



# Agenda

## Kensington Police Protection and Community Services District

Board of Directors  
Special & Regular Meeting (**Hybrid**)

Thursday, September 12, 2024  
6:30 p.m. Special Meeting  
7:00 p.m. Regular Meeting  
Kensington Community Center  
59 Arlington Avenue, Kensington, CA

[www.kppcsd.org/2024-09-12-kppcsd-board-meeting](http://www.kppcsd.org/2024-09-12-kppcsd-board-meeting)

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

**Virtual Access:**

<https://us02web.zoom.us/j/85800192526?pwd=HG2c5SBaartCevi5YNYNuFgYputEua.1>

Webinar ID: 858 0019 2526

Passcode: 399736

*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.*

**Special Meeting (Closed Session) – 6:30 p.m.**

**Call to Order**

**Roll Call**

**Special Meeting Agenda Item Public Comments**

*Individuals wishing to address the Board of Directors concerning the Special Meeting agenda are invited to make oral comments of up to 3 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 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](mailto:llewis@kppcsd.org). For other concerns or needs contact David Aranda at (510) 960-0716.*

**Adjourn to Closed Session**

1. PUBLIC EMPLOYEE APPOINTMENT (Gov't. Code Sec. 54957)  
Title: General Manager

**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., El Cerrito, CA 94530 or [llewis@kppcsd.org](mailto:llewis@kppcsd.org). For other concerns or needs contact David Aranda at (510) 960-0716.*

**Consent Calendar**

5. Meeting Minutes for the regular meeting of August 8, 2024.
6. Ratify the August 2024 Bills Paid and the July & August Financial Statements of 2024.

**Comments & Reports**

7. Police Chief's Monthly Report August 2024.
8. General Manager's Report.
  - Monthly Report
  - Park Report
9. Director Comments.

**Discussion and Action**

10. Discussion and direction regarding an issue with the owner at 79 Arlington encroaching upon District property at 59 Arlington.
11. Discussion and direction regarding the solid waste contract and pursuing a consultant in regard to cost of services and franchise fees.
12. Discussion and direction regarding the possible building site at 59 Arlington.

13. Discussion and direction regarding moving forward with a professional firm that performs surveys and polling studies.
14. Discussion and direction regarding contracting with an emergency services consultant to write an emergency preparedness plan for the KPPCSD.
15. Discussion and direction regarding the financial consulting services the District uses and possibly changing providers.

### **Adjournment**

The next regular meeting is scheduled for Thursday, October 10, 2024.

### **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](mailto:llewis@kppcsd.org).

### **Posted Agenda**

Kensington Police Department – Colusa Food Market – Arlington Kiosk and at [www.kppcsd.org](http://www.kppcsd.org)  
Complete agenda packets are available at the Public Safety Building at *10940 San Pablo Ave., 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., El Cerrito, CA 94530* at the same time that those records are distributed or made available to a majority of the Board.

## KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

### BOARD OF DIRECTORS MEETING MINUTES

Thursday, August 8 2024

Regular Meeting

7:00 p.m.

1. **Call to Order** [[TS 1:43](#)]

President Spath called the regular meeting to order at 7:01 p.m.

2. **Roll Call** [[TS 2:00](#)]

Vice-President Aquino-Fike, Director Duggan, Director Gough(via teleconference), Director Hacaj (via teleconference) and President Spath were present at roll call.

3. **President's Comments** [[TS 2:25](#)]

President Spath announced that Berkeley Councilmember Hahn would not be making the presentation related to Item #11 (Key Findings and Conclusions – Rapid Health Impact Assessment – Proposed Closure of Alta Bates Hospital). He asked to have Item 10 (Promotion and Swearing-In Ceremony for Police Officers) moved up on the agenda.

[[TS 20:17](#) ] President Spath thanked everyone who attended the National Night Out event on August 6<sup>th</sup>.

4. **Public Comment** [[TS 21:80](#)]

- Addressing the Board were the following persons: 1) Jack McGuire, Boy Scout Troop 101 in El Cerrito, announced that he would like to perform a restoration project at the park as an Eagle Scout project and requested contact information to move forward; 2) Anthony Knight commented that he appreciated the officers who showed up and interacted with the community at National Night Out; and 3) David Bergen asked staff to move the podium so online viewers could see the speakers.

**Consent Calendar** [[TS 23:55](#)]

- Motion by Director Duggan, seconded by Vice-President Aquino-Fike, to approve the Consent Calendar including the bills paid and the financials, carried (5-0) by roll call vote as follows: AYES (Directors Aquino-Fike, Duggan, Gough, Hacaj and Spath); NOES (None); ABSENT (None); ABSTAINED (None).

5. **Meeting Minutes for the Special & Regular meeting of July 11, 2024.**

Approved as presented.

**6. Ratify the July 2024 Bills Paid and the June Financial Statements of 2024.**

Received and ratified the financial documents as presented.

**Comments & Reports**

**7. Police Chief's Monthly Report July 2024. [TS 25:59]**

Chief of Police Mike Gancasz announced that his Monthly Report had been submitted. He highlighted the following: GPS locating devices had been installed on every patrol car and directives will be forthcoming regarding how to respond to FLOCK camera alerts. In concluding, he reported that the last "Coffee with a Cop" event was very successful. The next event is scheduled for August 21<sup>st</sup> at Raxakoul Coffee & Cheese on Arlington Ave.

- Addressing the Board was the following person: 1) Gail Feldman thanked Chief Gancasz for implementing the GPS mapping devices.

**8. General Manager's Report [TS 31:51]**

Interim General Manager Aranda announced his Monthly Report and the Parks Report had been submitted. He mentioned that fieldwork had been completed on property south of the library, and he anticipates presenting the report at the September board meeting. He pointed out that he continues to work with the Contra Costa County Office of the Auditor-Controller regarding county treasury cash reconciliations and closing out District accounts.

**9. Director Comments. [TS 36:12]**

Director Duggan commented that the Path Keepers would be leading a walk of Kensington paths on Saturday, August 10<sup>th</sup>.

**Discussion and Action**

**10. Promotion and Swearing-In Ceremony for Police Officers. [TS 2:47]**

Chief of Police Mike Gancasz announced the promotion of Sergeant Amit Nath to the rank of Police Lieutenant and the swearing-in of Police Sergeant Jose Rivera. He noted that both officers had demonstrated exceptional service and leadership throughout their careers and provided background information on each officer. The ceremony included taking the oath of office, pinning by family members, and a photo opportunity. Board members congratulated the officers and their accomplishments.

**11. Key Findings and Conclusions – Rapid Health Impact Assessment – Proposed Closure of Alta Bates Hospital Presentation by Berkeley Councilmember Hahn. [\[TS 1:29:19\]](#)**

President Spath explained that Berkeley Councilmember Hahn would not be making the presentation because the matter is outside the jurisdiction of the KPPCSD.

**12. Receive and file the ten-year fiscal analysis from Ridgeline. [\[TS 37:49\]](#)**

Interim General Manager David Aranda reported that in early 2024 the KPPCSD Board of Directors and the Kensington Fire Protection District (KFPD) Board of Directors agreed to contracting with Ridgeline Municipal Strategies to perform a fiscal analysis that would assist in better understanding the positive and negative issues should both organizations be consolidated into one organization. Mr. Aranda introduced Dmitry Semenov, Principal for Ridgeline Municipal Strategies, who summarized key elements of the Fiscal Analysis Overview dated August 8, 2024 from the ten-year financial analysis of the KPPCSD (the presentation is attached to these minutes).

Board members provided feedback on the presentation as follows: the need to think about expanding KPPCSD revenue sources, going to the community to receive feedback on possibly raising taxes, asking the community about their needs, seeking grant funding, long term plan for the park, vehicle leasing, tax exempt leasing, addressing deferred maintenance costs, address underfunding of the park and police, survey on priorities and services wanted by the community.

- Addressing the Board was the following person: 1) Gail Feldman asked how much debt capacity does KPPCSD have available should the districts consolidate and about increased pension obligation.
- Motion by Director Duggan, seconded by Director Hacaj, to receive Dmitry Semenov’s Ridgeline fiscal report and file it, carried (5-0) by roll call vote as follows: AYES (Directors Aquino-Fike, Duggan, Gough, Hacaj and Spath); NOES (None); ABSENT (None); ABSTAINED (None).

**13. Review of the 2024 Fiscal Year. [\[TS 1:22:28\]](#)**

Interim General Manager David Aranda reported that June 30, 2024, marked the end of Fiscal Year 2024. He highlighted revenue and expenses for the General Fund, Police Department, Parks, and Solid Waste. He noted that the fiscal year ended with the County providing a true up of all the District accounts. This resulted in a reduction in property taxes of \$208,809, special police tax of \$40,237, and Park L&L Taxes of \$3,047. It also resulted in positive revenue for \$232,121 for parks as the county closed out the park bond funds. Neither the negative dollar amounts, nor the positive dollar amounts should have any impact as we enter Fiscal Year 2025. The overview showed an ending balance of about \$590,000 although \$30,000 of the restricted funds are set aside for the Recreation Center and the

capital needs that will be coming up in the next year or two. There was no action required for this agenda item.

**Adjournment** [[TS 1:32:03](#)]

President Spath adjourned the meeting at 8:32 p.m. The next regular meeting is scheduled for Thursday, September 12, 2024.

SUBMITTED BY:

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Lynelle M. Lewis, District Clerk of the Board

APPROVED: September 12, 2024

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David Aranda, Interim General Manager

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David Spath, President of the Board

## Deposit Summary

8/14/2024 2:14 PM

Kensington Police Protection &amp; Community Services District

Summary of Deposits to 101 · Five Star Checking on 08/14/2024

<b>Chk No.</b>	<b>PmtMethod</b>	<b>Rcd From</b>	<b>Memo</b>	<b>Amount</b>
183444	Check	Contra Costa County Auditor - Contr...	Police fines	244.99
2655580651	Check	Lexis Nexis	Police report	20.00
2671574451	Check	Lexis Nexis	Police report	20.00
2678668151	Check	Lexis Nexis	Police report	20.00
114101210	Check	Metropolitan Reporting Bureau	Police report	20.00
67734698	Check	State of California	Dept of the CA Highway Patrol FY 23...	3,932.40
67809769	Check	State of California	Dept of the CA Highway Patrol	6,259.60
1382	Check	Life & Sprint	Usage of District Park fee (July 1, 202...	900.00
745	Check		Main Hall rental on 081124 from Talia...	1,489.00

**Less Cash Back:****Deposit Total:****12,905.99**



Kensington Police Protection & Community Services District  
Transaction List by Date  
August 15, 2024

Type	Date	Num	Adj	Name	Memo	Account	Class	Clr	Split	Debit	Credit
Aug 15, 24	Bill Pmt -Check	08/15/2024	30769	Advanced Systems Group LLC	C10169	101 · Five Star Checking			210 · Accounts Payable		675.00
	Bill Pmt -Check	08/15/2024	30770	Amazon	A1297SCF5R73DC (for July 2024 bill	101 · Five Star Checking			210 · Accounts Payable		698.77
	Bill Pmt -Check	08/15/2024	30771	AT&T CalINET 3	BAN 9391062077 Stmt 07/03/2024 - I	101 · Five Star Checking			210 · Accounts Payable		927.06
	Bill Pmt -Check	08/15/2024	30772	Axon Enterprise, Inc.	INV# INUS269318	101 · Five Star Checking			210 · Accounts Payable		8,419.60
	Bill Pmt -Check	08/15/2024	30773	C & J Cleaning Services	July 2024	101 · Five Star Checking			210 · Accounts Payable		1,150.00
	Bill Pmt -Check	08/15/2024	30774	CC SDA	Dues for Fiscal Year 2024-2025 - Re	101 · Five Star Checking			210 · Accounts Payable		150.00
	Bill Pmt -Check	08/15/2024	30775	CCC Auditor-Controller	LAFCO for FY 2024-25 INV# 2425-00	101 · Five Star Checking			210 · Accounts Payable		1,547.05
	Bill Pmt -Check	08/15/2024	30776	Data Ticket Inc.	Invoices from June 2024	101 · Five Star Checking			210 · Accounts Payable		104.42
	Bill Pmt -Check	08/15/2024	30777	EBMUD		101 · Five Star Checking			210 · Accounts Payable		1,196.63
	Bill Pmt -Check	08/15/2024	30778	Eide Bailly LLP	Client # 266131	101 · Five Star Checking			210 · Accounts Payable		17,639.54
	Bill Pmt -Check	08/15/2024	30779	ERSIC, LLC	INV# 1005	101 · Five Star Checking			210 · Accounts Payable		2,394.00
	Bill Pmt -Check	08/15/2024	30780	Fernando Herrera	Services rendered in August 2024	101 · Five Star Checking			210 · Accounts Payable		3,610.00
	Bill Pmt -Check	08/15/2024	30781	Ford Motor Credit Company LLC	Acct# 6110501 Ford vehicle 2023	101 · Five Star Checking			210 · Accounts Payable		904.82
	Bill Pmt -Check	08/15/2024	30782	Fremont Ford	RO# 438438	101 · Five Star Checking			210 · Accounts Payable		712.30
	Bill Pmt -Check	08/15/2024	30783	Great America Financial Services	015-1439943-000	101 · Five Star Checking			210 · Accounts Payable		247.57
	Bill Pmt -Check	08/15/2024	30784	Greg Harman	Coverage Period September 2024	101 · Five Star Checking			210 · Accounts Payable		349.40
	Bill Pmt -Check	08/15/2024	30785	InTime Services Inc.	INV# 13025	101 · Five Star Checking			210 · Accounts Payable		10,644.00
	Bill Pmt -Check	08/15/2024	30786	Kanchana Borisuthiratana	Travel reimbursement from 07/24/24	101 · Five Star Checking			210 · Accounts Payable		1,179.25
	Bill Pmt -Check	08/15/2024	30787	Major Alarm	150046003	101 · Five Star Checking			210 · Accounts Payable		69.00
	Bill Pmt -Check	08/15/2024	30788	Mobile Modular	R1031374	101 · Five Star Checking			210 · Accounts Payable		5,651.20
	Bill Pmt -Check	08/15/2024	30789	Nextiva, Inc.	AC# 3994083 Contract# 2751865	101 · Five Star Checking			210 · Accounts Payable		701.48
	Bill Pmt -Check	08/15/2024	30790	Nippon Life Insurance Company of A	GJ9600	101 · Five Star Checking			210 · Accounts Payable		122.40
	Bill Pmt -Check	08/15/2024	30791	PG&E		101 · Five Star Checking			210 · Accounts Payable		1,759.08
	Bill Pmt -Check	08/15/2024	30792	Reworld Solutions, LLC	INV# CI315507	101 · Five Star Checking			210 · Accounts Payable		488.79
	Bill Pmt -Check	08/15/2024	30793	Ridgeline Municipal Strategies, LLC	Fiscal analysis services from 07/01/2	101 · Five Star Checking			210 · Accounts Payable		7,935.00
	Bill Pmt -Check	08/15/2024	30794	Ron DuPratt Ford	INV# 553661	101 · Five Star Checking			210 · Accounts Payable		93.23
	Bill Pmt -Check	08/15/2024	30795	Rosa Ruiz	June 2024 reimbursement	101 · Five Star Checking			210 · Accounts Payable		33.15
	Bill Pmt -Check	08/15/2024	30796	Rubiconn LLC	August 2024 Billing	101 · Five Star Checking			210 · Accounts Payable		4,287.97
	Bill Pmt -Check	08/15/2024	30797	Smile Business Products, Inc.	KP01 INV# 1213730	101 · Five Star Checking			210 · Accounts Payable		103.15
	Bill Pmt -Check	08/15/2024	30798	Streamline	INV# 4E33FC18-0045	101 · Five Star Checking			210 · Accounts Payable		249.00
	Bill Pmt -Check	08/15/2024	30799	TransUnion	813540	101 · Five Star Checking			210 · Accounts Payable		75.00
	Bill Pmt -Check	08/15/2024	30800	UBS	27250	101 · Five Star Checking			210 · Accounts Payable		480.22
	Bill Pmt -Check	08/15/2024	30801	US Bank CCard	4866 9145 5552 5747	101 · Five Star Checking			210 · Accounts Payable		2,798.51
	Bill Pmt -Check	08/15/2024	30802	USBancorp	Cust# 1783852	101 · Five Star Checking			210 · Accounts Payable		4,609.59
	Bill Pmt -Check	08/15/2024	30803	Verizon Wireless	772287401-00001	101 · Five Star Checking			210 · Accounts Payable		845.44
	Bill Pmt -Check	08/15/2024	30804	Walnut Creek Ford	INV 134785	101 · Five Star Checking			210 · Accounts Payable		237.31
	Bill Pmt -Check	08/15/2024	30805	Wex Bank - Chevron	0496-00-526644-0	101 · Five Star Checking			210 · Accounts Payable		913.31
	Bill Pmt -Check	08/15/2024	30806	Wex Bank - Exxon	369-677-649-5	101 · Five Star Checking			210 · Accounts Payable		3,121.36
									<b>Total Paid Amount:</b>		<b>87,123.60</b>

