



**Kensington Police Protection and
Community Services District**

**Board of Directors
Special Joint Meeting with KFPD (Hybrid)
Wednesday, June 5, 2024**

6:30 p.m.

**Kensington Community Center
59 Arlington Avenue, Kensington, CA**

www.kppcsd.org/2024-06-05-kppcsd-board-special-joint-meeting-with-kfpd-6-30-pm

Virtual Access:

Zoom ID: 859 4329 4632 Passcode: 832139

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.

Call to Order

Roll Call

Special Meeting Agenda Item Public Comments

*The public will be allowed to make comments prior to the start of the workshop discussion and at the conclusion of the workshop. 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.*

Discussion Only

1. To discuss an administrative structure in a hypothetical combined district.

Adjourn

The next regular meeting is scheduled for June 13, 2024 at 7:00 p.m.

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., 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., 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., El Cerrito, CA 94530* at the same time that those records are distributed or made available to a majority of the Board.

DRAFT

KFPD & KPPCSD

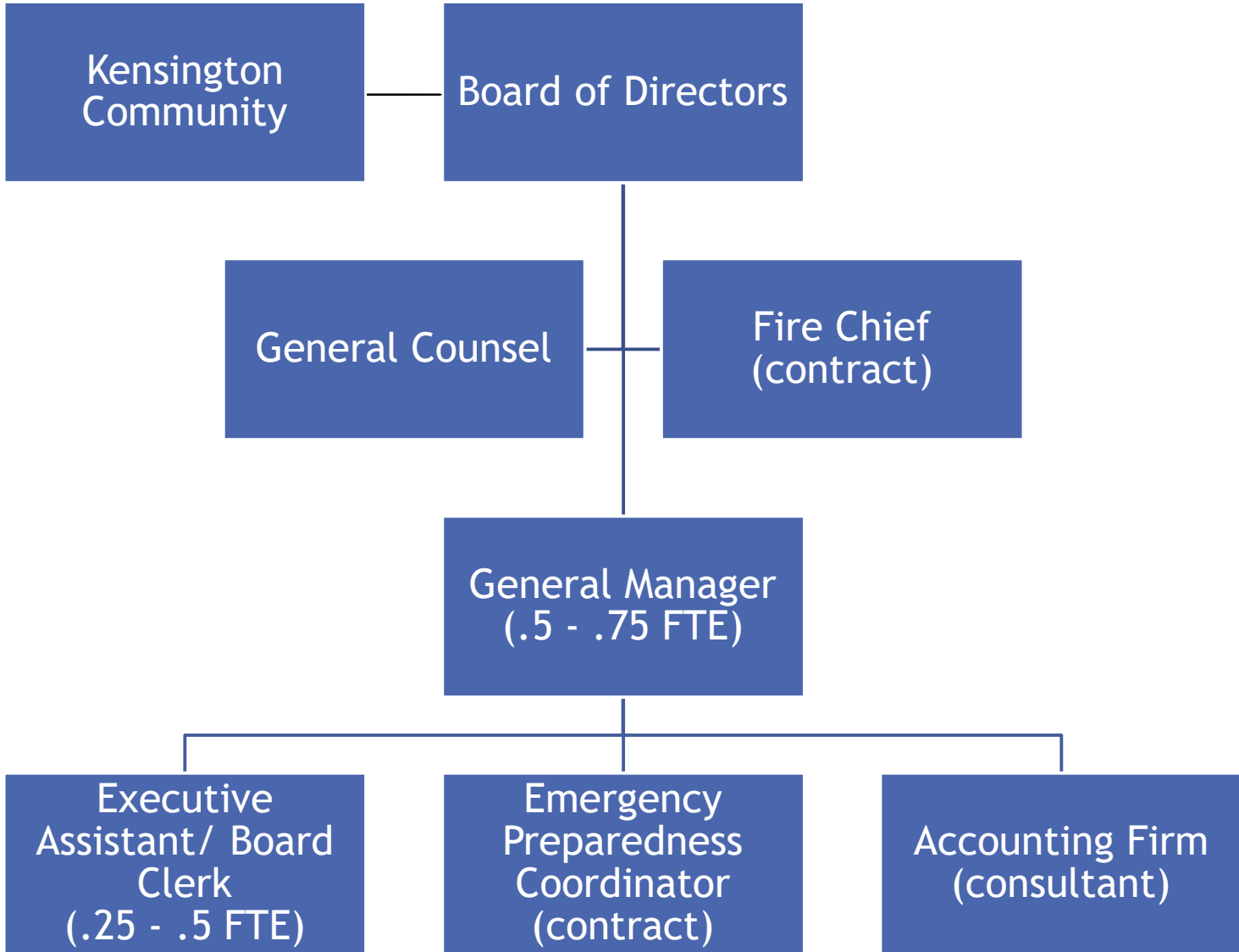
Administrative Structure in a Hypothetical Combined District

