



Agenda

Regular Meeting of the Board of Directors Kensington Police Protection and Community Service District

Thursday, March 11, 2021 at 7:00 PM
Via Teleconference

[KPPCSD Board Meeting - Kensington Police Protection and Community Services District](#)

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

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.

Call to Order (President)

Roll Call (Clerk of the Board)

Changes to the Agenda (General Manager)

Closed Session Report (Attorney of the Board)

Community & Consent Calendar Forum (President)

All matters on the Consent Calendar are considered routine and are approved by one motion and vote, unless Board Member or General Manager first requests that a matter be removed for separate discussion and action. Individuals wishing to address the District Board of Directors concerning Consent Calendar items or on matters not already on the agenda are invited to make oral comments of up to three minutes. Please raise your hand via Zoom. When you are called on by the District 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 917 Arlington Ave., Kensington, CA 94707 or llewis@kppcsd.org.

1. Special Meeting Minutes of January 7, 2021 and Regular Meeting Minutes of March 11, 2021

Recommended Action: Approve meeting minutes.

Contact: Lynelle Lewis, District Clerk, llewis@kppcsd.org

2. January 2021 Financial Reports

Recommended Action: Receive and accept financial reports.

Contact: Katherine Korsak, Budget Manager, kkorsak@kppcsd.org

Discussion & Action Calendar (President)

All matters in this section of the Agenda are discussed and will be acted on individually. Members of the public may request to speak on any of these items for up to three minutes when the Board President calls for public comment. Please raise your hand via Zoom. When you are called by the Board President you will be unmuted and you can address the Board. Please state your name clearly for the audio recording. 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 917 Arlington Ave., Kensington, CA 94707 or llewis@kppcsd.org.

3. Kensington Community Council (KCC) Donation to the KPPCSD

Recommended Action: Accept \$15,000 donation from KCC for landscape improvements around the Community Center as previously discussed and agreed to.

Contact: Marti Brown, General Manager, mbrown@kppcsd.org

4. Staff Presentation: Where should the future home of the KPPCSD be located?

Preliminary Needs Assessment and Financial Analysis

Recommended Action: Receive staff presentation and provide policy direction as necessary.

Contact: Marti Brown, General Manager, mbrown@kppcsd.org

Director Comments & Reports

5. Director Comments (President and Directors)

6. General Manager's Report (General Manager)

7. Chief of Police Report (Chief of Police)

Adjournment

The next regular meeting will be held on April 8, 2021.

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, 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 Agenda

Public Safety Building – Colusa Food – Arlington Kiosk and at www.kppcsd.org. Complete agenda packets are available at the Public Safety Building at 217 Arlington Avenue, Kensington, CA 94707.

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, 217 Arlington Ave, Kensington, CA 94707** at the same time that those records are distributed or made available to a majority of the Board.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Tuesday, January 7, 2021

Via Teleconference

Special Closed Session (2:30 p.m.)

CALL TO ORDER

Vice-President Nottoli called to order the Special Closed Session Meeting of the Board of Directors at 3:30 p.m. Directors Rachelle Sherris-Watt, Chris Deppe, and Cyrus Modavi were present at roll call. President Hacaj joined the Closed Session Meeting after roll call.

Staff present included Interim General Manager Bill Lindsay, General Counsel Ann Danforth, and Consultant Frank Rojas.

GENERAL PUBLIC COMMENT

None.

CLOSED SESSION

The Board of Directors met 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 and interview of individual candidates.

ANNOUNCEMENT FROM CLOSED SESSION

Vice-President Nottoli announced that the Board will report out at the Regular Meeting on January 14, 2021.

ADJOURNMENT

President Hacaj adjourned the meeting at 5:12 p.m.

SUBMITTED BY:

Lynelle M. Lewis, District Clerk of the Board

APPROVED: March 11, 2021

Marti Brown, General Manager

Sylvia Hacaj, President of the Board

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Thursday, February 11, 2021

Via Teleconference

Regular Meeting (7:00 p.m.)

CALL TO ORDER [TS 0.00]

President Hacaj called to order the Regular Meeting of the Board of Directors at 7:06 p.m. Directors Rachelle Sherris-Watt, Eileen Nottoli, Cyrus Modavi, and Chris Deppe were present at roll call.

Staff present included General Manager Marti Brown, Interim Police Chief Walt Schuld, General Counsel Ann Danforth, Finance and Business Manager Katherine Korsak, Financial Consultant Jessie Kim, and Clerk of the Board Lynelle M. Lewis.

GENERAL PUBLIC COMMENT [TS 0.03]

- The following persons provided public comment: 1) Catherine de Neergaard said that transparency of information had been diminished and urged reconsidering the elimination of the Finance Committee, and commented on the professionalism of the Police Department; and 2) Linda Lipscomb urged reconsideration of the Finance Committee.

BOARD/STAFF COMMUNICATION

General Manager's Report. [TS 7:01] General Manager Marti Brown reported that staff will be presenting an update on the Public Safety Building at the regular meeting in March. Following that presentation, staff will schedule a joint meeting with the Kensington Fire Protection District (KFPD) Board. Next, she welcomed back Finance and Budget Manager Katherine Korsak, announced the March launch of a monthly newsletter, and reported that trash pickup had resumed at the park.

Police Chief Report. [TS 11:13]. Interim Police Chief Walt Schuld reported that the Annual Use of Force Report 2020 had been completed and is available for viewing on the District's website. He said officers had met the minimum training requirements for weaponless defense and baton proficiency and have been trained on changes in use of force laws. He noted that additional training will be needed in some areas to meet industry standards. Chief Schuld also reported that the Field Training Manual had been certified and the Kensington Police Department (KPD) received a Safe Policing Award from the Department of Justice. Next, Chief Schuld introduced and swore in newly hired Officer Thang Ho, newly promoted Sargent Amit Nath and newly hired Captain Mike Gancz.

Chief Schuld introduced Ms. Elliott who spoke about her personal experience with the KPD following the homicide of her brother Erick Elliot ten years ago. Ms. Elliot commended the Board on the recent hiring of police officers who have experience solving homicides. She asked the Board to consider allowing her to place a memorial in the park for her brother.

Board of Directors Communication. [TS 33:00]

President Hacaj welcomed new General Manager Brown and returning Finance and Business Manager Katherine Korsak. She expressed appreciation for the service of Finance Committee members, and offered assurance that the District intends to provide additional forums for public input on the budget process. President Hacaj said she looked forward to responsibly meeting Kensington's challenges.

Director Deppe reported that he had not received the offers of dedication on the paths, and noted that these are necessary prior to scheduling a meeting with the County. He said that he and Director Sherris-Watt believe it would be good to hold a community meeting in the spring to present the information on the paths and discuss ways forward. This meeting would be scheduled after the joint meeting with the KFPD Board on the Public Safety Building plans.

CONSENT CALENDAR [TS 38:15]

1. Considered Approval of Minutes for the Regular Board Meeting of January 14, 2021.

Director Deppe noted a correction was needed to the last sentence on page 4 of 5 in Item 8 to reference the fact that that the meeting with the Supervisor Gioia and the County is dependent on KPPCSD getting the offers of dedication.

2. Receive Financial Reports for the month of December 2020.

Budget vs. Actual Report December 2021; Balance Sheet November 2021; Income Statement November 2021; and Monthly Income Statement – July 2020 – December 2021.

- President Hacaj made a motion to approve the items on the Consent Calendar with the correction requested by Director Deppe related to the minutes. Director Sherris-Watt seconded the motion, and it carried (5-0) by the following roll call vote: AYES (Directors Nottoli, Sherris-Watt, Modavi, Deppe and Hacaj); and NOES (None).

BOARD DISCUSSION AND DETERMINATION

3. Receive and Approve the 2020-21 Mid-Year Budget Review and any Associated Amendments. [TS 40:54]

General Manager Marti Brown introduced the Mid-Year Budget and proposed recommendations. Finance Consultant Jessie Kim of Maze and Associates presented an overview of District's budgeted versus actual revenue and expenses for the period July 1, 2020 through December 31, 2020. General Manager Brown recommended the transfer of \$1.2 million from the checking account to the Local Agency Investment Fund (savings account). Director Sherris-Watt recommended removing the revenue for Community Center rental, since KPPCSD will not receive any income this fiscal year. General Manager Brown said staff would follow through on this recommendation.

- The following person provided public comment: 1) Linda Lipscomb asked about budgeting for the bond payment and any red flags pointing to a deficit.

- President Hacaj made a motion to approve the 2020-21 Mid-Year Budget with an amendment to zero out the revenue line for the Community Center rental. Director Sherris-Watt seconded the motion and it carried (5-0) by the following roll call vote: AYES (Directors Sherris-Watt, Nottoli, Deppe, Modavi, and Hacaj); and NOES (None).

