/municipal_service_reviews/City-Services/City%20Services%20MSR%20Final%20Adopted.pdf

August 10, 2016: Fire/EMS MSR (2nd Round) (KFPD)

https://www.contracostalafco.org/municipal_service_reviews/fire_and_emergency_medical_services/FireEMS%20MSR%20Final%20Report%20with%20Attachments%208-10-16.pdf

August 10, 2011: Law Enforcement Services MSR (KPPCSD)

https://www.contracostalafco.org/municipal_service_reviews/law_enforcement/Final%20Law%20Enforcement%20MSR.pdf

November 18, 2009: West County Sub-Regional MSR (KPPCSD)

https://www.contracostalafco.org/municipal_service_reviews/west_county_sub-regional/WestCountySubregionalMSR_Final.pdf

August 12, 2009: Fire and Emergency Medical Services MSR (KFPD)

https://www.contracostalafco.org/municipal_service_reviews/fire_and_emergency_medical_services/CoCo%20Fire%20MSR%20Master%20-%20FINAL.pdf



**KENSINGTON FIRE PROTECTION DISTRICT
CONSULTANT AGREEMENT**

DATE: XX/XX/202X

PARTIES: KFPD: Kensington Fire Protection District
217 Arlington Ave.
Kensington CA 94707

CONSULTANT: _____

The Parties agree as follows:

1. Priority of Documents:

Each of the items listed below is hereby incorporated into this Agreement by this reference. In the event of an inconsistency in this Agreement, the inconsistency shall be resolved by giving precedence in the following order:

A. Applicable Federal and State of California statutes and regulations, this Agreement and its exhibits.

2. Scope of Professional Services:

CONSULTANT agrees to provide _____ services.

3. Term of Agreement:

This Agreement shall commence on _____, 202X and continue until [Month] XX, 202X, unless this Agreement is terminated earlier as provided herein under paragraph 15.

4. Compensation:

The compensation shall be _____ per [hour, project, or task] for services performed pursuant to this Agreement with a total not-to-exceed amount of \$XX,XXX. Payments shall be made within XX days of receipt of invoice from CONSULTANT.

5. Expense Reimbursement:

KFPD shall reimbursement CONSULTANT for actual expenses incurred in the course of the Work,

such as advertising, reasonable and necessary travel, sourcing, support services, background checks and other related items, as well as costs specifically incurred for the performance of services, such as telecommunications, cellular phone, insurance, postage, and photocopying.

6. Standard of Performance:

CONSULTANT shall perform all Work in a first-class manner in conformance with the standards of quality normally observed by a person practicing in CONSULTANT's profession.

7. Inspection:

All Work performed and materials (if any) provided by CONSULTANT shall be subject to inspection and approval by KFPD.

8. Invoicing:

CONSULTANT shall submit each invoice by email to ap@kensingtonfire.org. All invoices must reference this contract by the name of the parties and date executed, service performed.

9. Consultant's Status:

In the performance of work, duties and obligations imposed by this Agreement, the CONSULTANT is at all times acting as an Independent Contractor practicing his or her profession and not as an employee of the KFPD. CONSULTANT shall perform the CONSULTANT's work in accordance with currently approved methods and standards of practice in the CONSULTANT's professional specialty. A copy of CONSULTANT's current business license shall be provided to KFPD. The CONSULTANT shall not have any claim under this Agreement or otherwise against KFPD for vacation, sick leave, retirement benefits, social security or worker's compensation benefits. The CONSULTANT shall be responsible for federal and state payroll taxes such as social security and unemployment. KFPD will issue a form 1099 at year-end for fees earned.

10. Assignments:

Inasmuch as this Agreement is intended to secure the specialized services of the CONSULTANT, CONSULTANT may not assign, transfer, delegate or subcontract their obligation herein without the prior written consent of KFPD. Any such assignment, transfer, delegation or subcontract without the prior written consent shall be considered null and void.

11. Non-Exclusive Rights:

This Agreement does not grant to CONSULTANT any exclusive privileges or rights to provide services to KFPD. CONSULTANT may contract with other agencies, private companies or individuals for similar services.

12. Compliance:

CONSULTANT shall comply with all Federal, State and local laws, regulations and requirements necessary for the provision of contracted services. Furthermore, CONSULTANT shall comply with all laws applicable to wages and hours of employment, occupational safety, and to fire safety, health and sanitation.

CONSULTANT represents and warrants that CONSULTANT possesses all licenses, permits, and qualifications legally required for the performance of the Work. CONSULTANT shall, at CONSULTANT's sole cost and expense, maintain all such licenses, permits and qualifications in full force and effect throughout the term of this Agreement.

13. Indemnification, Hold Harmless and Defense:

CONSULTANT shall indemnify, defend with counsel acceptable to KFPD, and hold harmless KFPD and its officers, elected officials, employees, agents and volunteers from and against any and all liability, loss, damage, claims, expenses, and costs (including without limitation, attorney's fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with CONSULTANT's performance of the services called for or its failure to comply with any of its obligations contained in this Agreement, except such Liability caused by the sole negligence or willful misconduct of KFPD.

Notwithstanding the forgoing, to the extent this Agreement is a "construction contract" as defined by California Civil Code Section 2782, as may be amended from time to time, such duties of Consultant to indemnify shall not apply when to do so would be prohibited by California Civil Code Section 2782.

CONSULTANT's obligation to defend and indemnify shall not be excused because of CONSULTANT's inability to evaluate Liability or because CONSULTANT evaluates Liability and determines that CONSULTANT is not liable to the claimant. CONSULTANT must respond within 30 days to the tender of any claim for defense and indemnity by the KFPD. If CONSULTANT fails to accept or reject a tender of defense and indemnity within 30 days, in addition to any other remedy authorized by law, so much of the money due to CONSULTANT under and by virtue of this Agreement as shall reasonably be considered necessary by KFPD, may be retained by KFPD until disposition has been made of the claim or suit for damages, or until CONSULTANT accepts or rejects the tender of defense, whichever occurs first.

14. Discrimination:

CONSULTANT shall not discriminate in the provision of service or in the employment of persons engaged in the performance of this Agreement on account of race, color, national origin, ancestry, religion, gender, marital status, sexual orientation, age, physical or mental

disability in violation of any applicable local, state or federal laws or regulations

Notices:

Any notice required to be given pursuant to the terms and provisions hereof shall be in writing and shall be effected by personal delivery or by first class mail, registered or certified, postage prepaid, return receipt requested. Unless otherwise designated by either party in writing, such notices shall be mailed as shown on the first page of this Agreement.

15. Termination:

KFPD may cancel this Agreement at any time and without cause upon written notification to CONSULTANT. In the event of termination, CONSULTANT shall be entitled to compensation for undisputed services performed to the effective date of termination.

