



Agenda

Kensington Police Protection and Community Services District

**Board of Directors
Regular Meeting (Hybrid)
Thursday, March 9, 2023**

**6:00 p.m. Closed Session
7:00 p.m. Regular Meeting**

**Kensington Community Center
59 Arlington Avenue, Kensington, CA
www.kppcsd.org/2023-03-09-kppcsd-board-meeting**

NOTE: Those attending the meeting in person must wear masks and observe social distancing. Please see Board approved Covid Protocols listed at the end of the agenda.

Virtual Access:

<https://us02web.zoom.us/j/83412371161?pwd=UStmS2k0ZTZwMUl6eisvSjVnS3p2Zz09>

Zoom ID: 834 1237 1161 **Passcode:** 845181

Telephone: 669-900-9128 (*845181); 666-444-9171 (*845181)

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

Closed Session – 6:00 p.m.

Call to Order

Roll Call

1. CONFERENCE WITH LEGAL COUNSEL--PENDING LITIGATION
Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2) paragraph (2) of subdivision (d) of Section 54956.9: (one potential case)

Regular Meeting - 7:00 p.m.

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

4. **Public Comment**

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

5. **Meeting Minutes for February 9 and February 23, 2023**

Recommended Action: Approve meeting minutes.

6. **Financial Reports and Ratification of Bills for February 2023**

Recommended Action: Receive and accept financial reports and ratify bills for February 2023.

Discussion and Action

7. **Updates from *Ad Hoc* Board Committees**

Recommended Action: Receive updates from the Board *ad hoc* committees established at the January 12, 2023 board meeting.

- a. Police Department & District Office Permanent Location Committee (Directors Aquino-Fike and Gough)
- b. Update on Park Re-planting Strategy Committee (Directors Duggan and Gough)
- c. Announcement of Neilson Park Dedication jointly hosted by KIC and KPPCSD scheduled for April 14th at the park on Coventry and Arlington (Director Gough)
- d. Update on Consolidation Joint Meeting with the KFPD (Director Gough)

Comments & Reports

8. **Police Chief Report**

9. **General Manager's Report**

- KCC Recreation Office Report March 2023

10. **Director Comments**

11. **Board Correspondence**

12. **Adjournment**

The next regular meeting is scheduled for April 13, 2023.

General Information

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

Posted Agenda

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

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

KPPCSD Board Approved Meeting Protocols:

(Adopted November 10, 2022)

- Masks must be worn over the mouth and nose throughout the meeting. An N95 or surgical mask is required. Cloth masks, gaiters and bandanas are not acceptable.
- Masks must be worn regardless of vaccination status by all meeting attendees.
- Masks will be provided upon request.
- Surfaces will be sanitized between meetings.
- Sanitary wipes will be available for use at the podium.
- Rows of chairs will be set up with 6-foot distancing.
- You are welcome to sign the attendance log. Attendees who do so will be notified if a Board or staff member or community member (who notifies us) contracts Covid within 4 days of the meeting. No names or personal information will be shared.
- Please no eating or drinking during the meeting. If you must eat or drink, please do so outside the Community Center.
- Outside doors will be open throughout the meeting, please dress appropriately.
- If you are ill, please stay home and engage electronically.
- Vaccination/boosters for Covid-19 and the flu are recommended for those eligible.
- Hand Sanitizer will be available.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Wednesday, February 9, 2023

Regular Meeting (Hybrid)

7:00 p.m.

Call to Order [TS 2:41]

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

Roll Call [TS 2:50]

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

Staff present included Interim General Manager Tony Constantouros, General Counsel Ann Danforth, and Clerk of the Board Lynelle M. Lewis.

[TS 3:06] President Aquino-Fike provided an update on the tree removal schedule at Kensington Park scheduled for February 20-24, 2023.

Public & Consent Calendar Comments [TS 4:21]

Addressing the Board were the following persons: 1) Lynn Wolter read a letter from Mark Constantini urging the Board to redeliver the letter to the Kensington Fire Protection District (KFPD) regarding KPPCSD's interest in having both agencies housed in the renovated Public Safety Building (PSB); 2) A. Stevens Delk commented that the Financial Reports did not show Bayview franchise fee payments to the County, and urged reinstatement of the Finance Committee; and 3) Rodney Paul commented on the Ardmore Path damage, and urged the District to address public ownership of the paths.

Consent Calendar [TS 18:06]

- Motion by President Aquino-Fike, seconded by Director Duggan, to approve Consent Calendar Items 1-4, carried (5-0) by the following roll call vote: (AYES) Directors Duggan, Gough, Hacaj, Nottoli, and Aquino-Fike; (NOES) None; and (ABSENT) None.
1. **Teleconference Meetings During State of Emergency**

Adopt Resolution No. 2023-02 – A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Services District Making Findings And Determining A Need To Continue Holding Remote Meetings By Teleconference.
 2. **Meeting Minutes for January 12, 2023 and February 1, 2023**

Approved meeting minutes.
 3. **Financial Reports**

Received and accepted financial reports through November 2022.

4. Receive 2022-2023 Tax Levy Reports for Police and Park Taxes

Received and accepted the Annual Summary Reports for Police, Police Supplemental, and Kensington Park Tax Levies for FY 2022-2023.

Discussion and Action

5. Interim GM Search [[TS 19:22](#)]

President Aquino-Fike announced that tonight's meeting would be the last for Interim General Manager Tony Constantouros. President Aquino-Fike recommended approval of a contract with David Aranda as the new Interim General Manager. General Counsel Ann Danforth summarized the recruitment process and the contract provisions.

- The following persons addressed the Board: 1) A. Stevens Delk pointed out that the word “hours” was missing in the proposed contract on page 2 under Terms (line 3); 2) Mabry Benson asked about Mr. Aranda's general manager's experience in California and commented that the community should have been provided more background information; 3) Lynn Wolter commented on her prior positive interactions with Mr. Aranda; and 4) Lin Due commented that the last recruiter should have been used as a cost saving measure since their service was still under contract in light of the District's need to save money for the Police Department relocation.
- Motion by Director Duggan, seconded by Vice-President Gough, that the Board approve the contract with David Aranda as Interim General Manager, carried (4-1) by the following roll call vote: (AYES) Directors Duggan, Gough, Hacaj, and Aquino-Fike; (NOES) Nottoli; and (ABSENT) None.

6. Updates from *Ad Hoc* Board Committees [[TS 49:36](#)]

President Alexandra Aquino-Fike provided an update on the Police Department & District Office Permanent Location Committee (“Committee”). She reported that the Committee and the Kensington Fire Protection District (KFPD) Temporary Public Safety Building (PSB) Committee have been meeting for the past four weeks. The Committee also has been meeting with Police Chief Gancasz. She noted that the Committee's priority is to fully learn from the safety experts their operations, challenges, and needs with the shared goal to build a strong, modern, stable Police Department (PD) physically based in Kensington. They are identifying a joint understanding of what the terms of dual occupancy of the PSB would look like and this will be presented in the form of a recommendation to the full board. She pointed out that dual occupancy is still the focus of current conversations, and the Committee anticipates sharing the details with the Board and public shortly.

Director Duggan provided an update from the Kensington Park Re-planting Strategy Committee. She reported on the planned tree removal in Kensington Park scheduled for February 20-24th. She also reported that she and Vice-President Gough met with KFPD Fire Chief Eric Saylor and representatives of Good Guests Kensington to seek their recommendations for the park. She went on to report that Laura Callen of Good Guests is connecting the Committee with other partners and the U.C. Berkeley Landscape Department

staff. Director Duggan noted that they have a meeting scheduled with Timothy Cole of Blake Gardens and would be adding Hilltop School staff as a partner. In concluding, she invited everyone to a community meeting scheduled for Monday, February 27th to provide input on the replanting of Kensington Park.

Director Hacaj asked questions of the Permanent Location Committee regarding the timeline of presenting the recommendations. Vice-President Gough said community input would be part of the process and that their conceptual recommendations for the permanent location would be presented at a special meeting. Next, Director Hacaj reported that a community member suggested that the Park Re-planting Strategy Committee consider a mix of deciduous and evergreen trees or shrubs. Director Hacaj recommended using a facilitator for the special meeting on the permanent relocation.

- Addressing the Board was Lin Due who suggested announcing the special meeting on the permanent location in the Kensington Outlook.

7. **KCC Contract Update** [[TS 1:03:46](#)]

Director Hacaj reported that the negotiating team has been discussing the contract details; however, they have not been able to come to terms on a final agreement.

8. **Proposed KPPCSD/KFPD Joint Meeting with Contra Costa LAFCO** [[TS 1:11:35](#)]

Vice-President Sara Gough reported that Contra Costa LAFCO Executive Officer Lou Ann Teixeira has agreed to speak to the KPPCSD and KFPD Boards about the consolidation process in March or April. She noted the presentation is only informational, and said that community members could submit questions to her at SGough@kppcsd.org in advance of the presentation.

