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Date: June 27, 2022  
To: Board of Directors  
From: Tony Constantouros, Interim General Manager  
Subject: Fiscal Year 2022-2023 Budget

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### **Recommendation**

Consider and approve the recommended Fiscal Year 2022-23 budget.

### **Background**

A balanced Fiscal Year 2022-23 budget is attached. The budget is presented to the Board of Directors of the Kensington Police Protection & Community Service District for consideration. The budget provides breakdowns for the Police Department, Parks & Recreation, District Administration, and Waste Removal Administration. A separate section summarizes Capital Projects.

It should also be noted that Resolution 2022-14, adopted at the June 9, 2022 Board Meeting is included in the exhibits. This resolution authorizes the adoption of the budget at a Regular or Special Meeting of the Board of Directors.

### **Discussion and Analysis**

The key items in this budget include:

- Balanced operations budget with a small projected surplus
- Police vehicle leases, operations and fuel are combined in Fleet Expenses  
**(Account 561)**
- A 5% Reserve for future projects  
**(Account 951)**
- A 5% Contingency for unanticipated costs during the Fiscal Year  
**(Account 952)**

- A rough estimate \$100,000 for the temporary office move  
**(Account 982)**
- A General Fund Reserve projected at \$2,100,000

The budget also includes the reclassification of the temporary Administrative Assistant position to the new position of permanent full-time Administrative Services Assistant. This proposed position, in addition to office clerical and reception duties, would assume added park and community center coordination responsibilities. The recommended change reflects the current responsibilities and the higher level of service that are currently provided by this position; the recommended hourly rate would be increased from \$26/hr. to \$35/hr. A position specification for this position is included as an exhibit.

### **Fiscal Impact**

Adopting the proposed FY 2022-23 budget will allow implementation and funding of the budgeted items. The budget will be regularly monitored and will include financial reporting to the Board of Directors.

### **Exhibits**

Kensington Police Protection & Community Service District

- Recommended Fiscal Year 2022/2023 Budget
- Fiscal Year 2022-2023 Recommended Budget Narrative

Administrative Services Assistant position specification

Resolution No. 2022 14 – Authorizing Adoption of the 2022-23 Budget at a Regular or Special Meeting

Resolution No. 2022 16 – Adopting the Budget for Fiscal Year 2022-23

Kensington Police Protection & Community Services District

# **2022-2023 General Fund Budget**

Presented By:

Tony Constantouros, Interim General Manager

Lisa Mundis, Finance Director

June 30, 2022

**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT  
2022-23 BUDGET - GENERAL FUND**

	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Recommended</b>
<b><u>REVENUE</u></b>				
<b><u>POLICE DEPARTMENT</u></b>				
<b>400 · Police Activities Revenue</b>				
<b>401 - Levy Tax - County 1% property</b>	1,957,714	2,053,113	2,097,146	2,201,900
<b>402 · Special Tax-Police</b>	681,750	685,710	685,710	720,000
<b>404 · Measure G Supplemental Tax Rev</b>	2,107	995	621,207	652,300
<b>410 · Police Fees/Service Charges</b>	9,100	12,082	1,250	12,000
<b>414 · POST Reimbursement</b>	10,000	65,000	125,000	125,000
<b>415 · COPS Grants-Police</b>	168,584	119,093	150,210	175,000
<b>418 · Reimbursements/Refunds</b>	5,195	4,307	6,000	6,000
<b>Total 400 · Police Activities Revenue</b>	<b>3,422,847</b>	<b>3,538,696</b>	<b>3,686,523</b>	<b>3,892,100</b>
<b><u>PARKS &amp; RECREATION DEPARTMENT</u></b>				
<b>420 · Park/Rec Activities Revenue</b>				
<b>405 · Measure W Park Grant</b>	0	2,486	158,358	150,000
<b>424 · Special Tax-L&amp;L</b>	40,195	41,529	43,029	44,400
<b>427 · Community Center Revenue</b>	0	1,450	31,038	57,700
<b>438 · Tennis Court Revenue</b>	160	647	1,095	1,500
<b>439 · Contributions for Community Ctr</b>	5,000	15,400	15,000	15,000
<b>Total 420 · Park/Rec Activities Revenue</b>	<b>45,355</b>	<b>61,512</b>	<b>248,519</b>	<b>268,500</b>
<b><u>DISTRICT ADMINISTRATION</u></b>				
<b>440 · District Administration Revenue</b>				
<b>701 · Bond Proceeds</b>	176,936	0	0	0
<b>456 · Interest-District</b>	15,889	3,199	3,500	5,000
<b>458 · Misc District Revenue</b>	1,024	500	8,742	9,700
<b>Total 440 · District Administration Revenue</b>	<b>202,619</b>	<b>3,699</b>	<b>12,242</b>	<b>14,700</b>
<b><u>WASTE REMOVAL ADMINISTRATION</u></b>				
<b>460 · Waste Removal Revenue</b>				
<b>461 - Bay View Franchise Fee 7%</b>	101,948	108,250	102,832	110,000
<b>Total 460- Waste Removal Revenue</b>	<b>101,948</b>	<b>108,250</b>	<b>102,832</b>	<b>110,000</b>
<b><u>TOTAL REVENUE</u></b>	<b>3,772,769</b>	<b>3,712,157</b>	<b>4,050,116</b>	<b>4,285,200</b>

