



Board of Directors
Kensington Police Protection and
Community Services District

Meeting Agenda
Thursday, October 22, 2020
Via Teleconference

<https://www.kppcsd.org/2020-10-22-kppcsd-board-meeting>

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

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

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

Special Meeting (7:00 p.m.)

CALL TO ORDER

PUBLIC COMMENT ON CLOSED SESSION AGENDA (Members of the public may address the Board for up to three minutes on items listed on the Closed Session.)

CLOSED SESSION

The Board of Directors will meet in Closed Session pursuant to California Government Code section 54957(b) to consider matters related to the appointment of the district general manager, including the discussion of individual candidates.

Regular Meeting (7:30 p.m.)

CALL TO ORDER

GENERAL PUBLIC COMMENT (Members of the public may address the Board for up to three minutes on items not listed on the agenda that are within the jurisdiction of the District.)

BOARD/STAFF COMMUNICATION

- General Manager's Report
- Police Chief Report
- Board of Directors Communication

CONSENT CALENDAR

1. Consider Approval of Minutes for the Regular Board Meeting of October 8, 2020.

BOARD DISCUSSION AND DETERMINATION

2. Review final financial report for the Community Center renovation project. (Discussion)
3. Review financial statements for the quarter ending September 30, 2020. (Discussion)
4. Report by General Manager on Public Safety Building design and construction schedule. (Information)

ADJOURNMENT

The next regular meeting will be held on November 12, 2020.

Rules of Decorum at Meetings

- Please observe the three-minute per person limit (once per item) and twenty-minute total limit, per Board Policy 4120.4.1.
- Members of the public may address the Board on items not listed on the agenda but that are within the jurisdiction of the District during the General Public Comments section.
- Members of the Public may address the Board on items agendized for discussion and/or action after any report has been presented by appropriate staff or director and the Board has raised its questions regarding that report.
- If there are several speakers, please be concise to give others the opportunity to speak.
- If any meeting is willfully interrupted so as to render the orderly conduct of the meeting infeasible, the Board President may order the person or group of persons causing the disruption removed. If removal of the person or group of persons causing the disruption of the meeting does not restore order, the Board President may order the meeting cleared of all members of the public except members of the media and proceed to address the remaining items on the agenda.

General Information

- All proceedings of the Open Session will be audio and video recorded if possible.
- The District has devices for hearing assistance. Please contact Interim General Manager Bill Lindsay for information about the equipment.
- 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 Services District, 217 Arlington Ave, Kensington, CA

94707.

- To be added to the Board Agenda Mailing List, complete and submit the form at <https://www.kppcsd.org/agenda-mailing-list> or by notifying the Clerk of the Board at llewis@kppcsd.org.

POSTED: Public Safety Building – Colusa Food – Arlington Kiosk and at www.kppcsd.org. Complete agenda packets are available at the Public Safety Building.

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

BOARD OF DIRECTORS MEETING MINUTES

Thursday, October 8, 2020

Via Teleconference

Regular Meeting - 7:30 p.m.

CALL TO ORDER

President Deppe called to order the Regular Meeting of the Board of Directors at 7:43 p.m. Directors Eileen Nottoli, Rachelle Sherris-Watt, Sylvia Hacaj, and Cyrus Modavi were present at roll call.

Staff present included Interim General Manager Bill Lindsay, Interim Police Chief Walt Schuld, General Counsel Ann Danforth, and Clerk of the Board Lynelle M. Lewis.

SPECIAL PRESENTATIONS

[TS 1:51] Interim General Manager Lindsay thanked Katherine Korsak, former Finance and Business Manager, for her contributions to the District during her tenure. He highlighted the many projects she completed along with the numerous improvements she implemented that led to increased efficiency and lower administrative costs. Of note, Mr. Lindsay highlighted improvements in financial reporting processes, a new structure for digital files, preparation of the Fiscal Year 2020-21 budget, changes to the chart of accounts structure, a new payroll system, implemented negotiated employee benefits with the KPOA, digital signing of documents, a finance proposal for procurement of police vehicles, along with training of new Interim General Manager and Police Chief. The Board and staff offered thanks and appreciation for Ms. Korsak's dedication to the District. Ms. Korsak thanked everyone for the kind words and thanked board members for their dedication to the Kensington community.

[TS 18:16] Colleen Haley, Special District Leadership Foundation representative, presented the District with the Transparency Certificate of Excellence which recognizes best practices to promote transparency in the operations and governance of special districts. The District was recognized for completing a comprehensive checklist of transparency requirements, commitment to being open and transparent, and commitment to engaging the public in greater awareness of the District's activities. President Deppe thanked staff and the Board for its efforts to make this recognition possible.

GENERAL PUBLIC COMMENT

[TS 26:00] The following persons provided public comment: 1) Catherine deNeergaard commented that the District lacked transparency in many areas and she is surprised that the District received the transparency certificate; 2) A. Stevens Delk expressed sadness to hear of Katherine Korsak's departure from the District and then asked if board members are leaving the meeting when their computer screen goes blank; 3) David Bergen asked about storage of digital files and videos; and 4) Paul Dorroh urged the Board and General Manager to consider taking action to open the bathrooms at Kensington Park.

BOARD/STAFF COMMUNICATION

[TS 35:59] **General Manager's Report.** Interim General Manager Lindsay reported that the deadline for permanent General Manager applicants is Monday, October 12th and the consultant will provide the Board with an update on the number of applicants, the schedule, etc. Mr. Lindsay also reported that staff is researching contractors that can perform the level of maintenance needed to meet the public health requirements in order to reopen the Kensington Park bathrooms.

