

KENSINGTON POLICE  
PROTECTION & COMMUNITY  
SERVICES DISTRICT

Proposed Budget  
Fiscal Year 2020-21



*Last Updated June 7, 2020*

Kensington Police and Community Services District  
Fiscal Year 2020-21 Proposed Budget

Elected Officials and Management

**Elected Officials**

Christopher Deppe	Board President
Rachelle Sherris-Watt	Board Vice-President
Sylvia Hacaj	Board Member
Eileen Nottoli	Board Member
Cyrus Mondavi	Board Member

**District Management**

William Lindsay	Interim General Manager
Walt Schuld	Interim Chief of Police

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**To be completed in final budget document**

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**NARRATIVE EXPLANATION OF BUDGET PRESENTATION CHANGES**

In an effort to create more transparency around actual expenses, we have expanded our Chart of Accounts. This will reduce the use of lumping expenses into “miscellaneous” categories. We kept the miscellaneous categories for each department, but the budget for all “miscellaneous” categories has been significantly reduced. These “miscellaneous” accounts are intended to be used for truly unknown expenses that arise during the year. In addition to adding new accounts, we have allocated a few shared expenses across all departments. These include Workers Compensation and General Liability Insurance. Workers Compensation (total cost, \$35,442) is allocated by the percent of payroll for employees in the four departments with payroll costs (Police – 78%, Administration – 20%, Community Center – 1% and Parks/Rec – 1%). General liability (total cost \$60,077) is spread across four departments (Police – 40%, Administration – 40%, Parks/Rec – 10% and Community Center – 10%). The listing of the new accounts, with reasoning is below. The landscaping cost (\$25,000 per year) has also been allocated across Parks/Rec – 50%, Community Center – 30% and Annex – 20%). We have separated the CalPERS UAL Amortization Payment (or Pension Obligation Bond if this is the route that is chosen by the Board of Directors) out into its own expense category, account 529. We have also taken out the account 524 and moved this expense to administration, account 809, for district administration payroll taxes. This will help the public track this expense more clearly and see more exactly where expenses are being incurred.

New Account #	New Account Name	Budget Amount	Explanation of the purpose of the account
529	UAL Amortization (POB Payme	\$ 264,016	By separating this out, it will help the public track this expense more clearly.
554	Traffic Safety	\$ 5,000	Request by former Chief Simpkins
567	Alarm	\$ 1,000	Broken out, used to be included in Acct 568
569	Storage	\$ 1,700	Broken out, used to be included in Acct 568
571	Records	\$ 3,500	Broken out, used to be included in Acct 568
578	POST Reimburse	\$ 500	Broken out, used to be included in Acct 568
590	General Liability Insurance	\$ 24,309	Allocated @ 40% of total, \$60,770
593	Volunteer Programs	\$ 2,500	Request by former Chief Simpkins
641	General Maintenance	\$ 1,000	Broken out, used to be included in Acct 672
644	Landscaping	\$ 7,500	Total landscaping cost \$25,000; 30% allocation
645	General Liab./Workers Comp	\$ 6,788	General Liability Allocated @ 10% of total, \$60,770 plus Workers Comp @ 1% of total \$35,442
647	Rental	\$ 500	Direct expenses that are not reimbursable for rental use of community center
649	Misc	\$ 250	New category
651	General Maintenance	\$ 55,000	This includes the cost of the tree removal, low \$26,000, high \$40,000.
652	Repairs	\$ 5,000	Broken out, used to be included in Acct 672
653	Landscaping	\$ 12,500	Broken out, used to be included in Acct 672; Total landscaping cost \$25,000; 50% allocation
654	Janitorial Supplies	\$ 250	Supplies to clean and stock the park bathrooms.
655	Rental	\$ 500	Expense if we are able to start to rent the park areas out to the public for parties and/or events.
656	Utilities	\$ 13,000	Broken out, used to be included in Acct 672; EBMUD water for the park
657	General Liability Insurance	\$ 6,710	General Liability Allocated @ 10% of total, \$60,770 plus Workers Comp @ 1% of total \$35,442
658	Levy Administration	\$ 6,000	Broken out, used to be included in Acct 672
659	Misc	\$ 250	Broken out, used to be included in Acct 672
656	Annex General Maintenance	\$ 1,000	Might include things like termite mitigation.
666	Annex Repairs	\$ 1,000	This would be for small repairs, any large renovation will be budgeted in the capital outlay account, may need to create a new capital outlay account for Annex renovation
667	Annex Landscaping	\$ 5,000	Total landscaping cost \$25,000; 20% allocation
816	Office Supplies	\$ 2,000	Broken out, used to be included in Acct 898
817	Postage	\$ 500	Broken out, used to be included in Acct 898
818	Mileage	\$ 200	Broken out, used to be included in Acct 898
819	Dues/Subscriptions	\$ 7,800	Broken out, used to be included in Acct 898
825	Board Continuing Ed/Conf.	\$ 5,000	Broken out, used to be included in Acct 898
826	Board Meetings	\$ 2,000	Broken out, used to be included in Acct 898
851	Workers Compensation	\$ 7,088	Workers Comp Allocation is 20% of total \$35,442
861	LAFCO	\$ 2,200	Broken out, used to be included in Acct 898

Kensington Police and Community Services District  
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# Summary Information

Kensington Police and Community Services District  
Fiscal Year 2020-21 Proposed Budget