	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Recommended</b>
<b><u>EXPENSE</u></b>				
<b><u>POLICE DEPARTMENT</u></b>				
<b>500 · Police Salaries and Benefits Expense</b>				
502 · Salary - Officers	804,622	1,123,016	832,258	1,103,000
506 · Overtime	186,608	91,631	180,969	200,000
508 · Salary - Non-Sworn	28,061	39,576	27,025	68,100
509 · Hiring Bonus	0	0	15,273	20,000
521-A · Medical/Vision/Dental-Active	118,244	147,038	105,835	113,500
521-R · Medical/Vision/Dental-Retired	160,366	180,107	166,156	167,600
522 · Officer Life Insurance	2,715	5,482	5,512	6,900
523 · SocialSecurity/Medicare-Police	16,967	18,012	14,925	15,000
524 · Social Security - District	0	104	10,529	11,600
527 · PERS - District Portion	381,155	189,478	160,084	164,000
529 · Pension Obln Bond Payment	0	0	233,672	214,000
530 · Workers Comp	67,556	30,120	34,480	44,900
545 - GASB 68 Deferred	(382,475)	(179,521)	(179,521)	(179,500)
546 - GASB 68 Current	739,004	846,045	846,045	846,100
547 - GASB 75 Deferred	(460,960)	(343,527)	(343,527)	(343,500)
548 - GASB 75 Current	247,646	73,643	73,643	73,700
<b>Total 500 · Police Sal &amp; Ben</b>	<b>2,071,757</b>	<b>2,386,813</b>	<b>2,183,359</b>	<b>2,524,800</b>
<b>550 · Police Operating Expense</b>				
552 · Office Supplies and Exp	1,397	10,394	7,083	13,300
553 · Police Equipment and Supplies	398	1,660	0	28,500
554 · Traffic Safety	0	6,773	4,167	32,000
560 · Crossing Guard	10,343	2,941	15,204	17,800
561 · Fleet Expenses	0	16,226	11,000	91,500
564 · IT and Communications	135,755	149,811	150,077	193,300
568 · Evidence	10,126	4,290	5,360	6,000
570 · Training and Travel Exp	12,716	23,376	8,333	25,000
571 · Records	0	641	11,579	6,000
572 · Hiring	13,781	8,381	13,333	20,000

	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Recommended</b>
574 · Reserve Officers	1,000	517	3,333	3,500
576 · Dues and Subscriptions	4,993	2,294	1,333	5,000
588 · Telephone	6,968	33,261	25,200	30,300
591 · General Liability Insurance	0	29,021	31,893	42,100
592 · Printing & Publications	3,030	3,121	4,583	9,200
593 · Volunteer Programs	0	0	2,083	2,500
594 · Community Events	621	2,341	2,500	5,000
595 · Legal/Consulting - Police	80,543	6,190	20,833	9,000
599 · Police Taxes Administration	4,904	3,015	3,351	5,500
<b>Total 550 · Other Police Expenses</b>	<b>286,573</b>	<b>304,255</b>	<b>321,248</b>	<b>545,200</b>
<b>TOTAL POLICE DEPARTMENT EXPENSE</b>	<b>2,358,330</b>	<b>2,691,068</b>	<b>2,504,606</b>	<b>3,070,000</b>

