



Date: February 4, 2025

To: Board of Directors

From: David Aranda, Interim General Manager

Subject: Interim General Manager's Report for January 1, 2025 Through February 8, 2025

I would like to start my report with a brief fiscal overview of the first six months of operation for fiscal year 2025. Revenue for all departments is at expected levels with a few line items exceeding budgeted revenue amounts. The interest income will exceed the budget. We continued to take in some rental monies from the fire district in this fiscal year for the rental space and we received some police grant money for a grant that we budgeted last fiscal year.

Administration Operating Expenses. We are a bit over budget in legal costs due to the unexpected CalPERS audit and the consulting budget will be over budget due to some additional approved consulting agreements. It should also be noted that the expenses for the shared fiscal study done by Ridgeline is placed in this line item but we are being reimbursed 50% of those costs which appears in a miscellaneous revenue line item. The accounting and audit line item may now come within budget due to the fact we have changed our contracted financial partner.

Police Operating Expenses. The overall actual first six months expenses are right in line with the budget. There are a few line items that we need to correct in conjunction with the coding of certain invoices.

Park Operating Expenses. Overall the operational expenses are in line with the budget. We have been hit with a few unexpected expenses, i.e. water heater replacement and repairs to the sliding windows in the community center.

Solid Waste Operational Expenses. This department is in line with the budget.

As should be expected the Chief and I will continue to monitor operations month to month and a full report will be submitted to the board as we close out the fiscal year on June 30th.

The community wide survey that was generated by the KPPCSD is in full swing. As of January 31, 2025 there have been 365 responses via the Survey Monkey online platform. Please get the word out and encourage your neighbors to participate. We expect to close the survey March 15, 2025 and have a full report at the April 2025 Board of Directors meeting. The cost to notify and have the survey entered on Survey Monkey was \$468 for the subscription to Survey Monkey, \$1,043 for the newsletter sent by Bay View Refuse and \$1,530 for the post card mailed to residents. Total cost for the survey is \$3,041.

General Manager's Report

February 13, 2025

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Right now, if we mail out four quarterly newsletters in conjunction with Bay View Refuse and limit the mailing to those that Bay View does not have e-mails for the cost is \$1,100 per mailing. Those with e-mail billing addresses Bay View would send the newsletter electronically. After we input e-mails provided by residents via the survey, that cost may go down.

Other items the IGM worked on during this time period included:

- Extending the Mobil Modular rental agreement through July 29, 2026. There will be no increase in the monthly payment.
- The Chief has performed a walk around the modular and over the course of this fiscal year and next fiscal year we expect to make some improvements to the office building.
- Numerous conversations with LAFCO and other parties involving the paperwork and legal requirements to move forward with reorganization.
- Worked with Streamline and Kim Huff on the District Website.
- Toured the new PSB.
- Zoom meetings with the Path Keepers regarding the county study of the paths and a future presentation to the KPPCSD Board of Directors.
- Contracted with and met the appraisal company at the property site. We should have appraisal numbers shortly. This is regarding the encroachment issue at 79/59 Arlington.
- Numerous discussions with Bay View Waste regarding the contract negotiations.
- Numerous discussions with Bay View Waste, Mill and R3 Consulting as we continue to utilize the Grant we received and comply with all the legal requirements regarding SB1383, recycling of organics.
- Discussions with California Consulting in looking at various grant possibilities.
- Met with and provided employee evaluations with three employees.
- The Flexible Spending Account Program is in place for all employees to utilize.
- Other "day to day" items included approving and signing checks for payments, reviewing financials and payroll and various zoom discussions with staff.

Attachments

- KCC Statement of Activity Donor – July-October 2024
- KCC Recreation Report January 1, 2025
- Parks Report
- Email from Marilyn Stollon regarding reorganization
- Email from Sarah Paul re Colusa Circle Kiosk