[TS 40:50] **Police Chief Report.** Interim Police Chief Schuld announced that the Police Department will begin the process of developing a long-term strategic plan. The process will incorporate input from the community, the Board and staff.

[TS 44:14] **Board Communications.** Director Sherris-Watt reported that former Finance and Business Manager Katherine Korsak submitted the WW grant application and once the grant money is received and accounted for, renovation costs for the Kensington Community Center (KCC) is projected to be \$1,188,800. A final report on the KCC renovation project will be provided at the October 20th Finance Committee and subsequently to the Board. Director Modavi asked that the Public Safety Building planning discussion be expanded to include costs for temporary housing plans. Director Nottoli commented that Pathkeepers would like to meet with each board member to discuss maintenance of the paths and suggested including Contra Costa County and the Kensington Fire Protection District (KFPD) in the discussion. President Deppe announced that he had spoken with County Supervisor John Gioia about ownership of the paths. Mr. Gioia suggested that either KFPD or KPPCSD take ownership of the paths. President Deppe provided some historical background on KPPCSD Board discussions on the paths from January 12, 2012 and October 6, 2013. President Deppe announced the creation of a temporary advisory committee consisting of him and Director Sherris-Watt to collect information and produce a report on the paths for the November 12th Board meeting.

CONSENT CALENDAR

- The following person provided public comment: 1) Catherine deNeergaard said she wished the minutes contained more information about what people said.

1. [TS 1:01:50] **Consider Approval of Minutes for the Regular Board Meeting of September 10, 2020.**

- Motion by Director Sherris-Watt that we adopt the Minutes of September 10, 2020 with the following corrections: (1) clarification to sentence on page 1, last paragraph, under public comment #1 and (2) the date in the motion for Item 2 should be corrected to June 30, 2020 rather than June 20. President Deppe seconded the motion. The motion carried (4-1) by the following roll call vote: AYES (Directors Sherris-Watt, Hacaj, Nottoli, and Deppe) and NOES (Modavi).

BOARD DISCUSSION AND DETERMINATION

- ### 2. [TS 1:14:30] **Consider Directing Staff to Prepare an Amendment to KPPCSD Policy 1055, Records Management, to Delete the Provision Allowing for Destruction of Recording Tapes (or other media) of Board Meetings for a Period of Five Years from the Date of the Recorded Meeting (Section 1055.5), and Adding Them to the List of “vital and permanent records” (Section 1055.2).**

Interim General Manager Lindsay summarized the recommended action. In addition to adding the recordings of meetings as a permanent record, he said the minutes will include a time stamp to indicate when the discussion topic begins on the recording.

- The following persons provided public comment: 1) Lynn Wolter asked if an ordinance on document retention superseded something in the policy manual and also asked if minutes would be kept in perpetuity; and 2) David Bergen reported that he has maintained videos of board meetings and suggested that the recordings should be transferred on to newer media as time goes by.

Following Board discussion, there was consensus to give direction to staff to prepare amendments to KPPCSD Policy 1055 described in agenda Item 2, and to consider Director Nottoli's suggestion to keep the first sentence of 4140.1.2 and add to the end "and kept pursuant to Records Retention Policy 1055.5 and delete 4140.1.3 in its entirety." President Deppe and General Counsel Danforth will work together to develop amendments to the policy.

3. **[TS 1:30:30] Consider Approval of a Payment to Lamorena & Chang in the Amount of \$10,495 For Previously Unbilled Audit Services Necessary for Compliance with Governmental Accounting Standards Board (GASB) 68 and 75 Related to Determining the Value of Expected Post-Retirement Benefits (OPEB).**

Interim General Manager Lindsay reported that in preparing the final billing for FY 2018-19 audit services, Steven Chang, of Lamorena & Chang, discovered that he had inadvertently neglected to bill the District for subcontracted work that was necessary to render an opinion on the District's financial statements. Specifically, he neglected to bill the District for subcontracted work provided by an outside accounting firm that were necessary to prepare a report in compliance with Governmental Accounting Standards Board 68 and 75. The total cost of services that were inadvertently unbilled is \$10,495.

- Motion by Director Hacaj that we authorize the payment of \$10,495 to Lamorena & Chang to pay for these supplemental services related to audit services. Director Sherris-Watt seconded the motion. The motion carried (5-0) by the following roll call vote: AYES (Directors Sherris-Watt, Modavi, Hacaj, Nottoli, and Deppe) and NOES (None).

4. **[TS 1:35:48] Consider Approval of a Contract with Nigro & Nigro PC to Provide Financial Audit Services for the Fiscal Years Ending June 30, 2020 through June 30, 2024 for an Annual Cost of \$15,500, a Total Cost of \$77,500 Over the Five-Year Period.**

Interim General Manager Lindsay reported that a Request for Proposal (RFP) was distributed to qualified firms for financial audit services. Based on the proposals received and the recommendation of the ad hoc committee (President Deppe and Vice President Sherris-Watt), the staff recommendation is to approve a contract with Nigro & Nigro PC to provide financial audit services for a five-year period.

The following persons provided public comment: 1) A. Stevens Delk asked if the audit tables of the new auditor will allow for comparative analysis to previous audit reports.