	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Recommended</b>
<u>PARKS &amp; RECREATION DEPARTMENT</u>				
<b>600 · Park/Rec Sal &amp; Ben</b>				
601 · Park & Rec Administrator	4,750	0	0	41,500
602 · Custodian/Cleaning Services	4,335	7,900	2,782	45,000
623 · Social Security/Medicare - Dist	0	0	0	10,800
<b>Total 600 · Park/Rec Sal &amp; Ben</b>	<b>9,085</b>	<b>7,900</b>	<b>2,782</b>	<b>97,200</b>
<b>640 · Community Center Expenses</b>				
641 · General Maintenance	600	889	2,727	3,000
642 · Utilities-Community Center	5,680	7,965	17,891	19,500
643 · Janitorial Supplies	126	574	750	1,200
644 · Landscaping	0	5,518	12,627	13,000
645 · General Liab./Workers Comp	0	6,432	9,003	3,500
646 · Community Center Repairs	6,552	1,230	5,545	7,500
647 · Legal/Consulting	0	0	0	25,000
<b>Total 640 · Community Center Expenses</b>	<b>22,854</b>	<b>31,646</b>	<b>48,544</b>	<b>47,600</b>
<b>650 · Parks</b>				
651 · General Maintenance	0	10,750	32,117	35,400
652 · Repairs	153	3,455	11,859	12,000
653 · Landscaping	0	22,928	54,982	55,000
656 · Utilities	2,700	10,781	2,105	2,400
657 · General Liab/Workers Comp	0	6,432	8,698	9,600
658 · Levy Administration	0	2,244	8,559	9,500
674 · Tennis Court Maintenance/Repair	0	21,500	1,500	500
659 · Misc Park Expense	0	139	487	500
<b>Total 650 · Parks</b>	<b>2,852</b>	<b>78,227</b>	<b>120,308</b>	<b>124,700</b>
<b>660 · Annex Expenses</b>				
662 · Utilities - Annex	0	0	0	0
665 · Annex General Maintenance	0	0	0	0
666 · Annex Repairs	0	0	0	0
667 · Annex Landscaping	0	2,975	0	0
668 · Misc Annex Expenses	300	0	0	0
669 · Misc Projects	0	2,000	0	0
<b>Total 660 · Annex Expenses</b>	<b>300</b>	<b>4,975</b>	<b>0</b>	<b>0</b>
<b>TOTAL PARKS &amp; REC DEPARTMENT EXPENSE</b>	<b>35,091</b>	<b>122,748</b>	<b>171,633</b>	<b>269,400</b>

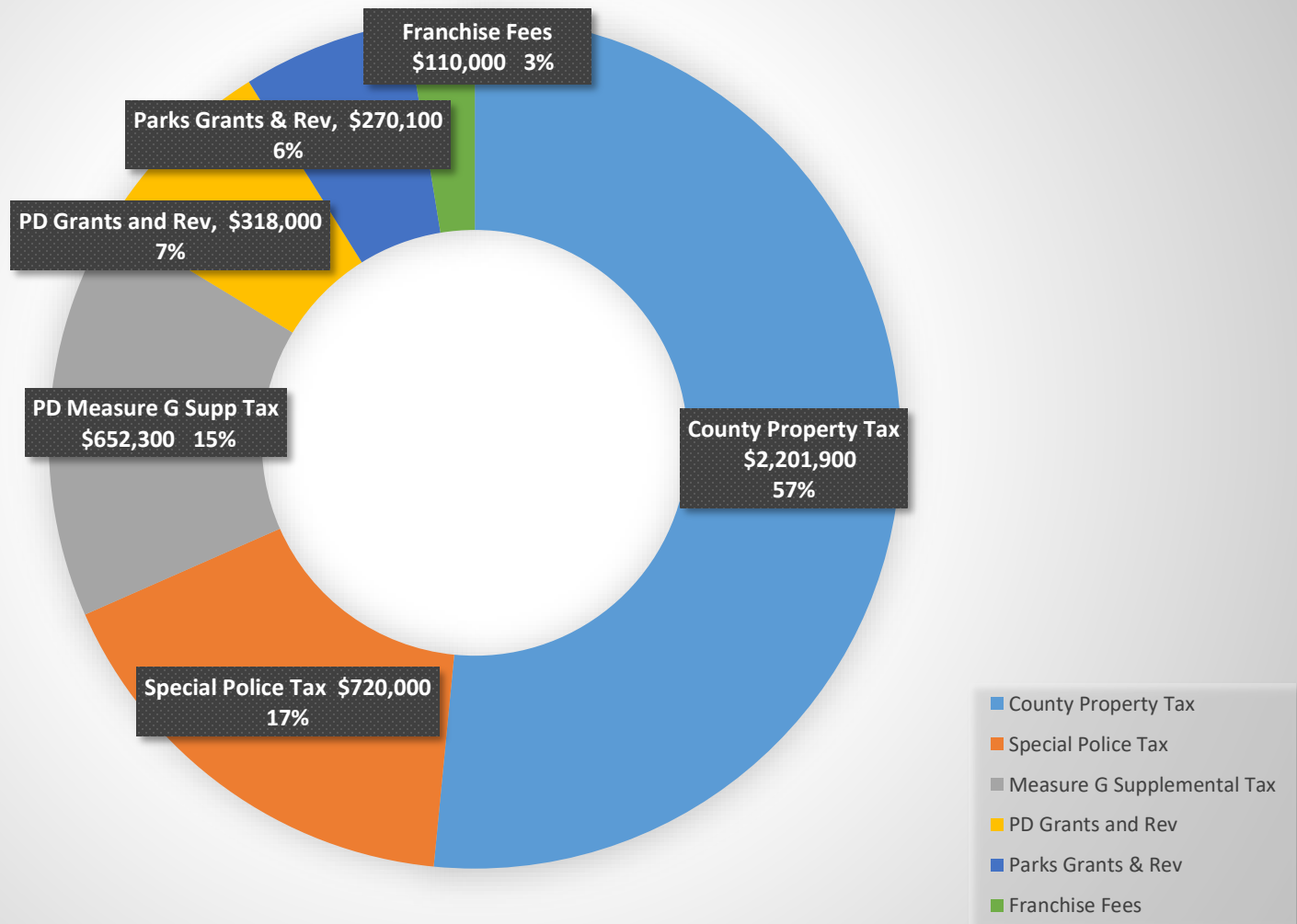
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Recommended</b>
<u>WASTE MANAGEMENT DEPARTMENT</u>				
<b>701 - Waste Management Expenses</b>				
701 · Bay View Franchise Fees Paid to CCC	43,692	46,393	44,012	47,300
702 - Waste Management Program Administration	0	0	1,200	3,000
703 - Other Waste Management Expense	0	0	480	500
<b>Total 701 - Waste Management Expenses</b>	<b>43,692</b>	<b>46,393</b>	<b>45,692</b>	<b>50,800</b>
 <u>DISTRICT ADMINISTRATION</u>				
<b>800 · District Administration Expenses</b>				
807 · Salaries	0	15,084	308,030	384,200
808 · Payroll Taxes	211,479	247,454	22,681	57,700
809 · Benefits	16,083	19,414	43,500	50,500
810 · IT Contract	28,863	15,443	22,231	27,800
815 · Admin Communications	5,996	6,562	3,426	4,300
816 · Office Supplies	0	1,399	1,263	1,600
817 · Postage	0	493	522	700
818 · Mileage Reimbursement	0	193	247	400
819 · Dues/Subscriptions	0	7,397	8,435	10,600
820 · Copier Contract	5,523	4,379	5,243	6,600
825 · Board Continuing Ed/Conferences	0	3,076	3,053	12,500
830 · Legal (District/Personnel)	161,083	53,854	38,281	45,000
831 - Training and Travel (District Admin Personnel)	0	0	0	6,500
835 · Consulting	40,832	44,150	24,321	35,000
840 · Accounting/Audit	109,997	92,200	89,735	75,000
850 · Insurance	45,057	24,309	34,793	31,900
851 · Workers Comp	0	9,402	4,600	4,500
860 · Election	0	4,991	0	7,500
861 · LAFCO	0	1,729	1,811	2,100