16. Conflict of Interest Statement:

CONSULTANT covenants that CONSULTANT, its officers or employees or their immediate family, presently has no interest, including, but not limited to, other projects or independent contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. CONSULTANT further covenants that in the performance of this Agreement no person having any such interest shall be employed or retained by CONSULTANT under this Agreement. CONSULTANT shall not hire KFPD's employees to perform any portion of the work or services provided for herein including secretarial, clerical and similar incidental services except upon the written approval of KFPD. Performance of services under this Agreement by associates or employees of CONSULTANT shall not relieve CONSULTANT from any responsibility under this Agreement.

17. Drug Free Workplace:

CONSULTANT shall comply with the provisions of Government Code Section 8350 et seq., otherwise known as the Drug-Free Workplace Act.

18. Force Majeure

It is agreed that neither party shall be responsible for delays in delivery or acceptance of delivery or failure to perform when such delay or failure is attributable to Acts of God, war, strikes, riots, lockouts, accidents, rules or regulations of any governmental agencies or other matters or conditions beyond the control of either the seller/contractor or the purchaser.

19. Form Law:

The Laws of the State of California shall govern this Agreement. Venue is Contra Costa County. The provision of this paragraph shall survive expiration or other termination of this

Agreement regardless of the cause of such termination.

20. Documents:

All drawings, specifications, documents and other memoranda or writings relating to the work and services hereunder, shall remain or become the property of the KFPD whether executed by or for the CONSULTANT for KFPD, or otherwise by or for the CONSULTANT, or by or for a subcontractor operating under the CONSULTANT'S supervision, or direction, and all such documents and copies thereof shall be returned or transmitted to KFPD forthwith upon termination or completion of the work under this Agreement.

21. Attorneys' Fees:

If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees **in** addition to any other relief to which such party may be entitled.

22. Waiver:

No waiver of any breach of any covenant or provision of this Agreement shall be deemed a waiver of any other covenant or provision hereof, and no waiver shall be valid unless in writing and executed by the waiving party. An extension of time for performance of any obligation or act shall not be deemed an extension of the time for performance of any other obligation or act, and no extension shall be valid unless in writing and executed by the waiving party.

23. No Third Party Beneficiaries:

Nothing contained in this Agreement is intended to or shall be deemed to confer upon anyone, other than the parties, any rights or remedies hereunder.

24. Headings:

The headings of the sections and exhibits of this Agreement are inserted for convenience only. They do not constitute part of this Agreement and are not to be used in its construction.

25. Non-Liability of Officials, Employees and Agents:

No officer, official, employee or agent of KFPD shall be personally liable to CONSULTANT in the event of any default or breach by KFPD or for any amount which may become due to CONSULTANT pursuant to this Agreement.

26. Entire Agreement and Modification:

This Agreement supersedes all previous Agreements either oral or in writing and constitutes the entire understanding of the parties hereto. No changes, amendments or alterations shall be effective unless **in** writing and signed by both parties.

IN WITNESS WHEREOF, KFPD and CONSULTANT have executed this Agreement on the day and year first written above.

Consultant

Kensington Fire Protection District
217 Arlington Avenue
Kensington CA 94707

By: _____
Consultant

By: _____
KFPD

Approved as to Form:

By: _____
General Counsel



Date: November 9, 2023
To: Board of Directors
Submitted by: David Aranda, Interim General Manager
Presented by: Mike Gancasz, Chief of Police
Subject: Introduction and Presentation of the Public Safety Camera Program called FLOCK

Recommendation

The purpose of this agenda item is for the Police Department to make a presentation on the system and for directors and the residents to ask questions. This is not an action item. It is staffs desire to bring this item back for approval in December.

Background

Police Departments throughout the Bay area are using this system to assist in various facets of police work. Recently a reported abduction that took place was found not to be true due to the FLOCK program tracking down the child and the guardians.

The Police Chief and his staff have done extensive research both in understanding the system directly from FLOCK and in speaking with various departments in the area that use the system.

Automated License Plate Readers (ALPRs)

426.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology.

426.2 DEFINITIONS

- (a) Automated License Plate Reader (ALPR): A device that uses cameras and computer technology to compare digital images to lists of known information of interest.
- (b) ALPR Operator: Trained Department members who may utilize ALPR system/equipment. ALPR operators may be assigned to any position within the Department, and the ALPR Administrator may order the deployment of the ALPR systems for use in various efforts.
- (c) ALPR Administrator: The Investigations Bureau Captain or the Chief's designee, serves as the ALPR Administrator for the Department.
- (d) Hot List: A list of license plates associated with vehicles of interest compiled from one or more databases including, but not limited to, NCIC, CA DMV, Local BOLO's, etc.
- (e) Vehicles of Interest: Including, but not limited to vehicles which are reported as stolen; display stolen license plates or tags; vehicles linked to missing and/or wanted persons and vehicles flagged by the Department of Motor Vehicle Administration or law enforcement agencies.
- (f) Detection: Data obtained by an ALPR of an image (such as a license plate) within public view that was read by the device, including potential images (such as the plate and description of vehicle on which it was displayed), and information regarding the location of the ALPR system at the time of the ALPR's read.
- (g) Hit: Alert from the ALPR system that a scanned license plate number may be in the National Crime Information Center (NCIC) or other law enforcement database for a specific reason including, but not limited to, being related to a stolen car, wanted person, missing person, domestic violation protective order or terrorist-related activity.

426.3 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates along with the vehicle make, model, color and unique identifiers through the Vallejo Police Department's ALPR's system and the vendor's vehicle identification technology. The technology is used by the Vallejo Police Department to convert data associated with vehicle license plates and vehicle descriptions for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, suspect interdiction and stolen property recovery.

Vallejo Police Department

Vallejo PD Policy Manual

Automated License Plate Readers (ALPRs)

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Department Information Technology Manager. The Department Information Technology Manager will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

426.3.1 ALPR ADMINISTRATOR

The Investigations Bureau Captain shall be responsible for compliance with the requirements of Civil Code § 1798.90.5 et seq. This includes, but is not limited to (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) Only properly trained sworn officers, crime analysts, communication operators, records clerks and police assistants are allowed access to the ALPR system or to collect ALPR information.
- (b) Ensuring that training requirements are completed for authorized users.
- (c) ALPR system monitoring to ensure the security of the information and compliance with applicable privacy laws.
- (d) Ensuring that procedures are followed for system operators and to maintain records of access in compliance with Civil Code § 1798.90.52.
- (e) The title and name of the current designee in overseeing the ALPR operation is maintained. Continually working with the Custodian of Records on the retention and destruction of ALPR data.
- (f) Ensuring this policy and related procedures are conspicuously posted on the department's website.