- Motion by President Deppe that we approve the contract with Nigro & Nigro PC to provide financial audit services for fiscal year ending June 30, 2020 through June 30, 2024 for an annual cost of \$15,500, a total cost of \$77,500 over the five-year period, and that we direct Attorney Danforth to draw up the contract. Director Nottoli seconded the motion. The motion carried (5-0) by the following roll call vote: AYES (Directors Sherris-Watt, Modavi, Hacaj, Nottoli, and Deppe) and NOES (None).

The final contract will be provided to the Board and placed on the KPPCSD website.

5. **[1:53:47] Receive an Update on the Current Status of the Architectural Design Process for Housing Both the Kensington Fire Department and the Kensington Police Department in the Public Safety Building.**

Interim General Manager Lindsay reported that on September 17, 2020, KPPCSD staff received from the architect's draft conceptual plans for a new Option D for the renovated Public Safety Building. This conceptual plan incorporates an elevator and a wheelchair lift, and has a redesigned space on the ground floor to improve the layout of the Kensington Police Department based on prior comments from the department. The ground floor also incorporates the Kensington Fire Department's preferred layout for the apparatus bays and support spaces. The conceptual design encloses the outdoor deck area, and includes modifications to meet accessibility codes.

Additionally, on October 1st, Police Chief Walt Schuld and the General Manager met (virtually) with the architects to review the new Option D conceptual design. Police Chief Schuld provided input to the architect related to Police Department needs: need for a mandatory secure computer room; design of the evidence room; number of work stations for police personnel; space for volunteers/cadets; location of firearms clearance tube and safe; storage spaces for files, office equipment, etc.; prisoner processing area, which needs to conform to DOJ requirements; department access from the upper parking lot; inclusion of a Live Scan area; and the need for a secure interview room. These issues have been proposed as the subject of future discussions among police and fire management and the architects. Mr. Lindsay reported that he had requested the architect's estimated schedule for completion of the architectural design and construction of the renovated Public Safety Building.

- The following persons provided public comment: 1) Larry Nagel, Co-Chair Building Committee at KFPD, commented they are not allowed to increase the footprint of the building so moving an elevator outside is not an option; and 2) Jim Watt commented asked about the having a handicap parking space on second floor. Mr. Nagel said providing handicap parking would not meet ADA requirements.

Mr. Lindsay said staff would provide an update at the next Board meeting.

ADJOURNMENT

President Deppe adjourned the meeting at 9:45 p.m.

KPPCSD Meeting Minutes

October 8, 2020

Page 5 of 5

SUBMITTED BY:

Lynelle M. Lewis, District Clerk of the Board

APPROVED: October 22, 2020

Bill Lindsay, Interim General Manager

Chris Deppe, President of the Board

Community Center Renovation Expenses 2015 - 2020

Year	Name	Detail	Amount
2015	Gregory Paul Wallace	Seismic Study	13,931.04
2015	GPAA - Gilda Puente Peters	ADA Study	3,850.00
2016	Glass Associates, Inc.	Architectural Services	10,100.00
2017	Glass Associates, Inc.		96,873.05
2017	Old Republic Title		400.00
2017	Contra Costa County		1,953.00
2017	Renee Holtzman Sakai	Legal Services	455.00
2017	Sensible Enviromental Solutions		3,729.14
2018	Moran Engineering		6,988.13
2019	Contra Costa County		6,761.96
2019	Contra Costa County	Permits	19,292.86
2019	Glass Associates, Inc.		13,780.53
2019	Kensington Community Council	Donation	(255,000.00)
		Restricted Donation	(210,000.00)
2019	Kensington Improvement Club	Donation	(10,000.00)
2019	Kensington Property Owners Associati	Donation	(5,000.00)
2019	Other Donations		(1,722.00)
2019	Kensington Fire Protection District	Sprinkler System	(35,000.00)
2019	Solid Waste Franchise Fee	Debris Removal	(10,000.00)
2019	Sensible Enviromental Solutions	Waste Removal	2,100.00
2019	Summer Rain	Land Preperation	1,400.00
2019	The Key Shack	Key's for Contractors	120.00
2019	Eagle Builders	Insurance Settlement	(75,320.00)
2019	Enthalpy Analytical	Soil Testing	
2019	KCK Builders	Contractors	80,750.00
2019	Glass Associates, Inc.		7,800.00
2019	Chicago Title Company		750.00
2019	Eco Bay Services, Inc.	Abatement Services	33,500.00
2019	KCK Builders		274,902.45
2019	Applied Materials and Engineering		1,245.00
2019	Glass Associates, Inc.	Reimbursement	7,800.00
2019	Applied Materials and Engineering		1,185.00
2019	Glass Associates, Inc.		3,900.00
2019	Sensible Enviromental Solutions		4,535.00
2019	KCK Builders		254,466.05
2019	Applied Materials and Engineering		1,559.00
2019	KCK Builders		262,081.25
2019	KCK Builders		248,266.35
2019	KCK Builders		152,047.50

2020	Thomas Swan Sign Company	50% deposit	1,204.22
2020	KCK Builders		210,804.05
2020	Glass Associates, Inc.		13,600.00
2020	Staples	Whiteboards	270.60
2020	Thomas Swan Sign Company	50% deposit	1,204.22
2020	KCK Builders		131,412.35
2020	Glass Associates, Inc.		8,798.51
2020	ASG	Audio Visual Equipment	19,480.54
2020	ASG	Installation	6,040.00
2020	ASG	Fabrication and Installation	5,102.94
2020	CSDA Finance Corporation	Loan Interest	55,166.20
2020/21	WW Grant/EBRPD	Grant	<u>(158,000.00)</u>
	Total Expenditure		<u><u>1,209,563.94</u></u>