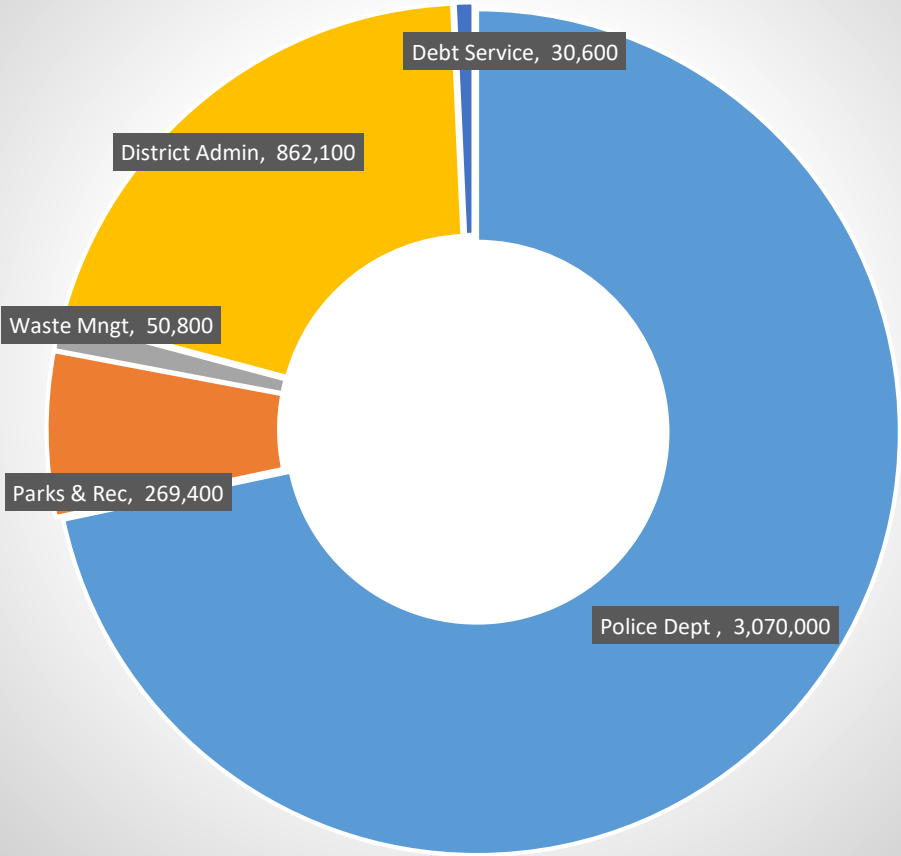
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Recommended</b>
865 · Police Bldg. Lease	36,603	36,603	39,931	48,000
866 - Bldg Maint/Repair	0	0	0	3,500
867 - Utilities	0	0	0	13,500
868 - Janitorial	0	0	0	7,200
870 · County Expenditures	22,355	22,696	24,393	25,000
891 · COVID	132	7,198	1,356	0
898 · Other Expenses	29,739	6,790	757	1,000
<b>800 · TOTAL DISTRICT ADMINISTRATION EXPENSE</b>	<b>713,740</b>	<b>624,816</b>	<b>678,608</b>	<b>862,100</b>
<b>TOTAL ALL DEPARTMENT EXPENSE</b>	<b>3,150,854</b>	<b>3,485,025</b>	<b>3,400,540</b>	<b>4,252,200</b>
<u>DEBT EXPENSE</u>				
<b>700 - Bond Issue &amp; Debt Expense</b>				
710 · Bond Administration	29,531	8,625	0	0
720 · Bond Principal	149,165	150,662	0	0
730 · Bond Interest	7,460	3,202	0	0
731 · POB Interest	0	177,989	0	0
975 - Community Center Renovation Loan	30,517	30,517	30,517	30,600
988 · Cost of Debt Issuace	119,592	0	0	0
<b>Total 700 · TOTAL DEBT EXPENSE</b>	<b>336,265</b>	<b>370,995</b>	<b>30,517</b>	<b>30,600</b>
<b>TOTAL REVENUE</b>	<b>3,772,769</b>	<b>3,712,157</b>	<b>4,050,116</b>	<b>4,285,200</b>
<b>TOTAL EXPENSE</b>	<b>3,150,854</b>	<b>3,485,025</b>	<b>3,400,540</b>	<b>4,282,700</b>
<b>(over)/under</b>	<b>621,916</b>	<b>227,133</b>	<b>649,577</b>	<b>2,500</b>