Aug 15, 24

California State Treasurer  
**Fiona Ma, CPA**



Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001  
(916) 653-3001

September 04, 2024

[LAIIF Home](#)  
[PMIA Average Monthly Yields](#)

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KENSINGTON POLICE PROTECTION AND  
COMMUNITY SERVICES DISTRICT  
INTERIM GENERAL MANAGER/TREASURER  
10940 SAN PABLO AVENUE  
EL CERRITO, CA 94530

[Tran Type Definitions](#)



**Account Number:**

August 2024 Statement

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	76,980.98
Total Withdrawal:	0.00	Ending Balance:	76,980.98



0000126-0000503 PDF T 687163

**Kensington Police Protection and Communi  
ty Services District  
10940 San Pablo Avenue  
El Cerrito, CA 94530**

**California CLASS**

**California CLASS**

**Average Monthly Yield: 5.4075%**

		<b>Beginning Balance</b>	<b>Contributions</b>	<b>Withdrawals</b>	<b>Income Earned</b>	<b>Income Earned YTD</b>	<b>Average Daily Balance</b>	<b>Month End Balance</b>
CA-01-0136-0001	KCC Capital	31,007.03	0.00	0.00	142.02	1,103.57	31,016.19	31,149.05
CA-01-0136-0002	KPPCSD	2,309,140.07	0.00	250,000.00	9,949.04	66,814.96	2,172,685.17	2,069,089.11
<b>TOTAL</b>		<b>2,340,147.10</b>	<b>0.00</b>	<b>250,000.00</b>	<b>10,091.06</b>	<b>67,918.53</b>	<b>2,203,701.36</b>	<b>2,100,238.16</b>



# Account Statement

August 31, 2024

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Account Number: CA-01-0136-0001

## KCC Capital

### Account Summary

Average Monthly Yield: 5.4075%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	31,007.03	0.00	0.00	142.02	1,103.57	31,016.19	31,149.05

### Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
08/01/2024	Beginning Balance			31,007.03	
08/31/2024	Income Dividend Reinvestment	142.02			
08/31/2024	Ending Balance			31,149.05	



Account Statement

August 31, 2024

Page 3 of 4

Account Number: CA-01-0136-0002

KPPCSD

Account Summary

Average Monthly Yield: 5.4075%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	2,309,140.07	0.00	250,000.00	9,949.04	66,814.96	2,172,685.17	2,069,089.11

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
08/01/2024	Beginning Balance			2,309,140.07	
08/15/2024	Withdrawal		250,000.00		5940
08/31/2024	Income Dividend Reinvestment	9,949.04			
08/31/2024	Ending Balance			2,069,089.11	



California CLASS

California CLASS

Date	Dividend Rate	Daily Yield
08/01/2024	0.000148625	5.4391%
08/02/2024	0.000444450	5.4223%
08/03/2024	0.000000000	5.4223%
08/04/2024	0.000000000	5.4223%
08/05/2024	0.000148076	5.4196%
08/06/2024	0.000147560	5.4007%
08/07/2024	0.000147737	5.4072%
08/08/2024	0.000147635	5.4035%
08/09/2024	0.000443301	5.4083%
08/10/2024	0.000000000	5.4083%
08/11/2024	0.000000000	5.4083%
08/12/2024	0.000147885	5.4126%
08/13/2024	0.000147864	5.4118%
08/14/2024	0.000147863	5.4118%
08/15/2024	0.000147738	5.4072%
08/16/2024	0.000443610	5.4120%
08/17/2024	0.000000000	5.4120%
08/18/2024	0.000000000	5.4120%
08/19/2024	0.000147418	5.3955%
08/20/2024	0.000147406	5.3951%
08/21/2024	0.000147372	5.3938%
08/22/2024	0.000147213	5.3880%
08/23/2024	0.000441900	5.3912%
08/24/2024	0.000000000	5.3912%
08/25/2024	0.000000000	5.3912%
08/26/2024	0.000147594	5.4019%
08/27/2024	0.000147791	5.4092%
08/28/2024	0.000147944	5.4148%
08/29/2024	0.000147949	5.4119%
08/30/2024	0.000295278	5.4036%
08/31/2024	0.000000000	5.4036%

Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**

**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT**



**MONTHLY FINANCIALS  
FOR THE PERIOD JULY 1, 2024 THROUGH JULY 31, 2024**



# Kensington Police Protection and Community Services District

## Balance Sheet (Unaudited)

As of July 31, 2024

1	<b>ASSETS</b>		
2	Current Assets		
3	Checking/Savings		
4	100 Petty Cash	\$	100
5	101 Five Star Checking		65,672
6	103 Five Star Saving		152,909
7	104 CLASS - KCC Capital		31,007
8	105 CLASS - KPPCSD		2,309,140
9	110 CCC Cash Accts		-
10	130 County Bond Accts		-
11	116 PB Admin-Cash		84,128
12	132 PB Admin-Inv		-
13	139 LAIF-District		76,981
14	Total Checking/Savings		<u>2,702,176</u>
15	Accounts Receivable		102,935
16	153 Prepaid Expenses		<u>135,308</u>
17	Total Current Assets		<u>2,940,419</u>
18	Fixed Assets		5,351,983
19	Other Assets		
20	190 Deferred Outflows - OPEB		694,408
21	191 Deferred Outflows - Pension		<u>3,157,152</u>
22	Total Other Assets		<u>3,851,560</u>
23	<b>TOTAL ASSETS</b>		<u><u>12,143,962</u></u>
24	<b>LIABILITIES &amp; FUND BALANCE</b>		
25	<b>LIABILITIES</b>		
26	Current Liabilities		
27	210 Accounts Payable		200,065
28	Credit Cards		10,703
29	Payroll Liabilities		<u>1,019</u>
30	Total Current Liabilities		<u>211,787</u>
31	Long Term Liabilities		
32	240 2020 Pension Obligation Bond		3,902,000
33	265 Compensated Absence/Vac Buyback		119,360
34	290 Community Center Loan		136,621
35	293 Vehicle Capital Lease		95,297
36	295 Net OPEB Liability		(138,185)
37	296 Net Pension Liability		738,199
38	297 Deferred Inflows - OPEB		340,223
39	298 Deferred Inflows - Pension		<u>1,861,343</u>
40	Total Long Term Liabilities		<u>7,054,859</u>
41	<b>TOTAL LIABILITIES</b>		<u>7,266,646</u>
42	<b>FUND BALANCE</b>		<u>4,877,316</u>
43	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	\$	<u><u>12,143,962</u></u>





# Kensington Police Protection and Community Services District

## Budget to Actual

All Funds (Unaudited)

For the Period July 1, 2024 through July 31, 2024

Line	Account	Title	July 2024	FY 25 YTD	FY 25 Adopted Budget	YTD% Budget (8.33%)	\$ Variance
1	<b>REVENUE</b>						
2	401	Levy Tax - Co. Prop. 1%	\$ -	\$ -	\$ 2,522,000	0%	\$ (2,522,000)
3	402	Special Tax-Police	-	-	685,500	0%	(685,500)
4	404	Measure G Supplemental Tax	-	-	700,000	0%	(700,000)
5	410	Police Fees/Service Charges	1,014	1,014	6,000	17%	(4,986)
6	414	POST Reimbursement	-	-	10,000	0%	(10,000)
7	415	SLESF	-	-	-	N/A	-
8	Total 400 Property Tax Revenue		1,014	1,014	3,923,500	0%	(3,922,486)
9	424	Special Tax-L&L Parks	-	-	47,000	0%	(47,000)
10	427	Community Center Revenue	5,842	5,842	30,000	19%	(24,158)
11	438	Tennis Court Revenue	-	-	-	N/A	-
12	Total 420 Park/Rec Activities Revenue		5,842	5,842	77,000	8%	(71,158)
13	422	Other PD Grants	-	-	-	N/A	-
14	440	District Activities Revenue	-	-	-	N/A	-
15	448a	Franchise Fees	-	-	120,000	0%	(120,000)
16	456	Interest	11,517	11,517	32,000	36%	(20,483)
17	458	Other District Rev - Allocation	5,248	5,248	31,000	17%	(25,753)
18	Total 440 District Activities Revenue		16,765	16,765	183,000	9%	(166,235)
19	460	Waste Removal Revenue	-	-	-	N/A	-
20	461	Waste Removal Franchise Fee	-	-	-	N/A	-
21	Total 460 Waste Removal Revenue		-	-	-	0%	-
22	470	KCC Reserves	-	-	-	N/A	-
23	471	KCC Annual Fees	-	-	29,000	0%	(29,000)
24	480	Rental Revenue	2,439	2,439	-	N/A	2,439
25	481	Waste Management Grant	75,000	75,000	75,000	100%	-
26	<b>TOTAL REVENUE</b>		101,059	101,059	4,287,500	2%	(4,186,441)
27	<b>EXPENSES</b>						
28	502.1	Officers Salary	50,240	50,240	1,230,532	4%	(1,180,292)
29	503.1	Holiday Pay	1,800	1,800	46,000	4%	(44,200)
30	503.2	Incentive Pay- Education	530	530	15,000	4%	(14,470)
31	503.3	Incentive Pay- POST Certificate	1,218	1,218	26,852	5%	(25,634)
32	503.4	Incentive Pay-Longevity Pay	402	402	-	N/A	402
33	502	Officers Salaries - Other	-	-	-	N/A	-
34	Total 502 Officers Salaries		54,191	54,191	1,318,384	4%	(1,264,193)
35	506	Overtime	1,345	1,345	50,000	3%	(48,655)
36	508	Salary - Non-Sworn	-	-	-	N/A	-
37	509	Hiring Bonus	-	-	12,000	0%	(12,000)
38	512	Employee Wellness Account	-	-	-	N/A	-
39	516	Uniform Allowance	400	400	12,000	3%	(11,600)
40	521-A	Medical/Vision/Dental-Active	36,634	36,634	265,243	14%	(228,609)
41	521-R	Medical/Vision/Dental-Retired	19,808	19,808	145,445	14%	(125,637)
42	522	Officer Life Insurance	939	939	6,000	16%	(5,061)
43	523	Medicare	787	787	19,000	4%	(18,213)
44	524	Social Security / Medicare	-	-	-	N/A	-
45	527	CalPERS District Share	61,285	61,285	280,227	22%	(218,942)
46	529	Pension Obligation Bond Payment	75,114	75,114	330,900	23%	(255,787)
47	530	Workers Compensation	45,000	45,000	45,000	100%	-
48	Total 500 Police Salary and Benefit Exp		241,311	241,311	1,165,815	21%	(924,504)



# Kensington Police Protection and Community Services District

## Budget to Actual

All Funds (Unaudited)

For the Period July 1, 2024 through July 31, 2024

Line	Account	Title	July 2024	FY 25 YTD	FY 25 Adopted Budget	YTD% Budget (8.33%)	\$ Variance
49	520	In Lieu Health Expense	-	-	-	N/A	-
50	550	Police Operating Expenses	-	-	-	N/A	-
51	519	Axon - Body Cam/Tasers/Storage	-	-	25,000	0%	(25,000)
52	552	Office Supplies and Expenses	2,253	2,253	5,000	45%	(2,747)
53	553	Police Uniforms, Eqpm, & Duty	882	882	15,000	6%	(14,118)
54	554	Traffic Safety/Equipment	972	972	8,000	12%	(7,028)
55	561	Fleet Maintenance, Fuel, Toll,	263	263	53,000	0%	(52,737)
56	563	Vehicle Lease	10,124	10,124	50,000	20%	(39,876)
57	564	Cal-ID, ARIES, SunRidge, LEFTA	136,235	136,235	170,000	80%	(33,765)
58	566	Radio Maintenance	10,488	10,488	12,000	87%	(1,512)
59	567	Building Alarm, Fire, Security	-	-	5,000	0%	(5,000)
60	568	Evidence, Investigation, Forensics	-	-	8,000	0%	(8,000)
61	570	Training and Travel Exp	-	-	30,000	0%	(30,000)
62	571	Records, PRA, and Redaction Software	-	-	8,000	0%	(8,000)
63	572.1	Consulting - Bckgrnd/hiring/rec	2,552	2,552	70,000	4%	(67,449)
64	572	Recruiting, Hiring, and Background - Other	5,184	5,184	5,000	104%	184
65	574	Reserve Program	-	-	3,000	0%	(3,000)
66	575	Community Safety Cameras	-	-	15,000	0%	(15,000)
67	576	Law, Subscriptions, and Members	20	20	3,000	1%	(2,980)
68	580	PG&E, EBMUD, and Phone	2,150	2,150	35,000	6%	(32,850)
69	581	Building Repairs and Maintenanc	-	-	5,000	0%	(5,000)
70	587	Rubicon IT Contract	13,512	13,512	50,000	27%	(36,488)
71	588	Police Fleet Cellular Contract	-	-	10,000	0%	(10,000)
72	591	General Liability Insurance	-	-	65,000	0%	(65,000)
73	592	Website Social Media Contracts	-	-	7,500	0%	(7,500)
74	593	Volunteer Programs	-	-	2,000	0%	(2,000)
75	594	Police & Community Events	278	278	4,000	7%	(3,722)
76	595	Legal & Lexipol	2,573	2,573	15,000	17%	(12,427)
77	597	Police Bldg. Lease	11,302	11,302	88,000	13%	(76,698)
78	597.3	Janitorial	106	106	12,000	1%	(11,894)
79	599	Police Taxes Administration	-	-	5,000	0%	(5,000)
80	Total 550	Police Operating Expenses	198,895	198,895	783,500	25%	(584,605)
81	601	Park & Rec Administrator	2,918	2,918	21,000	14%	(18,083)
82	602	Custodial/Cleaning Services	-	-	43,000	0%	(43,000)
83	623	Social Security/Medicare - Dist	-	-	4,896	0%	(4,896)
84	Total 600	Park/Rec Sal & Ben	2,918	2,918	68,896	4%	(65,979)
85	641	General Maintenance	16	16	25,000	0%	(24,984)
86	642	Utilities-Community Center	722	722	25,000	3%	(24,278)
87	643	Janitorial Supplies	480	480	2,500	19%	(2,020)
88	644	Landscaping	2,775	2,775	34,000	8%	(31,225)
89	645	General Liab./Workers Comp	3,000	3,000	3,000	100%	-
90	646	Community Center Repairs	-	-	4,000	0%	(4,000)
91	647	Legal/Consulting	-	-	5,000	0%	(5,000)
92	640	Community Center Expenses - Other	2,950	2,950	-	N/A	2,950
93	Total 640	Community Center Expenses	9,943	9,943	98,500	10%	(88,557)



# Kensington Police Protection and Community Services District Budget to Actual

All Funds (Unaudited)