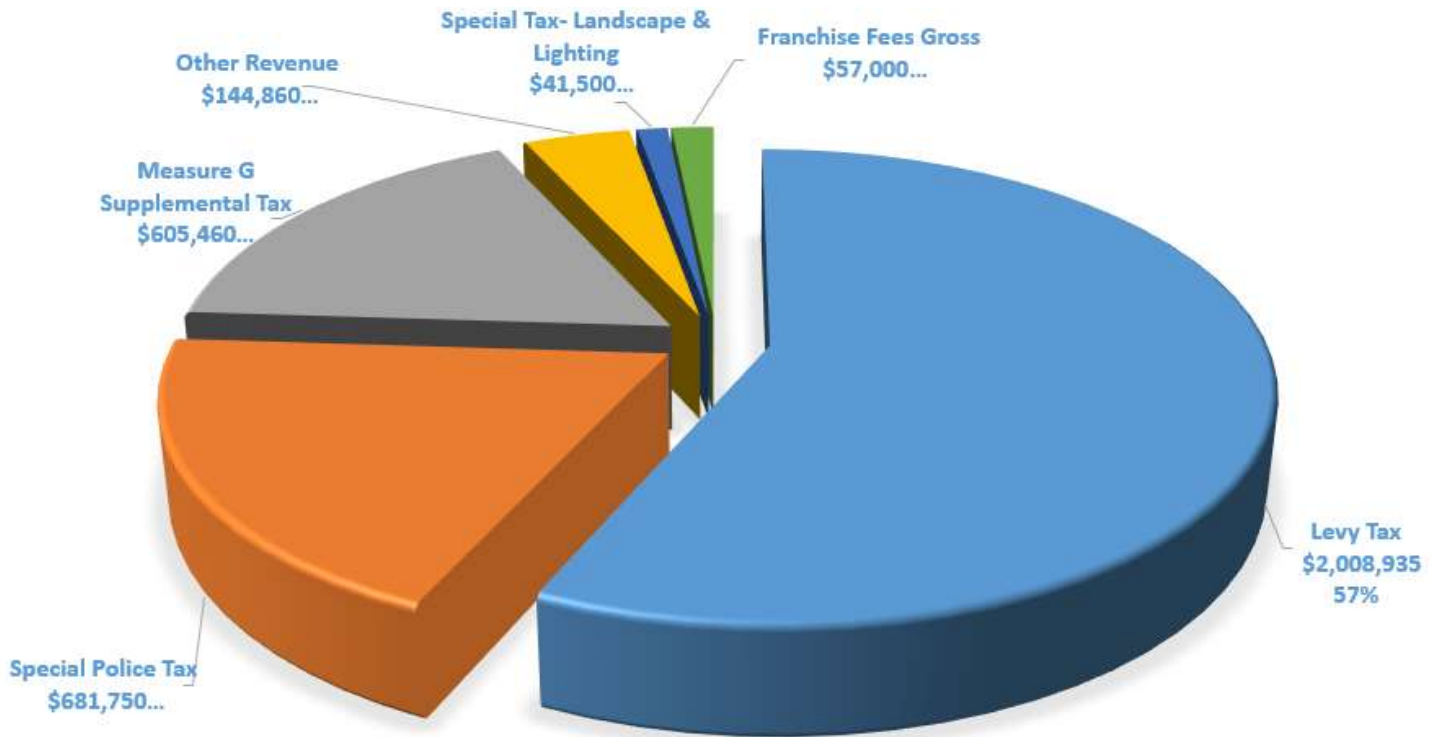
**BUDGET SUMMARY**

	<b>FY 2017-18</b>	<b>FY2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>Percent</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
<b><u>REVENUE</u></b>					
Police Activities	3,177,797	3,179,000	3,337,900	2,628,639	<b>-21.2%</b>
Parks and Receptions Activities	67,998	51,700	39,200	203,222	<b>418.4%</b>
District Administration	78,182	54,485	51,630	707,644	<b>1270.6%</b>
<b>TOTAL REVENUE</b>	<b>\$ 3,323,977</b>	<b>\$ 3,285,185</b>	<b>\$ 3,428,730</b>	<b>\$ 3,539,505</b>	<b>3.2%</b>
<b><u>EXPENDITURES</u></b>					
Police Activities	2,348,361	2,474,163	2,603,545	2,613,693	<b>0.4%</b>
Parks and Receptions Activities	98,460	118,955	126,134	163,959	<b>30.0%</b>
District Administration	528,623	541,549	653,363	633,277	<b>-3.1%</b>
Capital Outlay	123,250	61,300	32,117	43,117	<b>34.2%</b>
<b>TOTAL EXPENDITURES</b>	<b>3,098,694</b>	<b>3,195,967</b>	<b>3,415,159</b>	<b>3,454,047</b>	
<b>TOTAL OPERATING/CAPITAL EXPENSES</b>	<b>225,283</b>	<b>89,218</b>	<b>13,571</b>	<b>85,458</b>	<b>529.7%</b>

Kensington Police and Community Services District  
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GENERAL FUND REVENUE BY SOURCE

Fiscal Year 2020-21

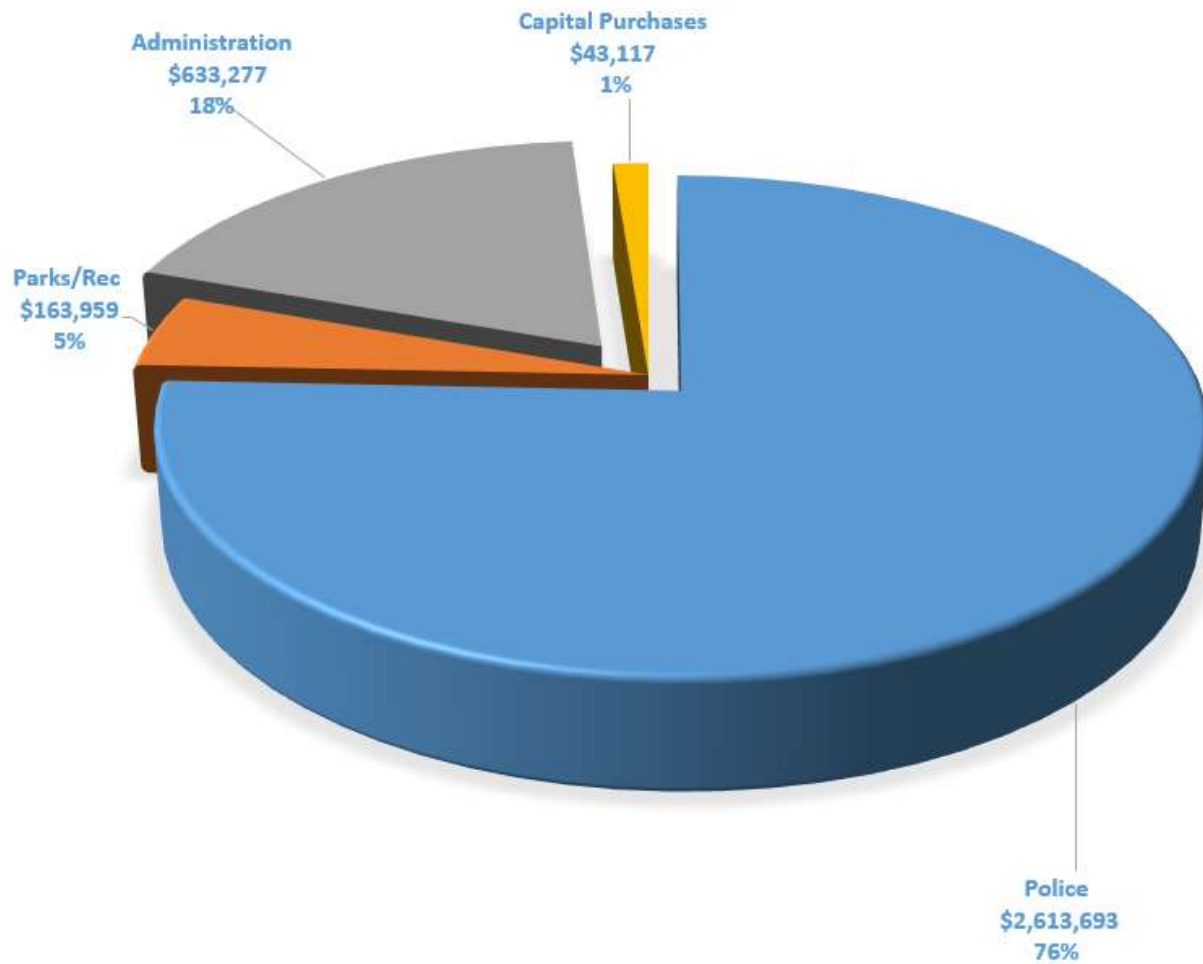




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GENERAL FUND EXPENDITURES BY ACTIVITY

Fiscal Year 2020-21



*(Excludes Community Center Renovation Project)*

# Kensington Police and Community Services District

## Fiscal Year 2020-21 Proposed Budget

	FY 2017-18	FY2018-19	FY 2019-20	FY 2020-21	Percent
	Actual	Actual	Budget	Budget	Change
<b>REVENUE</b>					
401 Levy Tax	1,763,520	1,869,928	1,941,000	2,008,935	3.5%
402 Special Police Tax	681,851	681,780	682,000	681,750	0.0%
403 Misc - Tax Police	-	73	-	-	0.0%
404 Measure G Supplemental Tax	548,106	565,740	588,400	605,460	2.9%
410 Police Fees/Service Charges	-	3,570	1,500	1,500	0.0%
411 Kensington Hilltop Services Reimb.	8,372	839	-	-	0.0%
412 Special Assignment Revenue	-	4,525	-	-	0.0%
413 West County Crossing Guard Reimb.	7,010	-	-	-	0.0%
414 POST Reimbursement	-	4,009	-	3,000	0.0%
415 Grants - Police	151,363	155,948	100,000	100,000	0.0%
416 Investment Income - Interest Police	12,000	28,169	15,000	10,000	-33.3%
418 Misc Police Income	-	9,876	10,000	5,000	-50.0%
419 Supplemental Workers Comp Reimb.	-	1,738	-	-	0.0%
424 Special Tax-L&L	37,481	38,841	39,000	41,500	6.4%
427 Community Center Revenue	29,595	7,870	-	15,000	0.0%
437 Contributions for Sound System	-	-	200	-	-100.0%
438 Misc Park/Rec Rev	-	75,320	-	-	0.0%
439 Contributions for Community Ctr	722	476,350	-	-	0.0%
448a Franchise Fees Gross	54,266	94,856	90,000	100,000	11.1%
448b less Franchise Fees Paid Out	-	(40,653)	(38,570)	(43,000)	0.0%
456 Interest-District	10,416	3,924	200	10,000	4900.0%
458 Misc District Revenue	19,275	1,559	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 3,323,977</b>	<b>\$ 3,984,264</b>	<b>3,428,730</b>	<b>3,539,145</b>	<b>3.2%</b>
<b>EXPENDITURES</b>					
<b># Police Salary and Benefits</b>					
Total Police Salaries and Benefits	1,948,453	1,887,096	2,223,094	2,213,184	-0.4%
Total Police Other Expenses	399,908	337,723	340,451	400,509	17.6%
<b>TOTAL POLICE EXPENSES</b>	<b>2,348,361</b>	<b>2,224,819</b>	<b>2,563,545</b>	<b>2,613,693</b>	<b>2.0%</b>
<b># Parks/Recreation Salaries and Benefits</b>					
Total Parks/Recreation Salaries and Benefits	9,064	9,176	7,307	16,680	128.3%
Total Community Center Expenses	10,785	9,397	6,977	25,069	259.3%
Total Park Expenses	-	-	-	99,210	0.0%
Total Other Parks/Recreation Expenses	58,061	90,632	106,600	23,000	-78.4%
<b>TOTAL PARKS/RECREATION EXPENSES</b>	<b>98,460</b>	<b>127,841</b>	<b>126,134</b>	<b>163,959</b>	<b>30.0%</b>
<b># District Administration</b>					
Total District Admin Salaries and Benefits	164,065	206,356	244,739	304,500	24.4%
Total Other Administration Expenses	364,558	575,607	408,624	328,777	-19.5%
<b>TOTAL DISTRICT ADMINISTRATION EXPENSES</b>	<b>528,623</b>	<b>781,963</b>	<b>653,363</b>	<b>633,277</b>	<b>-3.1%</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>123,250</b>	<b>44,396</b>	<b>32,117</b>	<b>43,117</b>	<b>34.2%</b>
<b>TOTAL OPERATING/CAPITAL EXPENSES</b>	<b>3,098,694</b>	<b>3,179,019</b>	<b>3,375,159</b>	<b>3,454,047</b>	<b>2.3%</b>
<b>OPERATING SURPLUS/(SHORTFALL)</b>	<b>225,283</b>	<b>805,245</b>	<b>53,571</b>	<b>85,098</b>	<b>58.9%</b>