	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Recommended</b>
<u>CAPITAL PROJECTS</u>				
<b>950 · Capital Outlay</b>				
951 - Reserve 5%	0	0	0	214,200
952 - Contingency 5%	0	0	0	214,200
963 · Patrol Car Accessories	0	213	0	15,000
965 · Personal Police Equipment-Asset	41,526	10,090	0	15,000
966 · Police Traffic Equipment	3,126	0	0	25,000
967 · Station Equipment	0	0	0	50,000
968 · Office Furn/Eq	766	1,225	504	50,000
969 · Computer Equipment	16,860	6,965	0	25,000
970 - Upgrade Phone System	0	0	0	25,000
972 · Park Buildings Improvement	0	0	4,626	95,000
974 · Other Park Improvements	23,481	0	29,243	50,000
978 · Pk/Rec Furn/Eq	0	0	0	25,000
982 · General Fund Reserve	0	0	27,258	2,100,000
983 - Buidling Temporary Relocation	0	0	0	100,000
<b>Total 950 · TOTAL CAPITAL PROJECTS AND RESERVES</b>	<b>85,759</b>	<b>18,493</b>	<b>61,631</b>	<b>3,003,300</b>

## 2022-2023 General Fund Revenue Sources



# 2022-2023 General Fund Expenses



- Police Dept
- Parks & Rec
- Waste Mngt
- District Admin
- Debt Service

Kensington Police Protection and Community Services District  
2022-2023 Budget Narrative - General Fund

ACCOUNT	DESCRIPTION/SOURCE
<u>POLICE REVENUE</u>	
401 - Levy Tax - County 1% property	Provided by County
402 - Special Tax-Police	Provided by County
403 - Misc Tax-Police	Provided by NBS
404 - Measure G Supplemental Tax Rev	Provided by County
410 - Police Fees/Service Charges	Livescan, tow release, fines, fees
414 - POST Reimbursement	State reimbursement for mandatory training
415 - COPS Grants-Police- OTS Grant	COPS 150K (annual, ongoing), OTS 25K (one time)
418 - Reimbursements/Refunds	Training cancellations, credits, etc
<u>PARKS REVENUE</u>	
405 - Measure W Park Grant	Grants identified for application by Oct 2022
424 - Special Tax-L&L	Provided by NBS, tax services
427 - Community Center Revenue	Based on six months rental data, annualized
438 - Tennis Court Revenue	Increased usage
439 - Contributions for Community Ctr	KCC historical annual payment for use of facilities
<u>DISTRICT REVENUE</u>	
701 - Bond Proceeds	None planned
705 - Transfer from other Funds	Transfer from Reserve, if needed
456 - Interest-District	Bank interest, interest earned on credit accounts
458 - Misc District Revenue	Cumulative, irregular revenue items
<u>WASTE REMOVAL REVENUE</u>	
461 - Bay View Franchise Fee 7%	Received from Bay View Waste