9. **Options to Improve Community Engagement at Meetings** [[TS 1:15:59](#)]

Director Duggan presented several items for consideration to improve community engagement in board meetings (both virtually and in-person) and asked for community input. These suggestions included: permanent hybrid meetings; switching from a Zoom webinar to a meeting format so the community could be visible; starting meetings earlier; changing the agenda order (i.e. placing consent calendar last, moving closed session to later part of meeting, and having the police report earlier); reading citizen's letters aloud; more community listening meetings; placing the Zoom link on the KPPCSD home page; appointing one speaker for groups talking on the same topic; and improving accessibility.

Board members provided varied viewpoints on reading letters into the record. President Aquino-Fike said the Board would continue to explore the ideas with next Interim General Manager.

- Addressing the Board were the following persons: 1) Larry Nagel, former KFPD Board President, spoke about their practice for reading letters into the public record; 2) Mabry Benson commented that it would be unfair to allow the reading of long letters when other public comments are limited to 3 minutes, and suggested having a section on the website to post letters; 3) Lisa Caronna commented that reading letters can be problematic and

suggested having a place on the agenda for public correspondence; and 4) Sylvia Elsbury suggested publishing letters in the agenda packet.

Comments & Reports

10. Director Comments.

- President Aquino-Fike announced that Interim General Manager Tony Constantouros would be stepping down after tonight’s meeting and thanked him for his guidance to all the new board members.
- Director Nottoli thanked Mr. Constantouros for all his help over the years and for being the District’s first professional general manager.
- Former Director Mike Logan praised and thanked Mr. Constantouros for his second round as general manager, for his responsiveness, and said it was a pleasure working with him. Mr. Logan also relayed sentiments of gratitude from former Director Rachelle Sherris-Watt.
- Vice-President Gough thanked Mr. Constantouros for making this a smooth transition for the new board members and wished him well.
- Director Hacaj thanked Mr. Constantouros for his service to the Board, herself, and to the Kensington Community. She also relayed thanks and best wishes from former Director Chris Deppe.

11. General Manager’s Report

Interim General Manager Constantouros commented on his tenure and recognized the board members and staff who worked with him on numerous critical District issues over the past 3.5 years. He also commented that the District was in good hands with the new board members. Mr. Constantouros recognized the dedicated Police Department and staff who are committed to the community, General Counsel Danforth for her guidance, and thanked his wife and children for their support.

The Kensington Community Council submitted their February 1, 2023 KCC Recreation Office.

12. Police Chief Report

Chief of Police Michael Gancasz presented highlights from the Kensington Police Department (PD) Monthly Report. He noted that a new officer had joined the department, there were two additional applicants in the background process, and anticipated that the PD would be fully staffed by March. He reported that the PD received a certificate of compliance from the Department of Justice, the PD stepped up their community outreach regarding online fraud issues, and he provided an update on officer training.

13. Board Correspondence

None.

Adjournment

The meeting was adjourned at 9:06 p.m.

The next regular meeting is scheduled for March 9, 2023.

SUBMITTED BY:

Lynelle M. Lewis, District Clerk of the Board

APPROVED: March 9, 2023

David Armanda, Interim General Manager

Alexandra Aquino-Fike, President of the Board

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Thursday, February 23, 2023

Special Meeting

(Zoom Teleconference)

2:45 p.m.

Call to Order [TS 15:42]

President Aquino-Fike called the meeting to order at 2:46 p.m.

Roll Call [TS 15:43]

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

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

Public & Consent Calendar Comments [TS 16:35]

- Addressing the Board was Lin Due who pointed out an error in the date listed in Item 2 (i.e. should be May 31, 2023 rather than July 13, 2023).

Discussion and Action

1. Filling Board Vacancy

Interim General Manager David Aranda announced that on February 10, 2023 the past Interim General Manager Tony Constantouros and the Board President received the resignation of Director Eileen Nottoli effective March 10, 2023. He presented a list of recommendations for Board consideration as follows: 1) Motion to accept Ms. Nottoli's resignation; 2) Approve the posting for the vacancy; 3) Approve placing an application and information online for interested parties to apply for the vacant seat; and 4) Approve placing on the April 13th agenda the selection of an individual to be appointed as a Director for KPPCSD.

- Motion by Director Duggan, seconded by Director Hacaj, that we accept Eileen Nottoli's resignation from the Board, carried (4-0) by the following roll call vote: (AYES) Directors Duggan, Gough, Hacaj, and Aquino-Fike; (NOES) None; and (ABSENT) None.

The Board discussed the Notice of Vacancy of the Board of Directors and suggested adding a contact phone number to the Notice.

- Motion by Director Hacaj, seconded by Vice-President Gough, to direct staff to post the Notice of Vacancy resulting from Eileen Nottoli's resignation in all regular places where our agenda is posted which also includes our agenda distribution list, carried (4-0) by the following roll call vote: (AYES) Directors Duggan, Gough, Hacaj, and Aquino-Fike; (NOES) None; and (ABSENT) None.

Next, the Board discussed options for either election or appointment to fill the vacancy, and there was consensus to opt for the appointment process. Interim General Manager Aranda presented two options for director applications for the Board's consideration (the former KPPCSD application and one from Stallion Springs Community Services District). There was board discussion about the form, candidate vetting, references, proof of residency, and word limits.

- Motion by President Aquino-Fike, seconded by Director Hacaj, to keep questions 1-4 on the former KPPCSD application form with the edit of combining questions 5 and 6 and deleting question 8, carried (4-0) by the following roll call vote: (AYES) Directors Duggan, Gough, Hacaj, and Aquino-Fike; (NOES) None; and (ABSENT) None.

Interim General Manager Aranda reviewed the proposed timeline. The Notice of Vacancy will be made available in hard copy and electronically on the KPPCSD website posted by the middle of next week, application deadline of April 6th, and board consideration at the regular meeting of April 13th.

2. **Contract with Kensington Community Council (KCC)** [[TS 47:18](#)]

Director Hacaj reported that KPPCSD and Kensington Community Council have been negotiating a new agreement since July 2022, meeting several times for at least 90 minutes in July, November, and December 2022 and continues to work cooperatively toward a draft to present to both boards. The current extension was authorized on December 8, 2022 and expires February 28, 2023.

- Motion by Director Duggan, seconded by Vice-President Gough, to extend the existing contract between the KPPCSD and the KCC until May 31, 2023, carried (4-0) by the following roll call vote: (AYES) Directors Duggan, Gough, Hacaj, and Aquino-Fike; (NOES) None; and (ABSENT) None.

Adjournment [[TS 50:41](#)]

The meeting was adjourned at 3:21 p.m.

The next regular meeting is scheduled for March 9, 2023.

SUBMITTED BY:

Lynelle M. Lewis, District Clerk of the Board

APPROVED: March 9, 2023

David Aranda, Interim General Manager

Alexandra Aquino-Fike, President of the Board



KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING

March 9, 2023

ITEM 6

FINANCIAL REPORTS THROUGH THE MONTH OF DECEMBER 2022 and RATIFICATION OF BILLS FOR FEBRUARY 2023

SUMMARY OF RECOMMENDATION

Receive financial reports presented for FY 2022-2023 through December 2022.

Ratify Bills in Accounts Payable reports for February 2023

ATTACHMENTS

1. December 2022 Summary Balance Sheet
2. December 2022 Revenue and Expense Report - Budget vs Actual
3. February 2023 Accounts Payable Reports

SUBMITTED BY:

Lisa Mundis

Lisa Mundis
Finance Director

Kensington Police Protection & Community Services District

Revenue Expense

Budget to Actual

July through December 2022

	Jul - Dec 22	YTD Budget	Over/(Under)		Annual Budget	% of Budget
			Budget	% of YTD Budget		
REVENUE						
400 · Police Activities Revenue						
401 · Levy Tax Police- Co. Prop. 1%	2,299,109	2,201,900	97,209	104.4%	2,201,900	104.4%
402 · Special Tax-Police	685,470	720,000	(34,530)	95.2%	720,000	95.2%
404 · Measure G Supplemental Tax PD	651,974	652,300	(326)	100.0%	652,300	100.0%
410 · Police Fees/Service Charges	4,736	6,000	(1,264)	78.9%	12,000	39.5%
414 · POST Reimbursement	4,624	15,000	(10,376)	30.8%	125,000	3.7%
415 · COPS/Other PD Grants	112,780	105,000	7,780	107.4%	175,000	64.4%
418 · Reimbursements/Refunds	0	3,000	(3,000)	0.0%	6,000	0.0%
Total 400 · Police Activities Revenue	3,758,694	3,703,200	55,494	101.5%	3,892,200	100.0%
420 · Park/Rec Activities Revenue						
424 · Special Tax-L&L Parks	44,359	44,400	(41)	99.9%	44,400	99.9%
427 · Community Center Revenue	23,705	30,000	(6,295)	79.0%	57,700	41.1%
438 · Tennis Court Revenue	931	750	181	124.1%	1,500	62.1%
439 · Other Community Center Revenue	0	7,500	(7,500)	0.0%	15,000	0.0%
Total 420 · Park/Rec Activities Revenue	68,995	82,650	(13,655)	83.5%	118,600	100.0%
440 · District Activities Revenue						
456 · Interest-District	3,948	2,504	1,444	157.7%	5,000	79.0%
458 · Other District Revenue	34,044	4,900	29,144	694.8%	9,700	351.0%
Total 440 · District Activities Revenue	37,992	7,404	30,588	513.1%	14,700	100.0%
460 · Waste Removal Revenue						
461 · Waste Removal Franchise Fee	39,037	55,010	(15,973)	71.0%	110,000	35.5%
Total 460 · Waste Removal Revenue	39,037	55,010	(15,973)	71.0%	110,000	35.5%
TOTAL REVENUE	3,904,718	3,848,264	56,454	101.5%	4,135,500	100.0%