# Kensington Police and Community Services District

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## GENERAL FUND REVENUE DETAIL

	FY 2017-18 Actual	FY2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Budget	Percent Change
<b>REVENUE</b>					
401 Levy Tax	1,763,520	1,869,928	1,941,000	2,008,935	3.5%
402 Special Police Tax	681,851	681,780	682,000	681,750	0.0%
403 Misc - Tax Police	-	73	-	-	0.0%
404 Measure G Supplemental Tax	548,106	565,740	588,400	605,460	2.9%
409 Asset Seizure	-	-	-	-	0.0%
410 Police Fees/Service Charges	-	3,570	1,500	1,500	0.0%
411 Kensington Hilltop Services Reimb.	8,372	839	-	-	0.0%
412 Special Assignment Revenue	-	4,525	-	-	0.0%
413 West County Crossing Guard Reimb.	7,010	-	-	-	0.0%
414 POST Reimbursement	-	4,009	-	3,000	0.0%
415 Grants - Police	151,363	155,948	100,000	100,000	0.0%
416 Investment Income - Interest Police	12,000	28,169	15,000	10,000	-33.3%
418 Misc Police Income	-	9,876	10,000	5,000	-50.0%
419 Supplemental Workers Comp Reimb.	-	1,738	-	-	0.0%
424 Special Tax-L&L	37,481	38,841	39,000	41,500	6.4%
427 Community Center Revenue	29,595	7,870	-	15,000	0.0%
437 Contributions for Sound System	-	-	200	-	-100.0%
438 Misc Park/Rec Rev	-	75,320	-	-	0.0%
439 Contributions for Community Ctr	722	476,350	-	-	0.0%
448a Franchise Fees Gross	54,266	94,856	90,000	100,000	11.1%
448b less Franchise Fees Paid Out	-	(40,653)	(38,570)	(43,000)	0.0%
456 Interest-District	10,416	3,924	200	10,000	4900.0%
458 Misc District Revenue	19,275	1,559	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 3,323,977</b>	<b>\$ 3,984,264</b>	<b>3,428,730</b>	<b>3,539,145</b>	<b>3.2%</b>

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**DEPARTMENTAL ACTIVITIES**

# Kensington Police and Community Services District

## Fiscal Year 2020-21 Proposed Budget

### POLICE DEPARTMENT

#### **Departmental Overview**

The Kensington Police Department was established in the mid-1940's. The Department provides the full range of services usually provided by a local department that maintains a staff of sworn officers. Typical responsibilities include crime prevention, traffic control, neighborhood patrol, responding to emergency calls, issuing traffic and parking citations, enforcing warrants, mediating disputes, investigating crimes, investigating traffic accidents, providing first aid, enforcing warrants, arresting violators, testifying in court, and enforcing court orders.

#### **Key Accomplishments – Fiscal Year 2019-20**

- Improved Technology i.e. Body Worn Cameras, updated office computers and radios, and installed Axon signals in vehicles.
- Improved Community Engagement through social media presence, “Recess with the Cops/Read Across America/Chat with Chief,” and held numerous meetings with residents in groups and individually.
- Conducted formal review of training and quality of police reports and investigations.
- Improved payroll process, digitized files, and created a daily schedule system.
- Updated POST recruiting website.
- Completed all pending Internal Affairs Investigations.
- Designated a Traffic Safety Officer and updated traffic manual.
- Recruited Interim Police Chief to replace outgoing Chief.
- Kensington continues to be a very safe community with consistently low violent and property crime rates.

#### **Major Goals – Fiscal Year 2020-21**

- Professionalize Police Department Infrastructure.
- Continue to engage the Community and concerned groups through programs, social media, meetings, and establishing a yearly citizen's academy.
- Update and replace existing dilapidated vehicle fleet.
- Update entire Policy Manual.
- Update Field Training Program.
- Explore outsourcing contracts for Major Crimes and Internal Affairs Investigations.
- Continue proactive policing in traffic safety.

# Kensington Police and Community Services District

## Fiscal Year 2020-21 Proposed Budget

- Improve records management and information systems i.e. sex registration process, evidence management, Cal Photo, and the Automated Response Information Exchange System (ARIES).
- Establish and complete application process to use the State Criminal Law Enforcement Telecommunications System.
- Prioritize recruitment of Officers and next Chief of Police.
- Continue to assist in the design and remodel of existing Police Department.
- Establish a Volunteer and Cadet Program.
- Work with El Cerrito Fire District to collectively update emergency evacuation route.

# Kensington Police and Community Services District

Fiscal Year 2020-21 Proposed Budget

## POLICE DEPARTMENT EXPENDITURES Salaries & Benefits

	FY 2017-18 Actual	FY2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Budget	Percent Change
<b>EXPENDITURES</b>					
Police Salary and Benefits					
<u>Salaries</u>					
502 Salaries - Sworn	746,268	725,580	955,791	1,097,544	14.8%
504 Compensated Absences	1,745	22,576	9,600	12,000	25.0%
506 Overtime	141,928	121,041	75,000	60,000	-20.0%
508 Salaries - Non-Sworn	67,680	25,576	52,912	31,072	-41.3%
<b>Total Salaries</b>	<b>957,621</b>	<b>894,773</b>	<b>1,093,303</b>	<b>1,200,616</b>	<b>9.8%</b>
<u>Benefits</u>					
516 Uniform Allowance	5,000	4,900	8,200	9,000	9.8%
518 Safety Equipment	3,832	500	2,500	2,250	-10.0%
521-A Health Insurance - Active	134,034	132,121	146,536	144,988	-1.1%
521-R Health Insurance - Retirees	151,707	174,115	186,097	169,678	-8.8%
521-T OPEB Trust	262,462	247,036	239,911	151,304	-36.9%
522 Disability/Life Insurance	2,971	2,923	6,246	6,610	5.8%
523 Social Security/Medicare	15,431	12,745	16,537	19,002	14.9%
524 Social Security/District	7,603	1,586	3,281	-	-100.0%
527 CalPERS - District Portion	292,399	330,711	405,090	200,477	-50.5%
528 CalPERS Employee Portion	31,925	22,579	23,393	17,598	-24.8%
529 UAL Amortization (POB Payment)				264,016	0.0%
530 Workers Compensation	83,468	63,031	92,000	27,645	-70.0%
540 Advanced Industrial Disability	0	77	-	-	0.0%
<b>Total Benefits</b>	<b>990,832</b>	<b>992,323</b>	<b>1,129,791</b>	<b>1,012,568</b>	<b>-10.4%</b>
<b>Total Police Salaries and Benefits</b>	<b>1,948,453</b>	<b>1,887,096</b>	<b>2,223,094</b>	<b>2,213,184</b>	<b>-0.4%</b>