426.4 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. Department members shall not use, or allow others to use the equipment or database records for any unauthorized purpose (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

- (a) An ALPR shall only be used for official law enforcement business.
- (b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation; reasonable suspicion or probable cause is not required before using an ALPR.
- (c) Partial license plates and unique vehicle descriptions reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- (e) If practicable, the officer should verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert. Once an alert is received, the operator should confirm

Automated License Plate Readers (ALPRs)

that the observed license plate from the system matches the license plate of the observed vehicle. Before any law enforcement action is taken because of an ALPR alert, the alert will be verified through a CLETS inquiry via MDC or through Dispatch. Members will not take any police action that restricts the freedom of any individual based solely on an ALPR alert unless it has been validated. Because the ALPR alert may relate to a vehicle and may not relate to the person operating the vehicle, officers are reminded that they need to have reasonable suspicion and/or probable cause to make an enforcement stop of any vehicle. (For example, if a vehicle is entered into the system because of its association with a wanted individual, Officers should attempt to visually match the driver to the description of the wanted subject prior to making the stop or should have another legal basis for making the stop.)

(f) Hot Lists. Designation of hot lists to be utilized by the ALPR system shall be made by the ALPR Administrator or his/her designee. Hot lists shall be obtained or compiled from sources as may be consistent with the purposes of the ALPR system set forth in this Policy. Hot lists utilized by the Department's LPR system may be updated by agency sources more frequently than the Department may be uploading them and thus the Department's LPR system will not have access to real time data. Occasionally, there may be errors in the LPR system's read of a license plate. Therefore, an alert alone shall not be a basis for police action (other than following the vehicle of interest). Prior to initiation of a stop of a vehicle or other intervention based on an alert, Department members shall undertake the following:

(1) Verification of status on a Hot List. An officer must receive confirmation, from a Vallejo Police Department Communications Dispatcher or other department computer device, that the license plate is still stolen, wanted, or otherwise of interest before proceeding (absent exigent circumstances).

(2) Visual verification of license plate number. Officers shall visually verify that the license plate of interest matches identically with the image of the license plate number captured (read) by the LPR, including both the alphanumeric characters of the license plate, state of issue, and vehicle descriptors before proceeding. Department members alerted to the fact that an observed motor vehicle's license plate is entered as a Hot Plate (hit) in a specific BOLO (be on the lookout) list are required to make a reasonable effort to confirm that a wanted person is actually in the vehicle and/or that a reasonable basis exists before a Department member would have a lawful basis to stop the vehicle.

(3) Department members will clear all stops from hot list alerts by indicating the positive ALPR Hit, i.e., with an arrest or other enforcement action. If it is not obvious in the text of the call as to the correlation of the ALPR Hit and the arrest, then the Department member shall update with the Communications Dispatcher and original person and/or a crime analyst inputting the vehicle in the hot list (hit).

(4) General Hot Lists (SVS, SFR, and SLR) will be automatically downloaded into the ALPR system a minimum of once a day with the most current data overwriting the old data.

Automated License Plate Readers (ALPRs)

(5) All entries and updates of specific Hot Lists within the ALPR system will be documented by the requesting Department member within the appropriate general offense report. As such, specific Hot Lists shall be approved by the ALPR.

Administrator (or his/her designee) before initial entry within the ALPR system. The updating of such a list within the ALPR system shall thereafter be accomplished pursuant to the approval of the Department member's immediate supervisor. The hits from these data sources should be viewed as informational; created solely to bring the officers attention to specific vehicles that have been associated with criminal activity.

All Hot Plates and suspect information entered into the ALPR system will contain the following information as a minimum:

- Entering Department member's name
- Related case number.
- Short synopsis describing the nature of the originating call

(g) Training. No member of this Department shall operate ALPR equipment or access ALPR data without first completing Department-approved training.

(h) Login/Log-Out Procedure. To ensure proper operation and facilitate oversight of the ALPR system, all users will be required to have individual credentials for access and use of the systems and/or data, which has the ability to be fully audited.

Permitted/Impermissible Uses. The ALPR system, and all data collected, is the property of the Vallejo Police Department. Department personnel may only access and use the ALPR system for official and legitimate law enforcement purposes consistent with this Policy. The following uses of the ALPR system are specifically prohibited:

(1) Invasion of Privacy: Except when done pursuant to a court order such as a search warrant, is a violation of this Policy to utilize the ALPR to record license plates except those of vehicles that are exposed to public view (e.g., vehicles on a public road or street, or that are on private property but whose license plate(s) are visible from a public road, street, or a place to which members of the public have access, such as the parking lot of a shop or other business establishment).

(2) Harassment or Intimidation: It is a violation of this Policy to use the ALPR system to harass and/or intimidate any individual or group.

(3) Use Based on a Protected Characteristic. It is a violation of this policy to use the LPR system or associated scan files or hot lists solely because of a person's, or group's race, gender, religion, political affiliation, nationality, ethnicity, sexual orientation, disability, or other classification protected by law.

(4) Personal Use: It is a violation of this Policy to use the ALPR system or associated scan files or hot lists for any personal purpose.

Automated License Plate Readers (ALPRs)

(5)First Amendment Rights. It is a violation of this policy to use the LPR system or associated scan files or hot lists for the purpose or known effect of infringing upon First Amendment rights.

Anyone who engages in an impermissible use of the ALPR system or associated scan files or hot lists may be subject to:

- criminal prosecution,
- civil liability, and/or
- administrative sanctions, up to and including termination, pursuant to and consistent with the relevant collective bargaining agreements and Department policies.

426.5 DATA COLLECTION AND RETENTION

The Investigations Bureau Captain is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with department procedures.

All ALPR data downloaded to the server should be stored for no longer than one year, and in accordance with the established records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence.

ALPR vendor, Flock Safety will store the data (data hosting) and ensure proper maintenance and security of data stored in their data towers. Flock Safety will purge their data at the end of the 30 days of storage. However, this will not preclude VPD from maintaining any relevant vehicle data obtained from the system after that period pursuant to the established City of Vallejo retention schedule mentioned above or outlined elsewhere. Relevant vehicle data are scans corresponding to the vehicle of interest on a hot list.

Restrictions on use of ALPR Data: Information gathered or collected, and records retained by Flock Safety cameras or any other VPD ALPR system will not be sold, accessed, or used for any purpose other than legitimate law enforcement or public safety purposes.

426.6 ACCOUNTABILITY AND SAFEGUARDS

All data will be closely safeguarded and protected by both procedural and technological means. The Vallejo Police Department will observe the following safeguards regarding access to and use of stored data (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) All non-law enforcement requests for access to stored ALPR data shall be processed in accordance with applicable law.