RESOLUTION NO. 2021-02 – A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT ADOPTING THE MID-YEAR BUDGET AS WELL AS ANY ASSOCIATED AMENDMENTS TO THE BUDGET.

4. Discuss and Approve New KPD Logo Design and Associated \$1,900 Cost to Replace Patch on Police Uniforms. [TS 1:03:19]

Police Chief Schuld reviewed the recommended action to approve a new KPD logo and patch design and associated cost of \$1,900 to replace police uniform patches. Director Modavi suggested enlarging the Golden Gate Bridge on the patch for better visibility.

- The following person provided public comment: 1) David Bergen said he liked the new design; and 2) Linda Lipscomb congratulated Chief Schuld on the induction and promotion of new officers and supported the new logo design.
- President Hacaj made a motion to approve the KPD logo design and the \$1,900 cost to replace the patches. Director Deppe seconded the motion and it carried (5-0) by the following roll call vote: AYES (Directors Deppe, Nottoli, Sherris-Watt, Modavi, and Hacaj); and NOES (None).

5. Discuss and Direct Staff to Prepare a Memorial, Dedication and Donation Policy. [TS 1:12:12]

General Manager Brown summarized the recommended action to direct staff to develop a draft Memorial, Dedication and Donation Policy to bring back to the Board of Directors at a later date for discussion and action. She reported that there has been considerable public interest to memorialize and dedicate monuments in the memory of deceased Kensington residents, as well as accept a variety of donations from members of the public. Following comments, the Board gave direction to General Brown to proceed to prepare an outline of this policy. Director Modavi suggested having the County review this policy.

ADJOURNMENT [TS 1:16:55]

President Hacaj adjourned the meeting at 8:23 p.m.

SUBMITTED BY:

Lynelle M. Lewis, District Clerk of the Board

KPPCSD Meeting Minutes

February 11, 2021

Page 4 of 4

APPROVED: March 11, 2021

Marti Brown, General Manager

Sylvia Hacaj, President of the Board

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING

March 11, 2021

ITEM 2

RECEIPT OF FINANCIAL REPORTS FOR THE MONTH OF JANUARY 2021

SUMMARY OF RECOMMENDATION

Receive financial reports for the month ending January 2021.

ATTACHMENTS

1. Budget vs. actual report for the month ending January 2021
2. Balance Sheet for the month ending January 2021 (with auditor's adjustments and books are now closed as of 6.30.2020 per auditor)
3. Monthly income statement – July 2020 – January 2021

SUBMITTED BY:

Jessie Kim Maze & Associates

&

Katherine Korsak, Finance and Business Manager

Kensington Police Protection Community Services District

Budget vs. Actual

July through December 2020

58%

	Jan. 31, 2021 Actual	Jul. 1, 20 - Jan. 31, 21 Actual	FY20-21 Annual Budget	YTD % of Budget	Jul. 1, 19 - Jan. 31, 20 Actual	FY19-20 Annual Budget	YTD % of Budget
Ordinary Income/Expense							
Income							
400 · Police Activities Revenue							
401 · Levy Tax	1,919,460.09	2,013,957.79	2,008,935.00	100%	1,919,460.09	1,941,000.00	99%
402 · Special Tax-Police	681,750.00	685,710.00	681,750.00	101%	681,750.00	682,000.00	100%
403 · Misc Tax-Police	588,397.68	0.00	0.00	0%	0.00	0.00	0%
404 · Measure G Supplemental Tax Rev	1,624.90	598,395.70	594,872.00	101%	588,397.68	588,400.00	100%
409 · Asset seizure forfeit/WEST NET	0.00	0.00	0.00	0%	0.00	0.00	0%
410 · Police Fees/Service Charges	4,322.65	485.00	1,500.00	32%	1,624.90	1,500.00	108%
411 · Kensington Hilltop Srvc Reimb	54,861.10	0.00	0.00	0%	0.00	0.00	0%
412 · Special Assignment Revenue	10,592.06	0.00	0.00	0%	0.00	0.00	0%
413 · West County Crossing Guard Reim	3,170.60	0.00	0.00	0%	0.00	0.00	0%
414 · POST Reimbursement	1,472.88	2,194.98	3,000.00	73%	4,322.65	0.00	100%
415 · Grants-Police	45,200.02	76,150.02	100,000.00	76%	54,861.10	100,000.00	55%
416 · Interest-Police	588.10	2,971.68	10,000.00	30%	10,592.06	15,000.00	71%
417 · Police Asset Sale	209.37	209.37	0.00	100%	0.00	0.00	0%
418 · Misc Police Income	171.39	1,998.51	5,000.00	40%	3,170.60	10,000.00	32%
419 · Supplemental W/C Reimb (4850)	0.00	0.00	0.00	0%	0.00	0.00	0%
400 · Police Activities Revenue - Other	0.00	0.00	0.00	0%	0.00	0.00	0%
Total 400 · Police Activities Revenue	3,311,820.84	3,382,073.05	3,405,057.00	99%	3,264,179.08	3,337,900.00	98%
405 · Restricted Lost/Found/Misc	5,309.17	5,309.17	0.00	100%			
420 · Park/Rec Activities Revenue							
423 · Misc Tax-Park/Rec	0.00	0.00	0.00	0%	0.00	0.00	0%
424 · Special Tax-L&L	0.00	41,529.06	41,500.00	100%	40,194.86	39,000.00	103%
427 · Community Center Revenue	0.00	0.00	15,000.00	0%	0.00	0.00	0%
438 · Misc Park/Rec Rev	115.00	181.00	0.00	100%	120.00	200.00	60%
439 · Contributions for Community Ctr	400.00	400.00	0.00	100%	0.00	0.00	0%
Total 420 · Park/Rec Activities Revenue	515.00	42,110.06	56,500.00	75%	40,314.86	39,200.00	103%
440 · District Activities Revenue							
448a · Franchise Fees Gross	7,244.44	38,078.21	100,000.00	38%	37,825.80	90,000.00	42%
448b · less Franchise Fees Paid Out	0.00	-16,319.23	-43,000.00	38%	-14,693.80	-38,570.00	38%
456 · Interest-District	500.31	1,212.15	10,000.00	12%	13,033.29	200.00	6517%
458 · Misc District Revenue	0.00	0.00	0.00	0%	-496.40	0.00	100%
440 · District Activities Revenue - Other	0.00	0.00	0.00	0%	0.00	0.00	0%
Total 440 · District Activities Revenue	7,744.75	22,971.13	67,000.00	34%	35,668.89	51,630.00	69%
Total Income	3,325,389.76	3,452,463.41	3,528,557.00	98%	3,340,162.83	3,428,730.00	97%
Expense							
500 · Police Sal & Ben							
502 · Salary - Officers	89,654.18	658,113.63	1,097,545.00	60%	462,978.91	955,791.00	48%
504 · Compensated Absences	0.00	0.00	12,000.00	0%	0.00	9,600.00	0%
506 · Overtime	0.00	61,294.16	60,000.00	102%	101,903.16	75,000.00	136%
508 · Salary - Non-Sworn	2,998.63	23,899.37	40,826.00	59%	10,402.23	52,912.00	20%
510 · Emergency Sick Leave for Self	298.00	931.25	0.00	100%	0.00	0.00	0%
516 · Uniform Allowance	968.19	5,259.48	9,000.00	58%	4,893.76	8,200.00	60%
518 · Safety Equipment	0.00	1,307.43	2,250.00	58%	611.08	2,500.00	24%
521-A · Medical/Vision/Dental-Active	9,431.62	94,196.20	149,243.00	63%	84,576.54	146,536.00	58%
521-R · Medical/Vision/Dental-Retired	16,122.38	120,014.41	174,660.00	69%	112,477.63	186,097.00	60%
521-T · Medical/Vision/Dental-Trust	0.00	0.00	151,304.00	0%	0.00	239,911.00	0%
522 · Insurance - Police	410.90	3,263.00	5,630.00	58%	1,814.50	6,246.00	29%