# Kensington Police and Community Services District

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## POLICE DEPARTMENT EXPENDITURES Departmental Operations

	FY 2017-18 Actual	FY2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Budget	Percent Change
<u>Police Other Expenses</u>					
552 Police Supplies	159	1,411	2,200	2,200	0.0%
553 Range/Ammunition Supplies	1,325	5,159	5,500	5,500	0.0%
554 Traffic Safety	-	-	-	5,000	0.0%
560 Crossing Guard	11,301	12,767	14,893	15,000	0.7%
562 Vehicle Operation	29,717	36,316	30,000	72,000	140.0%
564 Communications	199,961	135,219	142,578	127,300	-10.7%
566 Radio Maintenance	908	-	-	5,000	0.0%
567 Alarm	-	-	-	1,000	0.0%
568 Prisoner Booking	10,843	9,330	12,000	5,000	-58.3%
569 Storage	-	-	-	1,700	0.0%
570 Training	4,322	5,944	10,000	10,000	0.0%
571 Records	-	-	-	3,500	0.0%
572 Hiring	1,826	12,308	15,750	15,750	0.0%
574 Reserve Officers	9,189	-	4,000	4,000	0.0%
576 Dues, Meals, Travel	1,705	1,923	2,850	2,350	-17.5%
578 POST Reimburse	-	-	-	500	0.0%
580 Utilities	10,036	11,634	13,800	13,800	0.0%
581 Building Maintenance and Repairs	-	18	3,000	3,000	0.0%
582 Office Supplies	6,004	4,876	6,500	6,500	0.0%
588 Telephone	7,226	5,265	5,280	27,500	420.8%
590 Janitorial	4,633	4,063	4,000	4,000	0.0%
591 General Liability Insurance	-	-	-	24,309	0.0%
592 Publications	2,820	2,915	3,500	3,500	0.0%
594 Community Policing	7,789	2,631	4,500	4,500	0.0%
593 Volunteer Programs	-	-	-	2,500	0.0%
595 Legal/Consulting	81,236	76,642	50,000	25,000	-50.0%
596 CAL- I.D.	5,262	5,525	6,100	6,100	0.0%
599 Measure G Administration	3,646	3,776	4,000	4,000	0.0%
Total Police Other Expenses	399,908	337,723	340,451	400,509	17.6%
<b>TOTAL POLICE EXPENSES</b>	<b>2,348,361</b>	<b>2,224,819</b>	<b>2,563,545</b>	<b>2,613,693</b>	<b>2.0%</b>



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**PARKS AND RECREATION**

**To be updated**

**Departmental Overview**

The KPPCSD maintains and makes improvements to the Community Center, Kensington Park and surrounding amenities, including tot lot, swings, picnic areas, basketball court, and tennis courts.

For many years, the KPPCSD has entered into agreements with the Kensington Community Council (KCC), which is a not-for-profit organization that provides recreation programs for school children and adults on the District's behalf. The KCC also helps raise funds and provides volunteers to help maintain the Community Center and Kensington Park.

**Key Accomplishments – Fiscal Year**

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**Major Goals – Fiscal Year**

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## PARKS & RECREATION EXPENDITURES

# Parks/Recreation Salaries and Benefits

601 Salaries	8,591	8,524	6,788	9,880	45.6%
623 Social Security/Medicare	473	652	519	800	54.1%
<b>Total Parks/Recreation Salaries and Benefits</b>	<b>9,064</b>	<b>9,176</b>	<b>7,307</b>	<b>10,680</b>	<b>46.2%</b>

602 Custodian	20,550	18,635	5,250	6,000	14.3%
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# Community Center

641 General Maintenance	-	-	-	1,000	0.0%
642 Utilities	5,599	5,786	1,327	6,131	362.0%
643 Janitorial Supplies	779	1,139	250	500	100.0%
644 Landscaping	-	-	-	7,500	0.0% 30% of 25,000
645 General Liab./Workers Comp	-	-	-	6,788	0.0%
646 Facility Repairs	1,826	600	2,400	2,400	0.0%
647 Rental	-	-	-	500	0.0%
648 Equipment Maintenance	2,581	1,872	3,000	-	-100.0%
649 Misc	-	-	-	250	0.0%
<b>Total Community Center Expenses</b>	<b>10,785</b>	<b>9,397</b>	<b>6,977</b>	<b>25,069</b>	<b>259.3%</b>

# Park

651 General Maintenance	-	-	-	55,000	0.0%
652 Repairs	-	-	-	5,000	0.0%
653 Landscaping	-	-	-	12,500	0.0% 50% of 25,000
654 Janitorial Supplies	-	-	-	250	0.0%
655 Rental	-	-	-	500	0.0%
656 Utilities	-	-	-	13,000	0.0%
657 General Liab./Workers Comp	-	-	-	6,710	0.0%
658 Levy Administration	-	-	-	6,000	0.0%
659 Misc	-	-	-	250	0.0%
<b>Total Park Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>99,210</b>	<b>0.0%</b>

# Other Parks/Recreation Expenses

665 Annex General Maintenance	-	-	-	1,000	0.0%
666 Annex Repairs	-	-	-	1,000	0.0%
667 Annex Landscaping	-	-	-	5,000	0.0% 20% of 25,000
668 Annex Miscellaneous Expenses	-	-	4,000	-	-100.0%
670 Gardening Supplies	-	-	1,000	-	-100.0%
672 Kensington Park O&M	57,508	90,632	90,600	-	-100.0%
674 Tennis Court Maintenance	-	-	10,000	16,000	60.0%
678 Miscellaneous Expenses	553	-	1,000	-	-100.0%
<b>Total Other Parks/Recreation Expenses</b>	<b>58,061</b>	<b>90,632</b>	<b>106,600</b>	<b>23,000</b>	<b>-78.4%</b>

<b>TOTAL PARKS/RECREATION EXPENSES</b>	<b>98,460</b>	<b>127,841</b>	<b>126,134</b>	<b>163,959</b>	<b>30.0%</b>
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# Kensington Police and Community Services District

## Fiscal Year 2020-21 Proposed Budget

### DISTRICT ADMINISTRATION

#### Departmental Overview

The KPPCSD District Administration Department handles the oversight and processing of all administrative matters. Structurally, at a small district such as KPPCSD, the administration department is the umbrella department for all district matters. The General Manager advises on efficient delivery of services, best practices to achieve an effective organization, oversees major projects and implementation of policies at the direction of the Board of Directors. The General Manager works cross-sectionally to explore methods that improve accountability, fiscal stability, cost effectiveness, professional standards and evaluation of all services relating to the district.

#### Key Accomplishments – Fiscal Year 2019-20

- Hired 3 new part time administrative staff including a new Clerk of the Board, a Finance and Business Manager, and an Administrative Assistant.
- Implemented a schedule to hold weekly staff meetings to coordinate and check-in with all department heads (Including the Chief of Police, General Manager, Finance and Business Manager, Parks Administrator, Clerk of the Board, and Administrative Assistant).
- Created a file structure and database for all district data to be saved and backed up to create redundancy.
- Digitized the current year and continue to work to digitize as much historical data as possible.
- Setup technology so that the administrative staff have the ability to work remotely.
- In partnership with the Police Department, completed an implementation of a new payroll system and timekeeping process for the police and administrative staff.
- Completion of a new Accounts Payable Transmittal Process to create more transparency for the Board of Directors to see all transactions that go through the district, to help with data organization for the annual audit and to create redundancy.
- Plan to scale back on consultant services.
- Completion of steps to obtain the maximum points that earned for the District with SDRMA for the districts Liability and Workers Compensation to save approximately \$13,000 for the 20-21 renewal.
- Identified the need for an outside accounting firm to know and understand our all of our accounting processes and procedures, to do our monthly bank (county) reconciliations, and to provide a level of assurance to the district when we report our numbers out to the public. This is to ensure good internal controls in such a small office, create a level of redundancy, and segregation of duties.
- Completion of the Annual Audit.