Vallejo Police Department

Vallejo PD Policy Manual

Automated License Plate Readers (ALPRs)

(b) All ALPR data downloaded to the mobile workstation shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date, and time.

(c) Persons approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.

(d) Such ALPR data may be released to other authorized and verified law enforcement officials and agencies for legitimate law enforcement purposes.

(e) Every ALPR Detection Browsing Inquiry must be documented by either the associated Vallejo Police case number or incident number, and/or a reason for the inquiry.

For security or data breaches, see the Records Release and Maintenance Policy.

426.7 POLICY

The policy of the Vallejo Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

All data and images gathered by the ALPR are for the official use of this department. Because such data may contain confidential information, it is not open to public review.

The Vallejo Police Department does not permit the sharing of ALPR data gathered by the City or its contractors/subcontractors for purpose of federal immigration enforcement, pursuant to the California Values Act (Government Code § 7282.5; Government Code § 7284.2 et seq) – these federal immigration agencies include Immigrations and Customs Enforcement (ICE) and Customs and Border Patrol (CPB).

426.8 ALPR DATA DETECTION BROWSING AUDITS

It is the responsibility of the Professional Standards Division (PSD) Lieutenant or the Chief's designee to ensure that an audit is conducted of ALPR detection browsing inquiries at least once during each calendar year. The Department will audit a sampling of the ALPR system utilization from the prior 12-month period to verify proper use in accordance with the above- authorized uses. The audit shall randomly select at least 10 detection browsing inquiries conducted by department employees during the preceding six-month period and determine if each inquiry meets the requirements established in policy section 462.6(e).

The audit shall be documented in the form of an internal department memorandum to the Chief of Police. The memorandum shall include any data errors found so that such errors can be corrected. After review by the Chief of Police, the memorandum and any associated documentation shall be filed and retained by PSD.

Automated License Plate Readers (ALPRs)

426.9 RELEASING ALPR DATA

The ALPR data may be shared only with other law enforcement or prosecutorial agencies when there is a need to know, a right to know or legal obligation to provide the information..

- (a) The agency makes a written request for the ALPR data that includes:
 - (1) The name of the agency.
 - (2) The name of the person requesting.
 - (3) The intended purpose of obtaining the information.
- (b) The request is reviewed by the Chief of Police or the authorized designee and approved before the request is fulfilled.
- (c) The Chief of Police or the authorized designee will consider the California Values Act (Government Code § 7282.5; Government Code § 7284.2 et seq), before approving the release of ALPR data. The Vallejo Police Department does not permit the sharing of ALPR data gathered by the City or its contractors/subcontractors for purpose of federal immigration enforcement, these federal immigration agencies include Immigrations and Customs Enforcement (ICE) and Customs and Border Patrol (CPB).
- (d) The approved request is retained on file. Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy (Civil Code § 1798.90.55).

426.10 TRAINING

The Training Sergeant should ensure that members receive department-approved training for those authorized to use or access the ALPR system (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

About Automatic License Plate Readers (ALPR)

The Problem: Violent Crime Is Not Going Away

Nationwide, cities are experiencing a disturbing rise in homicides and violence. The FBI's 2020 Crime Report shows a 30% increase in homicides from 2019 to 2020, the largest single-year increase recorded.

Over two-thirds of the country's most populous cities saw [even more homicides](#) in 2021.

One Solution: Technology that Detects Objective Evidence to Clear More Cases

Automated License Plate Readers (ALPR) capture computer-readable images of license plates and vehicles, allowing officers to compare plate numbers against those of stolen cars or wanted individuals on a crime database like the NCIC.

ALPR devices assist law enforcement in solving crime in two ways:

- Proactive - ALPR devices provide real-time alerts when a vehicle that is stolen or associated with a known suspect is detected.
- Investigative - ALPR cameras help determine whether and which vehicle(s) were at the scene of a crime.

Is ALPR effective ?

According to the National Conference of State Legislatures, when employed ethically and objectively, ALPRs are an effective tool for law enforcement, cutting down on the time required for investigations and acting as a force multiplier. In 2011, a study by the Police Executive Research Forum concluded that ALPRs used by the Mesa, Ariz., Police Department resulted in "nearly 3 times as many 'hits' for stolen vehicles, and twice as many vehicle recoveries."

Communities with ALPR systems report crime reductions of up to 70 percent. In some areas, that included a 60 percent reduction in non-residential burglaries, 80 percent reduction in residential burglary, and a 40 percent reduction in robberies.

ALPR Provides Objective Evidence While Protecting Privacy

ALPR does not include facial recognition capabilities and does not capture personally identifiable information (PII). While eyewitnesses and individual officers are subject to inherent human bias, ALPR cameras capture wholly-objective images of vehicles and license plates, providing a clear and actionable investigative lead.

ALPR Use Cases Include:

- **AMBER Alerts:** License plate readers in metro Atlanta were able to find a vehicle containing a kidnapped one-year-old, who had been taken from his mother at random off the street. The child was recovered unharmed. Some ALPR systems integrate directly with the National Center for Missing and Exploited Children's AMBER Alert system, sending real-time alerts to officers in seconds. [[New information released about 1-year-old's kidnapping](#)]
- **Silver Alerts:** Knoxville Police were able to locate a missing elderly man who suffers from dementia after he drove away in a family vehicle. ALPR technology has helped solve hundreds of Silver Alerts across the country. [[Missing man with dementia found using Flock camera](#)]
- **Firearm violence:** The Las Vegas Trail, a high-crime area in Fort Worth, TX, saw violent crime decrease by 22% in 2021 compared with the first nine months of 2019. Fort Worth Police attributed this drop partially to the license plate reader system implemented in the neighborhood during the same period of time. [[Crime is down 22% in Fort Worth's Las Vegas Trail. How neighbors and police made it safer](#)]
- **Organized theft:** Grafton, a growing village with a bustling retail district, is dealing with increased organized retail theft – Two-thirds of all the crimes reported to Grafton police in 2020 were retail thefts. Grafton Police have implemented a license plate reader system to identify vehicles that have been involved in thefts or have been stolen themselves. In one week alone, they recovered three stolen vehicles with drivers planning to engage in retail theft. [[Losses mount as retailers fight theft rings, accuse online storefronts of doing little to stop resale of stolen goods](#)]

About Flock Safety ALPR

Privacy and Ethics Factsheet

How does Flock Safety keep devices and data secure?