Kensington Police Protection Community Services District

Expense Report

Actuals through September 30, 2020 Projected through June 30, 2021

Expense	July 01, 2020 - September 30, 2020	Budget through 09.30.2020	Total Projected through 6.30.2020	Annual Budget
500 · Police Sal & Ben				
502 · Salary - Officers	283,301.35	274,386.25	1,097,545.00	1,097,545.00
504 · Compensated Absences	0.00	3,000.00	12,000.00	12,000.00
506 · Overtime	58,823.95	15,000.00	60,000.00	60,000.00
508 · Salary - Non-Sworn	0.00	10,206.50	40,826.00	40,826.00
516 · Uniform Allowance	1,999.81	2,250.00	9,000.00	9,000.00
518 · Safety Equipment	1,277.93	562.50	2,250.00	2,250.00
521-A · Medical/Vision/Dental-Active	37,083.80	37,310.75	149,243.00	149,243.00
521-R · Medical/Vision/Dental-Retired	42,406.95	43,665.00	174,660.00	174,660.00
521-T · Medical/Vision/Dental-Trust	0.00	37,826.00	151,304.00	151,304.00
522 · Insurance - Police	1,527.70	1,407.50	5,630.00	5,630.00
523 · Social Security/Medicare	1,668.50	4,937.00	19,748.00	19,748.00
524 · Social Security - District	2,662.81	0.00	14,362.81	0.00
527 · PERS - District Portion	66,409.13	48,708.50	273,409.13	194,834.00
528 · PERS - Officers Portion	13,604.49	1,466.50	54,104.49	5,866.00
529 · Pension Obln Bond Payment	0.00	66,004.00	264,016.00	264,016.00
530 · Workers Comp	27,644.96	6,911.25	27,645.00	27,645.00
540 · Advanced Industrial Disability	0.00	0.00	0.00	0.00
Total 500 · Police Sal & Ben	538,411.38	553,641.75	2,355,743.43	2,214,567.00
550 · Other Police Expenses				
552 · Expendable Police Supplies	651.32	550.00	2,200.00	2,200.00
553 · Range/Ammunition Supplies	1,248.54	1,375.00	5,500.00	5,500.00
554 · Traffic Safety	2,850.00	1,250.00	5,000.00	5,000.00
560 · Crossing Guard	0.00	3,750.00	15,000.00	15,000.00
561 · Vehicle Fuel	3,284.01	2,750.00	11,000.00	11,000.00
562 · Vehicle Operation	269.14	4,000.00	16,000.00	16,000.00
563 · Vehicle Lease	0.00	16,000.00	64,000.00	64,000.00
564 · Communications	128,156.31	31,825.00	128,156.31	127,300.00
566 · Radio Maintenance	(5,100.74)	1,250.00	5,000.00	5,000.00
567 · Alarm	232.89	250.00	1,000.00	1,000.00
568 · Prisoner/Case Exp./Booking	2,637.00	1,250.00	5,000.00	5,000.00
569 · Storage	0.00	425.00	1,700.00	1,700.00
570 · Training	3,348.50	2,500.00	10,000.00	10,000.00
571 · Records	0.00	875.00	3,500.00	3,500.00
572 · Hiring	5,695.52	3,937.50	15,750.00	15,750.00
574 · Reserve Officers	0.00	1,000.00	4,000.00	4,000.00
576 · Misc. Dues, Meals & Travel	0.00	587.50	2,350.00	2,350.00

Kensington Police Protection Community Services District

Expense Report

Actuals through September 30, 2020 Projected through June 30, 2021

	July 01, 2020 - September 30, 2020	Budget through 09.30.2020	Total Projected through 6.30.2020	Annual Budget
578 · POST - Reimburse	300.00	125.00	500.00	500.00
580 · Utilities - Police	2,014.48	3,450.00	13,800.00	13,800.00
581 · Bldg Repairs/Maint.	0.00	750.00	3,000.00	3,000.00
582 · Expendable Office Supplies	1,115.18	1,625.00	6,500.00	6,500.00
587 · IT Contract	7,429.64	3,250.00	13,000.00	13,000.00
588 · Telephone	4,910.63	6,875.00	27,500.00	27,500.00
590 · Janitorial	907.65	1,000.00	4,000.00	4,000.00
591 · General Liability Insurance	24,309.17	6,077.25	24,309.17	24,309.00
592 · Publications	0.00	875.00	3,500.00	3,500.00
593 · Volunteer Programs	0.00	625.00	2,500.00	2,500.00
594 · Community Policing	120.00	1,125.00	4,500.00	4,500.00
595 · Legal/Consulting - Police	717.23	6,250.00	25,000.00	25,000.00
596 · CAL I.D.	0.00	1,525.00	6,100.00	6,100.00
599 · Police Taxes Measure G Admin	0.00	1,000.00	4,000.00	4,000.00
550 · Other Police Expenses - Other	263.31	0.00	0.00	0.00
Total 550 · Other Police Expenses	185,359.78	108,127.25	433,365.48	432,509.00
600 · Park/Rec Sal & Ben				
601 · Park & Rec Administrator	0.00	845.00	3,594.60	3,380.00
602 · Custodian	0.00	1,500.00	6,000.00	6,000.00
623 · Social Security/Medicare - Dist	0.00	64.75	259.00	259.00
Total 600 · Park/Rec Sal & Ben	0.00	2,409.75	9,853.60	9,639.00
635 · Park/Recreation Expenses				
640 · Community Center Expenses				
641 · General Maintenance	280.00	250.00	1,000.00	1,000.00
642 · Utilities-Community Center	2,048.54	1,532.75	6,131.00	6,131.00
643 · Janitorial Supplies	0.00	125.00	500.00	500.00
644 · Landscaping	1,845.00	1,875.00	7,380.00	7,500.00
645 · General Liab./Workers Comp	6,431.71	1,697.00	6,431.71	6,788.00
646 · Community Center Repairs	135.00	375.00	1,500.00	1,500.00
647 · Rental	0.00	125.00	500.00	500.00
648 · Community Center Equip Maint	0.00	0.00	0.00	0.00
649 · Misc	0.00	62.50	250.00	250.00
Total 640 · Community Center Expenses	10,740.25	6,042.25	23,692.71	24,169.00
650 · Park				