# Kensington Police and Community Services District

## Fiscal Year 2020-21 Proposed Budget

### **Major Goals – Fiscal Year 20-21**

- Work collaboratively across all departments to increase moral, a team environment and work efficiencies.
- Digitize the contract signature process, using DocuSign, for the Board of Director so that contracts, resolutions, board minutes and all other important documents requiring signatures can and do get signed and posted in a more efficient and timely manner.
- Continue to work with community members to address the needs of the public.
- Continue to have the 2X2 committee work with the Fire District to solve the issue of space and the remodel of the public safety building.
- Build a meaningful budget that holds each department accountable to work within their budgets.
- Continue to improve upon the Public Records Request Process, with the goals of timely responses and lessening legal and consulting fees related to these requests. Also implement a tracking system so that we can report to the public the amount of time and money that is needed to respond to requests.
- Create a comprehensive salary schedule for all district employees with clear pay grades.
- Create an internal Human Resources Manual that included standard operating procedures for handling all HR related issues including but not limited to, onboarding platform/process, employee review system, proper training, clear job descriptions, etc.
- Create a finance/accounting manual.
- Create an Injury, Illness and Prevention Plan.
- Evaluate the current accounting system (QuickBooks) and make a recommendation as to whether the district should stay with QuickBooks or go to a true fund accounting software system that is also cloud based program such as Accufund, Intacct or others to be researched.
- Oversee the completion of the annual audit.

# Kensington Police and Community Services District

Fiscal Year 2020-21 Proposed Budget

## DISTRICT ADMINISTRATION EXPENDITURES

	FY 2017-18 Actual	FY2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Budget	Percent Change
# District Administration					
<u>Salaries</u>					
808 Salaries	156,145	191,692	227,347	282,500	24.3%
809 Payroll Taxes	7,920	14,664	17,392	22,000	26.5%
<b>Total District Admin Salaries and Benefits</b>	<b>164,065</b>	<b>206,356</b>	<b>244,739</b>	<b>304,500</b>	<b>24.4%</b>
<u>Other Expenses</u>					
810 Computer Maintenance	31,164	23,292	30,088	30,088	0.0%
815 Admin Communications	-	4,430	5,000	5,000	0.0%
816 Office Supplies	-	-	-	2,000	0.0%
817 Postage	-	-	-	500	0.0%
818 Mileage	-	-	-	200	0.0%
819 Dues/Subscriptions	-	-	-	7,800	0.0%
820 Copier Contract	5,043	5,692	6,893	6,893	0.0%
825 Board Continuing Ed/Conf.	-	-	-	5,000	0.0%
826 Board Meetings	-	-	-	2,000	0.0%
830 Legal	76,461	191,724	80,840	85,000	5.1%
835 Consulting	92,104	86,919	25,800	30,000	16.3%
840 Accounting	40,751	54,624	51,450	35,000	-32.0%
850 General Liability Insurance	36,588	42,438	70,000	24,308	-65.3%
851 Workers Compensation	-	-	-	7,088	0.0%
860 Elections	-	6,387	-	6,400	0.0%
861 LAFCO	-	-	-	2,200	0.0%
865 Police Building Lease	35,468	36,036	36,603	40,000	9.3%
870 County Expense	21,855	22,455	24,300	24,300	0.0%
890 Waste/Recycle	4,462	2,231	51,000	5,000	-90.2%
898 Miscellaneous Expenses	20,662	22,131	26,650	10,000	-62.5%
899 Depreciation Expense	-	77,249	-	-	0.0%
<b>Total Other Administration Expenses</b>	<b>364,558</b>	<b>575,607</b>	<b>408,624</b>	<b>328,777</b>	<b>-19.5%</b>
<b>TOTAL DISTRICT ADMINISTRATION EXPENSES</b>	<b>528,623</b>	<b>781,963</b>	<b>653,363</b>	<b>633,277</b>	<b>-3.1%</b>

# Kensington Police and Community Services District

## Fiscal Year 2020-21 Proposed Budget

*Note: No separate budget has been developed for the Solid Waste activity at this time.*

**To Be Completed**

## SOLID WASTE

### Departmental Overview

In 1979, Kensington residents voted to add solid waste to the services provided by the Kensington Police Protection and Community Service District. Kensington's most recent contract with Bay View Refuse and Recycling commenced in 2015 and will expire in 2023. Through this agreement, Bay View Refuse and Recycling provides weekly garbage collection and twice-monthly green waste pick-ups.

In 2017, the KPPCSD Board began researching the possibility of adding food composting to the list of services. Composting options are under evaluation to ascertain whether residents wish to add, and to pay an additional fee, for this service. Should this service be included, residents will be able to add compostable food items to their green waste, and these bins will be collected every week.

### Key Accomplishments – Fiscal Year

### Major Goals – Fiscal Year 2019-20

Kensington Police and Community Services District  
Fiscal Year 2020-21 Proposed Budget

CAPITAL PURCHASES/CAPITAL PROJECTS

- Purchase 1 police car or lease/purchase a fleet of 4-6 police cars.
- Discuss budget for capital improvements for the Annex.
- Discuss budget for temporary housing space for the Police Department during the renovation of the Public Safety Building.

Kensington Police and Community Services District  
Fiscal Year 2020-21 Proposed Budget

Community Center Renovation Budget Status Report

Original Contract Sum with KCK Builders	1,669,400.00
Initial Costs outside of contract (2011-2019)	125,035.24
Initial Costs outside of contract (2011-2019) - Glass	120,753.58
<b>Total</b>	<b>245,788.82</b>

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**Costs Incurred/Paid out in the 2019/2020 Fiscal Year**

Date	Name	Memo	Amount
08/15/2019	The Key Shack Inc.	Inv. # 12037 - Community Center Keys for KCK (Contractor)	120.00
08/30/2019	KCK Builders	Application #1	80,750.00
09/13/2019	Glass Associates, Inc.	Invoice: KPPCSD.12 - 09/05/19	7,800.00
09/30/2019	Chicago Title Company	Invoice: FCLA-TO19001155-1 09/18/19	750.00
10/15/2019	Eco Bay Services, Inc.	Abatement Service per proposal dated 04/01/19	33,500.00
10/15/2019	KCK Builders	Application #2	274,902.45
10/30/2019	Applied Materials & Engineering, Inc.	Invoice: 1190703-0919	1,245.00
11/15/2019	Glass Associates, Inc.	Reimbursement expenses (09/01 - 10/31 '2019)	7,800.00
11/29/2019	Applied Materials & Engineering, Inc.	Invoice: 1190703-1019	1,185.00
12/13/2019	Glass Associates, Inc.	Construction Admin Phase Services	3,900.00
12/13/2019	Sensible Environmental Solutions, Inc.	Kensington Community Center Hazardous Materials Abatement Specs.	4,535.00
12/16/2019	KCK Builders	Application #3	254,466.05
12/30/2019	Applied Materials & Engineering, Inc.	Invoice: 1190703-1119	1,559.00
12/30/2019	KCK Builders	Application #4	262,081.25
01/10/2020	KCK Builders	Application #5	248,266.35
03/27/2020	KCK Builders	Application #6	152,047.50
04/14/2020	Thomas Swan Sign Co.	Sign for the front of the community center 50% deposit	1,204.22
04/30/2020	KCK Builders	Application #7	210,804.05
04/30/2020	Glass Associates, Inc.	Construction Admin Phase Services	13,600.00
05/14/2020	Staples, Inc.	New Whiteboards for the new community center	270.60
05/14/2020	Thomas Swan Sign Co.	Sign for the front of the community center 50% deposit	1,204.22
<b>Expenses paid out as of 6.15.2020</b>			<b>1,561,990.69</b>

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**Remaining Costs to be paid out to close the project**

Date	Name	Memo	Amount
To be Paid in 2020	KCK	Remaining Balance incl. contingency credit to KCK	131,421.00
To be Paid in 2020	Glass and Associates	Remaining Balance to Glass and Associates	7,146.42
To be Paid in 2020	ASG	AV Equipment	19,480.54
To be Paid in 2020	Other	Other Misc	10,000.00
<b>Remaining Expenses to complete the project</b>			<b>168,047.96</b>
<b>Total Cost of the Community Center Renovation (1,2,3)</b>			<b>1,975,827.47</b>