Purpose of Presentation

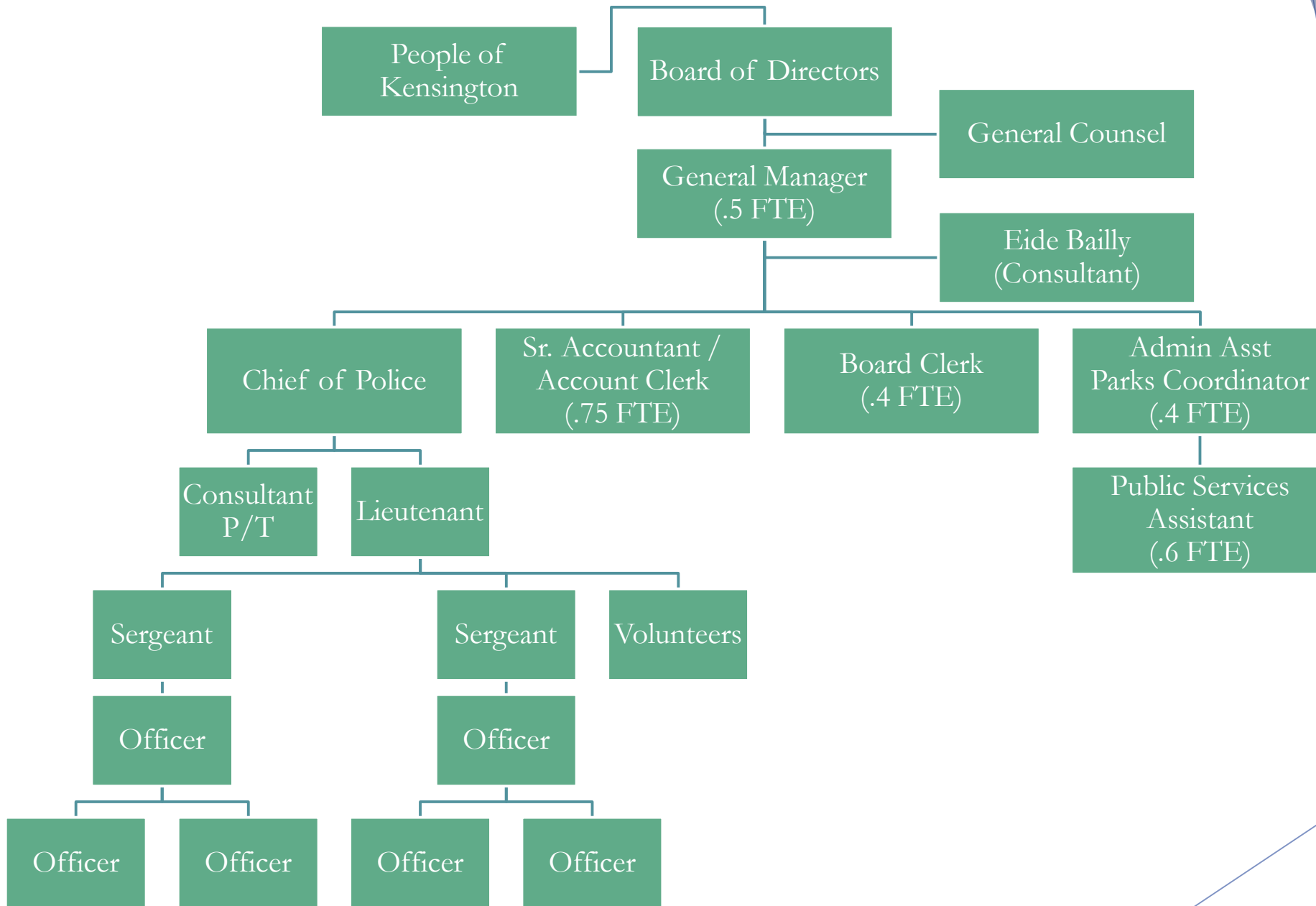
- ▶ KFPD & KPPCSD are currently in progress on a fiscal analysis to determine the impact of combining to form one organization
- ▶ For purposes of the fiscal analysis, the staffing requirements are needed to assess the financial impact
- ▶ The general managers for each organization identified administrative staffing needs to arrive at a combined administrative staffing structure
- ▶ This administrative staffing structure is being presented in order to gain feedback prior to providing Ridgeline with the information that is needed for the fiscal analysis

Process - What Steps Did We Take?