For the Period July 1, 2024 through July 31, 2024

Line	Account	Title	July 2024	FY 25 YTD	FY 25 Adopted Budget	YTD% Budget (8.33%)	\$ Variance
94	650	Park	-	-	-	N/A	-
95	651	General Maintenance	895	895	-	N/A	895
96	652	Repairs	140	140	-	N/A	140
97	656	Utilities	1,865	1,865	-	N/A	1,865
98	657	General Liab/Workers Comp	-	-	15,000	0%	(15,000)
99	658	Levy Administration	2,071	2,071	7,500	28%	(5,429)
100	659	Other Park Expenses	-	-	1,000	0%	(1,000)
101	674	Tennis Court Maint/Repair	-	-	1,000	0%	(1,000)
102	Total 650 Park		4,972	4,972	24,500	20%	(19,528)
103	Total 635 Park/Recreation Expenses		14,914	14,914	123,000	12%	(108,086)
104	751	Waste Removal Franchise Fee Exp	-	-	51,000	0%	(51,000)
105	752	Waste Management Program Admin	-	-	31,000	0%	(31,000)
106	753	Other Waste Management Exp	-	-	5,000	0%	(5,000)
107	754	Consulting/Legal (Waste Mgmt)	-	-	40,000	0%	(40,000)
108	799	Waste Mgmt Grant Exp	-	-	75,000	0%	(75,000)
109	Total 750 Waste Managment Expenses		-	-	202,000	0%	(202,000)
110	807	Salaries	10,671	10,671	273,000	4%	(262,329)
111	808	Payroll Taxes	1,037	1,037	19,278	5%	(18,241)
112	815	Admin Communications	924	924	9,500	10%	(8,576)
113	816	Office Supplies	308	308	3,000	10%	(2,692)
114	817	Postage	20	20	2,500	1%	(2,480)
115	818	Mileage Reimbursement	-	-	1,000	0%	(1,000)
116	819	Dues/Subscriptions	4,654	4,654	18,000	26%	(13,346)
117	820	Copier Contract	454	454	3,500	13%	(3,046)
118	825	Board Continuing Ed/Conferences	-	-	6,000	0%	(6,000)
119	830	Legal (District/Personnel)	-	-	35,000	0%	(35,000)
120	831	Training and Travel Admin	-	-	15,000	0%	(15,000)
121	835	Consulting	-	-	100,000	0%	(100,000)
122	840	Accounting/Audit	25,640	25,640	160,000	16%	(134,360)
123	850	Insurance	-	-	55,000	0%	(55,000)
124	851	Workers Compensation	4,395	4,395	3,000	147%	1,395
125	860	Election	-	-	8,000	0%	(8,000)
126	861	LAFCO	1,547	1,547	2,000	77%	(453)
127	870	County Expenditures	-	-	25,000	0%	(25,000)
128	898	Other Expenses	60	60	5,000	1%	(4,940)
129	Total 800 District Expenses		49,710	49,710	743,778	7%	(694,068)
130	997	Payroll Expense	10,931	10,931	15,000	73%	(4,069)
131	700	Bond Expense	-	-	-	N/A	-
132	975	Community Center Loan Repayment	-	-	-	N/A	-
133	Total Other Expenses		10,931	10,931	15,000	73%	(4,069)
134	<b>TOTAL EXPENSES</b>		<b>572,869</b>	<b>572,869</b>	<b>4,420,373</b>	<b>13%</b>	<b>(3,847,504)</b>
135	<b>NET REVENUE / (EXPENSES)</b>		<b>\$ (471,810)</b>	<b>\$ (471,810)</b>	<b>\$ (132,873)</b>	<b>355%</b>	<b>\$ (338,937)</b>



# Kensington Police Protection and Community Services District

## Budget to Actual

General Fund (Unaudited)

For the Period July 1, 2024 through July 31, 2024

Line	Account	Title	July 2024	FY 25 YTD	FY 25 Adopted Budget	YTD% Budget (8.33%)	\$ Variance
1	<b>REVENUE</b>						
2	401	Levy Tax - Co. Prop. 1%	\$ -	\$ -	\$ 2,522,000	0%	\$ (2,522,000)
3		Total 400 Property Tax Revenue	-	-	2,522,000	0%	(2,522,000)
4	456	Interest	11,517	11,517	30,000	38%	(18,483)
5	458	Other District Rev - Allocation	5,248	5,248	31,000	17%	(25,753)
6		Total 440 District Activites Revenue	16,765	16,765	61,000	27%	(44,235)
7	480	Rental Revenue	2,439	2,439	-	N/A	2,439
8		<b>TOTAL REVENUE</b>	19,203	19,203	2,583,000	1%	(2,563,797)
9	<b>EXPENSES</b>						
10	807	Salaries	10,671	10,671	273,000	4%	(262,329)
11	808	Payroll Taxes	1,037	1,037	19,278	5%	(18,241)
12	815	Admin Communications	924	924	9,500	10%	(8,576)
13	816	Office Supplies	308	308	3,000	10%	(2,692)
14	817	Postage	20	20	2,500	1%	(2,480)
15	818	Mileage Reimbursement	-	-	1,000	0%	(1,000)
16	819	Dues/Subscriptions	4,654	4,654	18,000	26%	(13,346)
17	820	Copier Contract	454	454	3,500	13%	(3,046)
18	825	Board Continuing Ed/Conferences	-	-	6,000	0%	(6,000)
19	830	Legal (District/Personnel)	-	-	35,000	0%	(35,000)
20	831	Training and Travel Admin	-	-	15,000	0%	(15,000)
21	835	Consulting	-	-	100,000	0%	(100,000)
22	840	Accounting/Audit	25,640	25,640	160,000	16%	(134,360)
23	850	Insurance	-	-	55,000	0%	(55,000)
24	851	Workers Compensation	4,395	4,395	3,000	147%	1,395
25	860	Election	-	-	8,000	0%	(8,000)
26	861	LAFCO	1,547	1,547	2,000	77%	(453)
27	870	County Expenditures	-	-	25,000	0%	(25,000)
28	898	Other Expenses	60	60	5,000	1%	(4,940)
29	997	Payroll Expense	10,931	10,931	15,000	73%	(4,069)
30		<b>TOTAL EXPENSES</b>	60,641	60,641	758,778	8%	(698,137)
31		<b>NET REVENUE / (EXPENSES)</b>	<b>\$ (41,438)</b>	<b>\$ (41,438)</b>	<b>\$ 1,824,222</b>	<b>-2%</b>	<b>\$ (1,865,660)</b>



# Kensington Police Protection and Community Services District

## Budget to Actual

Police Fund (Unaudited)

For the Period July 1, 2024 through July 31, 2024

Line	Account	Title	July 2024	FY 25 YTD	FY 25 Adopted Budget	YTD% Budget (8.33%)	\$ Variance
1	<b>REVENUE</b>						
2	402	Special Tax-Police	\$ -	\$ -	\$ 685,500	0%	\$ (685,500)
3	404	Measure G Supplemental Tax	-	-	700,000	0%	(700,000)
4	410	Police Fees/Service Charges	1,014	1,014	6,000	17%	(4,986)
5	414	POST Reimbursement	-	-	10,000	0%	(10,000)
6	415	SLESF	-	-	200,000	0%	(200,000)
7	Total 400 Property Tax Revenue		1,014	1,014	1,601,500	0%	(1,600,486)
8	<b>TOTAL REVENUE</b>		1,014	1,014	1,601,500	0%	(1,600,486)
9	<b>EXPENSES</b>						
10	502.1	Officers Salary	50,240	50,240	1,230,532	4%	(1,180,292)
11	503.1	Holiday Pay	1,800	1,800	46,000	4%	(44,200)
12	503.2	Incentive Pay- Education	530	530	15,000	4%	(14,470)
13	503.3	Incentive Pay- POST Certificate	1,218	1,218	26,852	5%	(25,634)
14	503.4	Incentive Pay-Longevity Pay	402	402	-	N/A	402
15	Total 502 Officers Salaries		54,191	54,191	1,318,384	4%	(1,264,193)
16	506	Overtime	1,345	1,345	50,000	3%	(48,655)
17	509	Hiring Bonus	-	-	12,000	0%	(12,000)
18	516	Uniform Allowance	400	400	12,000	3%	(11,600)
19	521-A	Medical/Vision/Dental-Active	36,634	36,634	265,243	14%	(228,609)
20	521-R	Medical/Vision/Dental-Retired	19,808	19,808	145,445	14%	(125,637)
21	522	Officer Life Insurance	939	939	6,000	16%	(5,061)
22	523	Medicare	787	787	19,000	4%	(18,213)
23	527	CalPERS District Share	61,285	61,285	280,227	22%	(218,942)
24	529	Pension Obligation Bond Payment	-	-	330,900	0%	(330,900)
25	530	Workers Compensation	45,000	45,000	45,000	100%	-
26	Total 500 Police Salary and Benefit Exp		166,197	166,197	1,165,815	14%	(999,618)
27	519	Axon - Body Cam/Tasers/Storage	-	-	25,000	0%	(25,000)
28	552	Office Supplies and Expenses	2,253	2,253	5,000	45%	(2,747)
29	553	Police Uniforms, Eqpm, & Duty	882	882	15,000	6%	(14,118)
30	554	Traffic Safety/Equipment	972	972	8,000	12%	(7,028)
31	561	Fleet Maintenance, Fuel, Toll,	263	263	53,000	0%	(52,737)
32	563	Vehicle Lease	10,124	10,124	50,000	20%	(39,876)
33	564	Cal-ID, ARIES, SunRidge, LEFTA	136,235	136,235	170,000	80%	(33,765)
34	566	Radio Maintenance	10,488	10,488	12,000	87%	(1,512)
35	567	Building Alarm, Fire, Security	-	-	5,000	0%	(5,000)
36	568	Evidence, Investigation, Forens	-	-	8,000	0%	(8,000)
37	570	Training and Travel Exp	-	-	30,000	0%	(30,000)
38	571	Records, PRA, and Redaction Software	-	-	8,000	0%	(8,000)
39	572.1	Consulting - Bckgrnd/hiring/rec	2,552	2,552	70,000	4%	(67,449)
40	572	Recruiting, Hiring, and Background - Other	5,184	5,184	5,000	104%	184
41	574	Reserve Program	-	-	3,000	0%	(3,000)
42	575	Community Safety Cameras	-	-	15,000	0%	(15,000)
43	576	Law, Subscriptions, and Members	20	20	3,000	1%	(2,980)
44	580	PG&E, EBMUD, and Phone	2,150	2,150	35,000	6%	(32,850)
45	581	Building Repairs and Maintenanc	-	-	5,000	0%	(5,000)
46	587	Rubicon IT Contract	13,512	13,512	50,000	27%	(36,488)
47	588	Police Fleet Cellular Contract	-	-	10,000	0%	(10,000)
48	591	General Liability Insurance	-	-	65,000	0%	(65,000)
49	592	Website Social Media Contracts	-	-	7,500	0%	(7,500)
50	593	Volunteer Programs	-	-	2,000	0%	(2,000)
51	594	Police & Community Events	278	278	4,000	7%	(3,722)
52	595	Legal & Lexipol	2,573	2,573	15,000	17%	(12,427)
53	597	Police Bldg. Lease	11,302	11,302	88,000	13%	(76,698)
54	597.3	Janitorial	106	106	12,000	1%	(11,894)
55	599	Police Taxes Administration	-	-	5,000	0%	(5,000)
56	Total 550 Police Operating Expenses		198,895	198,895	783,500	25%	(584,605)
57	<b>TOTAL EXPENSES</b>		419,283	419,283	3,267,699	13%	(2,848,416)
58	<b>NET REVENUE / (EXPENSES)</b>		<b>\$ (418,269)</b>	<b>\$ (418,269)</b>	<b>\$ (1,666,199)</b>	<b>25%</b>	<b>\$ 1,247,930</b>



# Kensington Police Protection and Community Services District

## Budget to Actual

Parks Fund (Unaudited)

For the Period July 1, 2024 through July 31, 2024

Line	Account	Title	July 2024	FY 25 YTD	FY 25 Adopted Budget	YTD% Budget (8.33%)	\$ Variance
1	<b>REVENUE</b>						
2	424	Special Tax-L&L Parks	\$ -	\$ -	\$ 47,000	0%	\$ (47,000)
3	427	Community Center Revenue	5,842	5,842	30,000	19%	(24,158)
4	438	Tennis Court Revenue	214	214	2,000	11%	(1,786)
5	Total 420 Park/Rec Activities Revenue		6,056	6,056	79,000	8%	(72,944)
6	471	KCC Annual Fees	-	-	29,000	0%	(29,000)
7	<b>TOTAL REVENUE</b>		6,056	6,056	108,000	6%	(101,944)
8	<b>EXPENSES</b>						
9	601	Park & Rec Administrator	2,918	2,918	21,000	14%	(18,083)
10	602	Janitor Salary	-	-	43,000	0%	(43,000)
11	623	Social Security/Medicare - District	-	-	4,896	0%	(4,896)
12	Total 600 Park/Rec Sal & Ben		2,918	2,918	68,896	4%	(65,979)
13	641	General Maintenance	16	16	25,000	0%	(24,984)
14	642	Utilities-Community Center	722	722	25,000	3%	(24,278)
15	643	Janitorial Supplies	480	480	2,500	19%	(2,020)
16	644	Landscaping	2,775	2,775	34,000	8%	(31,225)
17	645	General Liab./Workers Comp	3,000	3,000	3,000	100%	-
18	646	Community Center Repairs	-	-	4,000	0%	(4,000)
19	647	Legal/Consulting	-	-	5,000	0%	(5,000)
20	640	Community Center Expenses - Other	2,950	2,950	-	N/A	2,950
21	Total 640 Community Center Expenses		9,943	9,943	98,500	10%	(88,557)
22	651	General Maintenance	895	895	-	N/A	895
23	652	Repairs	140	140	-	N/A	140
24	656	Utilities	1,865	1,865	-	N/A	1,865
25	657	General Liab/Workers Comp	-	-	15,000	0%	(15,000)
26	658	Levy Administration	2,071	2,071	7,500	28%	(5,429)
27	659	Other Park Expenses	-	-	1,000	0%	(1,000)
28	674	Tennis Court Maint/Repair	-	-	1,000	0%	(1,000)
29	Total 650 Park		4,972	4,972	24,500	20%	(19,528)
30	700	Bond Expense	-	-	-	N/A	-
31	975	Community Center Loan Repayment	-	-	30,500	0%	(30,500)
32	Total Other Expenses		-	-	30,500	0%	(30,500)
33	<b>TOTAL EXPENSES</b>		17,832	17,832	222,396	8%	(204,564)
34	<b>NET REVENUE / (EXPENSES)</b>		<b>\$ (11,776)</b>	<b>\$ (11,776)</b>	<b>\$ (114,396)</b>	<b>10%</b>	<b>\$ 102,620</b>



# Kensington Police Protection and Community Services District Budget to Actual

**Waste Management Fund (Unaudited)  
For the Period July 1, 2024 through July 31, 2024**

Line	Account	Title	July 2024	FY 25 YTD	FY 25 Adopted Budget	YTD% Budget (8.33%)	\$ Variance
1	<b>REVENUE</b>						
2	448a	Franchise Fees	\$ -	\$ -	\$ 120,000	0%	\$ (120,000)
3	456	Interest	-	-	2,000	0%	(2,000)
4	Total 440 District Activities Revenue		-	-	122,000	0%	(122,000)
5	481	Waste Management Grant	75,000	75,000	75,000	100%	-
6	<b>TOTAL REVENUE</b>		75,000	75,000	197,000	38%	(122,000)
7	<b>EXPENSES</b>						
8	751	Waste Removal Franchise Fee Exp	-	-	51,000	0%	(51,000)
9	752	Waste Management Program Admin	-	-	31,000	0%	(31,000)
10	753	Other Waste Management Exp	-	-	5,000	0%	(5,000)
11	754	Consulting/Legal (Waste Mgmt)	-	-	40,000	0%	(40,000)
12	799	Waste Mgmt Grant Exp	-	-	75,000	0%	(75,000)
13	Total 750 Waste Managment Expenses		-	-	202,000	0%	(202,000)
14	<b>TOTAL EXPENSES</b>		-	-	202,000	0%	(202,000)
15	<b>NET REVENUE / (EXPENSES)</b>		<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ (5,000)</b>	<b>-1500%</b>	<b>\$ 80,000</b>