Kensington Police Protection & Community Services District

Revenue Expense

Budget to Actual

July through December 2022

			Over/(Under)	% of YTD		
	Jul - Dec 22	YTD Budget	Budget	Budget	Annual Budget	% of Budget
EXPENSE						
500 · Police Salary and Benefit Exp						
502 · Salary - Officers	468,553	593,900	(125,347)	78.9%	1,114,880	42.0%
506 · Overtime	83,052	50,020	33,032	166.0%	100,000	83.1%
508 · Salary - Non-Sworn	31,886	34,050	(2,164)	93.6%	68,100	46.8%
509 · Hiring Bonus	12,000	9,800	2,200	122.4%	20,000	60.0%
521-A · Medical/Vision/Dental-Active	65,175	86,360	(21,185)	75.5%	172,700	37.7%
521-R · Medical/Vision/Dental-Retired	93,217	80,300	12,917	116.1%	160,400	58.1%
521-T · Medical/Vision/Dental-Trust	0	75,900	(75,900)	0.0%	89,820	0.0%
522 · Officer Life Insurance	1,410	5,060	(3,650)	27.9%	10,100	14.0%
523 · SocialSecurity/Medicare-Police	8,435	7,650	785	110.3%	15,300	55.1%
524 · Social Security - District	1,886	5,810	(3,924)	32.5%	11,600	16.3%
527 · PERS - District Portion	102,123	116,900	(14,777)	87.4%	233,750	43.7%
529 · Pension Obln Bond Payment	249,697	165,730	83,967	150.7%	331,450	75.3%
530 · Workers Comp	39,533	22,460	17,073	176.0%	44,900	88.0%
Total 500 · Police Salary and Benefit Exp	1,156,968	1,253,940	(96,972)	92.3%	2,373,000	48.8%
550 · Police Operating Expenses						
552 · Office Supplies and Expenses	6,422	6,670	(248)	96.3%	13,300	48.3%
553 · Police Equipment and Supplies	12,769	14,250	(1,481)	89.6%	28,500	44.8%
554 · Traffic Safety	702	16,010	(15,308)	4.4%	32,000	2.2%
560 · Crossing Guard	6,372	8,920	(2,548)	71.4%	17,800	35.8%
561 · Fleet Expense	21,627	45,750	(24,123)	47.3%	91,500	23.6%
563 · Vehicle Lease	19,857	0	19,857	100.0%	0	0.0%
564 · IT and Communications	188,756	96,652	92,104	195.3%	193,300	97.6%
568 · Evidence	9,662	3,000	6,662	322.1%	6,000	161.0%
570 · Training and Travel Exp	5,766	12,520	(6,754)	46.1%	25,000	23.1%
571 · Records	0	3,000	(3,000)	0.0%	6,000	0.0%
572 · Hiring	3,247	10,010	(6,763)	32.4%	20,000	16.2%
574 · Reserve Officers	0	1,760	(1,760)	0.0%	3,500	0.0%
576 · Dues and Subscriptions	3,132	2,510	622	124.8%	5,000	62.6%
588 · Telephone	17,089	15,150	1,939	112.8%	30,300	56.4%
591 · General Liability Insurance	40,177	21,100	19,077	190.4%	42,100	95.4%
592 · Printing and Publications	1,433	4,610	(3,177)	31.1%	9,200	15.6%
593 · Volunteer Programs	0	1,270	(1,270)	0.0%	2,500	0.0%
594 · Community Events	1,107	2,510	(1,403)	44.1%	5,000	22.1%

Kensington Police Protection & Community Services District

Revenue Expense

Budget to Actual

July through December 2022

			Over/(Under)	% of YTD		
	Jul - Dec 22	YTD Budget	Budget	Budget	Annual Budget	% of Budget
595 · Legal/Consulting - Police	8,450	4,500	3,950	187.8%	9,000	93.9%
599 · Police Taxes Administration	1,049	2,770	(1,721)	37.9%	5,500	19.1%
Total 550 · Police Operating Expenses	347,618	272,962	74,656	127.4%	545,500	63.7%
TOTAL POLICE DEPARTMENT EXPENSE	1,504,586	1,526,902	(22,316)	98.5%	2,918,500	51.6%
600 · Park/Rec Sal & Ben						
601 · Park & Rec Administrator	16,629	20,752	(4,123)	80.1%	41,500	40.1%
602 · Custodial/Cleaning Services	3,600	22,500	(18,900)	16.0%	45,000	8.0%
623 · Social Security/Medicare - Dist	0	5,400	(5,400)	0.0%	10,800	0.0%
Total 600 · Park/Rec Sal & Ben	20,229	48,652	(28,423)	41.6%	97,300	20.8%
635 · Park/Recreation Expenses						
640 · Community Center Expenses						
641 · General Maintenance	11,100	1,500	9,600	740.0%	3,000	370.0%
642 · Utilities-Community Center	6,494	9,750	(3,256)	66.6%	19,500	33.3%
643 · Janitorial Supplies	1,297	600	697	216.2%	1,200	108.1%
644 · Landscaping	23,330	6,520	16,810	357.8%	13,000	179.5%
645 · General Liab./Workers Comp	9,390	3,500	5,890	268.3%	3,500	268.3%
646 · Community Center Repairs	5,104	3,750	1,354	136.1%	7,500	68.1%
647 · Legal/Consulting	1,918	12,550	(10,632)	15.3%	10,000	19.2%
Total 640 · Community Center Expenses	58,634	38,170	20,464	153.6%	57,700	101.6%
650 · Park						
651 · General Maintenance	17,230	17,700	(470)	97.3%	35,400	48.7%
652 · Repairs	7,848	6,000	1,848	130.8%	12,000	65.4%
653 · Landscaping	8,450	27,520	(19,070)	30.7%	55,000	15.4%
656 · Utilities	6,466	1,200	5,266	538.9%	2,400	269.4%
657 · General Liab/Workers Comp	9,390	9,600	(210)	97.8%	9,600	97.8%
658 · Levy Administration	6,628	4,760	1,868	139.2%	9,500	69.8%
659 · Other Park Expenses	0	260	(260)	0.0%	500	0.0%
674 · Tennis Court Maint/Repair	0	260	(260)	0.0%	500	0.0%
Total 650 · Park	56,012	67,300	(11,288)	83.2%	124,900	44.8%
TOTAL PARKS & RECREATION EXPENSE	134,875	154,122	(19,247)	87.5%	279,900	48.2%

Kensington Police Protection & Community Services District

Revenue Expense

Budget to Actual

July through December 2022

	Over/(Under)				Annual Budget	
	Jul - Dec 22	YTD Budget	Budget	% of YTD Budget	% of Budget	
750 · Waste Managment Expenses						
751 · Waste Removal Franchise Fee Exp	1,281	23,660	(22,379)	5.4%	47,300	2.7%
752 · Waste Management Program Admin	0	1,500	(1,500)	0.0%	3,000	0.0%
753 · Other Waste Management Exp	0	260	(260)	0.0%	500	0.0%
Total 750 · Waste Managment Expenses	1,281	25,420	(24,139)	5.0%	50,800	2.5%
800 · District Expenses						
807 · Salaries	196,767	192,110	4,657	102.4%	384,200	51.2%
808 · Payroll Taxes	24,993	28,852	(3,859)	86.6%	57,700	43.3%
809 · Benefits	0	25,252	(25,252)	0.0%	50,500	0.0%
810 · IT Contract	6,175	13,904	(7,729)	44.4%	27,800	22.2%
815 · Admin Communications	5,164	2,152	3,012	240.0%	4,300	120.1%
816 · Office Supplies	713	802	(89)	88.9%	1,600	44.6%
817 · Postage	208	352	(144)	59.1%	700	29.7%
818 · Mileage Reimbursement	95	202	(107)	47.2%	400	23.8%
819 · Dues/Subscriptions	9,396	5,302	4,094	177.2%	10,600	88.6%
820 · Copier Contract	2,602	3,300	(698)	78.8%	6,600	39.4%
825 · Board Continuing Ed/Conferences	282	6,260	(5,978)	4.5%	5,500	5.1%
830 · Legal (District/Personnel)	8,238	22,500	(14,263)	36.6%	45,000	18.3%
831 · Training and Travel Admin	2,968	3,260	(292)	91.0%	6,500	45.7%
835 · Consulting	21,693	17,510	4,183	123.9%	35,000	62.0%
840 · Accounting/Audit	56,587	37,500	19,087	150.9%	75,000	75.4%
850 · Insurance	37,560	15,952	21,608	235.5%	31,900	117.7%
851 · Workers Comp	13,178	4,500	8,678	292.8%	4,500	292.8%
860 · Election	0	7,500	(7,500)	0.0%	7,500	0.0%
861 · LAFCO	1,505	2,100	(595)	71.7%	2,100	71.7%
865 · Police Bldg. Lease	34,401	24,000	10,401	143.3%	48,000	71.7%
866 · Bldg Maintenance/Repair	3,103	1,760	1,343	176.3%	3,500	88.6%
867 · Utilities	3,203	6,750	(3,547)	47.5%	13,500	23.7%
868 · Janitorial	319	3,600	(3,281)	8.9%	7,200	4.4%
870 · County Expenditures	8,176	12,550	(4,374)	65.1%	25,000	32.7%
898 · Other Expenses	16,609	502	16,107	3308.6%	1,000	1660.9%
TOTAL DISTRICT EXPENSE	453,931	438,472	15,459	103.5%	855,600	53.1%