Kensington Police Protection Community Services District

Budget vs. Actual

July through December 2020

58%

	Jan. 31, 2021 Actual	Jul. 1, 20 - Jan. 31, 21 Actual	FY20-21 Annual Budget	YTD % of Budget	Jul. 1, 19 - Jan. 31, 20 Actual	FY19-20 Annual Budget	YTD % of Budget
523 · Social Security/Medicare	0.00	1,668.50	19,748.00	8%	9,901.63	16,537.00	60%
524 · Social Security - District	1,019.91	6,889.75	0.00	100%	8,148.66	3,281.00	248%
527 · PERS - District Portion	14,235.44	105,253.19	194,834.00	54%	325,924.68	405,090.00	80%
528 · PERS - Officers Portion	361.85	2,883.66	5,866.00	49%	14,156.63	23,393.00	61%
529 · Pension Obln Bond Payment	0.00	0.00	264,016.00	0%	0.00	0.00	0%
530 · Workers Comp	0.00	27,644.96	27,645.00	100%	67,555.81	92,000.00	73%
540 · Advanced Industrial Disability	0.00	0.00	0.00	0%	0.00	0.00	0%
541 · Consultant/Operational Audit	0.00	0.00	0.00	0%	81,505.89	0.00	100%
Total 500 · Police Sal & Ben	135,501.10	1,112,618.99	2,214,567.00	50%	1,286,851.11	2,223,094.00	58%
550 · Other Police Expenses							
552 · Expendable Police Supplies	20.39	2,171.67	2,200.00	99%	699.68	2,200.00	32%
553 · Range/Ammunition Supplies	250.00	2,714.96	5,500.00	49%	397.68	5,500.00	7%
554 · Traffic Safety	0.00	4,319.41	5,000.00	86%	0.00	0.00	0%
560 · Crossing Guard	0.00	0.00	15,000.00	0%	6,701.94	14,893.00	45%
561 · Vehicle Fuel	1,229.01	8,700.23	11,000.00	79%	0.00	0.00	0%
562 · Vehicle Operation	857.93	7,981.99	16,000.00	50%	22,443.08	30,000.00	75%
563 · Vehicle Lease	0.00	0.00	64,000.00	0%	0.00	0.00	0%
564 · Communications	710.90	136,251.69	127,300.00	107%	125,481.36	142,578.00	88%
566 · Radio Maintenance	0.00	-5,620.51	5,000.00	-112%	5,100.74	0.00	100%
567 · Alarm	0.00	465.78	1,000.00	47%	0.00	0.00	0%
568 · Prisoner/Case Exp./Booking	174.14	2,298.99	5,000.00	46%	2,300.84	12,000.00	19%
569 · Storage	0.00	0.00	1,700.00	0%	0.00	0.00	0%
570 · Training	335.00	11,428.68	10,000.00	114%	8,200.77	10,000.00	82%
571 · Records	0.00	450.00	3,500.00	13%	0.00	0.00	0%
572 · Hiring	2,347.00	7,931.73	15,750.00	50%	7,617.80	15,750.00	48%
574 · Reserve Officers	0.00	0.00	4,000.00	0%	0.00	4,000.00	0%
576 · Misc. Dues, Meals & Travel	0.00	2,094.00	2,350.00	89%	4,700.79	2,850.00	165%
578 · POST - Reimburse	0.00	150.00	500.00	30%	0.00	0.00	0%
580 · Utilities - Police	824.51	5,775.90	13,800.00	42%	6,723.70	13,800.00	49%
581 · Bldg Repairs/Maint.	0.00	0.00	3,000.00	0%	313.66	3,000.00	10%
582 · Expendable Office Supplies	207.30	1,705.67	6,500.00	26%	4,391.12	6,500.00	68%
587 · IT Contract	0.00	11,115.64	13,000.00	86%	0.00	0.00	0%
588 · Telephone	1,945.12	12,017.00	27,500.00	44%	3,260.37	5,280.00	62%
590 · Janitorial	438.13	2,139.18	4,000.00	53%	2,076.05	4,000.00	52%
591 · General Liability Insurance	0.00	24,309.17	24,309.00	100%	0.00	0.00	0%
592 · Publications	0.00	3,121.00	3,500.00	89%	3,030.00	3,500.00	87%
593 · Volunteer Programs	0.00	0.00	2,500.00	0%	0.00	0.00	0%
594 · Community Policing	0.00	120.00	4,500.00	3%	0.00	4,500.00	0%
595 · Legal/Consulting - Police	0.00	1,190.60	25,000.00	5%	66,275.18	50,000.00	133%
596 · CAL I.D.	0.00	0.00	6,100.00	0%	5,983.00	6,100.00	98%
599 · Police Taxes Measure G Admin	1,005.13	2,009.82	4,000.00	50%	2,926.48	4,000.00	73%
550 · Other Police Expenses - Other	0.00	263.31	0.00	100%	0.00	0.00	0%
Total 550 · Other Police Expenses	10,344.56	245,105.91	432,509.00	57%	278,624.24	340,451.00	82%
600 · Park/Rec Sal & Ben							
601 · Park & Rec Administrator	0.00	0.00	3,380.00	0%	4,749.76	6,788.00	70%
602 · Custodian	2,700.00	3,900.00	6,000.00	65%	3,235.00	5,250.00	62%
623 · Social Security/Medicare - Dist	0.00	0.00	259.00	0%	0.00	519.00	0%
Total 600 · Park/Rec Sal & Ben	2,700.00	3,900.00	9,639.00	40%	7,984.76	12,557.00	64%
635 · Park/Recreation Expenses							

Kensington Police Protection Community Services District

Budget vs. Actual

July through December 2020

58%

	Jan. 31, 2021 Actual	Jul. 1, 20 - Jan. 31, 21 Actual	FY20-21 Annual Budget	YTD % of Budget	Jul. 1, 19 - Jan. 31, 20 Actual	FY19-20 Annual Budget	YTD % of Budget
640 · Community Center Expenses							
641 · General Maintenance	0.00	280.00	1,000.00	28%	0.00	0.00	0%
642 · Utilities-Community Center	668.00	3,732.86	6,131.00	61%	1,822.76	1,327.00	137%
643 · Janitorial Supplies	0.00	0.00	500.00	0%	125.55	250.00	50%
644 · Landscaping	0.00	2,760.00	7,500.00	37%	0.00	0.00	0%
645 · General Liab./Workers Comp	0.00	6,431.71	6,788.00	95%	0.00	0.00	0%
646 · Community Center Repairs	0.00	135.00	1,500.00	9%	870.93	2,400.00	36%
647 · Rental	0.00	0.00	500.00	0%	0.00	0.00	0%
648 · Community Center Equip Maint	0.00	0.00	0.00	0%	318.62	3,000.00	11%
649 · Misc	0.00	0.00	250.00	0%	0.00	0.00	0%
640 · Community Center Expenses - Other	0.00	0.00	0.00	0%	78.00	0.00	100%
Total 640 · Community Center Expenses	668.00	13,339.57	24,169.00	55%	3,215.86	6,977.00	46%
650 · Park							
651 · General Maintenance	0.00	0.00	48,500.00	0%	0.00	0.00	0%
652 · Repairs	305.20	1,067.00	5,000.00	21%	0.00	0.00	0%
653 · Landscaping	2,645.00	10,845.00	12,500.00	87%	0.00	0.00	0%
654 · Janitorial Supplies	0.00	0.00	250.00	0%	0.00	0.00	0%
655 · Rental	0.00	0.00	500.00	0%	0.00	0.00	0%
656 · Utilities	64.10	7,311.60	13,000.00	56%	0.00	0.00	0%
657 · General Liab/Workers Comp	0.00	6,431.71	6,710.00	96%	0.00	0.00	0%
658 · Levy Administration	0.00	0.00	6,000.00	0%	0.00	0.00	0%
659 · Misc	0.00	124.06	250.00	50%	0.00	0.00	0%
Total 650 · Park	3,014.30	25,779.37	92,710.00	28%	0.00	0.00	0%
660 · Annex Expenses							
662 · Utilities - Annex	0.00	0.00	0.00	0%	0.00	0.00	0%
665 · Annex General Maintenance	0.00	0.00	1,000.00	0%	0.00	0.00	0%
666 · Annex Repairs	0.00	0.00	1,000.00	0%	0.00	0.00	0%
667 · Annex Landscaping	0.00	1,640.00	5,000.00	33%	0.00	0.00	0%
668 · Misc Annex Expenses	0.00	0.00	0.00	0%	0.00	4,000.00	0%
669 · Misc Projects	0.00	0.00	2,000.00	0%	0.00	0.00	0%
Total 660 · Annex Expenses	0.00	1,640.00	9,000.00	18%	0.00	4,000.00	0%
670 · Gardening Supplies	0.00	0.00	0.00	0%	0.00	1,000.00	0%
672 · Kensington Park O&M	2,234.41	5,855.50	0.00	100%	52,104.76	90,600.00	58%
674 · Tennis Courts (new title)	0.00	21,500.00	22,500.00	96%	0.00	10,000.00	0%
678 · Misc Park/Rec Expense	0.00	0.00	0.00	0%	650.00	1,000.00	65%
Total 635 · Park/Recreation Expenses	5,916.71	68,114.44	148,379.00	46%	55,970.62	113,577.00	49%
800 · District Expenses							
808 · District Salaries	12,443.82	107,696.64	282,500.00	38%	104,276.07	227,347.00	46%
809 · District Payroll Taxes	1,376.58	10,709.16	22,000.00	49%	-472.39	17,392.00	-3%
810 · IT Contract	0.00	15,179.64	11,244.00	135%	19,296.16	30,088.00	64%
815 · Admin Communications	515.00	3,783.09	5,000.00	76%	3,730.45	5,000.00	75%
816 · Office Supplies	0.00	810.86	2,000.00	41%	0.00	0.00	0%
817 · Postage	0.00	467.03	500.00	93%	0.00	0.00	0%
818 · Mileage	0.00	0.00	200.00	0%	0.00	0.00	0%
819 · Dues/Subscriptions	0.00	118.94	7,800.00	2%	0.00	0.00	0%
820 · Copier Contract	372.10	2,370.04	6,893.00	34%	3,330.67	6,893.00	48%
825 · Board Continuing Ed/Conferences	0.00	0.00	5,000.00	0%	0.00	0.00	0%
826 · Board Meetings	0.00	35.97	2,000.00	2%	0.00	0.00	0%
830 · Legal (District/Personnel)	4,075.05	30,028.58	85,000.00	35%	124,337.10	80,840.00	154%