Kensington Police Protection Community Services District
Expense Report

Actuals through September 30, 2020 Projected through June 30, 2021

	July 01, 2020 - September 30, 2020	Budget through 09.30.2020	Total Projected through 6.30.2020	Annual Budget
651 · General Maintenance	0.00	12,125.00	48,500.00	48,500.00
652 · Repairs	609.20	1,250.00	5,000.00	5,000.00
653 · Landscaping	3,075.00	3,125.00	12,500.00	12,500.00
654 · Janitorial Supplies	0.00	62.50	250.00	250.00
655 · Rental	0.00	125.00	500.00	500.00
656 · Utilities	5,488.08	3,250.00	16,448.08	13,000.00
657 · General Liab/Workers Comp	6,431.71	1,677.50	6,431.71	6,710.00
658 · Levy Administration	0.00	1,500.00	6,000.00	6,000.00
659 · Misc	124.06	62.50	250.00	250.00
Total 650 · Park	15,728.05	23,177.50	95,879.79	92,710.00
660 · Annex Expenses				
662 · Utilities - Annex	0.00	0.00	0.00	0.00
665 · Annex General Maintenance	0.00	250.00	1,000.00	1,000.00
666 · Annex Repairs	0.00	250.00	1,000.00	1,000.00
667 · Annex Landscaping	1,230.00	1,250.00	4,920.00	5,000.00
668 · Misc Annex Expenses	0.00	0.00	0.00	0.00
669 · Misc Projects	0.00	500.00	2,000.00	2,000.00
Total 660 · Annex Expenses	1,230.00	2,250.00	8,920.00	9,000.00
670 · Gardening Supplies	0.00	0.00	0.00	0.00
672 · Kensington Park O&M	83.10	0.00	83.10	0.00
674 · Tennis Courts (new title)	21,500.00	5,625.00	21,500.00	22,500.00
678 · Misc Park/Rec Expense	0.00	0.00	0.00	0.00
Total 635 · Park/Recreation Expenses	49,281.40	37,094.75	150,075.60	148,379.00
800 · District Expenses				
808 · District Salaries	54,662.90	70,625.00	282,500.00	282,500.00
809 · District Payroll Taxes	4,892.04	5,500.00	22,000.00	22,000.00
810 · IT Contract	2,963.19	2,811.00	11,244.00	11,244.00
815 · Admin Communications	900.00	1,250.00	5,000.00	5,000.00
816 · Office Supplies	348.07	500.00	2,000.00	2,000.00
817 · Postage	0.00	125.00	500.00	500.00
818 · Mileage	0.00	50.00	200.00	200.00
819 · Dues/Subscriptions	56.99	1,950.00	7,800.00	7,800.00
820 · Copier Contract	884.89	1,723.25	3,044.89	6,893.00
825 · Board Continuing Ed/Conferences	0.00	1,250.00	5,000.00	5,000.00

Kensington Police Protection Community Services District
Expense Report

Actuals through September 30, 2020 Projected through June 30, 2021

	July 01, 2020 - September 30, 2020	Budget through 09.30.2020	Total Projected through 6.30.2020	Annual Budget
826 · Board Meetings	23.98	500.00	131.98	2,000.00
830 · Legal (District/Personnel)	4,185.67	21,250.00	85,000.00	85,000.00
835 · Consulting	16,459.68	7,500.00	30,000.00	30,000.00
840 · Accounting	14,815.00	8,750.00	35,000.00	35,000.00
850 · Insurance	24,309.17	6,077.00	24,309.17	24,308.00
851 · Workers Comp	7,088.45	1,772.00	7,088.45	7,088.00
860 · Election	0.00	1,600.00	6,400.00	6,400.00
861 · LAFCO	1,728.55	550.00	1,728.55	2,200.00
865 · Police Bldg. Lease	9,150.50	10,000.00	36,600.50	40,000.00
870 · County Expenditures	119.00	6,075.00	24,300.00	24,300.00
890 · Waste/Recycle	650.00	1,250.00	5,000.00	5,000.00
891 · COVID	3,119.50	0.00	7,619.50	0.00
898 · Misc. Expenses	1,203.84	2,500.00	10,000.00	10,000.00
899 · Depreciation Expense	0.00	0.00	0.00	0.00
Total 800 · District Expenses	147,561.42	153,608.25	612,467.04	614,433.00
950 · Capital Outlay				
965 · Personal Police Equipment-Asset	5,773.66	250.00	5,774.00	1,000.00
966 · Police Traffic Equipment	1,400.00	0.00	1,400.00	0.00
968 · Office Furniture/Equipment	0.00	1,250.00	5,000.00	5,000.00
969 · Computer Equipment	1,618.77	1,750.00	7,000.00	7,000.00
971 · Park Land	0.00	0.00		0.00
972 · Park Buildings Improvement	0.00	0.00		0.00
974 · Other Park Improvements	0.00	375.00	1,500.00	1,500.00
975 · Community Center Loan Repayment	0.00	7,654.25	30,617.00	30,617.00
985 · Comm. Ctr Renovation (Cap Fund)	140,210.86	0.00	140,211.00	0.00
Total 950 · Capital Outlay	149,003.29	11,279.25	191,502.00	45,117.00
Total Expense	1,069,617.27	866,161.00	3,753,007.15	3,464,644.00
Other Expense				
700 · Bond Issue Expenses				
710 · Bond Admin.	3.00	0.00	3.00	0.00
715 · Bond Interest Income	(341.16)	0.00	(341.16)	0.00
720 · Bond Principal	150,662.12	0.00	150,662.12	
730 · Bond Interest	3,201.57	0.00	3,201.57	0.00
Total 700 · Bond Issue Expenses	153,525.53	0.00	153,525.53	0.00
Total Other Expense	153,525.53	0.00	153,525.53	0.00