Kensington Police Protection & Community Services District

Revenue Expense

Budget to Actual

July through December 2022

	Jul - Dec 22	YTD Budget	Over/(Under) Budget	% of YTD Budget	Annual Budget	% of Budget
700 · Bond Expense						
975 · Community Center Loan Repayment	0	0	0	0.0%	30,600	0.0%
TOTAL BOND EXPENSE	0	0	0	0	30,600	0.0%
TOTAL REVENUE	3,904,718	3,848,264	56,454	101.5%	4,135,500	94.4%
TOTAL EXPENSE	2,094,672	2,144,916	(50,244)	97.7%	4,135,400	50.7%
	1,810,046	1,703,348	106,698	106.3%	100	
CAPITAL OUTLAY						
950 · Capital Outlay						
963 · Patrol Car Accessories	8,009	7,500	509	106.8%	15,000	53.4%
965 · Personal Police Equipment-Asset	0	7,500	(7,500)	0.0%	15,000	0.0%
966 · Police Traffic Equipment	0	12,520	(12,520)	0.0%	25,000	0.0%
967 · Station Equipment	33,699	25,010	8,689	134.7%	50,000	67.4%
968 · Office Furn/Eq	18,944	25,010	(6,066)	75.7%	50,000	37.9%
969 · Computer Equipment	27,012	12,520	14,492	215.7%	25,000	108.0%
970 · Upgrade Phone System	2,558	12,520	(9,962)	20.4%	25,000	10.2%
972 · Park Buildings Improvement	0	47,510	(47,510)	0.0%	95,000	0.0%
974 · Other Park Improvements	18,773	12,520	6,253	149.9%	25,000	75.1%
978 · Pk/Rec Furn/Eq	20,727	12,520	8,207	165.6%	25,000	82.9%
983 · Building Temporary Relocation	105,545	50,002	55,543	211.1%	100,000	105.5%
TOTAL CAPITAL OUTLAY	235,266	225,132	10,134	104.5%	450,000	52.3%

Kensington Police Protection & Community Services District
Summary Balance Sheet
As of December 31, 2022

	Dec 31, 22
ASSETS	
Current Assets	
Checking/Savings	
100 - Petty Cash	100.00
110 - CCC Cash Accts	-142,142.81
117b - Admin - Cash	25,626.54
130 - County Bond Accts	679.93
133b - Resv - Cash	93,430.00
134 - CCC LAIF Accounts	632,113.55
Total Checking/Savings	609,807.21
Accounts Receivable	
141 - Accounts Receivable - Year End	20,621.50
142 - Advances to Employees	476.35
143 - Advance on Prop Taxes	3,577,806.36
144 - Advance on Suppl. Taxes	43,898.60
146 - Advance on LLD Taxes	18,114.54
147 - Rent Receivable	7,315.65
Total Accounts Receivable	3,668,233.00
Other Current Assets	
153 - Prepaid Expenses	0.01
Total Other Current Assets	0.01
Total Current Assets	4,278,040.22
Fixed Assets	
160 - Police Fixed Assets	978,203.37
170 - Park/Rec Fixed Assets	6,203,915.22
189 - Accumulated Depreciation	-1,481,414.28
Total Fixed Assets	5,700,704.31
Other Assets	
190 - Deferred Outflows - OPEB	420,721.00
191 - Deferred Outflows - Pension	423,477.00
194 - Net Pension Asset	2,327,970.00
199 - Suspense	-15,168.03
Total Other Assets	3,156,999.97
TOTAL ASSETS	13,135,744.50
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 - Due to Other Funds	-144.00
210 - Accounts Payable	-2,557.67
Total Accounts Payable	-2,701.67

Kensington Police Protection & Community Services District
Summary Balance Sheet
As of December 31, 2022

	Dec 31, 22
Credit Cards	
213 - Cal Card #12227	13,525.77
216 - Amazon Capital	-15,221.25
Total Credit Cards	-1,695.48
Other Current Liabilities	
220 - Payroll Liabilities	61,381.97
Total Other Current Liabilities	61,381.97
Total Current Liabilities	56,984.82
Long Term Liabilities	
240 - 2020 Pension Obligation Bond	4,244,000.00
265 - Compensated Absence/Vac Buyback	95,792.82
290 - Community Center Loan	184,523.93
293 - Vehicle Capital Lease	133,987.35
295 - Net OPEB Liability	579,377.00
297 - Deferred Inflows - OPEB	507,406.00
298 - Deferred Inflows - Pension	1,267,514.00
Total Long Term Liabilities	7,012,601.10
Total Liabilities	7,069,585.92
Equity	
350 - Invest. in Assets	5,164,502.87
390 - Retained Earnings	-846,120.93
391 - Retained Earnings - Bond	181,801.81
Net Income	1,565,974.83
Total Equity	6,066,158.58
TOTAL LIABILITIES & EQUITY	13,135,744.50

Kensington Police Protection & Community Services District
Contra Costa Check Transmittal - Fund 325500, Account 0830
February 1 - 9, 2023

Type	Date	Num	Name	Memo	Account	Split	Credit
Feb 1 - 9, 23							
Check	02/09/2023	22573	All City Management, Inc.	Inv # 82958	112 · General Fund	560 · Crossing Guard	919.01
Check	02/09/2023	22574	Amazon	INV 13JG-7196-64KH (010123-013123 t	112 · General Fund	216 · Amazon Capital	627.72
Check	02/09/2023	22575	BHI Management Consulting	INV 023-07 (Interim GM recruitment)	112 · General Fund	835 · Consulting	9,500.00
Check	02/09/2023	22576	BIGO TIRES	INV 195254 (K1), 195265 (K4), 195305 (†	112 · General Fund	561 · Fleet Expense	4,054.47
Check	02/09/2023	22577	C & J Cleaning Services	INV #0610 for January 2023 (01/15-01/31	112 · General Fund	868 · Janitorial	575.00
Check	02/09/2023	22578	CCC Office of the Sheriff	KSG PD share of the 2022-2023 CAL-ID	112 · General Fund	568 · Evidence	7,514.00
Check	02/09/2023	22579	CCC Community Development Dept	Bay View 3% July to November 2022	112 · General Fund	751 · Waste Removal Franchise Fee Exp	18,067.97
Check	02/09/2023	22580	Comcast	Acct#8155-40-044-0278610 59 Arlington	112 · General Fund	642 · Utilities-Community Center	181.92
Check	02/09/2023	22581	CCC Dept. of Information Technology	INV 15102 - Telecom services for 11/22 V	112 · General Fund	561 · Fleet Expense	964.06
Check	02/09/2023	22582	EBMUD	Parks Water 55377100001 (10/27/22 -01,	112 · General Fund	656 · Utilities	972.92
Check	02/09/2023	22583	Galls Incorporated	A/C# 3524376, INV #3524376	112 · General Fund	553 · Police Equipent and Supplies	29.76
Check	02/09/2023	22584	Great America Financial Services	INV#33335198 01/30/2023	112 · General Fund	820 · Copier Contract	241.79
Check	02/09/2023	22585	PERS-Contra Costa Co. Treasurer	Contribution for 1/1-1/15/2023 Effective d	112 · General Fund	-SPLIT-	12,429.49
Check	02/09/2023	22586	USbancorp	INV #492747779	112 · General Fund	563 · Vehicle Lease	3,309.54
Check	02/09/2023	22587	Lexipol LLC	Inv# INVLEX13316 Annual Law Enforcerr	112 · General Fund	595 · Legal/Consulting - Police	3,586.40
Check	02/09/2023	22588	Major Alarm	INV #37432 01252023 for Feb 2023 serv	112 · General Fund	642 · Utilities-Community Center	30.50
Check	02/09/2023	22589	CCC Treasurer's Office	Wire for KPOA Union Dues for PR Check	112 · General Fund	229 · KPOA Dues, Legal Def.,Survivor	800.00
Check	02/09/2023	22590	PG&E	Acct # 1525420294-6 Stmt Date 01/26/20	112 · General Fund	580 · Utilities - Police	1,264.25
Check	02/09/2023	22591	PTS - Pacific Telemanagement Services	Inv#2100490 Date 01/26/2023 Service Pe	112 · General Fund	642 · Utilities-Community Center	78.00
Check	02/09/2023	22592	Renne Public Law Group	thru December 31, 2022	112 · General Fund	-SPLIT-	10,076.87
Check	02/09/2023	22593	Smile Business Products, Inc.	INV #1095131	112 · General Fund	820 · Copier Contract	161.75
Check	02/09/2023	22594	Streamline	INV #4E33FC18-0027 FEB 2023	112 · General Fund	815 · Admin Communications	200.00
Check	02/09/2023	22595	Wex Bank - Chevron	INV # 87056973	112 · General Fund	561 · Fleet Expense	863.93
Check	02/09/2023	22596	Wex Bank - Exxon	Acct#369-677-649-5 INV #87061231 Feb	112 · General Fund	561 · Fleet Expense	1,669.01
Check	02/09/2023	22597	William Driscoll	February 1-15, 2023	112 · General Fund	651 · General Maintenance	700.00
Check	02/09/2023	22598	Kanchana Borisuthiratana	Mileage reimbursement on 01/26/2023 &	112 · General Fund	818 · Mileage Reimbursement	32.76
Check	02/09/2023	22599	CCC Treasurer's Office	Payroll Wire for 02-15-23 Period for 01/1	112 · General Fund	199 · Suspense	63,737.75
Check	02/09/2023	22600	Fernando Herrera	Invoice date 020623 (\$900) and (\$4,220)	112 · General Fund	-SPLIT-	5,120.00
Check	02/09/2023	22601	Vision Service Plan	February 2023	112 · General Fund	-SPLIT-	323.10
Check	02/09/2023	22602	PERS-Contra Costa Co. Treasurer	EFT-Debit for CalPERS Retirement Contr	112 · General Fund	-SPLIT-	2,612.34
Check	02/09/2023	22603	EDD	Acct ID 932-0525-0 Letter ID L00056508	112 · General Fund	898 · Other Expenses	745.95
Feb 1 - 9, 23							<u>151,390.26</u>