Kensington Police Protection Community Services District

Budget vs. Actual

July through December 2020

58%

	Jan. 31, 2021 Actual	Jul. 1, 20 - Jan. 31, 21 Actual	FY20-21 Annual Budget	YTD % of Budget	Jul. 1, 19 - Jan. 31, 20 Actual	FY19-20 Annual Budget	YTD % of Budget
835 · Consulting	0.00	20,491.85	30,000.00	68%	16,737.50	25,800.00	65%
840 · Accounting	28,000.00	59,725.00	35,000.00	171%	51,645.34	51,450.00	100%
850 · Insurance	4,348.13	28,657.30	24,308.00	118%	45,280.36	70,000.00	65%
851 · Workers Comp	0.00	11,876.67	7,088.00	168%	0.00	0.00	0%
860 · Election	0.00	0.00	6,400.00	0%	0.00	0.00	0%
861 · LAFCO	0.00	1,728.55	2,200.00	79%	0.00	0.00	0%
865 · Police Bldg. Lease	3,050.25	21,351.50	40,000.00	53%	21,351.75	36,603.00	58%
870 · County Expenditures	104.00	6,756.06	24,300.00	28%	7,738.12	24,300.00	32%
890 · Waste/Recycle	250.00	1,550.00	5,000.00	31%	1,300.00	51,000.00	3%
891 · COVID	500.00	5,517.16	0.00	100%	0.00	0.00	0%
898 · Misc. Expenses	992.74	12,341.83	10,000.00	123%	24,594.63	26,650.00	92%
899 · Depreciation Expense	0.00	0.00	0.00	0%	0.00	0.00	0%
Total 800 · District Expenses	56,027.67	341,195.87	614,433.00	56%	423,145.76	653,363.00	65%
805 · Retired Medicare Reimbursement	875.40	875.40	0.00	100%			
950 · Capital Outlay							
965 · Personal Police Equipment-Asset	0.00	2,849.29	1,000.00	285%	0.00	0.00	0%
966 · Police Traffic Equipment	0.00	0.00	0.00	0%	1,000.00	0.00	100%
968 · Office Furn/Eq	0.00	861.67	0.00	100%	0.00	0.00	0%
969 · Computer Equipment	0.00	2,044.78	7,000.00	29%	1,296.22	1,500.00	86%
971 · Park Land	0.00	0.00	5,000.00	0%	0.00	0.00	0%
972 · Park Buildings Improvement	0.00	0.00	0.00	0%	0.00	0.00	0%
974 · Other Park Improvements	0.00	0.00	1,500.00	0%	1,445.88	0.00	100%
975 · Community Center Loan Repayment	0.00	0.00	30,617.00	0%	0.00	30,617.00	0%
985 · Comm. Ctr Renovation (Cap Fund)	0.00	140,210.86	245,788.82	57%	1,183,074.10	1,761,670.00	67%
950 · Capital Outlay - Other	31,091.05	31,091.05	0.00	100%			
Total 950 · Capital Outlay	31,091.05	177,057.65	290,905.82	61%	1,186,816.20	1,793,787.00	66%
Total Expense	242,456.49	1,948,868.26	3,710,432.82	53%	3,239,392.69	5,136,829.00	63%
Net Ordinary Income	3,082,933.27	1,503,595.15	-181,875.82	-827%	100,770.14	-1,708,099.00	-6%
Other Income/Expense							
Other Expense							
700 · Bond Issue Expenses							
701 · Bond Proceeds	0.00	0.00	0.00	0%	-65,001.28	0.00	100%
710 · Bond Admin.	2,826.74	5,806.56	0.00	100%	9,977.22	0.00	100%
715 · Bond Interest Income	-147.77	-687.44	0.00	100%	-1,113.33	0.00	100%
720 · Bond Principal	0.00	150,662.12	0.00	100%	149,165.48	0.00	100%
730 · Bond Interest	93,789.42	96,990.99	0.00	100%	6,371.34	0.00	100%
Total 700 · Bond Issue Expenses	96,468.39	252,772.23	0.00	-	99,399.43	0.00	100%
Total Other Expense	96,468.39	252,772.23	0.00	-	99,399.43	0.00	100%
Net Other Income	-96,468.39	-252,772.23	0.00	-	-99,399.43	0.00	100%
Net Income	2,986,464.88	1,250,822.92	-181,875.82	-688%	1,370.71	-1,708,099.00	0%

Kensington Police Protection & Community Services District
Balance Sheet
As of January 31, 2021

	<u>Jan 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
100 · Petty Cash	100.00
110 · CCC Cash Accts	
111 · General Fund-County FMV	1,418.01
112 · General Fund	1,367,691.07
114 · Land & Light-Park O&M	96,334.66
	<hr/>
Total 110 · CCC Cash Accts	1,465,443.74
120 · Mech's Cash Accts	
125 · Property Acct	2,823.13
	<hr/>
Total 120 · Mech's Cash Accts	2,823.13
130 · County Bond Accts	
116 · PB Admin-Cash	-84,127.97
117 · PB Resv-Cash	25,525.45
133 · PB Resv-Inv	93,430.00
	<hr/>
Total 130 · County Bond Accts	34,827.48
134 · CCC LAIF Accounts	
134a · General LAIF	385,284.30
134b · COPS LAIF	654.20
134d · Garbage/Bay View LAIF	1,265.98
134f · LAIF FMV	8,022.57
	<hr/>
Total 134 · CCC LAIF Accounts	395,227.05
Total Checking/Savings	1,898,421.40
Accounts Receivable	
143 · Advance on Prop Taxes	1,497,807.42
144 · Advance on Suppl. Taxes	25,636.87
146 · Advance on LLD Taxes	17,900.50
148 · Interest Receivable	409.13
	<hr/>
Total Accounts Receivable	1,541,753.92
Other Current Assets	
152 · Bond Assessment Receivable	118,304.00
153 · Prepaid Expenses	0.01
	<hr/>
Total Other Current Assets	118,304.01
Total Current Assets	<hr/> 3,558,479.33

Kensington Police Protection & Community Services District
Balance Sheet
As of January 31, 2021

	<u>Jan 31, 21</u>
Fixed Assets	
160 · Police Fixed Assets	
161 · Police Bldg Improvements	200,061.36
162 · Patrol Cars	188,274.73
163 · Patrol Cars Accessories	42,019.64
165 · Personal Police Equipment	39,903.32
166 · Police Traffic Equipment	19,008.23
167 · Station Equipment-Police	61,325.49
168 · Office Furn & Equip	102,129.00
169 · Computer Equip	51,144.10
	<hr/>
Total 160 · Police Fixed Assets	703,865.87
170 · Park/Rec Fixed Assets	
171 · Land	2,808,347.00
172 · Community Center Building	1,924,004.69
173 · Community Center Improvements	158,833.25
174 · Park Improvements	875,874.39
178 · Pk/R Furn & Fixtures	50,600.28
188 · Construction in Progress	229,222.97
	<hr/>
Total 170 · Park/Rec Fixed Assets	6,046,882.58
189 · Accumulated Depreciation	-1,347,618.37
	<hr/>
Total Fixed Assets	5,403,130.08
Other Assets	
190 · Deferred Outflows - OPEB	346,812.00
191 · Deferred Outflows - Pension	5,334,506.00
199 · Suspense	2,525.81
	<hr/>
Total Other Assets	5,683,843.81
	<hr/>
TOTAL ASSETS	14,645,453.22
	<hr/> <hr/>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
220 · Payroll Liabilities	
225 · PERS - (District Portion)	1,404.79
226 · PERS (Officers Portion)	1,829.34
229 · KPOA Dues, Legal Def., Survivor	11.00
	<hr/>
Total 220 · Payroll Liabilities	3,245.13
	<hr/>
Total Other Current Liabilities	3,245.13
	<hr/>
Total Current Liabilities	3,245.13