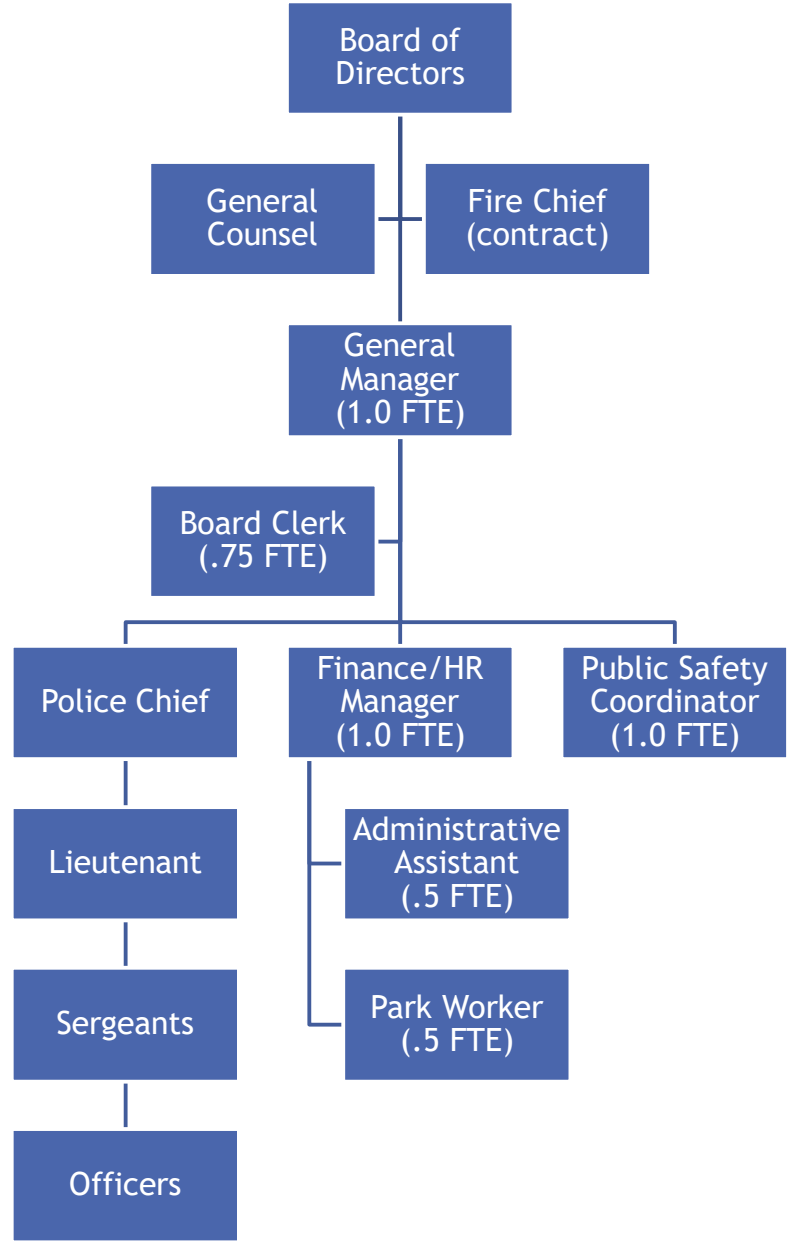
- ▶ January - Board Presidents and General Managers from Districts met to review the fiscal analysis project for timing (data, report, Board Meetings)
- ▶ General Managers reviewed ideas on the administrative structure that would be needed for staffing requirements (other areas are easier to define - utilities, supplies, etc.)
- ▶ Board Presidents provided initial feedback and General Managers continued work on over the next few months
- ▶ A hypothetical administrative structure has been drafted in the form of an organizational chart



Organization Chart - KFPD



Organization Chart - KPPCSD



Organization Chart (hypothetical)
KFPD & KPPCSD Combined Agency

Administrative Structure Functions

- ▶ Board of Directors - combined, reduces in conjunction with terms
- ▶ General Counsel - combined, no significant impact on needs
- ▶ Administration - changes to staffing and consulting needs
- ▶ Fire (contract) - no change
- ▶ Police - no change

Administration - Staffing

- ▶ General Manager
 - ▶ 1.0 FTE - some workload shifted to Finance/HR Manager
- ▶ Board Clerk
 - ▶ .75 FTE - some workload shifted to Administrative Assistant
- ▶ Finance/HR Manager
 - ▶ 1.0 FTE - eliminates consulting services, workload from GM
- ▶ Administrative Assistant
 - ▶ .50 FTE - workload from Board Clerk
- ▶ Park Worker
 - ▶ .50 FTE - building/grounds janitorial, converts from contract to allow flexibility cleaning up after events
- ▶ Public Safety Coordinator
 - ▶ 1.0 FTE - converts from consulting, manages grants, assists GM