**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT**



**MONTHLY FINANCIALS  
FOR THE PERIOD JULY 1, 2024 THROUGH AUGUST 31, 2024**





# Kensington Police Protection and Community Services District

## Balance Sheet (Unaudited)

As of August 31, 2024

1	<b>ASSETS</b>		
2	Current Assets		
3	Checking/Savings		
4	100 Petty Cash	\$	100
5	101 Five Star Checking		182,803
6	103 Five Star Saving		53,294
7	104 CLASS - KCC Capital		31,149
8	105 CLASS - KPPCSD		2,069,089
9	110 CCC Cash Accts		-
10	130 County Bond Accts		-
11	116 PB Admin-Cash		84,128
12	132 PB Admin-Inv		-
13	139 LAIF-District		76,981
14	Total Checking/Savings		<u>2,479,783</u>
15	Accounts Receivable		92,743
16	153 Prepaid Expenses		<u>135,308</u>
17	Total Current Assets		<u>2,707,834</u>
18	Fixed Assets		5,351,983
19	Other Assets		
20	190 Deferred Outflows - OPEB		694,408
21	191 Deferred Outflows - Pension		<u>3,157,152</u>
22	Total Other Assets		<u>3,851,560</u>
23	<b>TOTAL ASSETS</b>		<u><u>11,911,377</u></u>
24	<b>LIABILITIES &amp; FUND BALANCE</b>		
25	<b>LIABILITIES</b>		
26	Current Liabilities		
27	210 Accounts Payable		231,875
28	Credit Cards		8,755
29	Payroll Liabilities		<u>2,494</u>
30	Total Current Liabilities		243,124
31	Long Term Liabilities		
32	240 2020 Pension Obligation Bond		3,902,000
33	265 Compensated Absence/Vac Buyback		119,360
34	290 Community Center Loan		136,621
35	293 Vehicle Capital Lease		95,297
36	295 Net OPEB Liability		(138,185)
37	296 Net Pension Liability		738,199
38	297 Deferred Inflows - OPEB		340,223
39	298 Deferred Inflows - Pension		<u>1,861,343</u>
40	Total Long Term Liabilities		<u>7,054,859</u>
41	<b>TOTAL LIABILITIES</b>		<u>7,297,983</u>
42	<b>FUND BALANCE</b>		<u>4,613,394</u>
43	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	\$	<u><u>11,911,377</u></u>



# Kensington Police Protection and Community Services District

## Budget to Actual

All Funds (Unaudited)

For the Period July 1, 2024 through August 31, 2024

Line	Account	Title	August 2024	FY 25 YTD	FY 25 Adopted Budget	YTD% Budget (16.66%)	\$ Variance
1	<b>REVENUE</b>						
2	401	Levy Tax - Co. Prop. 1%	\$ -	\$ -	\$ 2,522,000	0%	\$ (2,522,000)
3	402	Special Tax-Police	-	-	685,500	0%	(685,500)
4	404	Measure G Supplemental Tax	-	-	700,000	0%	(700,000)
5	410	Police Fees/Service Charges	1,200	2,214	6,000	37%	(3,786)
6	414	POST Reimbursement	-	-	10,000	0%	(10,000)
7	415	SLESF	-	-	200,000	0%	(200,000)
8	Total 400 Property Tax Revenue		1,200	2,214	4,123,500	0%	(4,121,286)
9	424	Special Tax-L&L Parks	-	-	47,000	0%	(47,000)
10	427	Community Center Revenue	2,897	8,739	30,000	29%	(21,261)
11	438	Tennis Court Revenue	412	626	2,000	31%	(1,374)
12	439	Other Community Center Revenue	900	900	-	N/A	900
13	Total 420 Park/Rec Activities Revenue		3,309	9,365	79,000	12%	(69,635)
14	422	Other PD Grants	-	-	-	N/A	-
15	440	District Activities Revenue	-	-	-	N/A	-
16	448a	Franchise Fees	-	-	120,000	0%	(120,000)
17	456	Interest	10,476	21,993	32,000	69%	(10,007)
18	458	Other District Rev - Allocation	-	5,248	31,000	17%	(25,753)
19	Total 440 District Activities Revenue		10,476	27,240	183,000	15%	(155,760)
20	460	Waste Removal Revenue	-	-	-	N/A	-
21	461	Waste Removal Franchise Fee	-	-	-	N/A	-
22	Total 460 Waste Removal Revenue		-	-	-	0%	-
23	470	KCC Reserves	-	-	-	N/A	-
24	471	KCC Annual Fees	-	-	29,000	0%	(29,000)
25	480	Rental Revenue	-	2,439	-	N/A	2,439
26	481	Waste Management Grant	-	75,000	75,000	100%	-
27	<b>TOTAL REVENUE</b>		15,885	117,158	4,489,500	3%	(4,372,342)
28	<b>EXPENSES</b>						
29	502.1	Officers Salary	98,280	148,520	1,230,532	12%	(1,082,012)
30	503.1	Holiday Pay	4,190	5,990	46,000	13%	(40,010)
31	503.2	Incentive Pay- Education	1,061	1,591	15,000	11%	(13,409)
32	503.3	Incentive Pay- POST Certificate	2,436	3,655	26,852	14%	(23,197)
33	503.4	Incentive Pay-Longevity Pay	804	1,206	-	N/A	1,206
34	502	Officers Salaries - Other	-	-	-	N/A	-
35	Total 502 Officers Salaries		106,771	160,962	1,318,384	12%	(1,157,422)
36	506	Overtime	8,413	9,758	50,000	20%	(40,242)
37	508	Salary - Non-Sworn	-	-	-	N/A	-
38	509	Hiring Bonus	2,000	2,000	12,000	17%	(10,000)
39	512	Employee Wellness Account	-	-	-	N/A	-
40	516	Uniform Allowance	900	1,300	12,000	11%	(10,700)
41	521-A	Medical/Vision/Dental-Active	(2,699)	33,934	265,243	13%	(231,309)
42	521-R	Medical/Vision/Dental-Retired	-	19,808	145,445	14%	(125,637)
43	522	Officer Life Insurance	310	1,249	6,000	21%	(4,751)
44	523	Medicare	1,671	2,458	19,000	13%	(16,542)
45	524	Social Security / Medicare	-	-	-	N/A	-
46	527	CalPERS District Share	18,743	80,028	280,227	29%	(200,199)
47	529	Pension Obligation Bond Payment	-	-	330,900	0%	(330,900)
48	530	Workers Compensation	-	45,000	45,000	100%	-
49	Total 500 Police Salary and Benefit Exp		136,110	356,498	2,484,199	14%	(2,127,701)



# Kensington Police Protection and Community Services District

## Budget to Actual

All Funds (Unaudited)

For the Period July 1, 2024 through August 31, 2024

Line	Account	Title	August 2024	FY 25 YTD	FY 25 Adopted Budget	YTD% Budget (16.66%)	\$ Variance
50	520	In Lieu Health Expense	500	500	-	N/A	500
51	550	Police Operating Expenses	-	-	-	N/A	-
52	519	Axon - Body Cam/Tasers/Storage	8,420	8,420	25,000	34%	(16,580)
53	552	Office Supplies and Expenses	78	2,331	5,000	47%	(2,669)
54	553	Police Uniforms, Eqpmt, & Duty	979	1,861	15,000	12%	(13,139)
55	554	Traffic Safety/Equipment	70	1,042	8,000	13%	(6,958)
56	561	Fleet Maintenance, Fuel, Toll,	1,110	1,372	53,000	3%	(51,628)
57	562	Vehicle Operation	4,035	4,035	-	N/A	4,035
58	563	Vehicle Lease	5,514	15,638	50,000	31%	(34,362)
59	564	Cal-ID, ARIES, SunRidge, LEFTA	-	136,235	170,000	80%	(33,765)
60	566	Radio Maintenance	-	10,488	12,000	87%	(1,512)
61	567	Building Alarm, Fire, Security	-	-	5,000	0%	(5,000)
62	568	Evidence, Investigation, Forensics	656	656	8,000	8%	(7,344)
63	570	Training and Travel Exp	-	-	30,000	0%	(30,000)
64	571	Records, PRA, and Redaction Software	75	75	8,000	1%	(7,925)
65	572.1	Consulting - Bckgrnd/hiring/rec	2,394	4,946	70,000	7%	(65,055)
66	572	Recruiting, Hiring, and Background - Other	1,082	6,266	5,000	125%	1,266
67	574	Reserve Program	-	-	3,000	0%	(3,000)
68	575	Community Safety Cameras	-	-	15,000	0%	(15,000)
69	576	Law, Subscriptions, and Members	180	200	3,000	7%	(2,800)
70	580	PG&E, EBMUD, and Phone	3,425	5,575	35,000	16%	(29,425)
71	581	Building Repairs and Maintenanc	-	-	5,000	0%	(5,000)
72	587	Rubicon IT Contract	-	13,512	50,000	27%	(36,488)
73	588	Police Fleet Cellular Contract	845	845	10,000	8%	(9,155)
74	591	General Liability Insurance	-	-	65,000	0%	(65,000)
75	592	Website Social Media Contracts	-	-	7,500	0%	(7,500)
76	593	Volunteer Programs	-	-	2,000	0%	(2,000)
77	594	Police & Community Events	75	354	4,000	9%	(3,646)
78	595	Legal & Lexipol	-	2,573	15,000	17%	(12,427)
79	597	Police Bldg. Lease	5,651	16,954	88,000	19%	(71,046)
80	597.3	Janitorial	1,321	1,427	12,000	12%	(10,573)
81	599	Police Taxes Administration	-	-	5,000	0%	(5,000)
82		Total 550 Police Operating Expenses	36,410	235,305	783,500	30%	(548,195)
83	601	Park & Rec Administrator	6,671	9,589	21,000	46%	(11,411)
84	602	Custodial/Cleaning Services	800	800	43,000	2%	(42,200)
85	623	Social Security/Medicare - Dist	-	-	4,896	0%	(4,896)
86		Total 600 Park/Rec Sal & Ben	7,471	10,389	68,896	15%	(58,507)
87	641	General Maintenance	-	16	25,000	0%	(24,984)
88	642	Utilities-Community Center	379	1,101	25,000	4%	(23,899)
89	643	Janitorial Supplies	-	480	2,500	19%	(2,020)
90	644	Landscaping	2,775	5,550	34,000	16%	(28,450)
91	645	General Liab./Workers Comp	-	3,000	3,000	100%	-
92	646	Community Center Repairs	-	-	4,000	0%	(4,000)
93	647	Legal/Consulting	-	-	5,000	0%	(5,000)
94	640	Community Center Expenses - Other	-	2,950	-	N/A	2,950
95		Total 640 Community Center Expenses	3,154	13,097	98,500	13%	(85,403)



# Kensington Police Protection and Community Services District

## Budget to Actual

All Funds (Unaudited)

For the Period July 1, 2024 through August 31, 2024

Line	Account	Title	August 2024	FY 25 YTD	FY 25 Adopted Budget	YTD% Budget (16.66%)	\$ Variance
96	650	Park	-	-	-	N/A	-
97	651	General Maintenance	835	1,730	-	N/A	1,730
98	652	Repairs	200	340	-	N/A	340
99	656	Utilities	1,075	2,941	-	N/A	2,941
100	657	General Liab/Workers Comp	-	-	15,000	0%	(15,000)
101	658	Levy Administration	-	2,071	7,500	28%	(5,429)
102	659	Other Park Expenses	-	-	1,000	0%	(1,000)
103	674	Tennis Court Maint/Repair	-	-	1,000	0%	(1,000)
104	Total 650 Park		2,110	7,082	24,500	29%	(17,418)
105	Total 635 Park/Recreation Expenses		5,265	20,179	123,000	16%	(102,821)
106	751	Waste Removal Franchise Fee Exp	1,189	1,189	51,000	2%	(49,811)
107	752	Waste Management Program Admin	-	-	31,000	0%	(31,000)
108	753	Other Waste Management Exp	-	-	5,000	0%	(5,000)
109	754	Consulting/Legal (Waste Mgmt)	-	-	40,000	0%	(40,000)
110	799	Waste Mgmt Grant Exp	-	-	75,000	0%	(75,000)
111	Total 750 Waste Management Expenses		1,189	1,189	202,000	1%	(200,811)
112	807	Salaries	18,426	29,097	273,000	11%	(243,903)
113	808	Payroll Taxes	1,915	2,952	19,278	15%	(16,326)
114	815	Admin Communications	924	1,848	9,500	19%	(7,652)
115	816	Office Supplies	339	647	3,000	22%	(2,353)
116	817	Postage	-	20	2,500	1%	(2,480)
117	818	Mileage Reimbursement	33	33	1,000	3%	(967)
118	819	Dues/Subscriptions	150	4,804	18,000	27%	(13,196)
119	820	Copier Contract	336	790	3,500	23%	(2,710)
120	825	Board Continuing Ed/Conferences	-	-	6,000	0%	(6,000)
121	830	Legal (District/Personnel)	1,264	1,264	35,000	4%	(33,736)
122	831	Training and Travel Admin	1,179	1,179	15,000	8%	(13,821)
123	835	Consulting	45,322	45,322	100,000	45%	(54,678)
124	840	Accounting/Audit	23,129	48,769	160,000	30%	(111,231)
125	850	Insurance	-	-	55,000	0%	(55,000)
126	851	Workers Compensation	-	4,395	3,000	147%	1,395
127	860	Election	-	-	8,000	0%	(8,000)
128	861	LAFCO	-	1,547	2,000	77%	(453)
129	870	County Expenditures	-	-	25,000	0%	(25,000)
130	898	Other Expenses	51	110	5,000	2%	(4,890)
131	Total 800 District Expenses		93,068	142,778	743,778	19%	(601,000)
132	997	Payroll Expense	294	11,225	15,000	75%	(3,775)
133	700	Bond Expense	-	-	-	N/A	-
134	975	Community Center Loan Repayment	-	-	30,500	0%	(30,500)
135	Total Other Expenses		294	11,225	45,500	25%	(34,275)
136	<b>TOTAL EXPENSES</b>		279,806	777,562	4,450,873	17%	(3,673,311)
137	<b>NET REVENUE / (EXPENSES)</b>		<b>\$ (263,922)</b>	<b>\$ (660,404)</b>	<b>\$ 38,627</b>	<b>-1710%</b>	<b>\$ (699,031)</b>



# Kensington Police Protection and Community Services District Budget to Actual

General Fund (Unaudited)

For the Period July 1, 2024 through August 31, 2024

Line	Account	Title	August 2024	FY 25 YTD	FY 25 Adopted Budget	YTD% Budget (16.66%)	\$ Variance
1	<b>REVENUE</b>						
2	401	Levy Tax - Co. Prop. 1%	\$ -	\$ -	\$ 2,522,000	0%	\$ (2,522,000)
3	Total 400 Property Tax Revenue		-	-	2,522,000	0%	(2,522,000)
4	456	Interest	10,476	21,993	30,000	73%	(8,007)
5	458	Other District Rev - Allocation	-	5,248	31,000	17%	(25,753)
6	Total 440 District Activites Revenue		10,476	27,240	61,000	45%	(33,760)
7	480	Rental Revenue	-	2,439	-	N/A	2,439
8	<b>TOTAL REVENUE</b>		10,476	29,679	2,583,000	1%	(2,553,321)
9	<b>EXPENSES</b>						
10	807	Salaries	18,426	29,097	273,000	11%	(243,903)
11	808	Payroll Taxes	1,915	2,952	19,278	15%	(16,326)
12	815	Admin Communications	924	1,848	9,500	19%	(7,652)
13	816	Office Supplies	339	647	3,000	22%	(2,353)
14	817	Postage	-	20	2,500	1%	(2,480)
15	818	Mileage Reimbursement	33	33	1,000	3%	(967)
16	819	Dues/Subscriptions	150	4,804	18,000	27%	(13,196)
17	820	Copier Contract	336	790	3,500	23%	(2,710)
18	825	Board Continuing Ed/Conferences	-	-	6,000	0%	(6,000)
19	830	Legal (District/Personnel)	1,264	1,264	35,000	4%	(33,736)
20	831	Training and Travel Admin	1,179	1,179	15,000	8%	(13,821)
21	835	Consulting	45,322	45,322	100,000	45%	(54,678)
22	840	Accounting/Audit	23,129	48,769	160,000	30%	(111,231)
23	850	Insurance	-	-	55,000	0%	(55,000)
24	851	Workers Compensation	-	4,395	3,000	147%	1,395
25	860	Election	-	-	8,000	0%	(8,000)
26	861	LAFCO	-	1,547	2,000	77%	(453)
27	870	County Expenditures	-	-	25,000	0%	(25,000)
28	898	Other Expenses	51	110	5,000	2%	(4,890)
29	997	Payroll Expense	294	11,225	15,000	75%	(3,775)
30	<b>TOTAL EXPENSES</b>		93,362	154,003	758,778	20%	(604,775)
31	<b>NET REVENUE / (EXPENSES)</b>		<b>\$ (82,886)</b>	<b>\$ (124,324)</b>	<b>\$ 1,824,222</b>	<b>-7%</b>	<b>\$ (1,948,546)</b>