Kensington Police Protection & Community Services District
Balance Sheet
As of January 31, 2021

	<u>Jan 31, 21</u>
Long Term Liabilities	
240 · 2020 Pension Obligation Bond	4,374,000.00
250 · Bond Debt	
251 · Bond Debt-County	150,647.00
253 · Bond Interest Payable	2,134.38
	<hr/>
Total 250 · Bond Debt	152,781.38
265 · Compensated Absence/Vac Buyback	63,305.62
290 · Community Center Loan	
291 · Community Center Loan - ST	21,815.25
292 · Community Center Loan - LT	207,168.13
	<hr/>
Total 290 · Community Center Loan	228,983.38
295 · Net OPEB Liability	2,371,365.00
296 · Net Pension Liability	4,135,341.00
297 · Deferred Inflows - OPEB	315,686.00
298 · Deferred Inflows - Pension	299,722.00
	<hr/>
Total Long Term Liabilities	11,941,184.38
Total Liabilities	11,944,429.51
Equity	
350 · Invest. in Assets	5,174,146.70
390 · Retained Earnings	-3,877,227.43
391 · Retained Earnings - Bond	154,031.81
Net Income	1,250,072.63
	<hr/>
Total Equity	2,701,023.71
TOTAL LIABILITIES & EQUITY	<hr/> 14,645,453.22 <hr/>

Auditors changes were uploaded on 3.8.2021 and Quickbooks is locked and closed for 6.30.2020.

Changes on the balance sheet reflect items that were incorporated by the auditor.

Large changes to note:

Account 172 - We have updated the value of the community center after the earthquake retrofit and remodel project.

Account 191, 296 and 298 - These are all to account for the Pension Obligation Bond.

Jul '20 - Jan 21

Ordinary Income/Expense

Income

400 · Police Activities Revenue

401 · Levy Tax	2,013,957.79
402 · Special Tax-Police	685,710.00
404 · Measure G Supplemental Tax Rev	598,395.70
410 · Police Fees/Service Charges	485.00
414 · POST Reimbursement	2,194.98
415 · Grants-Police	76,150.02
416 · Interest-Police	2,620.19
417 · Police Asset Sale	209.37
418 · Misc Police Income	1,998.51

Total 400 · Police Activities Revenue	3,381,721.56
--	---------------------

405 · Restricted Lost/Found/Misc

5,309.17

420 · Park/Rec Activities Revenue

424 · Special Tax-L&L	41,529.06
438 · Misc Park/Rec Rev	181.00
439 · Contributions for Community Ctr	400.00

Total 420 · Park/Rec Activities Revenue	42,110.06
--	------------------

440 · District Activities Revenue

448a · Franchise Fees Gross	38,078.21
448b · less Franchise Fees Paid Out	-16,319.23
456 · Interest-District	1,154.51

Total 440 · District Activities Revenue	22,913.49
--	------------------

Total Income	3,452,054.28
---------------------	---------------------

Gross Profit	3,452,054.28
---------------------	---------------------

Expense

500 · Police Sal & Ben

502 · Salary - Officers	658,113.63
506 · Overtime	61,294.16
508 · Salary - Non-Sworn	23,899.37
510 · Emergency Sick Leave for Self	931.25
516 · Uniform Allowance	5,259.48
518 · Safety Equipment	1,307.43
521-A · Medical/Vision/Dental-Active	94,196.20
521-R · Medical/Vision/Dental-Retired	120,889.81
521-T · Medical/Vision/Dental-Trust	0.00
522 · Insurance - Police	3,263.00
523 · Social Security/Medicare	1,668.50
524 · Social Security - District	6,889.75
527 · PERS - District Portion	105,253.19

Kensington Police Protection & Community Services District

03/08/21

Profit & Loss

Accrual Basis

July 2020 through January 2021

	<u>Jul '20 - Jan 21</u>
528 · PERS - Officers Portion	2,883.66
530 · Workers Comp	27,644.96
Total 500 · Police Sal & Ben	1,113,494.39
550 · Other Police Expenses	
552 · Expendable Police Supplies	2,171.67
553 · Range/Ammunition Supplies	2,714.96
554 · Traffic Safety	4,319.41
561 · Vehicle Fuel	8,700.23
562 · Vehicle Operation	7,981.99
564 · Communications	136,251.69
566 · Radio Maintenance	-5,620.51
567 · Alarm	465.78
568 · Prisoner/Case Exp./Booking	2,298.99
570 · Training	11,428.68
571 · Records	450.00
572 · Hiring	7,931.73
576 · Misc. Dues, Meals & Travel	2,094.00
578 · POST - Reimburse	150.00
580 · Utilities - Police	5,775.90
582 · Expendable Office Supplies	1,705.67
587 · IT Contract	11,115.64
588 · Telephone	12,017.00
590 · Janitorial	2,139.18
591 · General Liability Insurance	24,309.17
592 · Publications	3,121.00
594 · Community Policing	120.00
595 · Legal/Consulting - Police	1,190.60
599 · Police Taxes Measure G Admin	2,009.82
550 · Other Police Expenses - Other	263.31
Total 550 · Other Police Expenses	245,105.91
600 · Park/Rec Sal & Ben	
602 · Custodian	3,900.00
Total 600 · Park/Rec Sal & Ben	3,900.00
635 · Park/Recreation Expenses	
640 · Community Center Expenses	
641 · General Maintenance	280.00
642 · Utilities-Community Center	3,732.86
644 · Landscaping	2,760.00
645 · General Liab./Workers Comp	6,431.71
646 · Community Center Repairs	135.00
Total 640 · Community Center Expenses	13,339.57

Profit & Loss

	<u>Jul '20 - Jan 21</u>
650 · Park	
652 · Repairs	1,067.00
653 · Landscaping	10,845.00
656 · Utilities	7,311.60
657 · General Liab/Workers Comp	6,431.71
659 · Misc	124.06
	<hr/>
Total 650 · Park	25,779.37
660 · Annex Expenses	
667 · Annex Landscaping	1,640.00
	<hr/>
Total 660 · Annex Expenses	1,640.00
672 · Kensington Park O&M	5,855.50
674 · Tennis Courts (new title)	21,500.00
	<hr/>
Total 635 · Park/Recreation Expenses	68,114.44
800 · District Expenses	
808 · District Salaries	107,696.64
809 · District Payroll Taxes	10,709.16
810 · IT Contract	15,179.64
815 · Admin Communications	3,783.09
816 · Office Supplies	810.86
817 · Postage	467.03
819 · Dues/Subscriptions	118.94
820 · Copier Contract	2,370.04
826 · Board Meetings	35.97
830 · Legal (District/Personnel)	30,028.58
835 · Consulting	20,491.85
840 · Accounting	59,725.00
850 · Insurance	28,657.30
851 · Workers Comp	11,876.67
861 · LAFCO	1,728.55
865 · Police Bldg. Lease	21,351.50
870 · County Expenditures	6,756.06
890 · Waste/Recycle	1,550.00
891 · COVID	5,517.16
898 · Misc. Expenses	12,341.83
	<hr/>
Total 800 · District Expenses	341,195.87

Kensington Police Protection & Community Services District

03/08/21

Profit & Loss

Accrual Basis

July 2020 through January 2021

	<u>Jul '20 - Jan 21</u>
950 · Capital Outlay	
965 · Personal Police Equipment-Asset	2,849.29
966 · Police Traffic Equipment	0.00
968 · Office Furn/Eq	861.67
969 · Computer Equipment	2,044.78
975 · Community Center Loan Repayment	0.00
985 · Comm. Ctr Renovation (Cap Fund)	140,210.86
950 · Capital Outlay - Other	31,091.05
	<hr/>
Total 950 · Capital Outlay	177,057.65
	<hr/>
Total Expense	1,948,868.26
	<hr/>
Net Ordinary Income	1,503,186.02
Other Income/Expense	
Other Expense	
700 · Bond Issue Expenses	
710 · Bond Admin.	5,806.56
715 · Bond Interest Income	-346.28
720 · Bond Principal	150,662.12
730 · Bond Interest	96,990.99
	<hr/>
Total 700 · Bond Issue Expenses	253,113.39
	<hr/>
Total Other Expense	253,113.39
	<hr/>
Net Other Income	-253,113.39
	<hr/>
Net Income	1,250,072.63
	<hr/> <hr/>



Date: March 11, 2021
To: KPPCSD Board of Directors
From: Marti Brown, General Manager
Subject: Kensington Community Council (KCC) Donation to the KPPCSD

Recommendation:

To accept \$15,000 donation from KCC for landscape improvements around the Community Center as previously discussed and agreed to.