Kensington Police Protection Community Services District

Balance Sheet

As of September 30, 2020

September 30, 2020

ASSETS

Current Assets

Checking/Savings

100 - Petty Cash	100.00
110 - CCC Cash Accts	
1099497 - 112 - General Fund	28,685.30
114 - Land & Light-Park O&M	74,816.66
116 - PB Admin-Cash	-83,968.67
117 - PB Resv-Cash	25,181.17
Total 110 - CCC Cash Accts	44,714.46
120 - Mech's Cash Accts	
125 - Property Acct	2,823.13
Total 120 - Mech's Cash Accts	2,823.13
130 - County Invest Accts	
133 - PB Resv-Inv	93,430.00
Total 130 - County Invest Accts	93,430.00
134 - CCC LAIF Accounts	
134a - General LAIF	780,326.65
134b - COPS LAIF	935.44
134d - Garbage/Bay View LAIF	177,167.76
Total 134 - CCC LAIF Accounts	958,429.85

Total Checking/Savings

1,099,497.44

Accounts Receivable

141 - Accounts Receivable - Year End	-17,500.00
143 - Advance on Prop Taxes	1,845,016.13
144 - Advance on Suppl. Taxes	25,636.87
147 - Rent Receivable	0.40

Total Accounts Receivable

1,853,153.40

Other Current Assets

151 - Employee Uniform Receivable	836.28
153 - Prepaid Expenses	0.01
154 - Employee Advances	475.07

Total Other Current Assets

1,311.36

Total Current Assets

2,953,962.20

Fixed Assets

160 - Police Fixed Assets

161 - Police Bldg Improvements	200,061.36
162 - Patrol Cars	188,274.73
163 - Patrol Cars Accessories	17,830.92
165 - Personal Police Equipment	28,499.02
166 - Police Traffic Equipment	19,008.23
167 - Station Equipment-Police	61,325.49
168 - Office Furn & Equip	102,129.00
169 - Computer Equip	47,960.85

Total 160 - Police Fixed Assets

665,089.60

170 - Park/Rec Fixed Assets

171 - Land	2,808,347.00
172 - Community Center Building	384,049.00
173 - Community Center Improvements	158,833.25
174 - Park Improvements	875,271.38
178 - Pk/R Furn & Fixtures	51,203.29
188 - Construction in Progress	223,752.21

Total 170 - Park/Rec Fixed Assets

4,501,456.13

189 - Accumulated Depreciation

-1,267,106.71

Total Fixed Assets

3,899,439.02

Kensington Police Protection Community Services District

Balance Sheet

As of September 30, 2020

	September 30, 2020
Other Assets	
197 - Fut Bond Req	1,070,389.27
198 - Gen L/T Debt-Amt to be Provided	217,521.00
199 - Suspense	-91.46
Total Other Assets	1,287,818.81
TOTAL ASSETS	8,141,220.03
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
GASB 45 Accrual	-65,901.60
Payroll Liabilities 220	
221 - Federal Taxes/Medicare	-1,119.76
222 - EDD of CA	-277.18
225 - PERS - (District Portion)	61,046.69
226 - PERS (Officers Portion)	26,072.72
227 - PERS buy back (Employee only)	-0.08
229 - KPOA Dues, Legal Def., Survivor	249.50
Total Payroll Liabilities 220	85,971.89
219 - Accrued Payroll	6,647.39
Total Other Current Liabilities	26,717.68
Total Current Liabilities	26,717.68
Long Term Liabilities	
250 - Bond Debt	
251 - Bond Debt-County	1,311,523.27
252 - Bond Debt-District	92,830.00
253 - Bond Interest Payable	4,247.56
Total 250 - Bond Debt	1,408,600.83
265 - Compensated Absence/Vac Buyback	80,634.50
290 - Community Center Loan	250,000.00
Total Long Term Liabilities	1,739,235.33
Total Liabilities	1,765,953.01
Equity	
300 - Opening Bal Equity	4,423,977.14
340 - Asset write-off to actual	-161,788.71
350 - Invest. in Assets	2,311,112.11
355 - Prior Accounts Payable	7,462.00
360 - Investment in EPC	-364.15
370 - Investment in KFPD MCI	34,068.02
390 - Retained Earnings	-872,332.68
Net Income	633,133.29
Total Equity	6,375,267.02
TOTAL LIABILITIES & EQUITY	8,141,220.03