Kensington Police Protection and Community Services District  
2022-2023 Budget Narrative - General Fund

ACCOUNT	DESCRIPTION/SOURCE
<u>POLICE EXPENSES</u>	
502 · Salary - Officers	Fully staffed PD, three new hires at top step
506 · Overtime	Police coverage during staff shortages, extra coverage
508 · Salary - Non-Sworn	Police Administrator \$60K, Admin Assistant Alloc \$8,100
509 · Hiring Bonus	\$10k total per officer, \$4,000 per year per officer
521-A · Medical/Vision/Dental-Active	Benefit Expense
521-R · Medical/Vision/Dental-Retired	Benefit Expense
522 · Officer Life Insurance	Benefit Expense
523 · SocialSecurity/Medicare-Police	Employment Tax
524 · Social Security - District	Employment Tax
527 · PERS - District Portion	District contribution to CalPERS, current. Lower than previous due to staffing and accounting.
529 · Pension Obln Bond Payment	Bond to reduce UAL
530 · Workers Comp	Increase assumes fully staffed PD
545 - GASB 68 Deferred	prior year
546 - GASB 68 Current	prior year
547 - GASB 75 Deferred	prior year
548 - GASB 75 Current	prior year
552 · Office Supplies and Exp	Operations support
553 · Police Equipment and Supplies	Name change, firearms, ammunition, new uniforms \$3x \$3.5K
554 · Traffic Safety	\$25K software offset by grant, \$7K other signs, TEO car logos
560 · Crossing Guard	One guard
561 · Fleet Expenses	Fuel 23K, rep/main 20K, vehicle lease 48.5K
564 · IT and Communications	dispatch, software, rubiconn
568 · Evidence	New category to separate evidence from records
570 · Training and Travel Exp	Combine 576 travel and remove POST reimb
571 · Records	some moved to evidence
572 · Hiring	recruit 3 new officers
574 · Reserve Officers	Outfit new reserve officer
576 · Dues and Subscriptions	Name change. Meals and travel expense moved to 570 - Training and Travel Exp
588 · Telephone	Slight increase for new phone system expense
591 · General Liability Insurance	Increase assumes fully staffed PD
592 · Printing & Publications	Public Comm, Education, Outreach
593 · Volunteer Programs	Policy, Uni, training
594 · Community Events	Public Safety coverage for events in the district
595 · Legal/Consulting - Police	Decreasing due to risk mitigation practices
599 · Police Taxes Administration	NBS, cost of calculating and implementing tax

Kensington Police Protection and Community Services District  
2022-2023 Budget Narrative - General Fund

ACCOUNT	DESCRIPTION/SOURCE
<u>PARKS &amp; RECREATION EXPENSES</u>	
601 · Park & Rec Administrator	No payroll allocated to Admin of P&R
602 · Custodian/Cleaning Services	Consolidation of custodial duties into sinle line
623 · Social Security/Medicare - Dist	No payroll allocated to Admin of P&R
641 · General Maintenance	Ongoing, usual cost, small tools and parts, hardware, supplies
642 · Utilities-Community Center	Increased usage, increased cost
643 · Janitorial Supplies	Increased usage
644 · Landscaping	Properly maintain grounds
645 · General Liab./Workers Comp	Allocated to other parks expenses
646 · Community Center Repairs	Leaking skylight, lights and screen covers, painting, etc
647 · Legal/Consulting	KCC Contract negotiations
651 · General Maintenance	Increase maintenance to improve condition
652 · Repairs	replace damaged and worn items, benches, trash cans, etc
653 · Landscaping	Improve and maintain vegetation, remove trees
654 · Janitorial Supplies	papergoods, cleaning
655 · Rental	equipment rental for repairs/maintenance
656 · Utilities	Ongoing, monthly expense
657 · General Liab/Workers Comp	Insurance allocation
658 · Levy Administration	NBS, tax calculation and administration
674 · Tennis Court Maintenance/Repair	repair damages, clean, maintain
659 · Misc Park Expense	unexpected, small expenses
662 · Utilities - Annex	Capital Projects Funds to fill expense, as needed
665 · Annex General Maintenance	Capital Projects Funds to fill expense, as needed
666 · Annex Repairs	Capital Projects Funds to fill expense, as needed
667 · Annex Landscaping	Capital Projects Funds to fill expense, as needed
668 · Misc Annex Expenses	Capital Projects Funds to fill expense, as needed
669 · Misc Projects	Capital Projects Funds to fill expense, as needed
<u>WASTE REMOVAL EXPENSES</u>	
701 · Bay View Franchise Fees Paid to CCC	3% of Bay View franchise fee due to County
702 - Waste Management Program Administration	Not previously tracked
703 - Other Waste Management Expense	small expense