Rationale for Recommendation:

As part of the fundraising efforts and renovations to the Kensington Community Center, the Kensington Community Council agreed to donate \$15,000 toward landscaping and exterior improvements around the Community Center. Formal acceptance of these funds will allow the District to move forward with planning and implementing additional exterior improvements to the Community Center.

Background:

While there were no formal plans and/or neither Boards approved recommendations for landscape and exterior improvements around the Community Center, informal discussions and ideas included purchasing a bench to install near the front doors of the Center, renovating the Center's landscape storage closet, installing irrigation and renovating or purchasing new circular planters near the parking and barbecue areas.

Discussion & Analysis:

Should the Board of Directors approve acceptance of these funds, the Board may wish to direct staff to return to the Board of Directors at a later date with recommendations and options for spending the funds on landscape and exterior improvements around the Center, including the items mentioned in the Background section of this staff report.

Fiscal Impact:

Acceptance of these funds will increase the District's General Fund by \$15,000. Staff recommends allocating them to the Community Center budget until expended on the aforementioned improvements.

Where should the future home of the KPPCSD be located?



Preliminary Needs Assessment & Financial Analysis

Kensington Police Protection and
Community Services District

March 11, 2021



Existing facilities often fail on the criterion of adequate space. In most cases, increases in police services and personnel have not been accompanied by increased space to support them.

It is common for police department staffing and operations to have expanded significantly along with community needs and growth since the time the existing facility was built or acquired. In many cases, an existing police facility may provide very little of the total required space that a detailed space needs analysis will recommend.

**~ Police Facilities Planning Guidelines,
International Association of Chiefs of Police**



Presentation Objectives

To provide an overview and understanding of:

- Current Status of Project
- Existing and Future Working Conditions
- Public Safety Considerations of Employees
- Industry standards for police facilities, and
- Preliminary financial analysis of the most promising options for the future home of KPPCSD.



Presentation Outline

- Introduction & Overview
- Modern Law Enforcement: Today's Regulatory & Administrative Framework
- Industry Standards
- Employee Safety & Continuity of Service
- Location & Housing Options
- Preliminary Financial Analysis



Introduction & Overview



Project Status

- Long standing Fire District and KPPCSD discussions and analysis to renovate the Public Safety Building.
- Several scenarios considered:
 - Renovate existing building footprint for both Fire and KPD.
 - Renovate existing building for Fire District and relocate KPD to another facility:
 - Buy/lease an existing facility for KPD, or
 - Build a new KPD on vacant land.
 - Build a new joint Public Safety Building.
- For the past several months, the focus has been to renovate the existing Public Safety Building and building footprint to accommodate both Fire and Police.
- Meanwhile, KPPCSD staff have also been exploring lease and/or lease-to-own options in the event the renovations cannot accommodate both Fire and Police.



Existing Conditions

- PS Building constructed in 1970.
- Remodeled in 1999.
- Since KPD's establishment in 1946, there has been substantial increase in staffing.
 - 1946 – 2 Police Officers,
 - 1957-'99 – 5 Police Officers, and
 - 2000 to present – 6 to 10 Police Officers.
- There are many more regulatory and reporting demands of law enforcement than when KPD was first established.
- Although staffing and regulatory conditions have increased over the years, there has been no significant expansion of workspace.



Existing Conditions (Cont.)

- Department of Justice Non-Compliance.
- Lack of space for confidential work.
- Currently, there is no owned or leased space for the Administrative staff. With one exception, everyone is working remotely or in temporary spaces.
- Lack of sufficient and confidential physical storage, filing and archiving space.
- Existing working conditions reduce efficient use of staff time (e.g., confidential matters must be postponed due to lack of confidential work area).



Existing Conditions (Cont.)

- Lack of privacy for routine work (e.g., difficult to work in same space when one person is on the phone while another is trying to write a report).
- Insufficient work square footage for social distancing and/or the next public health and safety risk.
- Shortage of restroom facilities.



Modern Law Enforcement: Today's Regulatory & Administrative Framework



Requirements

- **Department of Justice Requirements:**

District is out of compliance. DOJ requires 110 square feet of secured space.

- **Required Evidence Room:**

Contracting out to secure evidence is cost prohibitive and not considered a best practice or the industry standard.

- **Minimum Equipment and Space Requirements:**

- **Patrol Officers** - 3 computers for 6 patrol officers.
- **Sergeants** - 2 computers in one office and adequate space to perform necessary job functions.

- **Confidential Workspace Requirements:**

In addition to the Police of Chief, any other management and Sergeants need work spaces that allow for confidential meetings and discussions (e.g., Internal Affairs investigation, performance evaluations, disciplinary action, meeting with members of the public on confidential matters).



Deficiencies & Constraints

- **Secured Filing, Storage and Archiving:**
Lack of secure physical storage, filing and archiving space, especially for State Regulated & Confidential Files.

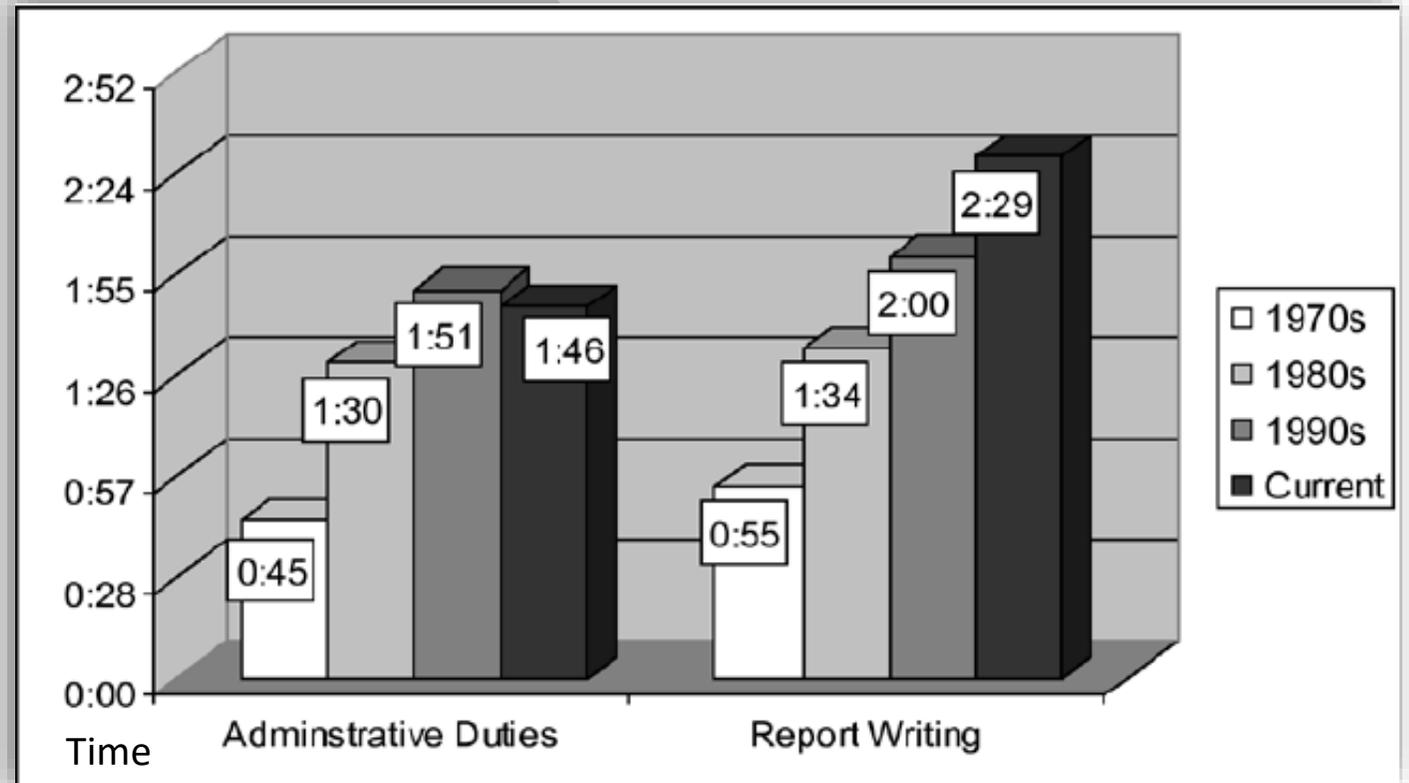
Employee Background Files	Officer Field Training Program files
Internal Affairs Investigations	Homicide/Major Crimes Investigations
Personal Files	Counseling Files
Human Resource Files	Payroll
Evidence Documentation	Citizen Complaints
Fleet Equipment & Building Maintenance	Police Forms (Citations, Towing, Legal)
Community Forms	Department of Justice Data (AB 392)

- **Administrative Staff:**
Insufficient space in PS building to co-locate administrative support staff with KPD.
- **Restroom Facility Shortage:**
There is one restroom on the first floor shared by Police, Fire, Administrative and Civilian Staff as well as the public. There is also one sub-standard bathroom upstairs used by 6 patrol officers.