Lisa Mundis

Michael Lee

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2/9/2023

Kensington Police Protection & Community Services District
Contra Costa Check Transmittal - Fund 325500, Account 0830
 February 23, 2023

02/23/23

Type	Date	Num	Name	Memo	Account	Split	Credit
Feb 23, 23							
Check	02/23/2023	22604	All City Management,...	Inv # 83243 (Jan. 22 - Feb. 4, 2023)	112 · Gener...	560 · Crossing Guard	1,225.35
Check	02/23/2023	22605	Chico State Enterpris...	INV SP009062	112 · Gener...	568 · Evidence	810.00
Check	02/23/2023	22606	Department of Justice	INV #636525	112 · Gener...	572 · Hiring	98.00
Check	02/23/2023	22607	EBMUD	Parks Water 30801800001 11/30/...	112 · Gener...	656 · Utilities	815.65
Check	02/23/2023	22608	EBMUD	Acct #90767028820 Svc period: 1...	112 · Gener...	867 · Utilities	161.35
Check	02/23/2023	22609	Amit H. Nath	Police Training Reimbursement (0...	112 · Gener...	570 · Training and Trav...	300.00
Check	02/23/2023	22610	Fernando Herrera	Invoice date 022023 February Mai...	112 · Gener...	-SPLIT-	2,275.00
Check	02/23/2023	22611	Galls Incorporated	A/C# 3524376, INV #2346669, 23...	112 · Gener...	-SPLIT-	1,078.11
Check	02/23/2023	22612	Greg Harman	Medical Part B - Coverage period f...	112 · Gener...	521-R · Medical/Vision/...	307.50
Check	02/23/2023	22613	Mobile Modular	INV #2382329 Site Location 10940...	112 · Gener...	-SPLIT-	5,630.25
Check	02/23/2023	22614	PG&E	ACCT #5692102339-8, Statement ...	112 · Gener...	642 · Utilities-Communi...	523.65
Check	02/23/2023	22615	Principal Life Insurance	A/C# 1129864-10001 - MAR 2023 ...	112 · Gener...	522 · Officer Life Insura...	106.20
Check	02/23/2023	22616	Richard Meure	INV #KPD 0001	112 · Gener...	570 · Training and Trav...	300.00
Check	02/23/2023	22617	US Bank CCard	ACCT 4866 9145 5552 5747 Stmt ...	112 · Gener...	213 · Cal Card #12227	13,054.33
Check	02/23/2023	22618	Walnut Creek Ford	INV 990221 01/12/2023	112 · Gener...	561 · Fleet Expense	110.99
Check	02/23/2023	22619	William Driscoll	February 15-28, 2023	112 · Gener...	651 · General Maintena...	700.00
Check	02/23/2023	22620	County Clerk Election...	Nov 8, 2022 General Election Dire...	112 · Gener...	860 · Election	7,225.43
Check	02/23/2023	22621	C & J Cleaning Servi...	INV #0618 FEB 2023	112 · Gener...	641 · General Maintena...	1,800.00
Check	02/23/2023	22622	CCC Treasurer's Office	Contract # 077-0000620-002 (Wire...	112 · Gener...	563 · Vehicle Lease	1,300.05
Check	02/23/2023	22623	CCC Treasurer's Office	Wire for KPOA Union Dues for PR ...	112 · Gener...	229 · KPOA Dues, Leg...	900.00
Check	02/23/2023	22624	Advanced Systems G...	INV # 10935	112 · Gener...	815 · Admin Communic...	800.00
Check	02/23/2023	22625	PERS-Contra Costa ...	CalPERS Health Premium March ...	112 · Gener...	-SPLIT-	25,943.53
Check	02/23/2023	22626	PERS-Contra Costa ...	Contribution for 1/16-1/31/2023 Eff...	112 · Gener...	-SPLIT-	12,440.42
Check	02/23/2023	22627	PERS-Contra Costa ...	EFT-Debit for CalPERS Retiremen...	112 · Gener...	228 · Wage Garnishment	500.00
Check	02/23/2023	22628	CCC Treasurer's Office	Payroll Wire for 02-28-23 Period f...	112 · Gener...	199 · Suspense	60,942.24

Feb 23, 23

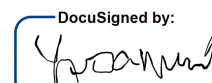
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2/24/2023

2/24/2023

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 Michael Lee

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 Lisa Mundis

Report of the Park Replanting Committee

By Cassandra Duggan, March 9, 2023

Since our last board meeting, Director Gough and I have done the following:

- Met with a representative of Blake Gardens and the UC Berkeley Botany Dept. He gave us his recommendations about what and how to replant, and we discussed briefly their collaboration with Segourea-Te indigenous people's group.
- We met with current park maintenance contractor Fernando Herrera, to discuss his input on replanting, an extension of the irrigation system that we will need for getting new trees going, and other ideas and problems in the park.
- I met with KPPCSD admin staffer Rosa Ruiz to get her input about replanting and what the park needs.
- On Feb 27th we held a lively and interactive community meeting for input about replanting the park, which was attended by about 15 people, including a child, who gave us lots of useful and creative ideas about what could be done in our park.
- Lastly, Sarah and I continue to get emails and calls from citizens with ideas. If you have any suggestions, esp recommendations of landscape architects whom you recommend, or soils experts, kindly send them to us at cduggan & sgough@kppcsd.org.

MONTHLY REPORT

FEBRUARY 2023

KENSINGTON POLICE DEPARTMENT



10940 San Pablo Ave
El Cerrito CA, 94550
510-526-4141

February 2023 Monthly Report

Happenings

New Officer David Payne officially began the Patrol Field Training Program with FTO Jose Fajardo on Sunday Night, February 9, at 6:00 pm. We look forward to him being a part of our future.

The Tree Project in Kensington Park was completed on time and without incident. Police patrolled the area regularly to ensure pedestrians remained a safe distance from the machinery and high-flying trees.



Organization

- | | |
|--------------------|------------|
| 1. Chief of Police | M. Gancasz |
| 2. Lieutenant | B. Harms |
| 3. Sergeant | A. Nath |
| 4. Sergeant | B. Lande |
| 5. Officer | J. Fajardo |
| 6. Officer | D. Siebert |
| 7. Officer | M. Farley |
| 8. Officer | D. Payne |
| 9. Officer | M. Smith |
| 10. Support Staff | J. Haynes |
| 11. Volunteer | L. Stokes |
| 12. Volunteer | M. Logan |
| 13. Volunteer | E. Woo |

February 2023

Fleet..... All Cars in service
 CIBRS/NIBRS.....Compliant
 RIPA.....Compliant
 Training.....SB2 DeCert/SLI/Mark 43/Clets
 CCW Program.....Up to Date

February 2023

On duty Injuries.....Zero
 On duty collisions.....Zero
 Complaints.....One Internal
 Compliments.....One
 COVID Exposure..... Zero

PATROL OPERATIONS

INCIDENT SUMMARY	
DESCRIPTION	COUNT
Incidents Captured	752
Public Calls for Service	96
Officer Initiated Events	656
Traffic Stops	26
Citations Issued	22
Arrests	0
Reports taken	10

PART 1 CRIMES	
DESCRIPTION	COUNT
Assault	0
Murder	0
Sex Offenses	0
Robbery/Extortion	0
Burglary	1
Theft	5
Arson	0

INCIDENTS BY TYPE		
INCIDENT TYPE	DESCRIPTION	COUNT
10-33	Alarm	6
10851 VC	Vehicle Theft	1
11-24	Abandoned Vehicle	1
11-82	Vehicle Accident - No Injury	1
20002 VC	Hit and Run - Property Damage	2
23103 VC	Reckless Driving	1
415 PC	415 PC - Disturbance of Peace	2
459 PC	Burglary	1
487 PC	Grand Theft	4
488 PC	Petty Theft	1
594 PC	Vandalism	1
911CALL	911 Call	11
AREACHK	Area Security Check	187