Kensington Community Council

Statement of Activity by Donor

July - October, 2024

	KASEP CLASSES	KCC CLASSES	KCC SUMMER CAMP	KENSINGTON COMMUNITY COUNCIL	OUTLOOK	NOT SPECIFIED	TOTAL
Revenue							
Events				7,729.58			\$7,729.58
Fund Drive				545.00			\$545.00
Gross Receipts							\$0.00
Classes	106,662.00	4,825.89	181,955.00				\$293,442.89
Insurance pass-thru	2,340.00						\$2,340.00
Materials pass-thru	1,234.68						\$1,234.68
Total Gross Receipts	110,236.68	4,825.89	181,955.00				\$297,017.57
Interest on Accounts				1,550.78			\$1,550.78
Outlook Ad Income					10,948.00		\$10,948.00
Total Revenue	\$110,236.68	\$4,825.89	\$181,955.00	\$9,825.36	\$10,948.00	\$0.00	\$317,790.93
GROSS PROFIT	\$110,236.68	\$4,825.89	\$181,955.00	\$9,825.36	\$10,948.00	\$0.00	\$317,790.93
Expenditures							
Advertising & Printing	646.23			93.00			\$739.23
Amortization (Website)				508.00			\$508.00
Bulk Mailing					2,400.00		\$2,400.00
Class Expenses							\$0.00
Class Supplies/Services	1,958.29		8,801.10				\$10,759.39
Materials pass-thru	1,234.68						\$1,234.68
Total Class Expenses	3,192.97		8,801.10				\$11,994.07
Cleaning Services	650.00		1,492.54	650.00			\$2,792.54
Contractors	17,565.50	4,329.20	4,748.00	6,000.00	14,422.00		\$47,064.70
Depreciation	87.56		87.56				\$175.12
Events Expenses			735.00	5,829.93	300.00		\$6,864.93
Facilities Fees	4,833.34		4,833.34				\$9,666.68
Facilities Maintenance	5,000.00		5,000.00				\$10,000.00
Total Facilities Fees	9,833.34		9,833.34				\$19,666.68
Fund Drive expense				776.45			\$776.45
Global Processing Fees	3,282.87	20.55	5,458.65				\$8,762.07
Insurance	401.68		2,356.44	1,846.51			\$4,604.63
Office Supplies & Software			282.81	2,799.08	122.93		\$3,204.82
Other Business Expenses							\$0.00
Tax Prep Services				300.00			\$300.00
Total Other Business Expenses				300.00			\$300.00
Outlook Printing					4,305.00		\$4,305.00
Payroll Expenses							\$0.00
Taxes	1,383.17		6,383.98	1,088.10		0.00	\$8,855.25
Wages	23,987.70		74,288.00	12,938.33		0.00	\$111,214.03
Total Payroll Expenses	25,370.87		80,671.98	14,026.43		0.00	\$120,069.28
Reimbursements				69.00		0.00	\$69.00
Special Projects	231.04						\$231.04
Utilities				1,550.22			\$1,550.22
Total Expenditures	\$61,262.06	\$4,349.75	\$114,467.42	\$34,448.62	\$21,549.93	\$0.00	\$236,077.78
NET OPERATING REVENUE	\$48,974.62	\$476.14	\$67,487.58	\$ -24,623.26	\$ -10,601.93	\$0.00	\$81,713.15
Other Revenue							
Other income				975.60			\$975.60
Total Other Revenue	\$0.00	\$0.00	\$0.00	\$975.60	\$0.00	\$0.00	\$975.60
Other Expenditures							
Contributions			100.00	100.00			\$200.00
Insurance pass-thru	2,340.00						\$2,340.00
Total Other Expenditures	\$2,340.00	\$0.00	\$100.00	\$100.00	\$0.00	\$0.00	\$2,540.00
NET OTHER REVENUE	\$ -2,340.00	\$0.00	\$ -100.00	\$875.60	\$0.00	\$0.00	\$ -1,564.40
NET REVENUE	\$46,634.62	\$476.14	\$67,387.58	\$ -23,747.66	\$ -10,601.93	\$0.00	\$80,148.75

Recreation Office Report prepared by Jenny Parks Kensington Community Council January 1, 2025

KASEP:

KASEP Winter session began January 6th, offering 79 classes to kids TK-6th grade each week at the community center, park and recreation building. The winter session is a 9 week session with spring session beginning March 17th through May 30th.

No classes on Monday, January 20th and the week of February 17th-21st.

Summer Camp :

Registration for summer camp will be on Tuesday, February 25th starting at 7pm. Summer camp will run 9 weeks starting June 16th, 2025.

Adult Classes - Fall Schedule

Tai Chi with Nobuo Nishi - Wednesdays & Fridays 9:30-11am -CC
Strength & Balance Yoga Tuesdays 8:30am & Thursday Gentle Yoga
11:30

Cardio Dance Class on Friday 11:30-12:30 Community Center

KCC & Other:

- Fire safety inspection was completed on November 12, 2024
- KCC Taxes done and submitted.
- On December 17th there was a leak in the Community Center gymnastics storage closet that got some equipment wet. The leak has been repaired.
- The heater in the recreation building was not working in November. David sent Hassler Heating out to repair the system and it has been working fine since but more extensive repairs were recommended.
- The hot water has not been working at the community center. Rosa is working on the issue.
- Ants continue to be a problem at the community center.
- Eco Green energy audit rescheduled for 1/13/25
- KCC Fall Movie Night is scheduled for September 20th, 2025
- KCC Fall Picnic is scheduled for October 19th, 2025
- KCC is working with the Kensington Library on a senior resource event to be held in late spring at the community center.