# Kensington Police Protection and Community Services District

## Budget to Actual

Police Fund (Unaudited)

For the Period July 1, 2024 through August 31, 2024

Line	Account	Title	August 2024	FY 25 YTD	FY 25 Adopted Budget	YTD% Budget (16.66%)	\$ Variance
1	<b>REVENUE</b>						
2	402	Special Tax-Police	\$ -	\$ -	\$ 685,500	0%	\$ (685,500)
3	404	Measure G Supplemental Tax	-	-	700,000	0%	(700,000)
4	410	Police Fees/Service Charges	1,200	2,214	6,000	37%	(3,786)
5	414	POST Reimbursement	-	-	10,000	0%	(10,000)
6	415	SLESF	-	-	200,000	0%	(200,000)
7	Total 400 Property Tax Revenue		1,200	2,214	1,601,500	0%	(1,599,286)
8	<b>TOTAL REVENUE</b>		1,200	2,214	1,601,500	0%	(1,599,286)
9	<b>EXPENSES</b>						
10	502.1	Officers Salary	98,280	148,520	1,230,532	12%	(1,082,012)
11	503.1	Holiday Pay	4,190	5,990	46,000	13%	(40,010)
12	503.2	Incentive Pay- Education	1,061	1,591	15,000	11%	(13,409)
13	503.3	Incentive Pay- POST Certificate	2,436	3,655	26,852	14%	(23,197)
14	503.4	Incentive Pay-Longevity Pay	804	1,206	-	N/A	1,206
15	Total 502 Officers Salaries		106,771	160,962	1,318,384	12%	(1,157,422)
16	506	Overtime	8,413	9,758	50,000	20%	(40,242)
17	509	Hiring Bonus	2,000	2,000	12,000	17%	(10,000)
18	516	Uniform Allowance	900	1,300	12,000	11%	(10,700)
19	520	In Lieu Health Expense	500	500	-	N/A	500
20	521-A	Medical/Vision/Dental-Active	(2,699)	33,934	265,243	13%	(231,309)
21	521-R	Medical/Vision/Dental-Retired	-	19,808	145,445	14%	(125,637)
22	522	Officer Life Insurance	310	1,249	6,000	21%	(4,751)
23	523	Medicare	1,671	2,458	19,000	13%	(16,542)
24	527	CalPERS District Share	18,743	80,028	280,227	29%	(200,199)
25	529	Pension Obligation Bond Payment	-	-	330,900	0%	(330,900)
26	530	Workers Compensation	-	45,000	45,000	100%	-
27	Total 500 Police Salary and Benefit Exp		29,838	196,036	1,165,815	17%	(969,779)
28	519	Axon - Body Cam/Tasers/Storage	8,420	8,420	25,000	34%	(16,580)
29	552	Office Supplies and Expenses	78	2,331	5,000	47%	(2,669)
30	553	Police Uniforms, Eqpmt, & Duty	979	1,861	15,000	12%	(13,139)
31	554	Traffic Safety/Equipment	70	1,042	8,000	13%	(6,958)
32	561	Fleet Maintenance, Fuel, Toll,	1,110	1,372	53,000	3%	(51,628)
33	562	Vehicle Operation	4,035	4,035	-	N/A	4,035
34	563	Vehicle Lease	5,514	15,638	50,000	31%	(34,362)
35	564	Cal-ID, ARIES, SunRidge, LEFTA	-	136,235	170,000	80%	(33,765)
36	566	Radio Maintenance	-	10,488	12,000	87%	(1,512)
37	567	Building Alarm, Fire, Security	-	-	5,000	0%	(5,000)
38	568	Evidence, Investigation, Forens	656	656	8,000	8%	(7,344)
39	570	Training and Travel Exp	-	-	30,000	0%	(30,000)
40	571	Records, PRA, and Redaction Software	75	75	8,000	1%	(7,925)
41	572.1	Consulting - Bckgrnd/hiring/rec	2,394	4,946	70,000	7%	(65,055)
42	572	Recruiting, Hiring, and Background - Other	1,082	6,266	5,000	125%	1,266
43	574	Reserve Program	-	-	3,000	0%	(3,000)
44	575	Community Safety Cameras	-	-	15,000	0%	(15,000)
45	576	Law, Subscriptions, and Members	180	200	3,000	7%	(2,800)
46	580	PG&E, EBMUD, and Phone	3,425	5,575	35,000	16%	(29,425)
47	581	Building Repairs and Maintenanc	-	-	5,000	0%	(5,000)
48	587	Rubicon IT Contract	-	13,512	50,000	27%	(36,488)
49	588	Police Fleet Cellular Contract	845	845	10,000	8%	(9,155)
50	591	General Liability Insurance	-	-	65,000	0%	(65,000)
51	592	Website Social Media Contracts	-	-	7,500	0%	(7,500)
52	593	Volunteer Programs	-	-	2,000	0%	(2,000)
53	594	Police & Community Events	75	354	4,000	9%	(3,646)
54	595	Legal & Lexipol	-	2,573	15,000	17%	(12,427)
55	597	Police Bldg. Lease	5,651	16,954	88,000	19%	(71,046)
56	597.3	Janitorial	1,321	1,427	12,000	12%	(10,573)
57	599	Police Taxes Administration	-	-	5,000	0%	(5,000)
58	Total 550 Police Operating Expenses		35,910	234,805	783,500	30%	(548,695)
59	<b>TOTAL EXPENSES</b>		172,519	591,802	3,267,699	18%	(2,675,897)
60	<b>NET REVENUE / (EXPENSES)</b>		<b>\$ (171,319)</b>	<b>\$ (589,588)</b>	<b>\$ (1,666,199)</b>	<b>35%</b>	<b>\$ 1,076,611</b>



# Kensington Police Protection and Community Services District

## Budget to Actual

### Parks Fund (Unaudited)

For the Period July 1, 2024 through August 31, 2024

Line	Account	Title	August 2024	FY 25 YTD	FY 25 Adopted Budget	YTD% Budget (16.66%)	\$ Variance
1	<b>REVENUE</b>						
2	424	Special Tax-L&L Parks	\$ -	\$ -	\$ 47,000	0%	\$ (47,000)
3	427	Community Center Revenue	2,897	8,739	30,000	29%	(21,261)
4	438	Tennis Court Revenue	412	626	2,000	31%	(1,374)
5	439	Other Community Center Revenue	900	900	-	N/A	900
5	Total 420 Park/Rec Activities Revenue		3,309	9,365	79,000	12%	(69,635)
7	471	KCC Annual Fees	-	-	29,000	0%	(29,000)
8	<b>TOTAL REVENUE</b>		4,209	10,265	108,000	10%	(97,735)
9	<b>EXPENSES</b>						
10	601	Park & Rec Administrator	6,671	9,589	21,000	46%	(11,411)
11	602	Janitor Salary	800	800	43,000	2%	(42,200)
12	623	Social Security/Medicare - District	-	-	4,896	0%	(4,896)
13	Total 600 Park/Rec Sal & Ben		7,471	10,389	68,896	15%	(58,507)
14	641	General Maintenance	-	16	25,000	0%	(24,984)
15	642	Utilities-Community Center	379	1,101	25,000	4%	(23,899)
16	643	Janitorial Supplies	-	480	2,500	19%	(2,020)
17	644	Landscaping	2,775	5,550	34,000	16%	(28,450)
18	645	General Liab./Workers Comp	-	3,000	3,000	100%	-
19	646	Community Center Repairs	-	-	4,000	0%	(4,000)
20	647	Legal/Consulting	-	-	5,000	0%	(5,000)
21	640	Community Center Expenses - Other	-	2,950	-	N/A	2,950
22	Total 640 Community Center Expenses		3,154	13,097	98,500	13%	(85,403)
23	651	General Maintenance	835	1,730	-	N/A	1,730
24	652	Repairs	200	340	-	N/A	340
25	656	Utilities	1,075	2,941	-	N/A	2,941
26	657	General Liab/Workers Comp	-	-	15,000	0%	(15,000)
27	658	Levy Administration	-	2,071	7,500	28%	(5,429)
28	659	Other Park Expenses	-	-	1,000	0%	(1,000)
29	674	Tennis Court Maint/Repair	-	-	1,000	0%	(1,000)
30	Total 650 Park		2,110	7,082	24,500	29%	(17,418)
31	700	Bond Expense	-	-	-	N/A	-
32	975	Community Center Loan Repayment	-	-	30,500	0%	(30,500)
33	Total Other Expenses		-	-	30,500	0%	(30,500)
34	<b>TOTAL EXPENSES</b>		12,736	30,568	222,396	14%	(191,828)
35	<b>NET REVENUE / (EXPENSES)</b>		<b>\$ (8,527)</b>	<b>\$ (20,303)</b>	<b>\$ (114,396)</b>	<b>18%</b>	<b>\$ 94,093</b>



# Kensington Police Protection and Community Services District Budget to Actual

**Waste Management Fund (Unaudited)  
For the Period July 1, 2024 through August 31, 2024**

Line	Account	Title	August 2024	FY 25 YTD	FY 25 Adopted Budget	YTD% Budget (16.66%)	\$ Variance
1	<b>REVENUE</b>						
2	448a	Franchise Fees	\$ -	\$ -	\$ 120,000	0%	\$ (120,000)
3	456	Interest	-	-	2,000	0%	(2,000)
4	Total 440 District Activities Revenue		-	-	122,000	0%	(122,000)
5	481	Waste Management Grant	-	75,000	75,000	100%	-
6	<b>TOTAL REVENUE</b>		-	75,000	197,000	38%	(122,000)
7	<b>EXPENSES</b>						
8	751	Waste Removal Franchise Fee Exp	1,189	1,189	51,000	2%	(49,811)
9	752	Waste Management Program Admin	-	-	31,000	0%	(31,000)
10	753	Other Waste Management Exp	-	-	5,000	0%	(5,000)
11	754	Consulting/Legal (Waste Mgmt)	-	-	40,000	0%	(40,000)
12	799	Waste Mgmt Grant Exp	-	-	75,000	0%	(75,000)
13	Total 750 Waste Management Expenses		1,189	1,189	202,000	1%	(200,811)
14	<b>TOTAL EXPENSES</b>		1,189	1,189	202,000	1%	(200,811)
15	<b>NET REVENUE / (EXPENSES)</b>		<b>\$ (1,189)</b>	<b>\$ 73,811</b>	<b>\$ (5,000)</b>	<b>-1476%</b>	<b>\$ 78,811</b>





# KENSINGTON POLICE DEPARTMENT

10940 San Pablo Avenue • El Cerrito • CA • 94530

(510) 526-4141

[www.kppcsd.org](http://www.kppcsd.org)

**DATE:** September 1st, 2024  
**TO:** David Aranda: General Manager  
**FROM:** M. Gancasz, Chief of Police  
**RE:** Police Chief's Monthly Report, August 2024

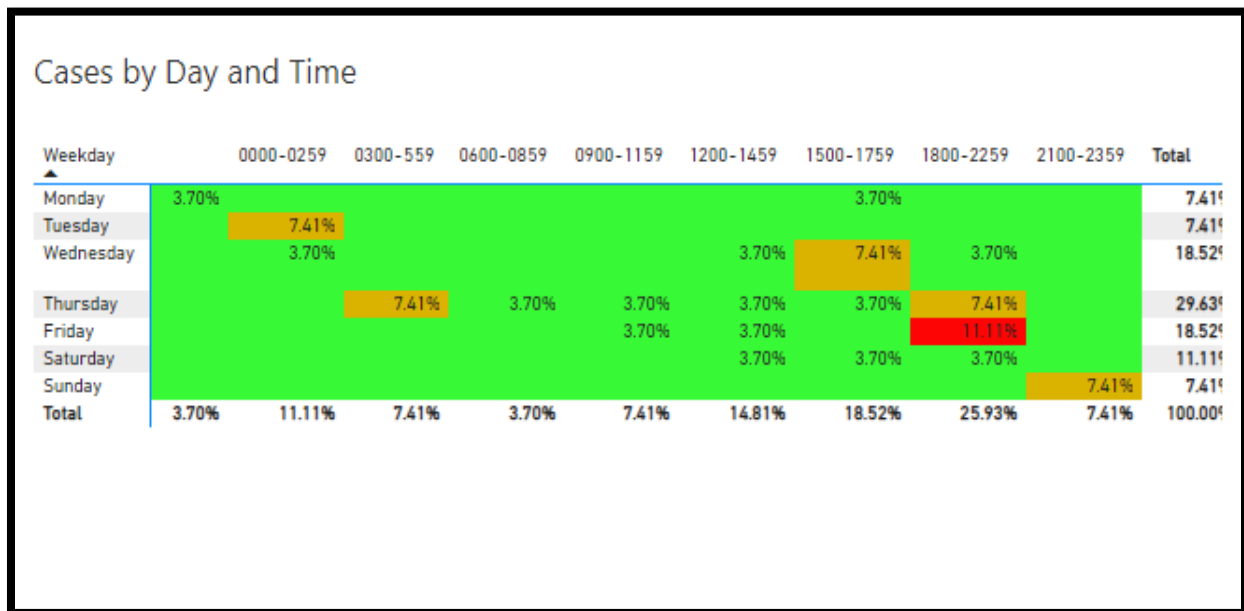
## Patrol Operations

The Kensington Police Department responded to 1,417 incidents, a decrease from the 1,470 incidents recorded the previous month. Officers initiated 1,215 actions, including 127 traffic enforcement stops, which resulted in 59 citations. This reflects a sharp increase in traffic stops and citations compared to the previous month. Directed enforcement operations and increased patrols east of Arlington Ave led to a reduction in property crimes overall.

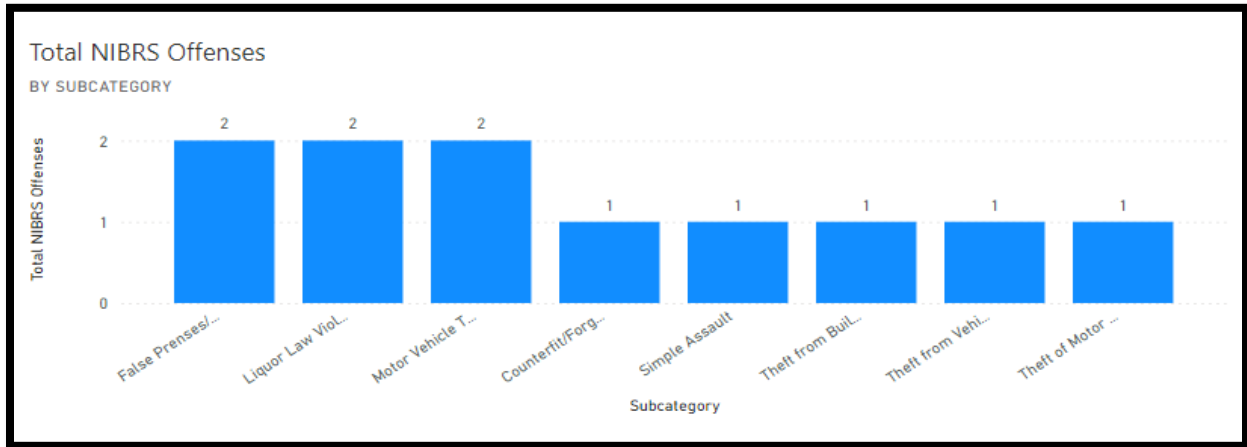
Officers responded to 202 dispatched calls for service, a decrease from 286 in July. Officers authored 29 investigative reports, compared to 25 the previous month. During August, six misdemeanor arrests were made. Investigations included residential burglary, domestic violence, two vehicle thefts, DUI, check fraud, theft, and a misdemeanor warrant service.