CITECORR	Citation Correction	2
COP	Community Oriented Policing	17
EXTPATRL	Request for Extra Patrol	314
FDAMBRUN	Medical - Illness, injury, accident	1
FLAG	Flag down of Officer	2
FOLLOWUP	Case/Incident Follow-Up Activity	21
FOOTPTRL	Foot Patrol	2
INFO	INFORMATION	5
MPAIDED	Citizen Assist	20
MPAUTO	Mis Pub Auto	6
MPCIVIL	Misc Civil Matter	1
MPJUV	Juvenile Problem	1
OUTASST	Assistance to an Outside Agency	12
PARKER	Parking Citation	8
PEDCHK	Misc Check of a Pedestrian	4
PROPDMG	Damage to Property (City or Private)	1
RIDER	Ride Along	1
RIPATEST	RIPA TEST INCIDENT	1
ROADCLS	Road Closure	10
SECURITY	Security or Business Chk	29
SUSCIRC	Suspicious Circumstance	6
SUSVEH	Suspicious Vehicle	6
TRFHAZ	Traffic Hazard	3
TRIP	Check Vehicle Registration & Status	11
VACWATCH	Vacant Home Watch	22
VEHSTOP	Vehicle Stop	26
WELFARE	Welfare Check	1

Total Incidents 752

February Patrol Log

- On Wednesday, February 1, at 0858 hours, Officers responded to a residential burglary in the 200 block of Columbia Avenue. Officers determined unknown suspects stole two bicycles from a garage. There were no witnesses to this event and officers are pursuing all leads.
- On Wednesday, February 1, at 1018 hours, Officers responded to a medical call in the 100 block of Arlington Avenue. Paramedics performed CPR but were unable to revive the elderly female. Police determined there were no suspicious circumstances associated with this event.
- On Thursday, February 2, at 1530 hours, Officers took a report of a catalytic converter theft in the 200 block of Colgate Avenue.
- On Friday, February 10, at 0430 hours, Officers saw a parked car that had the catalytic converter stolen prior to it being discovered by the homeowner. Officers took a report.
- On Tuesday, February 14, at 1300 hours, Officers responded to the 300 block of Coventry Road for a report of a theft.
- On Thursday, February 16, at 1100 hours, Officers responded to a theft in the 200 block of Los Altos Drive. A neighborhood canvass revealed video from a home that captured the theft at 0400 hours. The video was collected, and Officers are pursuing leads.
- On Thursday, February 23, at 0715 hours Officers responded to the 400 block of Colusa Avenue for a vandalism report that took place at a constructions site. Video was located showing the crime took place at 1747 hours. Officers are pursuing all leads.
- On Thursday, February 23, at 0800 hours, Officers were dispatched to a report of a stolen vehicle in the 100 block of Windsor Avenue. Follow up investigation revealed the vehicle was seen at a toll booth in Richmond at 0115 hours. The investigation is ongoing.
- On Monday, February 23, Officers responded to the 200 block of Yale Avenue for a report of a stolen package. Officers are following up on leads provided by the homeowner's security cameras.

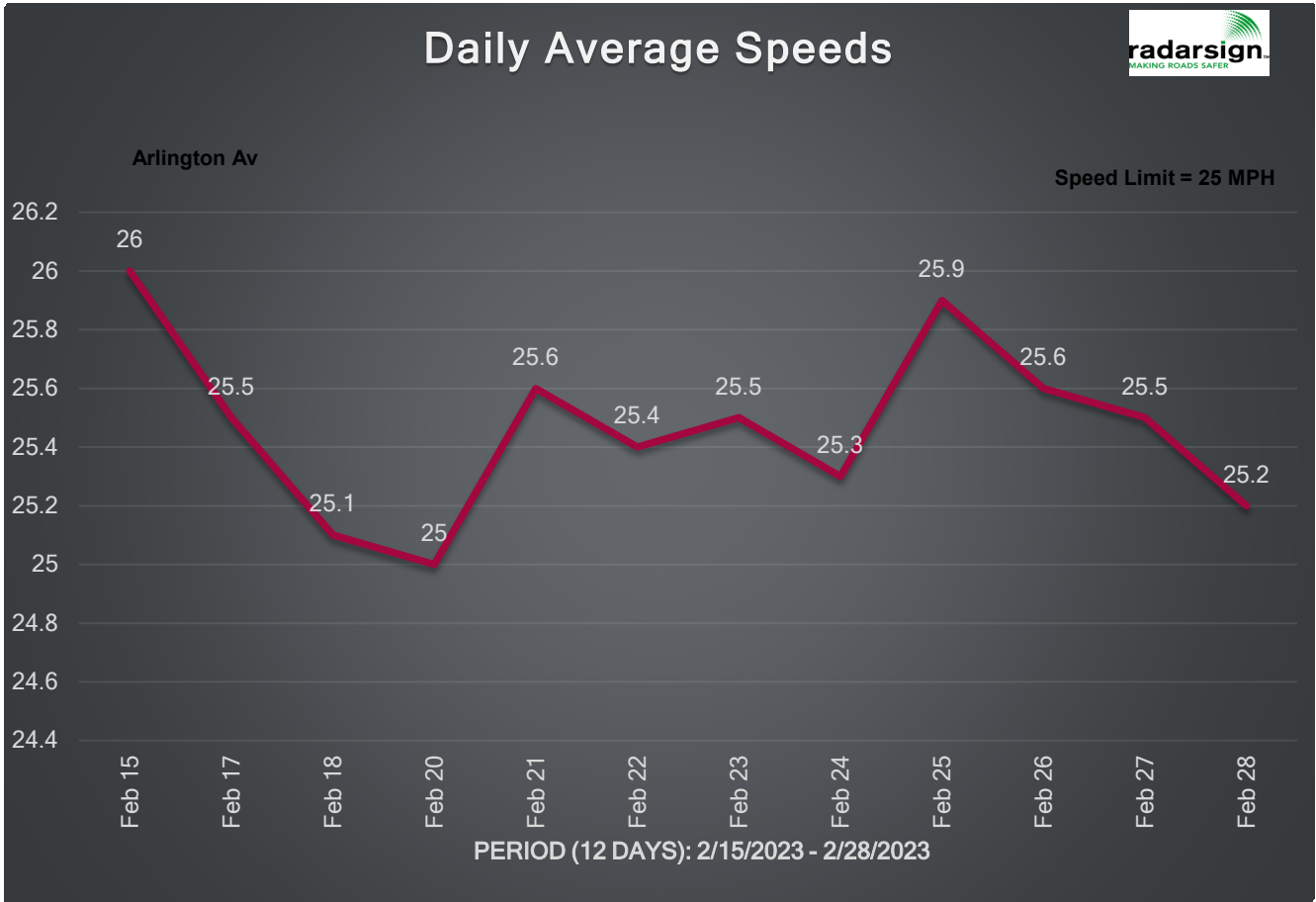
Traffic Safety

During January, traffic collisions were down 100%, from 5 and there was one online supplemental traffic safety report in January. The online complaint resulted in one citation being issued.

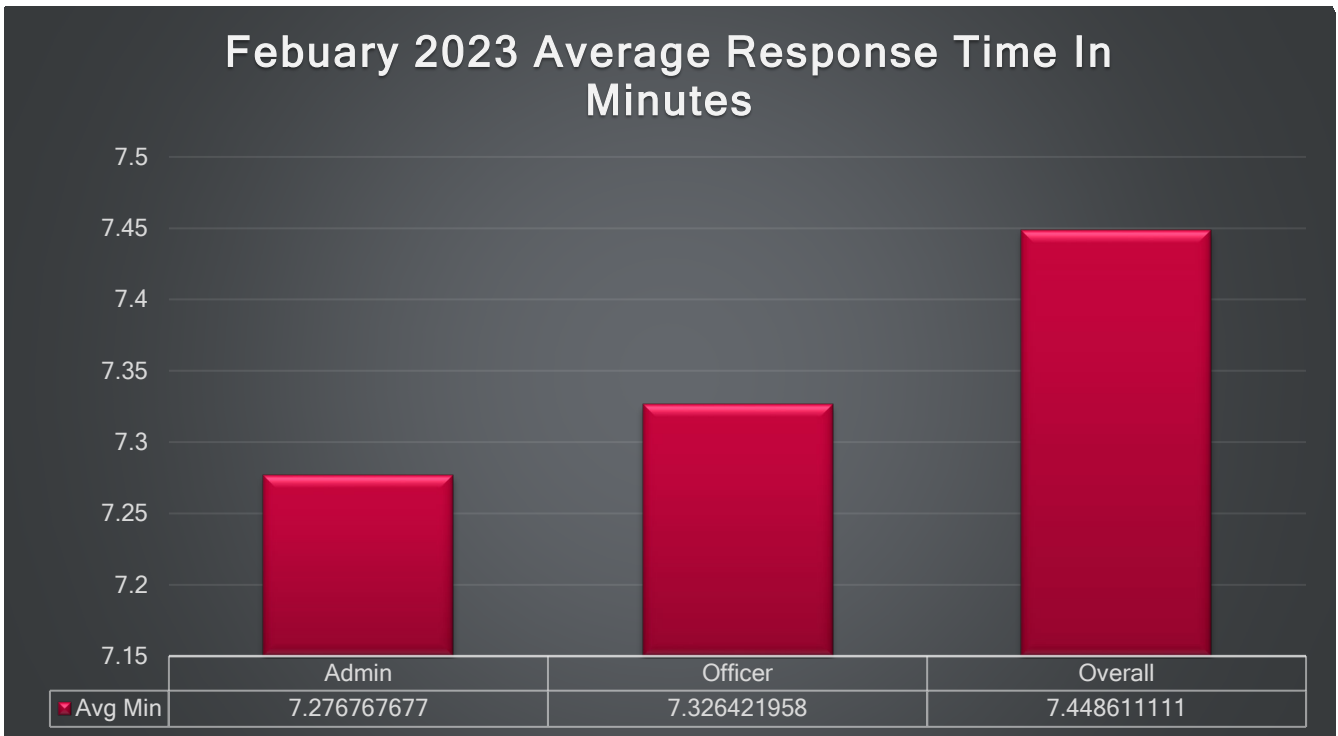
KPD Officers also responded to and coordinated several road closures due EBMUD construction at the Shakespeare Cluster. All closures were initiated by utility companies, including PG&E, Contra Costa County Public Works, EBMUD, and Stege Sanitation District.