Kensington Police Protection Community Services District
Income Statement

July 01, 2020 through September 30, 2020

**July 01, 2020 -
September 30, 2020**

Ordinary Income/Expense
Income

400 · Police Activities Revenue	
401 · Levy Tax	1,847,631.48
410 · Police Fees/Service Charges	230.00
1099497 · 416 · Interest-Police	4,668.86
418 · Misc Police Income	1,286.00
Total 400 · Police Activities Revenue	1,853,816.34
420 · Park/Rec Activities Revenue	
438 · Misc Park/Rec Rev	66.00
Total 420 · Park/Rec Activities Revenue	66.00
440 · District Activities Revenue	
448a · Franchise Fees Gross	2,849.14
448b · less Franchise Fees Paid Out	-1,221.06
456 · Interest-District	765.67
Total 440 · District Activities Revenue	2,393.75
Total Income	1,856,276.09

Expense

500 · Police Sal & Ben	
502 · Salary - Officers	283,301.35
506 · Overtime	58,823.95
516 · Uniform Allowance	1,999.81
518 · Safety Equipment	1,277.93
521-A · Medical/Vision/Dental-Active	37,083.80
521-R · Medical/Vision/Dental-Retired	42,406.95
522 · Insurance - Police	1,527.70
523 · Social Security/Medicare	1,668.50
524 · Social Security - District	2,662.81
527 · PERS - District Portion	66,409.13
528 · PERS - Officers Portion	13,604.49
530 · Workers Comp	27,644.96
Total 500 · Police Sal & Ben	538,411.38
550 · Other Police Expenses	
552 · Expendable Police Supplies	651.32
553 · Range/Ammunition Supplies	1,248.54
554 · Traffic Safety	2,850.00
561 · Vehicle Fuel	3,284.01
562 · Vehicle Operation	269.14
564 · Communications	128,156.31
566 · Radio Maintenance	-5,100.74
567 · Alarm	232.89
568 · Prisoner/Case Exp./Booking	2,637.00
570 · Training	3,348.50
572 · Hiring	5,695.52
578 · POST - Reimburse	300.00
580 · Utilities - Police	2,014.48
582 · Expendable Office Supplies	1,115.18
587 · IT Contract	7,429.64
588 · Telephone	4,910.63
590 · Janitorial	907.65
591 · General Liability Insurance	24,309.17
594 · Community Policing	120.00
595 · Legal/Consulting - Police	717.23
550 · Other Police Expenses - Other	263.31
Total 550 · Other Police Expenses	185,359.78

Kensington Police Protection Community Services District
Income Statement

July 01, 2020 through September 30, 2020

**July 01, 2020 -
September 30, 2020**

635 - Park/Recreation Expenses	
640 - Community Center Expenses	
641 - General Maintenance	280.00
642 - Utilities-Community Center	2,048.54
644 - Landscaping	1,845.00
645 - General Liab./Workers Comp	6,431.71
646 - Community Center Repairs	135.00
Total 640 - Community Center Expenses	<u>10,740.25</u>
650 - Park	
652 - Repairs	609.20
653 - Landscaping	3,075.00
656 - Utilities	5,488.08
657 - General Liab/Workers Comp	6,431.71
659 - Misc	124.06
Total 650 - Park	<u>15,728.05</u>
660 - Annex Expenses	
667 - Annex Landscaping	1,230.00
Total 660 - Annex Expenses	<u>1,230.00</u>
672 - Kensington Park O&M	83.10
674 - Tennis Courts (new title)	21,500.00
Total 635 - Park/Recreation Expenses	<u>49,281.40</u>
800 - District Expenses	
808 - District Salaries	54,662.90
809 - District Payroll Taxes	4,892.04
810 - IT Contract	2,963.19
815 - Admin Communications	900.00
816 - Office Supplies	348.07
819 - Dues/Subscriptions	56.99
820 - Copier Contract	884.89
826 - Board Meetings	23.98
830 - Legal (District/Personnel)	4,185.67
835 - Consulting	16,459.68
840 - Accounting	14,815.00
850 - Insurance	24,309.17
851 - Workers Comp	7,088.45
861 - LAFCO	1,728.55
865 - Police Bldg. Lease	9,150.50
870 - County Expenditures	119.00
890 - Waste/Recycle	650.00
891 - COVID	3,119.50
898 - Misc. Expenses	1,203.84
Total 800 - District Expenses	<u>147,561.42</u>
950 - Capital Outlay	
965 - Personal Police Equipment-Asset	5,773.66
966 - Police Traffic Equipment	1,400.00
969 - Computer Equipment	1,618.77
975 - Community Center Loan Repayment	0.00
985 - Comm. Ctr Renovation (Cap Fund)	140,210.86
Total 950 - Capital Outlay	<u>149,003.29</u>
Total Expense	<u>1,069,617.27</u>
Net Ordinary Income	<u>786,658.82</u>

Kensington Police Protection Community Services District
Income Statement

July 01, 2020 through September 30, 2020

**July 01, 2020 -
September 30, 2020**

Other Income/Expense	
Other Expense	
700 · Bond Issue Expenses	
710 · Bond Admin.	3.00
715 · Bond Interest Income	-341.16
720 · Bond Principal	150,662.12
730 · Bond Interest	3,201.57
Total 700 · Bond Issue Expenses	<u>153,525.53</u>
Total Other Expense	<u>153,525.53</u>
Net Other Income	<u>-153,525.53</u>
Net Income	<u><u>633,133.29</u></u>

BOARD OF DIRECTORS MEETING

October 20, 2020

ITEM 4

SCHEDULE FOR COMPLETION OF ARCHITECTURAL DESIGN AND CONSTRUCTION OF RENOVATED PUBLIC SAFETY BUILDING

SUMMARY OF RECOMMENDATION

Receive an update from the general manager regarding the architect's estimated schedule for completion of the architectural design and construction of the renovated Public Safety Building.