Administrative Duties – Changes Over Time

While police administrative and reporting duties, as well as the demand for service, have increased substantially over the past 30 years, the number of officers in police departments has not increased proportionally to meet these demands.



Source: Malm, Aili & Pollard, [Utilizing activity-based timing to analyze police service delivery](#). Law Enforcement Executive Forum, 2007.

Routine Duties & Activities

Important and Essential Duties for Police Sergeant and Other Police Management:

- ✓ Plans, schedules, organizes, assigns, reviews and evaluates the work of sworn and non-sworn staff on an assigned shift.
- ✓ Provides input into selection, disciplinary and other personnel matters; may counsel employees as required.
- ✓ Plans, develops, presents and maintains records of training programs; trains staff in work procedures; reviews and approves reports prepared by sworn staff.
- ✓ Oversees, reviews and evaluates a variety of departmental programs and County-wide joint ventures; may represent the department and the District in contacts with other law enforcement agencies.
- ✓ Directs ongoing and sensitive internal affairs investigations.
- ✓ Schedules the work of employees to provide for coverage and makes day-to-day assignments as required by the needs of the department.
- ✓ Assists in the preparation and administration of the departmental budget; prepares grant proposals for various state and federal programs.
- ✓ Performs the full range of patrol duties.



Source: Kensington Police Protection and Community Services District Police Sergeant and Chief of Police Job Description, KPPCSD.org.

Routine Duties & Activities

Administrative Staff Support of KPD Activities:

- ✓ Budget,
- ✓ Payroll,
- ✓ Public information requests,
- ✓ Political matters,
- ✓ Policy related action and response,
- ✓ CalPERS management,
- ✓ PD regulations & Grants,
- ✓ Police Fleet, Purchase Equipment,
- ✓ Legislation and State Mandates,
- ✓ Injury on Duty,
- ✓ Police equipment,
- ✓ Uniforms,
- ✓ Legal related issues,
- ✓ Employee recruitment,
- ✓ Hiring, discipline, and
- ✓ Termination.



Routine Duties & Activities

Officer	
On patrol (% of time)	Admin (% of time)
75%	25%

Sergeant	
On patrol (% of time)	Admin (% of time)
50%	50%

Paperwork consumes officer hours that could be better spent Protecting the public and solving crimes. ~ J. Careless, Police One Magazine, 2019

15 to 20 years ago, officers would spend 10 to 15 percent of their time on administrative tasks, but the number has ballooned to over 50 percent.

~ Chief Michel Moore, LA PD, My News LA, 2019

While incident reporting is vital to police work and helps move criminal proceedings forward, officers spend a significant portion of their workdays on documentation. According to a recent survey, officers say they spend three hours or more per shift on paperwork.

~ M. Geremia, Police Chief Magazine, June 2019



Industry Standards



Employee Workspace

The average net usable square feet per employee ranges broadly from one business to the next. However, survey results show that 93% of companies provide 100 square feet of work space or more per employee.

Survey Results - Square Footage per Employee:

- 41% provide 200 square feet or more.
- 34% provide 150-199 square feet.
- 18% provide 100-149 square feet.
- 4% provide 75-99 square feet.
- 3% provide less than 75 square feet.

Current Kensington PD Employee Office Space:

- 38-56 square feet per employee.



Source: SA Office of Government Wide Policy, Workspace Utilization and Allocation Benchmark Report, July 2011

Proposed Plan:

- Reduces available PD space by 200 square feet from 1220 square feet to 1020.



Police & Fire Operations

- In the United States, it is uncommon for Fire and Police to be co-located in the same facility. For example, out of approximately 18,000 police departments in the United States, less than 150 have consolidated services under one roof.
- However, when a joint public safety building has been ***designed*** to accommodate both professional disciplines with adequate space, there can be financial benefits to co-location.
 - Police Schedule – 12-hour shifts; 24/7.
 - Fire Schedule – Live on site; sleep at night (if there are no 911 calls).



Sources: International Association of Chiefs of Police, 2014; and Pathways to consolidation taking stock of transitions to alternative models of police service, Michigan State University Report, 2015.

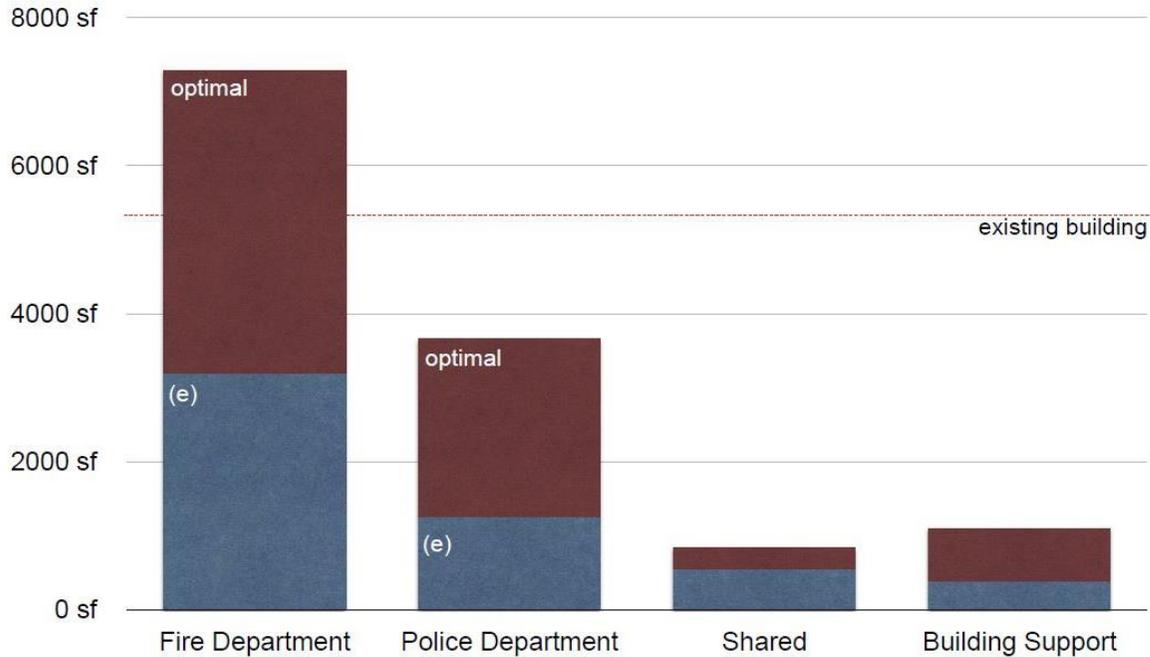
Fire District Feasibility Study Results

DEPARTMENT	EXISTING		REDUCED		OPTIMAL		OPTIMAL WITH CUTS	
	Staff	NSF	Staff	NSF	Staff	NSF	Staff	NSF
FIRE DEPARTMENT	3	3,202	5	5,700	5	7,287	5	5,955
POLICE DEPARTMENT	*5	1,269	7	2,880	8	3,668	8	2,488
SHARED SUPPORT	0	892	0	338	0	838	0	500
BUILDING SUPPORT	0	585	0	990	0	1,100	0	990
Totals	8	5,948	12	9,908	13	12,893	13	9,933

*Table Not Accurate – reflects table as published in 2016. KPD has 10 employees.

Source: Ross, Drulis, Cusenbery, Architecture, Inc., Fire District Feasibility Study, Kensington Fire Station Preliminary Space Requirements (PSR), December 14, 2016.

Fire District Public Presentation - 2019



 existing vs. optimal program areas

Source: Kensington Public Safety Building, Public Forum: Status Update, November 16, 2019.