3

Funds Specified for the Community Center	
Eagle Builders Settlement	75,200.00
Total Donations	482,072.00
Loan	250,000.00
WW Grant Reimbursement	158,000.00
	<b>965,272.00</b>
Total Cash Used to Date (1 and 2)	1,807,779.51
Total that will be used to closeout the project (3)	168,047.96
<b>Total Cost of the Community Center Renovation</b>	<b>1,975,827.47</b>
Total Cash Depleted from Reserves (added back WW Grant until repaid)	\$ 1,168,555.47

Total Project Allocations - taken from B.Zenoni's numbers	
Initial Project Allocation	300,000.00
2016-2017 Appropriation	150,000.00
2017-2018 Appropriation	200,000.00
2018-2019 Appropriation	290,000.00
2018-2019 Appropriation	150,000.00
Total Reserve Allocation	1,090,000.00
Total Additional Money to Fund the Project	
Eagle Builders Settlement	75,200.00
Total Donations	482,072.00
Loan	250,000.00
WW Grant Reimbursement	158,000.00
	965,272.00
<b>Total Money Allocated</b>	<b>\$ 2,055,272.00</b>



# Kensington Police and Community Services District

Fiscal Year 2020-21 Proposed Budget

## AUTHORIZING STAFF

	FY 17-18	FY 18-19	FY 19-20	FY 20-21 Proposed
<u>POLICE</u>	Budget	Budget	Budget	Budget
Police Chief	1	1	1	1
Master Seargent	0	0	0	0
Police Captain	0	0	1	1
Seargent	2	2	2	2
Corporal	1	1	1	0
Police Officer	6	6	5	6
Police Services Aide	0.375	0.4	0.65	0.375
<b>Total Police</b>	<b>10.375</b>	<b>10.4</b>	<b>10.65</b>	<b>10.375</b>
<b><u>PARKS AND RECREATION</u></b>				
Parks Administrator (police services aide)	0.125	0.125	0.25	0.125
Custodian	0	0	0	0
Landscaper	0	0	0	0
<b>Total Parks and Recreation</b>	<b>0.125</b>	<b>0.125</b>	<b>0.25</b>	<b>0.125</b>
<b><u>DISTRICT ADMINISTRATION</u></b>				
General Manager	0	0	0.375	0.461538
Finance and Business Manager	0	0	0.3	0.5
Clerk of the Board	0	0	0.5	0.5
Accounting Specialist	0	0	0	0.5
Administrative Assistant	0	0	0.63	0.5
<b>Total District Administration</b>	<b>0</b>	<b>0</b>	<b>1.805</b>	<b>2.461538</b>
<b>TOTAL</b>	<b>10.5</b>	<b>10.525</b>	<b>12.705</b>	<b>12.96154</b>

Kensington Police and Community Services District  
Fiscal Year 2020-21 Proposed Budget

APPENDIX A

**REVENUE & EXPENDITURE DETAIL**

Kensington Police and Community Services District  
Fiscal Year 2020-21 Proposed Budget

**REVENUE & EXPENDITURE DETAIL**

	FY 19/20 Budget	FY 2019-20 through 5/30/20	FY 2019-20 Projected	FY 20-21 Proposed Budget	Proposed 20- 21 Budget vs. 2019-20 Budget
<b>Revenue</b>					
400 · Police Activities Revenue					
401 · Levy Tax	1,941,000	1,916,337	1,941,000	2,008,935	67,935
402 · Special Tax-Police	682,000	681,750	681,750	681,750	-
403 · Misc Tax-Police	-	-	-	-	-
404 · Measure G Supplemental Tax Rev	588,400	588,398	588,398	605,460	17,062
409 · Asset seizure forfeit/WEST NET	-	-	-	-	-
410 · Police Fees/Service Charges	1,500	2,107	2,107	1,500	(607)
411 · Kensington Hilltop Srvc Reimb	-	-	-	-	-
412 · Special Assignment Revenue	-	-	-	-	-
413 · West County Crossing Guard Reim	-	-	-	-	-
414 · POST Reimbursement	-	9,100	9,100	3,000	(6,100)
415 · Grants-Police	100,000	100,000	155,000	100,000	(55,000)
416 · Interest-Police	15,000	18,141	18,141	10,000	(8,141)
418 · Misc Police Income	10,000	4,906	4,906	5,000	94
419 · Supplemental W/C Reimb (4850)	-	-	-	-	-
400 · Police Activities Revenue - Other	-	-	-	-	-
<b>Total 400 · Police Activities Revenue</b>	<b>3,337,900</b>	<b>3,320,739</b>	<b>3,400,403</b>	<b>3,415,645</b>	<b>15,242</b>
420 · Park/Rec Activities Revenue					
424 · Special Tax-L&L	39,000	40,195	40,195	41,500	1,305
427 · Community Center Revenue	-	-	-	15,000	15,000
438 · Misc Park/Rec Rev	200	160	160	-	(160)
439 · Contributions for Community Ctr	-	5,000	5,000	-	(5,000)
<b>Total 420 · Park/Rec Activities Revenue</b>	<b>39,200</b>	<b>45,355</b>	<b>45,355</b>	<b>56,500</b>	<b>11,145</b>
440 · District Activities Revenue					
448a · Franchise Fees Gross	90,000	70,659	97,819	100,000	2,181
448b · less Franchise Fees Paid Out	(38,570)	(30,282)	(41,922)	(43,000)	(1,078)
456 · Interest-District	200	14,739	14,739	10,000	(4,739)
458 · Misc District Revenue	-	1,024	1,024	-	(1,024)
440 · District Activities Revenue - Other	-	-	-	-	-
<b>Total 440 · District Activities Revenue</b>	<b>51,630</b>	<b>56,139</b>	<b>71,659</b>	<b>67,000</b>	<b>(4,659)</b>
<b>Total Income</b>	<b>3,428,730</b>	<b>3,422,233</b>	<b>3,517,416</b>	<b>3,539,145</b>	<b>21,729</b>
<b>Expense</b>					
500 · Police Sal & Ben					
502 · Salary - Officers	995,791	763,907	840,584	1,097,544	256,961
504 · Compensated Absences	9,600	14,970	14,970	12,000	(2,970)
506 · Overtime	75,000	122,404	131,837	60,000	(71,837)
508 · Salary - Non-Sworn	52,912	10,402	11,902	31,072	19,170
516 · Uniform Allowance	8,200	8,734	9,359	9,000	(359)
518 · Safety Equipment	2,500	1,851	1,851	2,250	399
521-A · Medical/Vision/Dental-Active	146,536	122,069	132,689	144,988	12,299
521-R · Medical/Vision/Dental-Retired	186,097	170,544	184,683	169,678	(15,005)
521-T · Medical/Vision/Dental-Trust	239,911	-	151,470	151,304	(166)
522 · Insurance - Police	6,246	2,329	3,829	6,610	2,781
523 · Social Security/Medicare	16,537	15,333	16,689	19,002	2,313
524 · Social Security - District	3,281	13,443	13,443	-	(13,443)
527 · PERS - District Portion	405,090	418,743	428,470	200,477	(227,993)