Flock Safety holds itself to the highest level of security. We have implemented the following security policies and features:

- Flock Safety data and footage is encrypted throughout its entire lifecycle. All data is securely stored with AES256 encryption with our cloud provider, Amazon Web Services.
- On-device, data is only stored temporarily for a short time until it is uploaded to the cloud, at which point it is removed automatically from the local device. This means the data is secure from when it is on the Flock Safety device to when it is transferred to the cloud, using a secure connection to Flock Safety servers. While stored in the cloud, all data (both footage and metadata) is fully encrypted at rest.
- Flock Safety defaults to permanently deleting all data after 30 days on a rolling basis, setting a new standard in the industry.

Who has access to data collected by Flock Safety devices?

- Flock Safety's customers own 100% of their data and determine who has access. Flock Safety will never share or sell the data, per our privacy policy.
- With explicit written permission from the customer, Flock Safety does have the ability to grant law enforcement access to specific footage for a short period (24 hours, 48 hours, or however long the customer desires) in the event of an investigation following a crime. Access can only be granted through the approval of the customer.
- Flock Safety has maintenance software in place to measure device performance and image capture quality. This is used to diagnose issues preemptively and schedule service calls in the event of a device malfunction or emergency.

About Flock Safety ALPR

Privacy and Ethics Factsheet

How long does Flock Safety keep data?


- Flock Safety stores footage for only 30 days on a rolling basis by default, after which the footage is automatically hard deleted. The only exception to this is if a democratically-elected governing body or official legislates a different data retention period.

What features do Flock Safety devices have that enable audits and oversight?

- While searching for footage or other evidence on the Flock Safety platform, law enforcement agencies must enter reason codes to verify the legitimacy of the search and create an audit trail.
- Authorized users go through training to properly use our system and communicate with their dispatch teams.
- Flock Safety customers commit not to use the data collected to work with third-party repossession companies, traffic enforcement, revenue collection, unpaid fines, or towing companies. We do not use facial recognition or capture any personally identifiable information such as name, phone number, or address, and we do not work with federal government agencies for immigration enforcement purposes.
- Flock Safety's ALPR Transparency Portal, an optional free feature for all law enforcement customers, is the first public-facing dashboard for law enforcement agencies, city leaders, and local government officials to share policies, usage, and public safety outcomes related to ALPR technology. The ALPR Transparency Portal helps promote transparency and accountability in the use of policing technology in order to build community trust while creating a safer, more equitable society.

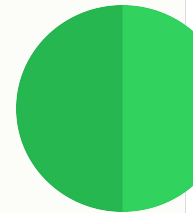
Developing your ALPR policy

In the ACLU's reports on ALPR, they make recommendations for law enforcement who consider using ALPR. Flock addressed each of these in our system design and implementation.

- (1) Short data retention
 - (a) Flock by default deletes the data every 30 days, allowing a detective to use the footage for investigative purposes
 - (b) Flock is among the shortest of all the [state statutes](#) on data retention
 - (2) No hot lists unless independently verified.
 - (a) The FBI curates NCIC hot list plates; the NIJ curates NAMUS; DOJ funds and curates NCMEC.
 - (b) Most ALPR policies require hot list verification before action.
 - (3) No data sharing with 3rd parties.
 - (a) Flock does not share with 3rd parties
 - (4) Consult legal counsel
 - (a) Flock welcomes conversations with legal counsel.
 - (5) Open to public input and receive approval from democratically elected governing bodies
 - (a) Flock encourages all agencies to seek democratic approval.
 - (6) Operate in public and disclose use of ALPR
 - (a) Flock developed a transparency portal.
 - (7) Public audits and reports
 - (a) Flock requires an investigative reason to search, and we provide an audit report to system administrators.
- 

Flock's response to common concerns

- 1. Short data retention & No sharing with 3rd parties**
 - a. Data is by default stored for 30 days and then permanently deleted, unless connected to an active investigation.
 - b. You own your data, and we never sell your data.
- 2. Public input and approval**
 - a. City Council approval
 - b. Community town-halls
- 3. Transparent communication**
 - a. [Transparency portal](#)
 - b. Annual updates to City Council
- 4. Slippery slope arguments**
 - a. Democratic authorization, good ALPR policies, and community engagement protects us and our customers from becoming what we want to avoid.
- 5. Audits and accountability**
 - a. Our system automatically requires a law enforcement reason to search. These can be reported through the transparency portal.
- 6. Over-policing**
 - a. Violent crime disproportionately affects the BIPOC community (8X more likely to be a victim than white counterparts), and violent crime has increased by more than 30% in the last 2 years.
 - b. Indiscriminate evidence. Unbiased, actionable leads



flock safety

Case Studies



Castle Rock PD

According to C-MATT, Castle Rock was the only Metro-Denver City to reduce auto-theft (with a 25% reduction) in 2020 - 2021, they were also the only Flock Customer

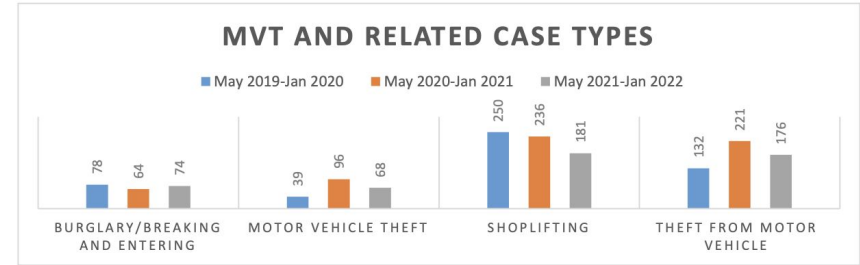
Flock hits resulting in the recovery of a stolen vehicle or eluding:

- 27% resulted in the recovery of other stolen property
- 29% led to the seizure of illegal drugs (966.3 grams)
- 8 guns recovered/seized
- 79 warrants served
- 30% involved a VCT (29 times)
- 5% led to a pursuit and 24 vehicles eluded

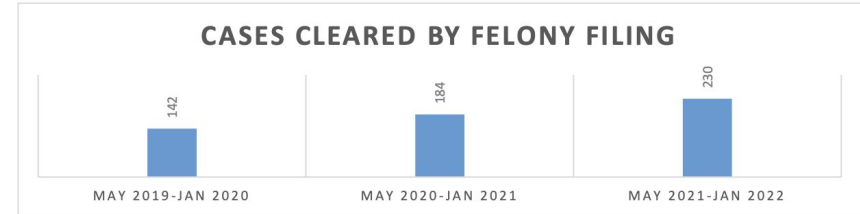
In the last 9 months there have been **360 calls for service** mentioning "LPR" in the call notes. Flock facilitated the recovery of **65 stolen vehicles**.

Compared to the same time frame last year...