The average response time was 6 minutes, an increase of 0.3 minutes from the prior month.

**Table 1. Date and Time Heatmap**



**Figure 1 NIBRS Offense Data**



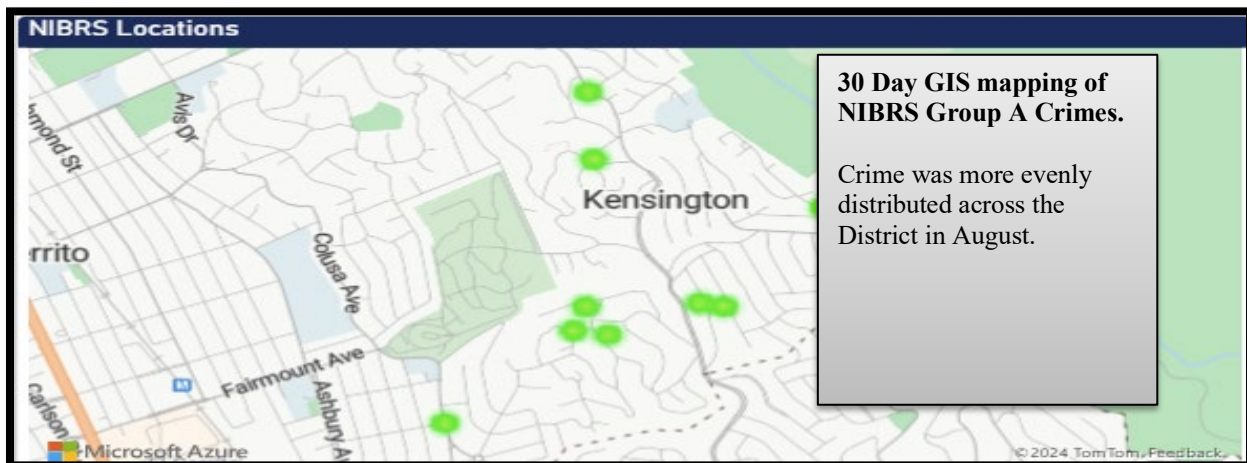
**Figure 2. Month over Month**

**Case Count LM, MoM% - Cases, Month Case Count**

BY SUBCATEGORY

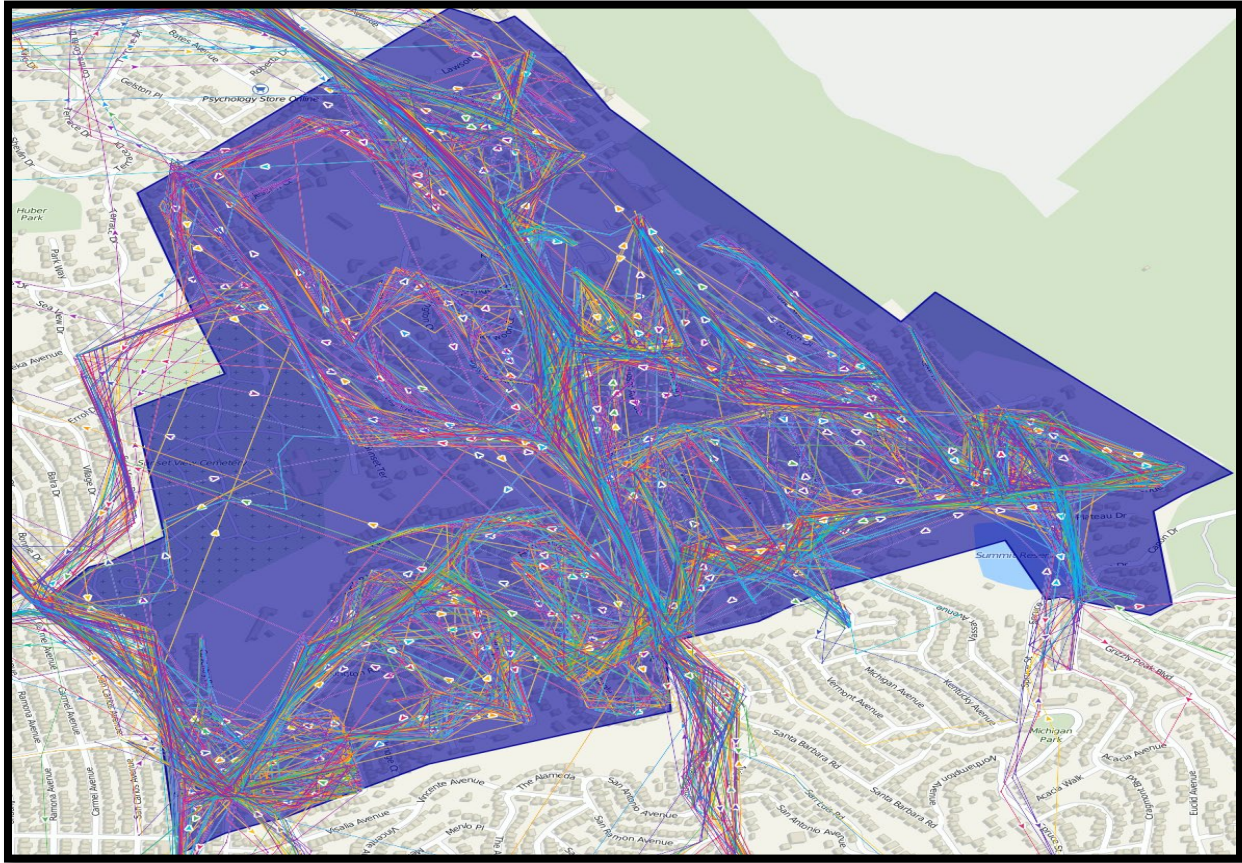
Subcategory	Month Case Count	Case Count LM	MoM% - Cases
Wire Fraud			→ 0.00%
Welfare Fraud			→ 0.00%
Weapon Violations			→ 0.00%
Trespass of Real Property			→ 0.00%
Theft of Motor Vehicle Parts or Accessories	1		↑ 100.00%
Theft from Vehicle	1	3	↓ -66.67%
Theft from Coin Operated Machine			→ 0.00%
Theft from Building	1		↑ 100.00%
Suicide			→ 0.00%
<b>Total</b>	<b>11</b>	<b>10</b>	<b>↑ 10.00%</b>

**Figure 3. Crime Trend Mapping**



## Figure 4. Patrol fleet mapping

Kensington's patrol fleet was upgraded with GPS technology, allowing real-time tracking and mapping. Figure 4 depicts the Special District of Kensington boundary (dark blue), and the six colored lines represent black-and-white patrol car locations inside the district throughout the month.



## Activity Log

**Aug 1:** Officers investigated a parked vehicle on the public roadway with expired registration. A 72-hour notice sticker was applied, and the vehicle was subsequently moved.

**Aug 2:** Report of lost property taken.

**Aug 2:** An officer was hailed by a citizen to report a petty theft of consumer goods. Video surveillance was obtained, and a report was taken. The investigation is ongoing.

**Aug 4:** Police were dispatched to the 200 block of Amherst Avenue for a report of a cold auto burglary. Three bags containing miscellaneous property were stolen. An area canvass was completed, and an investigative report was taken.

**Aug 7:** Police responded to the 400 block of Beloit Avenue to investigate a recently marked abandoned vehicle. Officers previously applied a warning tag to the car, completed the appropriate paperwork, and ultimately impounded the vehicle.

**Aug 7:** Officers identified a parked vehicle with registration expired more than 180 days. The vehicle was impounded for the violation.

**Aug 8:** Officers responded to the 200 block of Yale Ave for a vehicle theft report. Flock cameras captured the vehicles fleeing on Arlington Ave, later recovered in Oakland.

**Aug 9:** Police were dispatched to Kingston Road for a stolen license plate. A report was taken, and the plate was entered into the Stolen Vehicle System.

**Aug 9:** Officers took a report of found property, which was placed in evidence for safekeeping.

**Aug 10:** Officers conducted a traffic stop on a vehicle bearing fraudulent registration stickers. The driver was cited and released.

**Aug 13:** Officers conducted a traffic stop on a vehicle where the driver had their license suspended for DUI. The driver was cited and released at the scene.

**Aug 14:** Officers conducted a traffic stop on a vehicle where the driver had their license suspended for DUI. The driver was cited and released at the scene.

**Aug 15:** Officers took a report of identity theft on Lenox Road. The victim received a spam email informing her that she would be charged for a streaming subscription. The victim's loss totaled \$10,000.00. A report was taken and forwarded to the San Francisco F.B.I. field office for follow-up.

**Aug 18:** Officers contacted a person on Colusa Circle who was a fugitive with an active warrant from Alameda County. The suspect was arrested and taken to jail.

**Aug 19:** Officers took a missing person report for an adult who was located unharmed in San Pablo later that day.

**Aug 22:** Officers conducted a traffic stop where they determined the juvenile driver was under the influence of alcohol. The driver was arrested for DUI and possession of Marijuana. A juvenile passenger was also arrested for being in possession of alcohol. The case was forwarded to the Contra Costa County District Attorney.

**Aug 26:** A non-injury traffic collision was reported near the 300 block of Colusa Avenue. Officers conducted a thorough investigation and completed a collision report.

**Aug 28:** A vehicle vs. pedestrian collision was reported at the 300 block of Colusa Avenue. The victim refused medical services. Officers conducted a thorough investigation and completed a collision report.

**Aug 29:** Officers received a call about a hit-and-run property damage collision in the 200 block of Amherst Avenue. A police report was taken.

**Aug 29:** Officers responded to Beverly Road for a report of a domestic disturbance. No arrests were made; however, a report was made to document the events.

**Aug 30:** Officers received a call about a hit-and-run property damage collision in the 300 block of Arlington Avenue. A police report was taken.

**Aug 31:** Officers responded to a report of a suspect trying to cash a fraudulent check at a business. They determined the subject was trying to cash a two-year-old check. A courtesy report was taken to document the events.

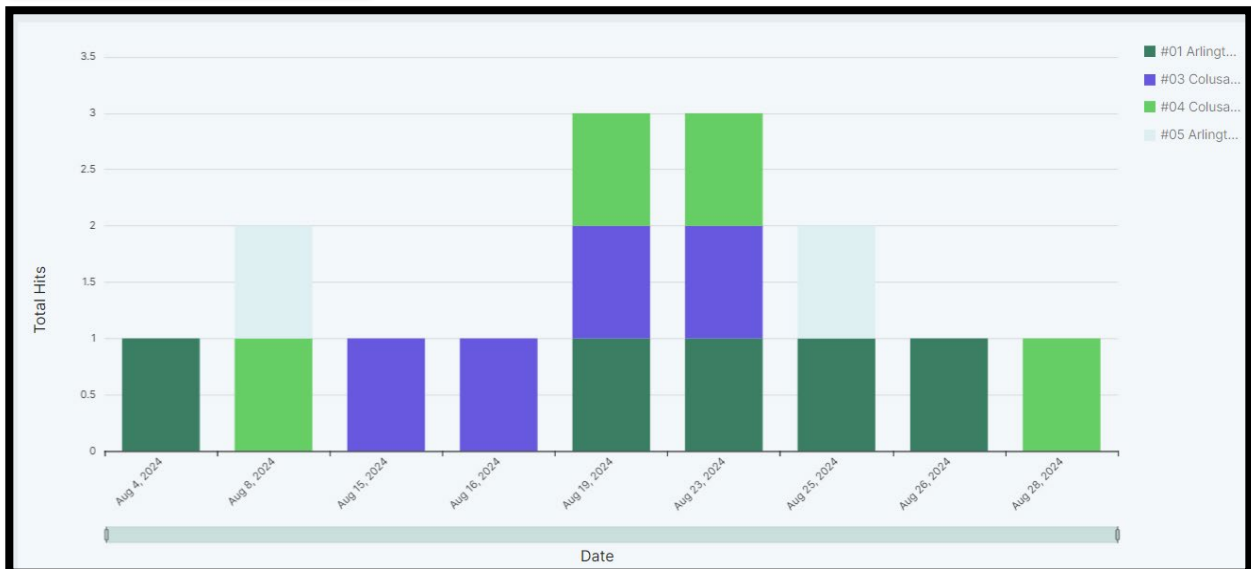
**Aug 31:** Officers responded to a possible burglary on Norwood Ave. Officers determined there was no crime but documented the events in a report.

### Community Safety Cameras

Five felony vehicles were captured on Flock cameras in Kensington. The stolen vehicles' average time in the District was less than two minutes. The vehicles traveled northbound Arlington from Berkeley, exiting through El Cerrito and on Colusa Cir before leaving the District.



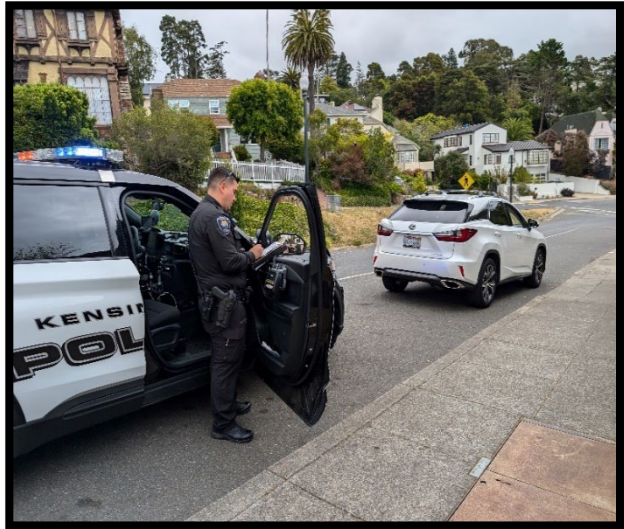
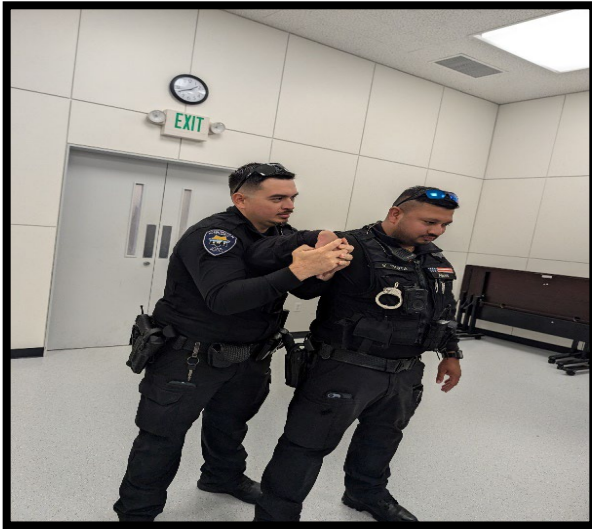
August Data Captured – five (5) cameras			
Type	Stolen Plates	Stolen Vehicle	Felony Warrant
Count	120	4	1



## Training

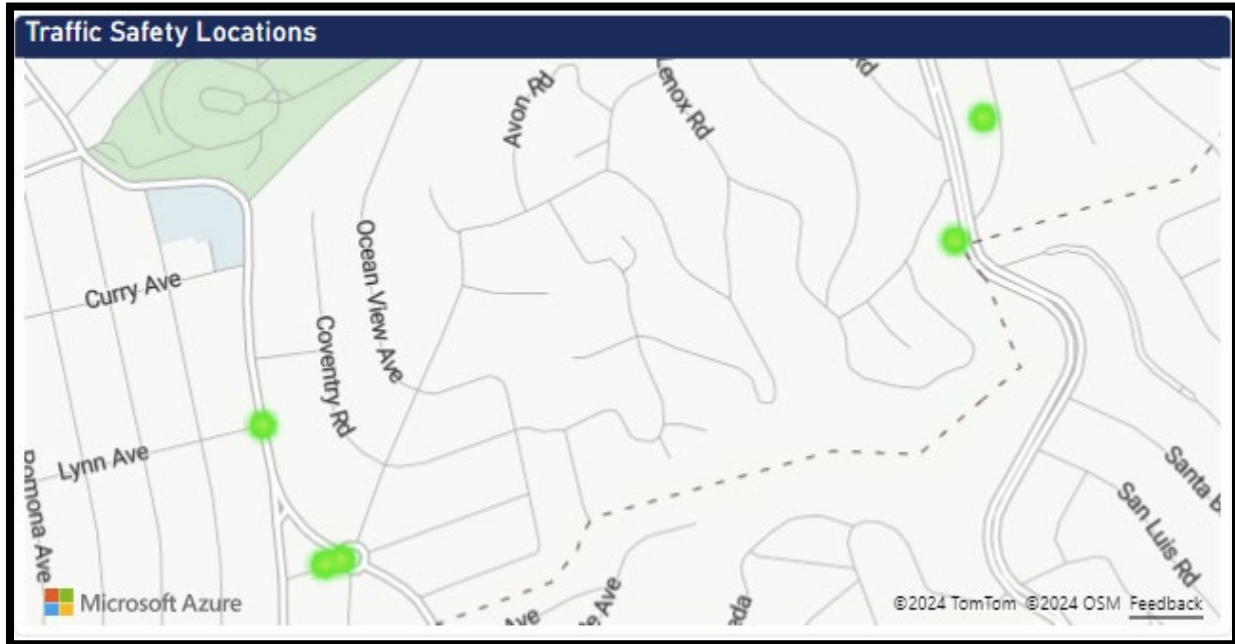
Officers participated in mental health evaluation training with the San Francisco Police Department Crisis Intervention Unit. They also received Advanced Officer Training at El Cerrito PD, which included refresher training on arrest and control techniques, building entry, search, and case law updates related to felony traffic stops.