# Kensington Police and Community Services District

## Fiscal Year 2020-21 Proposed Budget

	FY 19/20 Budget	FY 2019-20 through 5/30/20	FY 2019-20 Projected	FY 20-21 Proposed Budget	Proposed 20- 21 Budget vs. 2019-20 Budget
528 · PERS - Officers Portion	23,393	39,286	43,286	17,598	(25,688)
529 · UAL Amortization (POB Payment)	-	-	-	264,016	264,016
530 · Workers Comp	92,000	67,556	67,556	27,645	(39,911)
540 · Advanced Industrial Disability	-	-	-	-	-
541 · Consultant/Operational Audit	-	187,134	239,951	-	(239,951)
<b>Total 500 · Police Sal &amp; Ben</b>	<b>2,263,094</b>	<b>1,958,703</b>	<b>2,292,566</b>	<b>2,213,184</b>	<b>(79,382)</b>
550 · Other Police Expenses					-
552 · Expendable Police Supplies	2,200	1,087	1,587	2,200	613
553 · Range/Ammunition Supplies	5,500	398	398	5,500	5,102
554 · Traffic Safety	-	-	-	5,000	5,000
560 · Crossing Guard	14,893	10,343	10,343	15,000	4,658
562 · Vehicle Operation	30,000	37,628	39,128	72,000	32,872
564 · Communications (RPD)	142,578	132,004	133,371	127,300	(6,071)
566 · Radio Maintenance	-	11,987	11,987	5,000	(6,987)
567 · Alarm	-	-	-	1,000	1,000
568 · Prisoner/Case Exp./Booking	12,000	7,419	7,919	5,000	(2,919)
569 · Storage	-	-	-	1,700	1,700
570 · Training	10,000	11,620	11,870	10,000	(1,870)
571 · Records	-	-	-	3,500	3,500
572 · Hiring (new title)	15,750	9,466	9,466	15,750	6,284
574 · Reserve Officers	4,000	1,000	1,000	4,000	3,000
576 · Misc. Dues, Meals & Travel	2,850	4,993	5,493	2,350	(3,143)
578 · POST Reimburse	-	-	-	500	500
580 · Utilities - Police	13,800	9,407	11,107	13,800	2,693
581 · Bldg Repairs/Maint.	3,000	314	314	3,000	2,686
582 · Expendable Office Supplies	6,500	6,099	6,299	6,500	201
588 · Telephone(+Rich. Line)	5,280	4,571	5,362	27,500	22,138
590 · Janitorial	4,000	3,212	3,412	4,000	588
591 · General Liability Insurance	-	-	-	24,309	24,309
592 · Publications	3,500	3,030	3,030	3,500	470
593 · Volunteer Programs	-	-	-	4,500	4,500
594 · Community Policing	4,500	621	621	2,500	1,879
595 · Legal/Consulting - Police	50,000	80,422	82,422	25,000	(57,422)
596 · CAL I.D.	6,100	5,983	5,983	6,100	117
599 · Police Taxes Administration	4,000	3,915	3,915	4,000	85
<b>Total 550 · Other Police Expenses</b>	<b>340,451</b>	<b>345,517</b>	<b>355,025</b>	<b>400,509</b>	<b>45,484</b>
600 · Park/Rec Sal & Ben					-
601 · Park & Rec Administrator	6,788	4,750	5,350	9,880	4,530
602 · Custodian	5,250	4,335	4,335	6,000	1,665
623 · Social Security/Medicare - Dist	519	-	-	800	800
<b>Total 600 · Park/Rec Sal &amp; Ben</b>	<b>12,557</b>	<b>9,085</b>	<b>9,685</b>	<b>16,680</b>	<b>6,995</b>
635 · Park/Recreation Expenses					-
640 · Community Center Expenses					-
641 · General Maintenance	-	-	-	1,000	1,000
642 · Utilities-Community Center	1,327	3,897	3,975	6,131	2,156
643 · Janitorial Supplies	250	126	126	500	374
644 · Landscaping	-	-	-	7,500	7,500
645 · General Liability/Workers Comp	-	-	-	6,788	6,788
646 · Community Center Repairs	2,400	1,081	1,081	2,400	1,319
647 · Rental	-	-	-	500	500
648 · Community Center Equip Maint	3,000	319	319	-	(319)
649 · Misc	-	78	78	250	172
<b>Total 640 · Community Center Expenses</b>	<b>6,977</b>	<b>5,500</b>	<b>5,578</b>	<b>25,069</b>	<b>19,491</b>

# Kensington Police and Community Services District

## Fiscal Year 2020-21 Proposed Budget

	FY 19/20 Budget	FY 2019-20 through 5/30/20	FY 2019-20 Projected	FY 20-21 Proposed Budget	Proposed 20- 21 Budget vs. 2019-20 Budget
<b>650 · Park Expenses</b>					-
651 · General Maintenance	-	-	-	55,000	55,000
652 · Repairs	-	-	-	5,000	5,000
653 · Landscaping	-	-	-	12,500	12,500
654 · Janitorial	-	-	-	250	250
655 · Rental	-	-	-	500	500
656 · Utilities	-	-	-	13,000	13,000
657 · General Liability/Workers Comp	-	-	-	6,710	6,710
658 · Levy Administration	-	-	-	6,000	6,000
659 · Misc	-	-	-	250	250
<b>Total 640 · Community Center Expenses</b>	-	-	-	99,210	99,210
<b>660 · Annex Expenses</b>					-
662 · Utilities - Annex	-	-	-	-	-
665 · Annex General Maintenance	-	-	-	1,000	1,000
666 · Annex Repairs	-	-	-	1,000	1,000
667 · Annex Landscaping	-	-	-	5,000	5,000
668 · Misc Annex Expenses	4,000	300	-	-	-
670 · Gardening Supplies	1,000	-	-	-	-
672 · Kensington Park O&M	90,600	70,262	76,779	-	(76,779)
674 · Tennis Courts (new title)	10,000	-	-	16,000	16,000
678 · Misc Park/Rec Expense	1,000	650	650	-	(650)
<b>Total 635 · Park/Recreation Expenses</b>	109,577	76,413	77,429	23,000	(54,429)
<b>800 · District Expenses</b>					-
808 · District Salaries	227,347	196,355	215,956	282,500	66,544
809 · District Payroll Taxes	17,392	1,435	2,870	22,000	19,130
810 · Computer Maintenance	30,088	27,825	29,869	30,088	219
815 · Admin Communications (new title)	5,000	5,796	6,146	5,000	(1,146)
816 · Office Supplies	-	-	-	2,000	2,000
817 · Postage	-	-	-	500	500
818 · Mileage	-	-	-	200	200
819 · Dues/Subscriptions	-	-	-	7,800	7,800
820 · Cannon Copier Contract	6,893	4,857	5,097	6,893	1,796
825 · Board Continuing Ed/Conf.	-	-	-	5,000	5,000
826 · Board Meetings	-	-	-	2,000	2,000
830 · Legal (District/Personnel)	80,840	160,616	165,616	85,000	(80,616)
835 · Consulting	25,800	18,513	18,513	30,000	11,488
840 · Accounting	51,450	84,312	99,012	35,000	(64,012)
850 · Insurance	70,000	45,057	45,057	24,308	(20,749)
851 · Workers Compensation	-	-	-	7,088	7,088
860 · Election	-	-	-	6,400	6,400
861 · LAFCO	-	-	-	2,200	2,200
865 · Police Bldg. Lease	36,603	33,553	36,603	40,000	3,397
870 · County Expenditures	24,300	22,355	22,355	24,300	1,945
890 · Waste/Recycle	51,000	2,200	2,575	5,000	2,425
898 · Misc. Expenses	26,650	28,292	28,592	10,000	(18,592)
899 · Depreciation Expense	-	-	-	-	-
<b>Total 800 · District Expenses</b>	653,363	631,166	678,261	633,277	(44,984)
<b>950 · Capital Outlay</b>					-
962 · Police Cars	-	-	-	-	-
963 · Police Cars Accessories	-	-	-	-	-
965 · Personal Police Equipment-Asset	-	38,602	38,602	1,000	(37,602)
966 · Police Traffic Equipment	-	1,726	1,726	-	(1,726)
968 · Office Furn/Eq	-	766	766	-	(766)

# Kensington Police and Community Services District

## Fiscal Year 2020-21 Proposed Budget

	FY 19/20 Budget	FY 2019-20 through 5/30/20	FY 2019-20 Projected	FY 20-21 Proposed Budget	Proposed 20- 21 Budget vs. 2019-20 Budget
969 · Computer Equipment	1,500	14,675	14,675	5,000	(9,675)
971 · Park Land	-	-	-	5,000	5,000
972 · Park Buildings Improvement	-	-	-	-	-
974 · Other Park Improvements	-	1,446	1,445	1,500	55
975 · Community Center Loan Repayment	30,617	30,517	30,617	30,617	-
978 · Pk/Rec Furn/Eq	-	-	-	-	-
985 · Comm. Ctr Renovation (Cap Fund)	-	-	-	-	-
<b>Total 950 · Capital Outlay</b>	<b>32,117</b>	<b>87,731</b>	<b>87,831</b>	<b>43,117</b>	<b>(44,714)</b>
<b>Total Expense</b>	<b>3,418,136</b>	<b>3,114,115</b>	<b>3,506,375</b>	<b>3,454,046</b>	<b>(52,329)</b>
<b>Operating Shortfall/Surplus</b>	<b>\$ 10,594</b>	<b>\$ 308,118</b>	<b>\$ 11,041</b>	<b>\$ 85,099</b>	<b>\$ 74,058</b>

\*\*Highlighted Categories are newly added accounts\*\*

Kensington Police and Community Services District  
Fiscal Year 2020-21 Proposed Budget

**APPENDIX B**

**APPROPRIATIONS LIMIT CALCULATION**

**To Be Completed with Final Budget**

Kensington Police and Community Services District  
Fiscal Year 2020-21 Proposed Budget

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT  
APPROPRIATIONS LIMITATION

The appropriations limitation imposed by Proposition 4 and modified by Proposition 222 creates a restriction on the amount of revenue which can be appropriated in any fiscal year. The revenues which are subject to the limitation are those considered "proceeds of taxes." The basis for calculating the limit began in 1978-79 and is increased each year based on population growth and inflation.