BACKGROUND

The architectural firm of RossDrulisCusenbery (RDC) was initially engaged by the Kensington Fire Protection District (KFPD) to design a necessary renovation of the KFPD Public Safety Building (PSB). On September 11, 2019, RDC presented a design for the PSB that housed only the KFPD. After that, the KPPCSD pursued the idea of having RDC develop a design that would house both departments in the current PSB, and subsequently worked with both the Fire District and RDC for permission to engage RDC.

At its meeting of January 23, 2020, the KPPCSD Board, with the concurrence of the KFPD, approved an agreement with RDC in the amount of \$15,673 for their firm to develop a design for the renovation of the Public Safety Building that could accommodate space needs of both KFPD and the KPPCSD Police Department. It was understood that there was no guarantee that this work by RDC would result in a feasible design, but the Board majority felt that it was worthwhile to fund this important additional attempt at a solution.

During the course of the work by RDC, several technical design issues arose that required additional analysis and meeting(s) with the Contra Costa County Building Official. These issues involved accessibility and seismic requirements for the renovated Public Safety Building, and were outside of the original scope of work contracted for by KPPCSD. To continue this architectural analysis, the KPPCSD provided additional funding for an Extra Service Request (ESR 001), with the cost of that ESR split evenly with the Fire District. The cost to each agency was approximately \$13,000.

On September 17, 2020, KPPCSD staff received from the architect draft conceptual plans for a new Option D (attached) for the renovated Public Safety Building. This conceptual plan incorporates an elevator and a wheelchair lift, and has a redesigned space on the ground floor to improve the layout of the Kensington Police Department based on prior comments from the department. The ground floor also incorporates the Kensington Fire Department's preferred layout for the apparatus bays and support spaces. The conceptual design encloses the outdoor deck area, and includes modifications to meet accessibility codes. Since receiving this Option D, KPPCSD staff have participated in discussions with the architect regarding the conceptual design.

In response to a request by KPPCSD staff, the architects provided a schedule (attached) for general planning purposes that describes the activities and timetable from now through project completion, assuming that there are no unforeseen obstacles. In providing this schedule, the architect noted that,

“This draft schedule is based on durations, not dates, and should be calculated from the formal date we receive Notice To Proceed (with detailed facility design).”

As noted in the draft schedule, the duration of the design phase is approximately 11-12 months from the notice to proceed with this phase, followed by a bid/construction phase of 14-16 months, and a total project duration of 28-30 months.

RECOMMENDATION

Receive an update from the general manager regarding the architect’s estimated schedule for completion of the architectural design process and construction of the renovated Public Safety Building.

FISCAL IMPACT

The initial contract between KPPCSD and RDC was for the amount of \$15,673; the ESR approved by the KPPCSD Board was for an additional \$13,000; and the General Manager authorized a \$3,000 increase to the amount of the ESR. The total cost to date, then, for architectural services by RDC based on these authorized expenditures to date is approximately \$32,000. Funding is from budgeted capital funds.

ATTACHMENTS

Kensington Public Safety Building Draft Workplan/Schedule

SUBMITTED BY:

Bill Lindsay
Interim General Manager

NO.	DESCRIPTION PHASE / TASK	WEEKS	COMMENTS
KENSINGTON PUBLIC SFAETY BUILDING RENOVATION			
1	PREDESIGN / DISCOVERY Building scan & as-built drawings Property Survey Geotechnical / Soils Report	6	
2	SCHEMATIC DESIGN (SD)	6	
3	Schematic Design Cost Estimate	2	
4	Owner Review of Schematic Design Documents	2	
5	DESIGN DEVELOPMENT (DD)	10	
6	Design Development Cost Estimate	2	
7	Owner Review of Design Development Documents	2	
8	CONSTRUCTION DOCUMENTS (CD) 75%	10	
9	75% Construction Documents Cost Estimate		2 wks - Concurrent with County Plan Check
10	Owner Review of 75% CD documents		2 weeks - Concurrent with County Plan Check
11	Utility Approvals		Concurrent with CD tasks
12	County Plan Check Process	12	
13	Construction Documents 100% / Bid Documents	2	
	TOTAL DESIGN PHASE	54	11 - 12 months
14	BID PHASE Bidding Contract Award Notice to Proceed	10	2.5 months
15	CONSTRUCTION PHASE	52	12 months
	TOTAL PROJECT DURATION	116	28 - 30 months

NO.	DESCRIPTION PHASE / TASK	WEEKS	COMMENTS
	TEMPORARY PUBLIC SAFETY BUILDING FACILITY		
			Concurrent with Design Phase of main project. Assumes use of modular structures.
16	SITE IDENTIFICATION & ACQUISITION	8	
17	DESIGN	6	
18	PLAN CHECK & PERMIT PROCESS	4	
19	PROCUREMENT OF MODULAR STRUCTURES	12	
20	CONSTRUCTION AND MODULAR INSTALL	4	
21	MOVE KPSB TO TEMPORARY FACILITY	2	
	TOTAL TEMPORARY FACILITY	36	9 months