Employee Safety & Continuity of Service



Considerations

- **PSB Seismically Unsound**

Cracks are visible in the Office walls.

- **Employee Health & Safety - Confined Workspace**

The current situation presents serious health and safety challenges for first responders working in close proximity without adequate ventilation.

- **Public Health Preparedness**

The current co-location hinders comprehensive preparedness for the next pandemic and/or public health emergency.

- **Disadvantage of Co-Location**

The PSB would likely be uninhabitable post-earthquake or fire eliminating Kensington's only first responder facility and likely damaging apparatus and vehicles.

- **Advantage of Separate Facilities**

To mitigate the potential of irreparable damage to both police and fire facilities and apparatus/vehicles at the same time during a local/regional public health and safety emergency.



Location/Housing Options & Preliminary Financial Analysis



Location/Housing Options

- **Option #A:**
KPD to stay in the PS Building and lease 1020 square feet of newly renovated space from the Fire District.
Administrative staff to be located in separate leased location.
- **Option #B:**
KPPCSD lease space in separate location and co-locate KPD and administrative staff together.
- **Option #C:**
KPPCSD and/or Fire District separate or together construct new PS building on vacant land in the District.



Preliminary Financial Analysis

- **Option #A:**

KPD to stay in the PS Building and lease 1020 square feet of newly renovated space from the Fire District. Administrative staff to be located in separate location.

- **Cost*:**

- Temporary location during renovation, tenant improvements : ~\$150K.
- Currently, the District Pays the Fire District \$3050 per month.
- Although currently unknown, after renovation the lease rate will increase.
- Administrative staff will need to lease a separate physical location estimated to cost a minimum of \$900 per month.



Preliminary Financial Analysis

- **Option #B:**
KPD and Administrative staff lease
(or lease-to-buy/own) space in separate location.
- **Cost (Tenant Improvements Only):**
 - **Minimum Upgrade - \$150-300/square foot,**
includes minor interior remodeling, tenant
improvements and minor electrical upgrades.
Example: 2500 square feet = \$375,000 to \$750,000
 - **Medium Level Upgrade - \$400-600/square foot,**
Greater electrical upgrades and improvements.
Example: 2500 square feet = \$1-1.5 Million
 - **Highest Level Upgrade - \$800-1200/square foot,**
Ensures the highest level of upgrades, everything to
code and seismically sound.
Example: 2500 square feet = \$2-3 Million



Preliminary Financial Analysis

- **Option #B (Cont.):**
KPD and Administrative staff lease space in separate location.



Potential Lease Rate (Post TI) – 15 Year Lease:

	FIRST 2 YEARS			3 rd YEAR	4 th – 15 th YEARS			+ CPI in YEAR 6, 8, 10, 12, 14
	COST	NSF	ADDITIONAL	COST	ADDITIONAL	COST	COST	CPI
UPSTAIRS	\$2,800/Mo	1041	+ \$200/Mo	\$3,000/Mo	+ \$500/Mo	\$3,500/Mo	\$70-\$350	2%
DOWNSTAIRS OFFICE + BASEMENT	\$2,500/Mo	1,615	+ \$500/Mo	\$3,000/Mo	+ \$300/Mo	\$3,800/Mo	\$76-\$380	2%
Totals	\$5,300/Mo	2,656 Sq Ft	+ \$700/Mo	\$6,000/Mo	+ \$800/Mo	\$7,300/Mo	\$146-\$730	\$7,466 - \$8,030

Preliminary Financial Analysis

- **Option #C:**
KPPCSD and/or Fire District separate or together construct new optimal PS building on vacant donated land in the District.
- **Cost:**
 - **Land donated and new construction: ~ 800/square foot.**
 - **PD and Admin Staff Only: 3,000 SF; \$2.4 Million***
 - **Fire, PD and Support Staff: 10,000 SF; \$8 Million***



**Source: based on the "Optimal with Cuts" scenario from the Fire District Feasibility Study, 2014.*

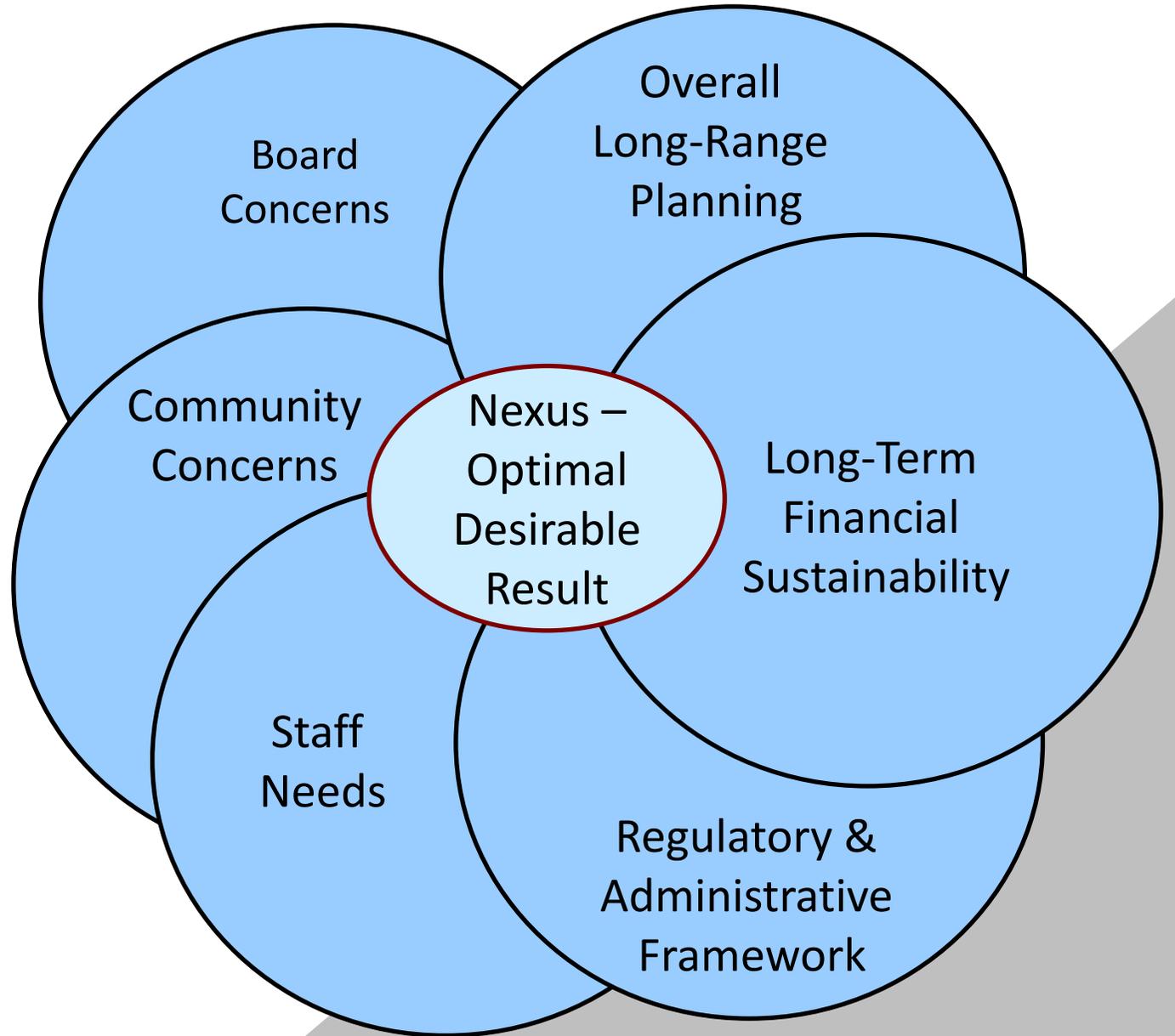
Preliminary Financial Analysis

Side by Side Cost Comparison of Options

Item	Option #A: Stay in PS Building	Option #B: Lease Space	Option #C: Construct New Building
Space	KPD – 1020 Sq. Ft. Admin. – 310 Sq. Ft.	2656 Sq. Ft. (both KPD and Admin.)	3000 Sq. Ft. or 10,000 Sq. Ft. (with or without Fire)
One-Time Expense	~ \$150K (Tenant Improvements to Temporary Space)	~ \$375K to \$3 Million*	~ \$2.4 Million or \$8 Million
On-going Expense	> \$4000/month	\$5300 to \$8030 (over 15 years)	Ongoing Building and Site Maintenance

*One-time cost for tenant improvements likely in the minimum to medium upgrade range. See slide 26.

Conclusion: Responding to the Present, Preparing for the Future



Discussion & Questions