# Kensington Police and Community Services District

Fiscal Year 2020-21 Proposed Budget

## APPENDIX C

### Comprehensive Salary Schedule

KENSINGTON POLICE PROTECTION COMMUNITY SERVICES DISTRICT

COMPREHENSIVE SALARY SCHEDULE AS OF JULY 1, 2020

Bargaining Unit	Step-1		Step-2		Step-3		Step-4		Step-5	
	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
<b>Unrepresented Management</b>										
General Manager	\$ 95.00	\$ 16,466.67	\$ 99.75	\$ 17,290.00	\$ 104.74	\$ 18,154.50	\$ 109.97	\$ 19,062.23	\$ 115.47	\$ 20,015.34
Police Chief	\$ 71.13	\$ 12,328.93	\$ 74.68	\$ 12,945.38	\$ 78.42	\$ 13,592.65	\$ 82.34	\$ 14,272.28	\$ 86.46	\$ 14,985.89
Finance and Business Manager	\$ 62.00	\$ 10,746.67	\$ 65.10	\$ 11,284.00	\$ 68.36	\$ 11,848.20	\$ 71.77	\$ 12,440.61	\$ 75.36	\$ 13,062.64
Clerk of the Board	\$ 40.00	\$ 6,933.33	\$ 42.00	\$ 7,280.00	\$ 44.10	\$ 7,644.00	\$ 46.31	\$ 8,026.20	\$ 48.62	\$ 8,427.51
<b>Unrepresented</b>										
Police Services Aide	\$ 38.00	\$ 6,586.67	\$ 39.90	\$ 6,916.00	\$ 41.90	\$ 7,261.80	\$ 43.99	\$ 7,624.89	\$ 46.19	\$ 8,006.13
Parks and Recreation Administrator	\$ 38.00	\$ 6,586.67	\$ 39.90	\$ 6,916.00	\$ 41.90	\$ 7,261.80	\$ 43.99	\$ 7,624.89	\$ 46.19	\$ 8,006.13
Administrative Assistant	\$ 26.00	\$ 4,506.67	\$ 27.30	\$ 4,732.00	\$ 28.67	\$ 4,968.60	\$ 30.10	\$ 5,217.03	\$ 31.60	\$ 5,477.88
Accounting Specialist	\$ 35.00	\$ 6,066.67	\$ 36.75	\$ 6,370.00	\$ 38.59	\$ 6,688.50	\$ 40.52	\$ 7,022.93	\$ 42.54	\$ 7,374.07
Custodian	\$ 20.00	\$ 3,466.67	\$ 21.00	\$ 3,640.00	\$ 22.05	\$ 3,822.00	\$ 23.15	\$ 4,013.10	\$ 24.31	\$ 4,213.76
Landscaper	\$ 25.00	\$ 4,333.33	\$ 26.25	\$ 4,550.00	\$ 27.56	\$ 4,777.50	\$ 28.94	\$ 5,016.38	\$ 30.39	\$ 5,267.19
<b>KPOA @ 11/1/2020 8% Increase</b>										
Captain	\$ 64.52	\$ 11,182.70								
Master Sergeant	\$ 53.40	\$ 9,255.25	\$ 55.00	\$ 9,532.92	\$ 56.80	\$ 10,026.44	\$ 58.85	\$ 10,787.92	\$ 61.10	\$ 11,647.56
Sergeant	\$ 46.53	\$ 8,065.79	\$ 48.39	\$ 8,388.40	\$ 49.85	\$ 8,640.06	\$ 51.84	\$ 8,985.69	\$ 53.91	\$ 9,345.12
Corporal	\$ 46.12	\$ 7,994.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Police Officer	\$ 36.47	\$ 6,321.20	\$ 38.47	\$ 6,668.87	\$ 40.59	\$ 7,035.66	\$ 42.82	\$ 7,422.62	\$ 45.22	\$ 7,837.56
<b>KPOA @ 7/1/2020 4% Increase</b>										
Captain	\$ 67.10	\$ 11,630.01								
Master Sergeant	\$ 55.53	\$ 9,625.46	\$ 57.20	\$ 9,914.22	\$ 58.91	\$ 10,211.65	\$ 60.74	\$ 10,625.47	\$ 62.71	\$ 11,055.64
Sergeant	\$ 48.39	\$ 8,388.42	\$ 50.33	\$ 8,723.94	\$ 51.84	\$ 8,985.66	\$ 53.91	\$ 9,345.12	\$ 56.09	\$ 9,727.56
Corporal	\$ 47.97	\$ 8,314.09	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Police Officer	\$ 37.93	\$ 6,574.04	\$ 40.01	\$ 6,935.62	\$ 42.21	\$ 7,317.09	\$ 44.54	\$ 7,719.52	\$ 47.03	\$ 8,151.06
<b>KPOA @ 7/1/2021 4% Increase</b>										
Captain	\$ 69.78	\$ 12,095.21								
Master Sergeant	\$ 57.20	\$ 9,914.22	\$ 58.91	\$ 10,211.65	\$ 60.74	\$ 10,525.47	\$ 62.71	\$ 10,845.12	\$ 64.84	\$ 11,174.07
Sergeant	\$ 49.85	\$ 8,640.07	\$ 51.84	\$ 8,985.66	\$ 53.91	\$ 9,255.23	\$ 56.09	\$ 9,625.47	\$ 58.39	\$ 9,985.66
Corporal	\$ 49.40	\$ 8,563.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Police Officer	\$ 39.06	\$ 6,771.26	\$ 41.21	\$ 7,143.69	\$ 43.48	\$ 7,536.60	\$ 45.87	\$ 7,951.11	\$ 48.44	\$ 8,395.59

\*\*\*As of July 1, 2020 all management and unrepresented positions are paid hourly and are part time without benefits.

\*\*\*The annual salary listed here is for information purposes only and the hourly rate of pay is used for all employees except for the sworn police employees represented by the KPOA Union

Kensington Police and Community Services District  
Fiscal Year 2020-21 Proposed Budget

APPENDIX D

**BUDGET ADOPTION RESOLUTION**

# Kensington Police and Community Services District

Fiscal Year 2020-21 Proposed Budget

**ADOPTING THE BUDGET FOR FISCAL YEAR 2020-21**

**RESOLUTION NO. 2020-\_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS**

**OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT**

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

**WHEREAS**, The General Manager has prepared and submitted to the Board of Directors a Proposed Budget for the fiscal year commencing July 1, 2020 and ending June 30, 2021; and

**WHEREAS**, the Board of Directors and Finance Committee have reviewed the Proposed Budget in detail; and

**WHEREAS**, the Board of Directors held a public hearing on the Proposed Budget on June 25, 2020, 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 2020-21 as presented and amended at this meeting.
2. 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 2020-21.

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District on \_\_\_\_\_, the \_\_\_\_ day of \_\_\_\_\_, 2020 by the following vote to wit:

AYES: \_\_\_\_\_  
Christopher Deppe, President

NOES: \_\_\_\_\_  
Rachelle Sherris-Watt, Vice President

ABSENT: \_\_\_\_\_  
Sylvia Hacaj, Director

\_\_\_\_\_  
Eileen Nottoli, Director

\_\_\_\_\_  
Cyrus Mondavi, Director

I 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 regular meeting of said Board held on \_\_\_\_\_, the \_\_\_\_ day of \_\_\_\_\_, 20

\_\_\_\_\_  
William Lindsay, Interim General Manager