Officer Gill completed the California Highway Patrol's DUI Detection (SFST) Course, and Officer De Santiago completed the Kensington Police Department Field Training Program and is now on solo patrol.



## Traffic Safety

Officers completed two DUI investigations, making one arrest, two non-injury accidents, and two misdemeanor hit-and-run investigations.



## Chief of Police

Lt. Nath, Sgt. Rivera and Officer Gill represented Kensington PD by attending the 200th Contra Costa County Office of the Sheriff Basic Academy Training Graduation on Friday, August 23, in Walnut Creek. Forty recruits graduated from the academy and will join police departments throughout Contra Costa County. Officer Payne completed eighteen months of probation with Kensington PD, earning his permanent employee status. We held a swearing-in and promotional ceremony for Lieutenant A. Nath and Sgt Jose Rivera on August 8. Friends, family, and colleagues attended the regular Board of Directors meeting to congratulate them on their well-deserved achievements.



## Community

The National Night Out was extremely successful. Kensington Police Officers were out and about in the neighborhood, attending 17 of 18 community functions.



**Kensington Officers attending NNO**



**Volunteer Mike Logan at NNO**



**Officer Thota during NNO**



**Officer D. Payne completing probation**



Cookies with a Cop, hosted by Raxakoul Coffee & Cheese, was well attended. Many community members came by to say hi and enjoy cookies and refreshments. Board President D. Spath and Director C. Duggan stopped in, as did a few Mental Health Outreach Team members from Contra Costa County, to show support.



Our next event, "Police in the Park," is scheduled for September 18th from 1:30 p.m. to 3:30 p.m. in our Kensington Community Park. We invite parents and children to meet the officers and volunteers, explore our police fleet vehicles, and enjoy snacks and refreshments. For more details on this and other upcoming events, please visit [KPPCSD.org](http://KPPCSD.org) or follow us on Facebook and Instagram. We look forward to connecting with you.





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Date: September 12, 2024

To: Board of Directors

Submitted by: David Aranda, Interim General Manager

Subject: General Manager's Report for August 4, 2024, Through September 6, 2024

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The following items were addressed by the IGM:

- A newsletter was produced and provided to Bay View Refuse to be placed in their quarterly billing mailing. It is hoped that this will become a regular practice to update the community on things of importance in Kensington and with the Kensington Police Protection Community Services District.
- Completed the agreement with the City of El Cerrito regarding the licensing agreement. This provides the District with the knowledge that the modular building being used on the City property will be able to remain there for the next three to five years if needed.
- Confirmed after numerous phone calls and e-mails that the District is no longer tied in with the Contra Costa Treasurers office regarding District funds. The Tax Collector's Office for Contra Costa will continue to collect and distribute the District's revenue that are derived from property tax and assessments.
- An initial discussion with the POA President and Treasurer regarding the need to extend the Memorandum of Understanding between the KPPCSD and The Kensington Police Officers Association. The current Memorandum expires June 2025.
- An initial discussion with Bay View Refuse regarding the need to review and possibly extend the contract between KPPCSD and Bay View Refuse.
- Numerous discussions with two architects in attempting to address an estimated cost for a new building on 59 Arlington and an estimated cost to place the modular on 59 Arlington.
- I have asked the actuarial company that does the health retirement benefit analysis to do a more comprehensive study of the District. A review of the records they were using showed many changes had occurred and it would be in the District's best interests to have an accurate

calculation of the liability the District incurs each year for retirement health benefits as opposed to the equity we have in our account.

- Various conversations with Ridgeline as we continue the process of determining a final fiscal analysis for both agencies and for a combined agency.
- Touched base with the General Manager for KFPD a few times as we updated each other on our respective operations.
- Various questions and answers with legal on encroachment issues.
- Follow up on the status of the Hazard Mitigation Plan with the County (still waiting) and a lunch meeting with MJ Robb and Jason and the Chief as we talked about potential grants becoming available.
- Investigated the possibility of setting up a Flexible Spending Account for the Police Officers in Kensington as requested by the Police Officers Association.
- Follow up with CPS in producing an updated contract regarding the search for a General Manager.

**Exhibit(s)**

- R3 Consulting KPPCSD Implementation Record
- Monthly Parks Report

**From:** Alexander Soulard <[asoulard@r3cgi.com](mailto:asoulard@r3cgi.com)>

**Sent:** Friday, September 6, 2024 3:47 PM

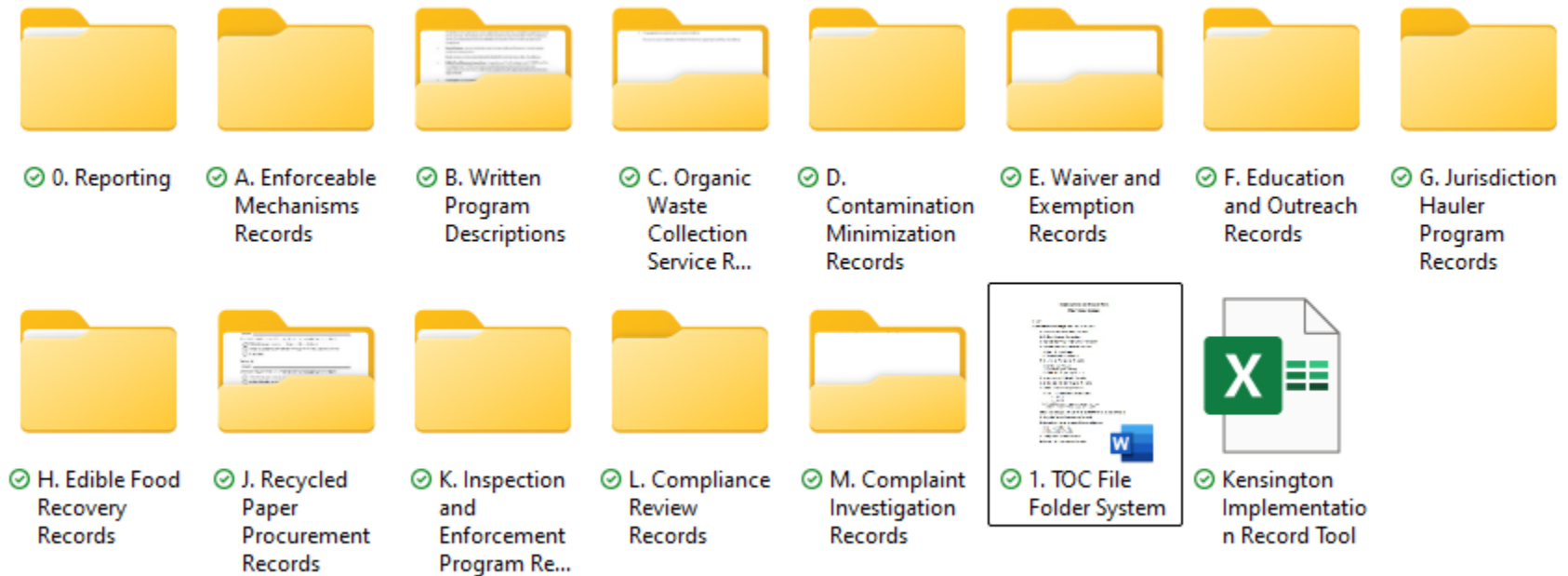
**To:** David Aranda <[DAranda@kppcsd.org](mailto:DAranda@kppcsd.org)>; Greg Christie <[gchristie@baycitiesrefuse.com](mailto:gchristie@baycitiesrefuse.com)>; Kim Christie <[kchristie@baycitiesrefuse.com](mailto:kchristie@baycitiesrefuse.com)>; Katelyn Scholz <[kscholz@r3cgi.com](mailto:kscholz@r3cgi.com)>

**Subject:** Kensington Rough Draft Implementation Record

---

Hello David,

Below is the image of all the folders for the storage of the Implementation Record. The draft spreadsheet and corresponding TOC are also attached. We will work on getting access to a shared location soon. Have a nice weekend!



# **Implementation Record Tool**

## **File Folder System**

### **1. TOC**

### **2. Kensington PPCSD Implementation Record**

#### **A. Enforceable Mechanisms Records**

#### **B. Written Program Descriptions**

#### **C. Organic Waste Collection Service Records**

#### **D. Contamination Minimization Records**

1. Route Review Records
2. Waste Evaluation Records

#### **E. Waiver and Exemption Records**

1. De Minimis Waivers
2. Physical Space Waivers
3. Collection Frequency Waivers

#### **F. Education and Outreach Records**

#### **G. Jurisdiction Hauler Program Records**

#### **H. Edible Food Recovery Records**

1. Commercial Edible Food Generators
  - Tier 1
  - Tier 2
2. Food Recovery Organizations and Services
3. Other Edible Food Recovery Documents

#### **J. Recycled Paper Procurement Records**

#### **K. Inspection and Enforcement Program Records**

1. Inspection Records
2. Enforcement Records

#### **L. Compliance Review Records**

#### **M. Complaint Investigation Records**



# Kensington Police Protection & Community Services District

Date: September 12, 2024

To: Board of Directors

From: Rosa Ruiz

Subject: Parks Report

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I will be out of the office from Monday, September 16 to Monday, September 23 enjoying a long-overdue vacation back home to Central America, Nicaragua. I should be back in the office by Tuesday, September 24. I will occasionally view emails to ensure there isn't any emergency that may need attention, and I will communicate with Fernando or David, depending on the matter.

## **Community Center:**

1. There was one cancellation for the community center and one for a picnic, but on the bright side, reservations for the picnic and center are still going successfully for September.
2. UBS served the entire floor in the center, and it looked immaculate and shiny. As for Smart Window Cleaning, they serviced the rec building inside and outside of all windows, as well as the center. Along with this service, they were able to power wash the concrete walkway to the center.

## **Park:**

1. Bay View will pick up Bulky items for the week of clean up on Wednesday, September 18th. Jenny (KCC) will tag team with KPPCSD and get rid of a couple of things that are no longer in good condition or broken. All bulky items will be placed on the side of the annex building, just like last year's successful pick.
2. The Annual Movie Night, sponsored by the KCC, will occur on Saturday, September 21st. The gathering for the movie usually takes place between the annex building and the rec building. Due to the respect of the community and the event, I will not be accepting any bookings for the center on this date to avoid any issues with parking or any other unnecessary problems that may arise.



Date: September 12, 2024

To: Board of Directors

Submitted by: David Aranda, Interim General Manager

Subject: Discussion and Direction Regarding an Issue With the Owner at 79 Arlington Encroaching Upon District Property at 59 Arlington

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### **Recommendation**

For the Board to approve allowing Interim General Manager to negotiate with the property owner at 79 Arlington in resolving the encroachment issue by selling a small portion of the 59 Arlington property at the current fair market value.

### **Background**

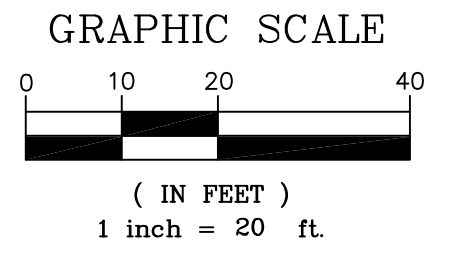
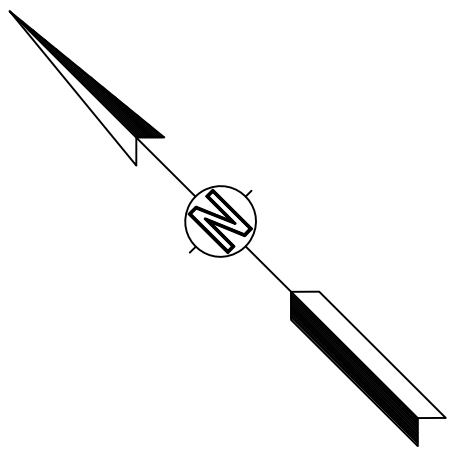
Back in 2016, the District began looking into an issue with the owner at 79 Arlington regarding landscaping and other “things” encroaching on the District property located at 59 Arlington. The fact that this was never resolved and brought to my attention, this agenda item is an effort to resolve the issue.

I have met with the owner of 79 Arlington and walked his property and ours. The items that are encroaching the District property primarily revolve around efforts on the 79 Arlington owners’ part to keep water runoff from impacting his home.

Based on my observation and the effort he has made to see that the water stays away from his home I am recommending that the Board of Directors give me permission to work with the owner at 79 Arlington in negotiating a price for him to purchase a small sliver of the 59 Arlington property. This would take the responsibility off the District’s hands and allow him to do what he feels best in seeing that water runoff makes it to Arlington and does not impact his home.

The process to make this happen would involve additional surveying with a lot line adjustments being recorded and a sale based on fair market value for the small amount of land that would be described in the grant deed.