Kensington Police Protection & Community Services District

Date: February 13, 2025
To: Board of Directors
From: Rosa Ruiz, Administrative Assistant
Subject: Parks Report

Community Center:

1. Towards the end of 2024, the community center was experiencing significant disruptions. The kitchen had no hot water, low water pressure, and many appliances were not working, which caused the breaker box to trip frequently. Unfortunately, during the remodeling of the center, the water heater was a critical consideration because of the substantial power it would require for all the appliances. Many technicians were called to assist with the situation. Due to the varying levels of technical expertise, some were able to help, while others were not. To make a long story short, a new water heater was installed on January 13, 2025. Fingers crossed that this won't be an issue for quite some time.
2. This month is generally considered to be a slow period for center reservations.

Park:

1. The KARO ECHO hosted its Winter Field Day at the park on Saturday, January 25. This event aimed to raise community awareness and skills related to disaster and emergency preparedness. The center serves as an incident command post, equipped to coordinate and provide assistance to all area residents through trained volunteers. Since KARO ECHO plays a significant role in Kensington, the use of the center and park is provided free of charge, like this one for example.
2. Tennis reservations have remained consistent, with our regular players who enjoy a competitive game.

10940 San Pablo Avenue, El Cerrito, CA 94530

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www.kppcsd.org

-----Original Message-----

From: Marilyn Stollon <mstollon@sonic.net>

Sent: Sunday, January 19, 2025 12:07 PM

To: Daniel Levine <dlevine@kensingtonfire.org>; Mary Morris-Mayorga <mmayorga@kensingtonfire.org>; David Spath <DSpath@kppcsd.org>; David Aranda <DAranda@kppcsd.org>; Sylvia Hacaj <SHacaj@kppcsd.org>; Alexandra Aquino-Fike <AAquinoFike@kppcsd.org>; Cassandra Duggan <cass_duggan@yahoo.com>; Jim Watt <jandiwatt@sbcglobal.net>; Sarah Gough <SGough@kppcsd.org>

Subject: Support for Consolidation

Dear Board Directors:

Pls forward this letter to anyone I missed. I posted this on ND in my Local Issues group.

.....
At a recent Fire Board meeting , the directors voted to go forward with consolidation of the two boards. While this may seem to be a no brainer at this point, in the past, at KPPCSD before we had a separation of the GM and Police Chief, and before we had instituted management and fiscal reforms , combining the boards was really unthinkable. It’s thinkable and doable now.

I have been out of the loop for many months caring for John, who passed away in October, however, he was able to follow and participate in both boards positions until the end and we discussed this. We had opposite views on consolidation, he was somewhat against it, and I said I was open to it, IF I could be swayed with facts and figures that addressed my concerns about paying for it over the long term, and if combining both boards could functionally work.

An excellent analysis was performed by Ridgeline Municipal Strategies, they required both boards to respond to a series of in depth questions in order to have an accurate report that addressed the issues.

They concluded that there would be a savings over the years IF the boards were combined, that KPPCSD “would operate near breakeven , and any major capital projects etc. would require additional funding ie grants, assessments,bonds.

KFPD is “projected to generate consistent annual operating surplus of \$900,000-1,100,000”. Their surplus is necessary to periodically fund replacement fire trucks .

The report is very thorough, easy to read and is on the websites; it addressed my concerns about whether we could afford to pay for full and part time employees and benefits over the long term for KPPCSD. We can.

Historically, we have had outside consultants and at times in house staff, when we had in-house staff (hard to keep) we saved a lot of money. That would be the case again. There are many benefits in terms of operating efficiency, streamlining, end of redundancy in both boards.

Under ISSUES TO CONSIDER : They did point out that there would be increased board responsibility, which is one of my concerns, but others believe with sufficient support staff it can be done.

And most importantly, they said the combined boards will need to demonstrate “fiscal discipline”, which means thinking through and evaluating any spending for the short and long term impacts, so that we don’t blow the budget.

This was clearly lacking in years past at KPPCSD when we had neither the staff, nor the resulting in depth long term analysis to make decisions such as increasing health / pension benefits for police staff. With the current board’s commitment to transparency , and competent staff on all levels these errors of the past can be avoided, I hope going forward.

For this and the above reasons, I am fully committed to going forward with LAFCO to begin the process of combining the 2 districts.

Sincerely,

Marilyn Stollon
12 Eldridge Court
Kensington, CA

Please include in the public record

From: Sarah Paul <sarahpaul526@gmail.com>

Sent: Thursday, February 6, 2025 11:52 AM

To: David Aranda <DAranda@kppcsd.org>; Mary Morris-Mayoraga <mmayoraga@kensingtonfire.org>

Cc: Lisa Caronna <lisacaronna@gmail.com>; Linda Lipscomb <lindalipscomb@hotmail.com>; Sylvia Hacaj <SHacaj@kppcsd.org>; Sarah Gough <gough.sarah@gmail.com>; Danielle Madugo <dmadugo@kensingtonfire.org>

Subject: Kiosk Update

Hello David and Mary,

The headers on the Colusa Circle kiosk have been installed and are now ready for official notices.

Thank you,
Sarah, KIC Member