Kensington Police Protection and Community Services District  
2022-2023 Budget Narrative - General Fund

ACCOUNT	DESCRIPTION/SOURCE
<u>DISTRICT EXPENSES</u>	
807 · Salaries	New category tracking in 2019
808 · Payroll Taxes	Was used for all salaries until 2021
809 · Benefits	Holiday, Vaca, Sick, PERS
810 · IT Contract	Rubiconn
815 · Admin Communications	Allocation of telephones
816 · Office Supplies	Normally office supplies
817 · Postage	postage
818 · Mileage Reimbursement	employee use of personal vehicle
819 · Dues/Subscriptions	Affiliate memberships, softare subscriptions
820 · Copier Contract	Smile monthly contract
825 · Board Continuing Ed/Conferences	Increase participation in CSDA courses
826 · Board Meetings	Returning to hybrid TBD
830 · Legal (District/Personnel)	Increase doc review for impending move
831 - Training and Travel (District Personnel)	Incease participation in CSDA courses
835 · Consulting	Ongoing projections for temp move, personnel
840 · Accounting/Audit	outsourced accounting and audit
850 · Insurance	Property and Liability
851 · Workers Comp	WC
860 · Election	Election year
861 · LAFCO	Investment Administration Costs
865 · Police Bldg. Lease	\$4000 mo
866 - Bldg Maint/Repair	minimal repair/leased bldg
867 - Utilities	Expense transferred from PD budget
868 - Janitorial	Expense transferred from PD budget
870 · County Expenditures	County Tax Administration Expense
891 · COVID	No ongoing expense, as of now
898 · Other Expenses	*



Kensington Police Protection and Community Services District  
2022-2023 Budget Narrative - General Fund

ACCOUNT	DESCRIPTION/SOURCE
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BOND EXPENSE

710 · Bond Administration	No current bond expense. Open to bonds to finance capital projects.
720 · Bond Principal	No current bond expense. Open to bonds to finance capital projects.
730 · Bond Interest	No current bond expense. Open to bonds to finance capital projects.
731 · POB Interest	Bond to reduce UAL. \$82K
975 - Community Center Renovation Loan	Annual payment on loan.
988 · Cost of Debt Issuace	No current bond expense. Open to bonds to finance capital projects.

CAPITAL RESERVE EXPENSE

951 - Reserve 5%	3-6 months operating expenses: 354350*3= \$1,063,050
952 - Contingency 5%	3-6 months operating expenses: 354350*3= \$1,063,051
963 · Patrol Car Accessories	1 spare patrol car computer, rear safety lights for fleet \$15,000 total
965 · Personal Police Equipment-Asset	Class A Jacket/Badges/Hats/Vest/ammunition/cleaning/firearms/parts \$15,000
966 · Police Traffic Equipment	Watch Guard in-car camera system \$25,000 for entire fleet
967 · Station Equipment	Weapon & gear storage/evidence safe/security cameras \$25,000
968 · Office Furn/Eq	Outfit 5 office spaces/Workstations for patrol/ misc office equip \$50,000 est.
969 · Computer Equipment	Replace or upgrade existing computers/patrol printer/administrative printer/monitors
970 - Upgrade Phone System	*Immediate Need Sysco System Server access
972 · Park Buildings Improvement	Any facility need within parks
974 · Other Park Improvements	Aging buildings and outdoor structures need replacement/repair/upgrade: Amphitheater, water run-off/flood control, additional service areas
978 · Pk/Rec Furn/Eq	Benches replacement
982 · Building Reserve	21-22 Swatt Miers \$20K 8-21, \$7,256 6-22 Feasibility Study
983 - Buidling Temporary Move	Studies, research, consulting, permits, advisors, legal

## CLASSIFICATION SPECIFICATION

Kensington Police Protection & Community Service District

Date: June 2022

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CLASS TITLE: Administrative Services Assistant

FLSA STATUS: Non-exempt

REPORTS TO: Finance Director

HIRING STATUS: At Will

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### JOB SUMMARY:

Provide administrative and clerical support for the administrative staff and police department. This position will support various main office functions including preparing correspondence, answering phones, monitoring office inventory and ordering supplies, maintaining calendars, and various other assignments as needed. The position will also have primary responsibility for overseeing and arranging park maintenance. In addition, the will have oversight for the scheduling, cleaning, repair, security and AV systems at the Community Center.

### DUTIES:

Performs general clerical duties, which may include: preparing mailings; opening, sorting, and distributing mail; maintaining office supplies; filing; and performing other fiscally related activities. Analyzes and reconciles a variety of financial account activities. Enters a variety of fiscally-related information into databases; maintains fiscal records and files. Responds to requests for information and inquiries related to programs, policies, and/or other related information. Performs other duties of similar nature or level as required.