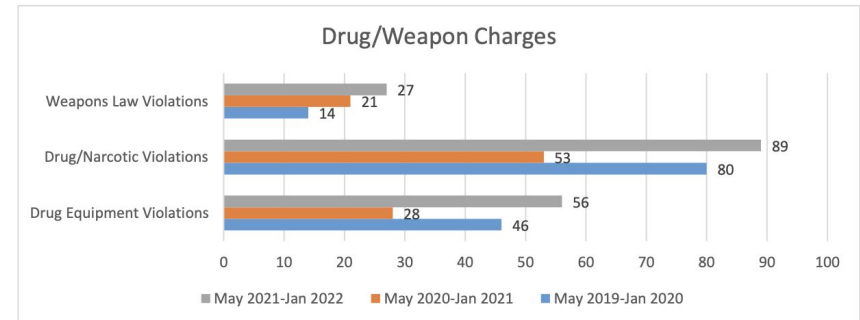
...vehicle trespasses are **down 20%** and motor vehicle theft is **down 29%**...



...felony filings are **up 25%**...



...and drug/weapons charges are up a combined **69%**.



CASE STUDY *Long Term Results*



Vacaville PD



Vacaville, CA

33%

Decrease in
Reported
Vehicle Thefts

35%

Increase in
Arrests related
to Vehicle
Thefts

2x

Requested
increase in #
of cameras

**Less Vehicle Thefts are
happening in Vacaville, and
more of them are getting solved**

Fire apprenticeship, expanded license plate reader
program among budget requests

- The Reporter

**“Word has gotten out about
these ALPR programs, and
folks that are in the business
of stealing cars will typically
do a little bit of research and
find out that a city that has an
ALPR program they then want
to avoid”**

-Chief Ian Schmutzler

CASE STUDY: Lexington PD



Lexington PD



Lexington, KY

In 3 months with 25 Falcons, the Lexington PD had the following outcomes...

Total value of recovered vehicles:

\$861,025.00

Total of Success Stories:

98

NCIC Stolen Vehicles:

57

NCIC Warrant:

2

Investigative:

26

NCIC Missing Person:

4

Warrants/Subpoenas Served:

55

Missing Persons Recovered:

11

Guns Seized:

25

of Charges:

246

of Persons Charged:

97

CASE STUDY: Long Term Crime Reduction



CCPD



Cobb County, GA

“[We’re] able to react to crimes in progress with actionable evidence obtained quickly and effortlessly by Flock Safety.”

- Chief VanHoozer

Cobb County drops crime by 60% w/ help of tech

- Fox 5 Atlanta

215 Beat

64% Entering Auto

63% Non-Res Burglary

Precinct 2

35% Entering Auto

40% Robbery

	5 Yr Avg	2018	2019	'18 -> '19 % Change
Robbery	29	23	11	-52%
Res Burglary	59	34	27	-21%
Non-Res Burglary	23	27	10	-63%
Entering Auto	147	138	50	-64%
Theft	135	160	150	-6%
Vehicle Theft	55	52	45	-13%

Crime reduction prevention

Flock ALPR



Perth Amboy PD



Perth, NJ

- Results with 6 months of Flock Safety
 - 7 stolen vehicle recoveries
 - 3 stolen plate recoveries
 - 8 fictitious recoveries
 - 10 arrests
 - Assisted with 30 separate investigations for SIU

- In a NYC subway shooting in April of 2022, Flock Safety cameras captured the U-Haul used by the suspect of the shooting, helping detective establish a timeline and location of the suspect that morning prior to the shooting

[Suspect Brooklyn subway shooter indicted on two federal counts, including terror charge](#)



CASE STUDY: *Violent Crime Reduction*



Dayton PD



Dayton, Ohio

**Before Flock Safety,
crime in Dayton was 2.1X the
national average.***

**Result: 46% reduction in
violent crime within target
area after 6 months**

Problem

- Violent and non-violent crime on the rise
- Community members feel unsafe

Goals

- 29 strategically placed LPR cameras to capture evidence that solves crimes
- Proactively reduce crime to increase quality of life

CASE STUDY: Long Term Results



Gwinnett County PD - Central Precinct



Gwinnett County, GA

Central Crime Statistics Comparisons 2020 to 2021

Crime Type	2020	2021	Difference	+/- Percentage
Homicide:	17	10	-7	-41%
Robbery:	135	109	-26	-19%
Aggravated Assault:	259	229	-30	-12%
Aggravated Battery	26	16	-10	-38%
Residential Burglary:	226	204	-22	-10%
Commercial Burglary	190	120	-70	-37%
Entering Autos:	1097	947	-150	-14%
Motor Vehicle Theft:	375	345	-30	-8%

“2021 is the first time in six years that they have had under 1,000 entering autos.”



CASE STUDY *Long Term Results*



San Marino PD



San Marino, CA

70%

Decrease in
residential
burglaries

19%

Decrease in
part 1 crimes

36%

Requested
increase in #
of cameras

**As the number of
cleared cases
increases, crime
correspondingly
decreases.**

**Police Chief and City Council Attribute
Crime Decrease to More Cases Cleared
With LPR Cameras**

30-Day ROI with Flock Safety



WPD



Wichita, Kansas

First Camera Installed

November 5, 2020

49 Arrests Made

November 30, 2020

53 Stolen Vehicles, 32 Stolen Plates Recovered

December 4, 2020

11 Stolen Vehicles Recovered

November 6, 2020

\$496,000 reached in Vehicle Recoveries

December 1, 2020

CASE STUDY *Results*



Wichita, KS PD

197	vehicles recovered
88	stolen plates
\$1.9M	in vehicle recoveries
211	arrests, mostly felonies
28	guns seized
1 lb+	of meth
5 lbs+	of marijuana and other
drugs	

"One of the most impactful technologies we've ever had, period."

"Flat out solving unsolvable crimes because of it."

"Systemic type of positivity about Flock."

-Lt. Casey Slaughter

Case Study: Auto Theft



- Avg # of Recovered Vehicles is 58.5 per year (past 4 years)
- Since Flock went live (69 days ago) it has gone up to **89 recovered stolen vehicles**
- Average rate of recovered stolen vehicles over past 4 years is 55.6% since Flock went live it has gone up to 78.76%
- Flock led to 8 arrests in 69 days



Yakima Police Department

Flock Monthly Report: May 2022



22 Cameras went live **69** days ago

Flock has assisted in **8** Arrests!