Officers regularly monitor speeding on Arlington Av and observed average speeds remained consistent with January (24.35MPH). The average vehicle speed on Arlington Ave is consistent with the 25 MPH posted speed, showing a two-week average speed of 25.46. There is a minor fluctuation between average and peak speeds with most speed violations occurring between 1130 hours and 1530 hours. There are no obvious speeding trends associated with days of the week.

During the two-week review period 19,103 cars passed the radar sign, and 17 of those vehicles exceeded the speed limit by 15mph or more (down from 35 in January). For every 1000 cars passing the radar sign on Arlington Ave, 1.12 vehicles will exceed the speed limit by 15mph. The 85th percentile speed averaged 31.92 MPH. That means that 85% of all vehicles passing the radar had a speed no more than 6.92 mph above the speed limit. Of all the vehicles passing the radar, 6.4% of all vehicles exceeded the speed limit by 5 mph (a decrease from January 2023) and 0.003% exceeded the limit by 10 mph or more.



New Location



Our newest officer, David Payne, officially started on February 9, and is in the Field Training Program assigned to the patrol division.

*A formal offer of employment was extended to a police officer from the city of Fremont after he successfully completed all phases of the background process. He accepted the offer, and his first official day will be on March 13, 2023. We look forward to swearing them in at a future board meeting. Staffing levels remained at 8 officers for most of the month however, we anticipate being fully staffed by March 13.

Response time for officers was reduced in February compared to January by 2 ½ minutes.

Training

- Sergeant Nath attended and completed session #3 of the POST-approved Supervisory Leadership Institute. His anticipated graduation will be in July 2023.
- Sgt. Lande continues offering weekly briefing training using “The Briefing Room” service. Officers review weekly training videos on a wide range of topics from officer safety, de-escalation procedures, and constitutional issues in policing.
- Sergeant Nath and Jason Haynes attended SB2 De Certification Training from POST utilizing the MARK43 platform to enter and review data.
- The California Commission on Peace Officers Standards and Training completed its annual audit of our police officer files on March 1 which will be discussed in next month’s report.
- I attended an online presentation by Flock Safety to explore obtaining security cameras for the District.



Date: March 9, 2023
To: Board of Directors
From: David Aranda, Interim General Manager
Subject: General Manager's Report for the March 9, 2023 Board of Directors Meeting

This report covers the time period of February 13th through March 6, 2023.

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1. There is a concerning safety issue on the Ardmore Path that has been brought to my attention. I believe I have worked out a solution in getting the area repaired, with the County, the District and a property owner sharing in the cost of \$2,700 and no party accepting responsibility for the path itself.
2. I am currently working with CPS in regard to the search for a regular part time General Manager for the District.
3. Coordinated with the help of Director Duggan the tree removal in the park. It should be noted that the contractor needs to return to finish a few trees that had hummingbird nests in them, and I will pursue have the contractor take care of two additional trees that have fallen or are ready to fall behind the amphitheater.
4. I am working with State Parks in regard to obtaining money that was set aside for Kensington. More details as I work through the process.
5. Coordinated with the County and staff and the board in regard to posting a vacancy notice for the office of Director for KPPCSD at various locations and on the website.
6. Over the past few weeks I have met with a number of individuals, i.e. directors, staff, legal counsel and some residents and other interested parties. There is a good amount of work to be done.

I will be happy to answer any questions.

Recreation Office Report prepared by Jenny Parks

Kensington Community Council

March 2nd, 2023

KASEP:

Spring KASEP starts Monday, March 20th and ends Friday, June 2nd (10 weeks). KASEP Spring brochures were distributed electronically to Hilltop students the week of February 28th. and hard copies are available at Hilltop school, Kensington Library and our office. Online registration is scheduled for Tuesday, March 7th at 7:00pm.

We are offering over 70 classes this session and adding Volleyball on Mondays. With the increased precipitation we have reached out to the Arlington Community Church as a backup for our outdoor classes on rainy days. They agreed to let us use the main hall as needed, when it is available, for our classes.

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No KASEP classes the week of April 3rd-7th for Spring Break.

KCC SUMMER CAMP:

Summer Camp runs for 9 weeks, starting June 12th and ending August 11th. The camp day is 9-5 with the option of morning and after care. The cost of the camp is \$400 per week. Campers must be entering first through entering 6 graders, in the fall 2023. Summer Camp planning is in the works and camp online registration started Tuesday, February 28th. Registration for the first two weeks and the last week of camp filled up on the first day of registration.

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Fall Picnic Sunday, October 22nd

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Family Yoga will continue at the park on Saturday mornings at 10am for kids 2 to 5 and 11am for kids aged 6 to 12, near the Recreation Building.

Tennis Courts

Tennis Court reservations are required for weekends by calling the KCC office at 525-0292. Court Fees are \$7 residents and \$10 non-resident for 1 hour of court time; checks can be made out to KPPCSD and left in the KCC office mail box. Weekdays are on a first come first serve basis except during KASEP Tennis classes. A schedule is posted near the entrance of the courts.



Kensington Police Protection and Community Services District

Notice of Vacancy of the Board of Directors (Gov. Code 17800)

PLEASE TAKE NOTICE pursuant to Section 1780 of the Government Code that the resignation of Eileen Nottoli effective February 10, 2023 has created a vacancy in the office of Direction for Kensington Police Protection & Community Services District. The remaining Directors of the Kensington Police Protection & Community Services District intend to fill the vacancy by appointment made at the Board's regular meeting to be held at 7:00 p.m. on Thursday, April 13, 2023. Persons residing in the community of Kensington Police Protection & Community Services District and otherwise qualified to serve as a Director who are interested in being appointed to fill the vacancy are invited to obtain an application and submit their resume to the District online at www.kppcsd.org. Deadline for application is Monday, April 3, 2023 at 4:00 p.m. Contact David Aranda, Interim General Manager, at DAranda@kppcsd.org or by phone at (510) 960-0716 for more information.



Date and Time Received

NOTE: THIS COMPLETED AND SIGNED APPLICATION MUST BE FILED WITH David Aranda, KPPCSD Interim General Manager (DAranda@kppcsd.org) by Monday, April 3, 2023

----APPLICATION FOR APPOINTMENT TO THE KPPCSD BOARD OF DIRECTORS----

This application is to fill a vacancy on the KPPCSD Board of Directors. The KPPCSD Board of Directors will review all submitted applications provided the applicants satisfy the stated qualifications. The Board may hold a public interview process for each candidate. This application is a public document, although your personal information will be redacted. Your application will be compiled with other applications and considered by the KPPCSD Board of Directors as a part of a noticed public meeting. Only Kensington residents who are registered voters in Kensington will be eligible for appointment.

Name: _____

Residence Address: _____

Mailing Address (if different): _____

E-mail: _____

Phone Number: _____

Are you currently a registered voter and a resident of Kensington, or will you be at the time of an appointment? _____ (yes or no)

Please include **your resume** and answer the following questions on a separate sheet(s) of paper.

1. Why do you want to be appointed to the KPPCSD Board of Directors?
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5. Provide your approach in handling a situation or matter that has very divisive points of view or conflicts with your personal philosophy.
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Please note: At the time you would be named to the KPPCSD Board of Directors, you must be:

- At least 18 years of age and a resident and registered voter in Kensington.
- You must maintain Kensington residency and registered voter status throughout your term of office.
- Also, at the time of appointment (and annually as well as at the completion of your service), you will be required to complete and file a public Form 700 with the California Fair Political Practices Commission. Form 700 filings allow the public to know of any potential conflicts of interest related to your public service. These conflicts can relate to employment, property ownership, loans and gifts, stock ownership, and more. You are also required to disclose certain financial interests of your spouse (if applicable).
- During your term on the Board of Directors, you will be required to identify any potential conflicts (often with the assistance of the District Counsel) and to recuse yourself from voting on or otherwise influencing any action that might cause a financial or other conflict.