### DSIRABLE QUALIFICATIONS

High School Diploma, G.E.D. or equivalent, and six months experience performing related duties in a private or public organization, preference to public sector experience. Experience in working with the public, front office reception and purchasing highly desirable; 30 semester or 45 quarter units with c general coursework at an accredited college or university may partially substitute for experience.

### ADDITIONAL REQUIREMENTS:

Knowledge of: Cash handling techniques; processes and procedures in bookkeeping principles; standard office equipment and procedures; data entry techniques; customer service principles; filing techniques.

Skill in: Using computers and related software applications filing and maintaining records; keyboarding; using standard office equipment; providing customer service; and, communicating both orally and in writing sufficient to exchange or convey information and to receive work direction.

### SUPPLEMENTAL:

A background check will be conducted for this classification.

**RESOLUTION NO. 2022-14**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
KENSINGTON POLICE PROTECTION AND COMMUNITY  
SERVICES DISTRICT AUTHORIZING THE ADOPTION OF THE  
2022-2023 BUDGET AT A REGULAR OR SPECIAL MEETING**

The Board of Directors of the Kensington Police Protection and Community Services District (hereafter referred to as the "Board of Directors") does find as follows:

*WHEREAS*, on January 14, 2021, the Kensington Police Protection and Community Services District ("District") adopted a new Policy Number 2030 by Resolution No. 2021-01; and

*WHEREAS*, Policy 2030.4 provides that the District Board of Directors shall adopt the District annual budget at a regular meeting by the end of June; and

*WHEREAS*, District staff is unable to complete a draft budget in time for review and adoption at the Board's regular meeting in June 2022 because of administrative delays including, without limitation, the unavailability of final numbers required for completion.

NOW, THEREFORE, THE BOARD OF DIRECTORS DOES RESOLVE AS FOLLOWS:

Notwithstanding the provisions of Policy 2030.4, the District budget for fiscal year 2022-2023 may be adopted at a regular or special meeting during the month of August 2022.

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District upon motion by President Hacaj, seconded by Vice-President Logan, on Thursday, the 9<sup>th</sup> day of June, 2022, by the following vote to wit:

AYES: Directors Deppe, Logan, Nottoli, Sherris-Watt, and Hacaj.

NOES: None.

ABSENT: None.

ABSTAINED: None.

DocuSigned by:

*Sylvia Hacaj*

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Sylvia Hacaj  
President, Board of Directors

Resolution No. 2022-14

June 9, 2022

Page 2 of 2

HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the special meeting of said Board held on Thursday, the 9<sup>th</sup> day of June, 2022.

DocuSigned by:

*Lynelle M. Lewis*

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Lynelle M. Lewis  
District Clerk of the Board

DocuSigned by:

*Tony Constantouros*

54E441D04AAB467...

Tony Constantouros  
Interim General Manger

DS  
SH

DS  
TC

DS  
LML

**RESOLUTION NO. 2022-16**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICE DISTRICT, ADOPTING THE BUDGET FOR FISCAL YEAR 2022-23**

The Board of Directors of the Kensington Police Protection and Community Service District (hereafter referred to as the "Board of Directors") does resolve as follows:

WHEREAS, at the June 30, 2022 meeting of the Kensington Police Protection and Community Services District, the General Manager prepared and submitted to the Board of Directors a Recommended Budget for the Fiscal Year commencing July 1, 2022 and ending June 30, 2023; and

WHEREAS, the General Manager has identified a need for additional staff services related to community center administration and park maintenance activities for the Kensington Police Protection and Community Services District: and

WHEREAS, the Board of Directors held a public meeting on the Recommended Budget on June 30, 2022, where all interested persons were heard.

NOW, THEREFORE BE IT RESOLVED, DETERMINED, AND ORDERED BY THE BOARD OF DIRECTORS, AS FOLLOWS:

1. The Board of Directors hereby adopts the Budget for Fiscal Year 2022-23 as presented and amended at this meeting.
2. The Board of Directors reclassifies the temporary Administrative Assistant to full-time Administrative Services Assistant at \$35/hour;
3. The sums of money therein set forth are hereby appropriated from revenues of the District to the departments, functions and activities therein set forth for expenditures during the Fiscal Year 2022-23.

Adopted this 30<sup>th</sup> day of June, 2022 by the following vote:

AYES: Directors

NOES:

ABSENT:

ABSTAINED:

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Sylvia Hacaj  
President, Board of Directors

I HEREBY CERTIFY the foregoing Resolution No. **2022-16** was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the special meeting of said Board held on Thursday, the 30th day of June 2022.

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Lynelle M. Lewis  
District Clerk of the Board

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Tony Constantouros  
Interim General Manager