Flock Hits:

- 68** Stolen Vehicles
- 28** Stolen Plates
- 06** Violent Persons
- 03** Missing Persons
- 07** Gang Hits
- 02** Wanted Suspects

*Note: This data relates to the license plates reported as belonging to/associated with the above categories

- Average number of recovered stolen vehicles over the past 4 years is 58.5
- Number of recovered stolen vehicles since Flock went live is 89

(52.14% increase in the number of recovered stolen vehicles since Flock went live)

Analysis based on data from the past 30 days (May 16th, 2022- June 14nd, 2022)

Flock Assists:

May 6th, 2022- Weapons Offense- Brandishing Firearm/Death Threats- located suspects vehicle.

May 29th, 2022- Kidnapping/Auto theft- located stolen vehicle

May 30th, 2022- Weapons Offense- located stolen car, suspect fled when approached by officers, suspect fired at officers

The average rate of recovery of stolen vehicles over the previous 4 years, looking at recovery rates, is 55.6%

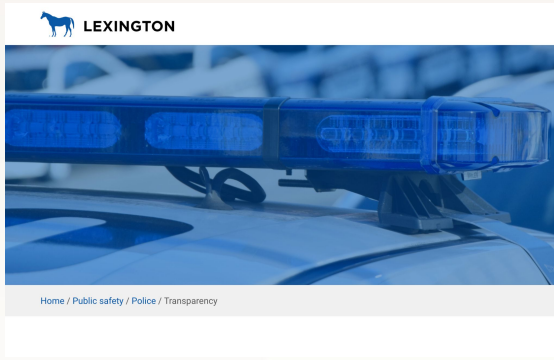
Since YPD started using Flock Cameras, the 2022 vehicle recovery rate went up to 78.76%

(23.18% increase in the number of recovered reported stolen vehicles since Flock went live)



Transparency

Highlight: Lexington, KY



Lexington, Kentucky PD has robust Transparency Portal:

- Easily understandable and divided into sections by subject matter.
- Has a subsection dedicated to [License Plate Readers](#)
 - Video Archive of public approval process.
 - License Plate Reader Policy
 - License Plate Reader Statistics (Frequently updated)
 - Audit Report
 - Section on recovery of Stolen Vehicle Success
 - FAQ Section

Transparency + Insights

Promote the ethical use of public safety technology

Transparency Portal

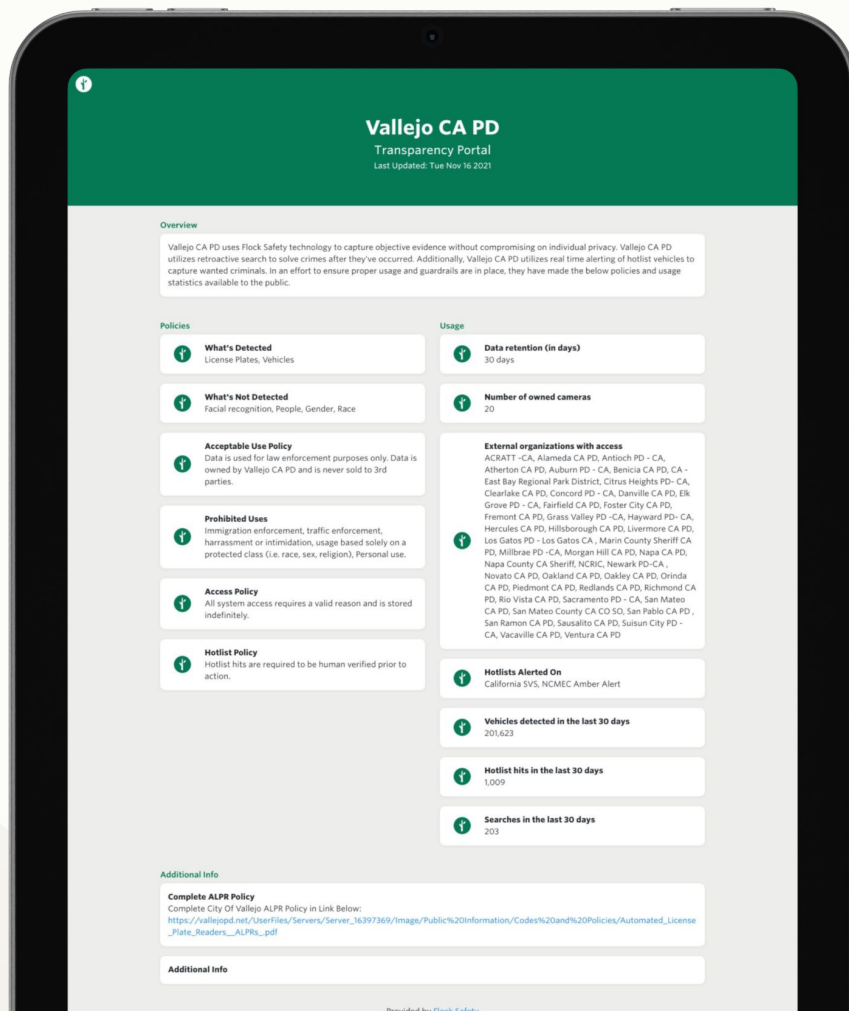
- Customizable for each agency
- Display technology policies
- Publish usage metrics
- Share downloadable Search audits

Insights Dashboard

- Measure crime patterns
- Audit Search history

Examples

- Click here for [Morgan Hill PD](#)
- Click here for [Vallejo PD](#)





SAMPLE

Piedmont CA PD

Transparency Portal

Last Updated: Thu Dec 22 2022

Overview

The Piedmont Police Department uses Flock Safety's Operating System to capture objective evidence without compromising on individual privacy. Piedmont PD utilizes retroactive search to solve crimes after they've occurred. Additionally, PPD utilizes real-time alerting of hotlist vehicles to capture wanted criminals. In an effort to be open with the public to demonstrate our proper usage and communicate what guardrails are in place, we have made the below policies and usage statistics available to the public.

Policies



What's Detected

Vehicles, License Plates



What's Not Detected

Facial recognition, People, Gender, Race



Acceptable Use Policy

Data is used for law enforcement purposes only. Data is owned by Piedmont PD and is never sold to 3rd parties.



Prohibited Uses

Immigration enforcement, traffic enforcement, harrassment or intimidation, usage based solely on a protected class (i.e. race, sex, religion), Personal use.



Access Policy

All system access requires a valid case number and is stored indefinitely. This data is regularly audited every 90 days.



Hotlist Policy

Hotlist hits are required to be human verified prior to action.