Please sign and return this form with the questions answered via an email to David Aranda, Interim General Manager at DAranda@kppcsd.org. You may also drop off the form, answers and resume at the Kensington Police Protection and Community Services District, 10940 San Pablo Ave., Bldg. B., El Cerrito, CA 94530. On the envelope, please write "Attention David Aranda, Interim General Manager." Please do not mail the form, as it may not arrive at District offices by the deadline. If you have any questions about this application, please call Mr. Aranda at (510) 960-0716.

I _____ (print name) swear/affirm that the foregoing information is true and correct.

Applicant's Signature

Date

From: Lou Ann Texeira
Sent: Thursday, February 2, 2023 12:32 PM
Subject: 2023 Special District Election Announcement - Contra Costa LAFCO
[Greetings,](#)

Please share the memo below and attachments with your Board members. Each district will also receive a copy of this memo via U.S. Mail. Also, we welcome any updates/corrections to the attached list of "*Independent Special District Selection Committee*" contacts/information. Thank you!

February 2, 2023

TO: Presiding Officer and District Clerk, Each Independent Special District in Contra Costa County

FROM: Lou Ann Texeira, LAFCO Executive Officer

SUBJECT: Special Election - Special District Seat on Contra Costa LAFCO, Call for Nominations, and Names of District Voting Delegates

This is to advise all independent special districts of a special election for a vacant Special District (Alternate) seat on Contra Costa Local Agency Formation Commission (LAFCO). The vacancy was created by the recent passing of Stan Caldwell (Mt. View Sanitary District). We are seeking nominations to fill the unexpired term ending May 4, 2026.

Pursuant to Government Code Section 56332 (Attachment 1) and the *Procedures for the Special District Selection Committee* (Attachment 2), I am announcing the election and calling for nominations for this seat to be submitted to the LAFCO office by **April 3, 2023** - please see attached 2023 Election Schedule (Attachment 3).

The following summarizes the process:

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Attached please find a list of the independent special districts eligible to vote in this election (Attachment 4). Please review and **update as necessary** the attached list of district's presiding officers/voting delegates (must be a board member/trustee). Board action is not necessary to name your voting representative. Please provide/update this information no later than **April 3, 2023**.

Nominations: Each candidate must be nominated by a Special District Board resolution and must be a board member/trustee of an independent special district. The nomination should include the name of the nominee and the district they serve. The nominating resolution must be submitted to LAFCO by **April 3, 2023**. Each independent special district is entitled to nominate a maximum of one board member, either from its own district or from another district, if so desired. Prior to the election deadline, eligible nominated candidates may circulate a statement of qualifications.

Note: At the end of the nomination period, if only one candidate is nominated for the vacant seat, that candidate will be deemed appointed and the election will be cancelled. If two or more candidates are nominated, the election process described below will ensue.

Election Procedures: In early April 2023, a list of candidates and official ballots will be sent to each independent special district via email and U.S. Mail. Please ensure that the presiding officer/ voting designee for your district casts a vote. Only the presiding officer, or their Board designee can vote; staff members/legal counsel are not authorized to vote.

In order to maximize voting participation and ensure a quorum, LAFCO will accept ballots via email and/or U.S. mail. No meeting of the ISDSC will be held; the election will be conducted by email and U.S. mail. ***All ballots must be received via email or U.S. mail in the LAFCO office by 5:00 pm on May 19, 2023.***

Majority Vote: For the *Selection Committee* to transact business, a quorum (50% plus one) of independent special districts must cast a vote. Each district is entitled to one vote. We encourage presiding officers or his/her designee to vote in order to assure a quorum. There is a total of 40 districts eligible to vote; thus, we need at least 21 districts to cast a vote to achieve a quorum.

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Enclosures

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Enclosures

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Time to Celebrate the New Park!

Please join the Kensington Improvement Club (KIC) and the Kensington Police Protection and Community Services District (KPPCSD) for the Ribbon Cutting celebration at the new Kensington Park (Elsie Neilson Park) at the corner of Arlington Ave and Coventry Rd.

What: Ribbon Cutting

When: Friday April 14 at 4:00 pm

This will be an opportunity to take pride in the accomplishments that our community achieves, working together in the spirit of volunteerism and cooperation.

The little park is now a lovely path with plants and seating areas for resting and visiting as well as a welcoming feature for those driving through Kensington along Arlington Ave.

This wonderful improvement to the Kensington community would not have been possible without community donations, volunteers, and a partnership between KIC and KPPCSD.

We hope you can join us!

Thu 3/9/2023 1:25 PM

Re agenda item, Ardmore path, GM report

To: Lynelle Lewis <llewis@kppcsd.org>; Ann Danforth adanforth8@outlook.com

Marilyn Stollon <mstollon@sonic.net>

Please forward

Dear Board Directors, GM:

It has come to my attention that the board will be considering a plan to share in the costs of the repair of Ardmore path, where a tree fell recently.

Having worked in voc rehab / workers compensation for many years, and legal cases around these cases, I learned about the significance of Setting Legal Precedent and the fallout from this.

If the district wants to take the chance of being on the hook for financial and legal liability in the future for injuries and other issues then by all means approve this GM's solution. However, if the district can not afford the liability of suits and related legal expenses, then not taking on the costs of the repair of the paths is the way to go.

History has shown that our district has not been immune to very costly law suits and resulting legal fees from individuals, non residents, residents, former board member, and police officers. We have incurred nearly a million dollars in legal fees and law suit settlements over the years. We , thankfully with a reformed KPD have cut those costs, but others have sued for injuries incurred on the paths.

The county and KPPCSD need to find a workable solution that doesn't ultimately put the financial burden on our fiscally challenged district.

Sincerely,
Marilyn Stollon

Wed 3/8/2023 11:25 PM

Christopher Deppe cdeppe@tseint.com

Current GM Report

To: Sylvia Hacaj, Ann Danforth, Alexandria Aquino-Fike, Cassandra Duggan, Sarah Gough, David Aranda

CC: Lynelle

Dear Board Directors, Legal Counsel, and Interim GM:

I read the GM report on your website for this Thursday's meeting and I want to comment on one item:

"There is a concerning safety issue on the Ardmore Path that has been brought to my attention. I believe I have worked out a solution in getting the area repaired, with the County, the District and a property owner sharing in the cost of \$2,700 and no party accepting responsibility for the path itself."

I would like to point out that the district has no jurisdiction over this path, or any of the paths, and so spending tax payer money on this is wrong. While the amount does fall within the GM's spending authority, that authority is only meant for items that do fall under the district's jurisdiction. If the board wishes to take responsibility for one or more paths you should put an item on an agenda, and decide at a public meeting. The GM spending authority is not meant to be an end run around proper governance.

As for disclaiming responsibility, acts create responsibility, and just saying after the fact you have no responsibility is meaningless. In the past the district has been sued, and had to pay out, just for expressing a desire to take ownership of the paths. Spending money on repairing the path certainly will put the district in legal jeopardy if someone were to fall and hurt themselves on that path. So not only does this action spend district money on something unrelated to the charter of the district, it opens the district up to potential liability which would cost even more money.

You may or may not know that the paths are already under the jurisdiction of Zone 21 in the County Landscaping and Lighting District AD 1979-3 (LL-2). This is probably how the county can justify spending money on the path. The homeowner is also taking a risk (I believe a previous homeowner was held liable and had to pay money to settle a lawsuit related to a path), but if they want to go ahead that's their decision. However I also don't think the district should be involved in something that is potentially unwise for an individual homeowner.

In short I object to the GM spending money on something unrelated to the district's jurisdiction, especially with no vote from the board. If the board votes to allow this on a properly noticed agenda item then I still would object, but at least the decision would be done in the light of day. But the district has never accepted ownership or responsibility of any path, and thus has no business spending money on one.

Sincerely,

Chris Deppe

Wed 3/8/2023 3:40 PM

Eileen Nottoli <enottoli@gmail.com>

Public Comment on March 9 Agenda

To: Ann Danforth; Lynelle Lewis

The March 9, 2023 General Manager report states with respect to the Ardmore Path that he believes he has “worked out a solution in getting the area repaired, with the County, the District and a property owner sharing in the cost of \$2,700 and no party accepting responsibility for the path itself.” The KPPCSD does not own and has no jurisdiction on any the paths. As such, the General Manager has no authority to spend District funds on any agreement to repair any path. The expenditure of District funds could be challenged as a gift of public funds and could result in the General Manager being responsible to reimburse the District from his personal funds. Likewise, Board Directors that agree to the use of any District funds to repair the path could also be liable to reimburse the District from their personal funds.

There is a separate but very significant issue of potential future liability to the District for any injury on the paths. A few years ago, a woman sued the District and others for her injuries when she fell on a path on a rainy dark night in December. The District was named a defendant solely because several years earlier the paths had been on the District’s agenda solely as a discussion item. The District settled the matter to avoid costs of further litigation. If the District now engages in repairing a path, there would be a stronger argument that it is responsible for the upkeep and repair of the paths notwithstanding an agreement in which “no party accept[s] responsibility for the path itself.”

Eileen Nottoli