Usage



Data retention

60 days



Number of owned cameras

39



External agencies who have access

ACRATT -CA, Alameda CA PD, Albany CA PD, Antioch PD - CA, Atherton CA PD, Benicia CA PD, Campbell CA PD, Citrus Heights PD- CA, City of Millbrae CA (SMCSO), Colma CA PD, Concord CA PD, Daly City CA PD, Danville CA PD, Dixon CA PD, East Bay Parks CA PD, El Cerrito CA PD, Elk Grove CA PD, Fairfield CA PD, Fremont CA PD, Hayward CA PD, Hercules CA PD, Hillsborough CA PD, Livermore CA PD, Lodi CA PD, Los Gatos Monte Sereno PD - CA, Marin County CA SO, Milpitas CA PD, Morgan Hill CA PD, Napa County CA SO, NCRIC, Newark CA PD , Novato CA PD, Oakland CA PD, Oakley CA PD, Orinda CA PD, Pinole CA PD, Pleasanton CA PD, Redwood City CA PD, Richmond CA PD, Rio Vista CA PD, Rocklin CA PD, San Bruno CA PD, San Leandro PD CA, San Mateo CA PD, San Mateo County CA SO, San Pablo CA PD , San Ramon CA PD, Santa Clara PD - CA, Santa Maria CA PD, Sausalito CA PD, Solano County CA SO, Tracy CA PD, Vacaville CA PD, Vallejo CA PD, Walnut Creek CA PD



Hotlists Alerted On

NCIC, California SVS, NCMEC Amber Alert

SAMPLE



Vehicles detected in the last 30 days

162,728



Hotlist hits in the last 30 days

721



Searches in the last 30 days

63



Search Audit

[Download CSV](#)

Additional Info

Full ALPR Policy

Piedmont PD's full ALPR policy can be found at the following link:

[https://www.ci.piedmont.ca.us/UserFiles/Servers/Server_13659739/File/Government/Departments/Police%20Department/Automated License Plate Readers ALPRs %20\(5\).pdf](https://www.ci.piedmont.ca.us/UserFiles/Servers/Server_13659739/File/Government/Departments/Police%20Department/Automated%20License%20Plate%20Readers%20ALPRs%20(5).pdf)

Disclaimer

The Piedmont Police Department is in the process of transitioning all of its cameras to Flock Safety and so the ALPR data reflected in the Transparency Portal is not reflective of all the data the Department is collecting.

Provided by [Flock Safety](#)

California Public Customer SB34 Information & Policy Template

1. Acknowledgements

1.1 Acknowledgements. Customer acknowledges that:

- As between Customer and Flock Safety, Customer is the owner of the ALPR data captured by the cameras in Customer's system.
- Flock Safety is responsible for securely storing and maintaining the ALPR data for Customer on Flock Safety's servers in compliance with applicable law.
- Customer is responsible for accessing and using the ALPR data and Services in compliance with applicable law, including California's requirements under California Senate Bill 34 (SB 34) regarding the operation and use of ALPR technology.
- To help familiarize Customer with the requirements of SB 34, Flock Safety is providing a summary of key areas in this Addendum, but Customer is ultimately responsible for developing and implementing its own appropriate compliance procedures.
- Flock Safety is a developer and provider of ALPR technology, and is not providing Customer with legal or regulatory compliance advice. The information and sample policy in this Addendum is for general informational purposes and may not constitute the most up-to-date information available. Flock Safety encourages Customer to stay up-to-date on its compliance requirements and to contact its attorney with questions about any particular legal matter.

1.2 Link to full text of California SB 34

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160SB34

2. Key Elements for ALPR Usage and Privacy Policy

2.1 The authorized purpose for using the ALPR system and collecting, accessing or using ALPR data.

2.2 A description of the job title or other designation of the employees and independent contractors who are authorized to use or access the ALPR system, or to collect the ALPR data.

2.3 The training requirements for the employees and independent contractors authorized to use or access the ALPR system, or to collect the ALPR data.

2.4 A description of how the ALPR system will be monitored to ensure the security of the information and compliance with applicable privacy laws.

2.5 The purposes of, process for, and restrictions on the sale, sharing or transfer of ALPR data.

2.6 The length of time ALPR data will be retained, and the process for determining if and when to destroy retained ALPR data.

3. Outline of a typical SB 34 ALPR End-User Policy for customer's consideration

What is it: Automated License Plate Recognition (ALPR or LPR) captures and stores digital images of license plates, and uses character recognition to identify and store plate characters. The system creates a searchable computerized database resulting from the mobile and fixed cameras at _____. The ALPR system data includes license plate number as well the date, time and location when the image was collected.

Purpose: Identification of vehicles entering _____ will enhance security and safety of _____.

Training: ALPR operators will receive initial training from the ALPR technology vendor (Flock Safety) on the procedure and proper use of the system prior to being granted access to the ALPR system; each user will also receive annual refresher training from the assistant director or designee.

Access: The _____ will be the custodian and head administrator of the ALPR systems and its operation. The only individuals who have access and ability to query data in the system are:

_____ Police Department/Sheriff's Office

- Detectives
- Patrol Officers

All logins and queries will be stored and monitored including:

- Username
- Date
- Time
- Purpose of query
- License plate and other elements used to query the system

These data points will be stored, the _____ or their designee will also run periodic audits to ensure access was made by authorized persons for legitimate purposes.

Information Collected: Information collected by the ALPR system is as follows:

For ALPR:

- License plate image captured
- Vehicle image captured
- License plate number
- License plate state
- Date
- Time
- Location

Security: We use administrative, operational, technical and physical safeguards to protect ALPR information from unauthorized access, use, destruction, modification or disclosure.

Administrative: Username and password protected access to the LPR system. Monitoring and auditing usage of database.

Operational: Training and proper use and secure practices when using LPR and its database.

Physical: Secure storage of computers with access to database, and secure off-site database.

Technical: All information is encrypted in transit from camera to cloud storage and encrypted at rest in the cloud.

In the very unlikely event of an information breach, all individuals who are believed to be affected or have their information compromised will be notified by _____.

Quality Assurance: ALPR is automated so the license plate images and details of collection are included in the system without review. Although infrequent, license plate translation may be incomplete or inaccurate. The _____ or their designee will ensure accuracy and correct license plate translation errors when identified. Users will also confirm the computer translation prior to taking any action based on ALPR results.

Flock Safety, the ALPR vendor will store the data (data hosting) and ensure proper maintenance and security of data stored in their data towers. Flock Safety will also be in charge of purging data at the end of the 30 days of storage.

Restrictions on use of ALPR Data: Information gathered or collected and records retained by _____ will not be sold, accessed or used for any purpose other than legitimate law enforcement or public safety purposes.

We will only share information with:

- Law enforcement who we have chosen to share with within the Flock Safety system
- _____

Data Retention: License plates will be stored in the system for no longer than 30 days.

Privacy: The images stored in the system are collected from areas visible to the public where there is no reasonable expectation of privacy. License plate image and affiliated data will be purged after a 30 day period.

This policy governs the Automated License Plate Recognition System (ALPR System or ALPR) operated by _____.