- BOUNDARY SYMBOLS**
- = FOUND 0.5" REBAR SURVEY MONUMENT, IN STANDARD WELL, PER 165 L.S.M. 40, 196 CR 39 & 196 CR 40.
  - = FOUND IRON PIPE & TAG, L.S. 2769, PER 165 L.S.M. 40.
  - = FOUND REBAR & CAP, L.S. 8475 PER 165 L.S.M. 40.
  - = SET 5/8" REBAR & CAP, L.S. No. 8178
  - ⊠ = SET NAIL & TAG, L.S. No. 8178



**WINDSOR AVENUE**  
(40' STREET R/W)

**LEGEND**

- T = TREE (APPROX. DIA. @ BREAST HEIGHT)
- AD = AREA DRAIN
- AP = ANGLE POINT
- BC = BUILDING CORNER
- BCFP = BACKFLOW PREVENTER
- BL = BUILDING LINE
- BOL = BOLLARD
- BW = BOTTOM OF WALL
- C = TOP OF CURB
- CB = CATCH BASIN
- CL = CENTER LINE
- COL = COLUMN
- CONC = CONCRETE
- D = DRAIN WILET
- DL = DAYLIGHT
- DW = DRIVEWAY
- E/ = EDGE OF
- EB = ELECTRIC BOX
- EP = EDGE OF PAVEMENT
- F = FENCE
- FDC = FIRE DEPARTMENT CONNECTION
- FF = FINISH FLOOR
- FH = FIRE HYDRANT
- FL = FLOW LINE
- G- = GAS LINE
- GB = GRADE BREAK
- GL = GUTTER LIP
- GM = GAS METER
- GP = GATE POST
- GR = GROUND ELEVATION
- GUY = GUY WIRE
- GV = GAS VALVE
- HB = HOSE BIB
- HCR = HANDICAP RAMP
- INV = INVERT
- JP = JOINT POLE
- JP/C = JOINT POLE W/CONDUIT
- MH = MAN HOLE
- P = PAVEMENT
- PP = POWER POLE
- PBB = PACIFIC BELL BOX
- PGE = PACIFIC GAS AND ELECTRIC
- PLNTR = PLANTER
- POC = POINT ON CURVE
- RET = RETURN
- RMP = RAMP
- R/W = RIGHT OF WAY
- S = SIGN
- SD- = STORM DRAIN LINE
- SDMH = STORM DRAIN MANHOLE
- SL = STREET LIGHT
- SLB = STREET LIGHT BOX
- SS- = SANITARY SEWER LINE
- SSMH = SANITARY SEWER MANHOLE
- SSCO = SANITARY SEWER CLEAN OUT
- STR = STAIRS
- T = TOP OF SLOPE
- I = TOE OF SLOPE
- TEL- = UNDERGROUND TELEPHONE LINE
- T/E- = OVERHEAD TELEPHONE & ELECTRIC
- TOC = TOP OF CONCRETE
- TW = TOP OF WALL
- UB = UTILITY BOX
- U-DITCH = U-DITCH
- VG = VALLEY GUTTER
- WD = BACK OF WALK
- WL = WATER LINE
- WM = WALK
- WM = WATER METER
- WV = WATER VALVE

**GENERAL NOTES**

1. THE LOCATIONS OF UNDERGROUND UTILITIES AS SHOWN HEREON ARE BASED ON ABOVE GROUND STRUCTURES. LOCATIONS OF UNDERGROUND UTILITIES/STRUCTURES MAY VARY FROM LOCATIONS SHOWN HEREON. ADDITIONAL BURIED UTILITIES/STRUCTURES MAY BE ENCOUNTERED. NO EXCAVATIONS WERE MADE DURING THIS SURVEY TO LOCATE BURIED UTILITIES/STRUCTURES.
2. CONTRACTORS AND OTHERS PERFORMING WORK SHALL VERIFY THE EXACT LOCATION AND DEPTH OF ALL UNDERGROUND UTILITIES.
3. CONTOUR INTERVAL = 1'
4. BASIS OF BEARINGS: THE BEARING N63°30'17"E BETWEEN TWO FOUND MONUMENTS ON ARLINGTON LANE AS SHOWN ON THE RECORD OF SURVEY No. 4316, FILED MAY 19, 2023 IN BOOK 165 OF L.S.M. AT PAGE 40, CONTRA COSTA COUNTY RECORDS.
5. BENCHMARK: NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88), ESTABLISHED BY AN RTK GPS SURVEY, REFERENCED TO THE C.S.D.S VIRTUAL SURVEYING NETWORK (CSGS VSN).
6. SPRINKLER HEADS AND IRRIGATION LINES ARE NOT SHOWN HEREON.

**ARLINGTON AVENUE**  
(R/W VARIES)

**ARLINGTON LANE**  
(40' STREET R/W)



*Patrick M. Rei*  
PATRICK M. REI  
L.S. # 8178  
DATE 4/9/2024

C:\PROJECTS\20540\DWGS\SURVEY\X-4357.dwg 4/11/24

APN: 572-040-011

<p>REFERENCES</p> <p>FIELD BOOK No.</p> <p>FILE MAP:</p> <p>TITLE CO.:</p> <p>POLICY No.:</p> <p>DATUM: NAVD 88</p> <p>MSC. REF.: 165 LSM 40</p>	<p>REVISIONS</p>	<p><b>KISTER, SAVIO &amp; REI, INC.</b> LAND SURVEYORS</p> <p>1660 SAN PABLO AVENUE, SUITE C PINOLE, CALIFORNIA 94564 PHONE: (510) 222-4020 E-MAIL: info@ksrinc.net</p>		<p>DESCRIPTION</p> <p><b>BOUNDARY &amp; TOPOGRAPHIC SURVEY</b></p> <p>APN: 572-040-011</p>
		<p>FOR: KPPCSD</p> <p>SCALE: 1" = 20'</p> <p>DATE: 4/9/2024</p>	<p>JOB No. 20540</p> <p>DWG No. X-4357</p>	

NOTE: CONTOURS BY INTERPOLATION, APPROXIMATE ONLY.





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Date: September 12, 2024

To: Board of Directors

Submitted by: David Aranda, Interim General Manager

Subject: Discussion and Direction Regarding the Solid Waste Contract and Pursuing A Consultant Regarding the Cost of Services and Franchise Fees

---

### **Recommendation**

The Interim General Manager is asking the Board to allow KPPCSD and Bay View Refuse to move forward in bringing a contract renewal for approval to the Board of Directors within the next 60 days, and with approval from the Board and Bay View, to waive the need to perform a cost study and franchise fee study until an appropriate time.

### **Background**

This discussion involves two issues with our solid waste contract. First, the Board approved the Interim General Manager to request proposals for a consulting agency to perform a cost-of-service study and a justification for franchise fee study regarding our current solid waste agreement with Bay View Refuse. The District sent out the request to specific agencies that specialize in this type of work and also posted the request for proposal on the District website.

The District did NOT receive a submission to perform the work. One agency stated they were too busy to take on additional work and the other agency was not responsive.

The IGM is requesting that we suspend attempts to obtain these reports until further notice.

This raises the second point. The Interim General Manager and Board President had a meeting with the Christie's regarding the existing contract and what is needed in order to develop and produce a contract that would extend over the next 8-10 years. There were a few minor items that need updating and clarification but overall, the contract is well written.

The current solid waste contract is effective through 8/31/26 but the owners of Bay View Refuse have placed a great deal of capital into equipment and vehicles and are requesting that the contract be extended so that they can properly calculate their operating and capital costs over the next ten years.

Solid Waste Consultant

September 12, 2024

Page 2 of 2

I have interacted with numerous waste haulers in my career and I must say that the services Bay View provides and the personalized care that they address is of great benefit to this community.

As we move forward with the extension of the contract there will be a current up to date spreadsheet showing how the rates of Bay View in Kensington compare with rates by other haulers in our neighboring communities.



---

Date: September 12, 2024

To: Board of Directors

Submitted by: David Aranda, Interim General Manager

Subject: Discussion and Directions Regarding the Possible Building Site at 59 Arlington

---

### **Recommendation**

Provide direction to Interim General Manager regarding the possible building site at 59 Arlington.

### **Background**

The Board directed that the district continues to move forward in determining if the property located at 59 Arlington is feasible for a new district building. With that, the board approved geotechnical work by Mr. Kropp to determine if there were any faults or slides on the property, specifically in the northern portion next to the County Library and off Arlington Road.

While the district has not received the full report from Mr. Kropp, we do have the attached e-mail from him explaining that the property is free from faults but to beware of the terrain when it comes to grading for any building to go on the property.

Over the past month the IGM has reached out to various architects and was able to speak in some detail with George Miers of Studio Miers/Chou/Poon and Karen Mar of Marjang Architecture. After some initial discussions I focused on Mr. Miers providing an initial cost for determining costs for a building on the site.

What I have asked for is to be provided two separate costs. One cost would involve grading, retaining walls and infrastructure and the other cost would be for a three thousand square foot building. Hopefully by breaking down the costs the district can also determine the cost difference in a new building as opposed to placing the modular on the property.

Mr. Miers has reached out to a civil engineer and a cost estimator, and I have attached what he currently believes would be the approximate cost to perform work that would provide an idea of the costs for placing a building on the property.

All parties I have spoken to warn of the additional costs involved because of the terrain and thus the need for retaining walls.

Possible Building Site at 59 Arlington

September 12, 2024

Page 2 of 2

As your IGM I bring this to the board for a decision if the board wishes to move forward with this cost estimation currently. Please keep in mind that this dollar figure was not budgeted in the current fiscal year. Also, it is important to note that if a cost is determined in 2024 and the district does not move forward with the work until 2026 or 2027 the pricing could be outdated.

I leave the decision to the board of directors on how to move forward.

**Exhibit(s)**

- Email from Alan Kropp
- Email George Miers

**From:** Alan Kropp <[akropp@akropp.com](mailto:akropp@akropp.com)>  
**Sent:** Thursday, September 5, 2024 1:53 PM  
**To:** David Aranda <[DAranda@kppcsd.org](mailto:DAranda@kppcsd.org)>  
**Subject:** Re: final report

David-

We did not find any serious geologic hazard issues (like faulting or landslides) that would have made the site unbuildable. The biggest geotechnical issues for development will be the costs associated with grading the site and building big retaining walls.

Alan Kropp, G.E.  
President, Principal Engineer  
Alan Kropp & Associates  
2140 Shattuck Avenue, Suite 910  
Berkeley, CA 94704  
(510) 841-5095  
[www.akropp.com](http://www.akropp.com)

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On Sep 6, 2024, at 3:49 AM, David Aranda <[DAranda@kppcsd.org](mailto:DAranda@kppcsd.org)> wrote:

Alan. Can you at least confirm that the site is free of geotechnical issues so I can have a discussion with the board on Thursday about moving forward with the project? Thanks David.

David Aranda  
Interim General Manager

---

**From:** Alan Kropp <[akropp@akropp.com](mailto:akropp@akropp.com)>  
**Sent:** Tuesday, September 3, 2024 10:45 PM  
**To:** David Aranda <[DAranda@kppcsd.org](mailto:DAranda@kppcsd.org)>  
**Subject:** Re: final report

David-

I am out of the country until the middle of next week, so I will not be able to finish the report by Thursday. I am aiming for the middle of September.

**Alan Kropp, G.E.**  
President, Principal Engineer  
Alan Kropp & Associates  
2140 Shattuck Avenue, Suite 910  
Berkeley, CA 94704  
(510) 841-5095 (office)  
(510) 841-8357 (fax)  
[www.akropp.com](http://www.akropp.com)

---

On Sep 4, 2024, at 11:36 AM, David Aranda <[DAranda@kppcsd.org](mailto:DAranda@kppcsd.org)> wrote:

Hi Alan. I hope that you have recovered from COVID. I am also hopeful that you can send me the final report by Thursday afternoon so I can prepare my report for the board of directors meeting. Please let me know. Thanks David.

David Aranda  
Interim General Manager

**From:** George Miers <[gmiers@studio-mcp.com](mailto:gmiers@studio-mcp.com)>  
**Sent:** Friday, September 6, 2024 10:26 AM  
**To:** David Aranda <[DAranda@kppcsd.org](mailto:DAranda@kppcsd.org)>  
**Subject:** Re: FW: Kensington Police Facility

yes. They actually gave me a fee initially of \$3500 but I told Cynthia that I wanted them to at least double check the site work costs (grading, parking, dirt off haul, and retaining wall) that Civil will be doing. So that is now in the \$5500. Tracking down Civil has been difficult as you can see in all the emails back and forth (herding cats!). My guess is that civil will be in a \$15,000 +/- range. but obviously, we need that to come from him. I may try to contact another Civil if I don't hear back from him by noon. For our time I would be proposing to develop an actual floor plan with the rooms laid out and the parking plan to give to Civil - thus reducing his time because we will essentially develop a CAD site plan. He will just need to get it on the site and get car turning radii to work coming off Arlington. I see about 10 hours for my time and about 2 days (16 hours) of drafting time. This would come to about \$6000 which would include coordinating everyone else. So if Civil ends up at \$15,000 (which I am guessing at), then our time and the cost estimator added in, would come to about \$26,500 which would give you a well thought out site plan, preliminary building layout and parking plan and a pretty good ballpark cost.

On Fri, Sep 6, 2024 at 10:07 AM David Aranda <[DAranda@kppcsd.org](mailto:DAranda@kppcsd.org)> wrote:

Thank you for working on this Mr. Miers. Am I to understand that the fee to determine the cost of a 3000 sq. ft. building is what Mack5 would do for \$5500? And that you are attempting to obtain a fee from the Civil Engineer to calculate a cost for all the dirt work and infrastructure? I would also appreciate a fee from you, especially because of doing this leg work for me. Thanks David.

David Aranda  
Interim General Manager

**Kensington**

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**Police Protection & Community Services District**



510-526-4141 | Main

510-960-0716 | Cell

510-440-5410 | Fax

Email: [DAranda@kppcsd.org](mailto:DAranda@kppcsd.org)

10940 San Pablo Avenue | El Cerrito, CA. 94530



STATEMENT OF CONFIDENTIALITY | This electronic message and any files or attachments transmitted with it may be confidential, privileged, or proprietary information of the Kensington Police Protection & Community Services District. The information is solely for the use of the individual or entity to which it was intended to be addressed. If the reader of this message is not the intended recipient, you are hereby notified that use, distribution, or copying of this e-mail is strictly prohibited. If you received this e-mail in error, please notify the sender immediately, destroy any copies.

**From:** George Miers <[gmiers@studio-mcp.com](mailto:gmiers@studio-mcp.com)>  
**Sent:** Friday, September 6, 2024 9:52 AM  
**To:** Cynthia Madrid <[cmadrid@mack5.com](mailto:cmadrid@mack5.com)>  
**Cc:** Michelle Mohler <[mmohler@mack5.com](mailto:mmohler@mack5.com)>; Anna Chou <[achou@studio-mcp.com](mailto:achou@studio-mcp.com)>; David Aranda <[DAranda@kppcsd.org](mailto:DAranda@kppcsd.org)>  
**Subject:** Re: FW: Kensington Police Facility

Thank you Cynthia. I really appreciate your jumping on this and willingness to work with us on this conceptual budget. I have copied the District Manager, so that he knows your fee. Now I need to obtain the Civil Engineer's.

On Fri, Sep 6, 2024 at 9:43 AM Cynthia Madrid <[cmadrid@mack5.com](mailto:cmadrid@mack5.com)> wrote:  
Hi George,

For 1-Conceptual Cost Plan, we would like to propose a fixed LS fee of \$5,500.  
Let me know if you need a formal Fee Proposal.

Cynthia Madrid, CPE  
Senior Cost Manager

**mack<sup>5</sup>**  
[www.mack5.com](http://www.mack5.com)  
510.595.3020 phone  
510.595.1755 fax  
510.595.4730 direct  
510.303.5232 cellphone

**Please note our new address effective 8/23/22:**  
[1000 Broadway, Suite 260](#)  
[Oakland, CA 94607](#)

**From:** George Miers <[gmiers@studio-mcp.com](mailto:gmiers@studio-mcp.com)>  
**Sent:** Friday, September 6, 2024 7:38 AM



**To:** Cynthia Madrid <[cmadrid@mack5.com](mailto:cmadrid@mack5.com)>; Michelle Mohler <[mmohler@mack5.com](mailto:mmohler@mack5.com)>

**Subject:** Kensington Police Facility

Cynthia - did you receive my voicemail about a cost estimate for the Kensington PD?

**George Miers**

Partner

**STUDIO Miers | Chou | Poon**

5845 DOYLE STREET

EMERYVILLE, CA 94608

T: 925.766.4493

[gmiers@studio-mcp.com](mailto:gmiers@studio-mcp.com) | [www.studio-mcp.com](http://www.studio-mcp.com)



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Date: September 12, 2024

To: Board of Directors

Submitted by: David Aranda, Interim General Manager

Subject: Discussion and Direction Regarding Moving Forward with A Professional Firm That Performs Surveys and Polling Studies

---

### **Recommendation**

The Interim General Manager is asking the Board to discuss the pros and cons of using a professional company for a survey. The Board also needs to consider what is the best timing regarding producing a survey of the District residents.

### **Background**

The KPPCSD Board of Directors was very vocal in seeing a survey that gauged the community's opinions on a number of responsibilities the District has with Kensington (i.e., Police services, Police location, Park operations and future improvements, and solid waste operations). The survey would need to be produced and overseen by a professional firm that specializes in such work.

Attached is a company that came with good reviews by California Special Districts Association. In looking over some examples of their work, it appears that they would do a very good job for KPPCSD.

Here are some things to consider regarding moving forward with a survey:

- There was nothing budgeted for this fiscal year for the cost of such a study.
- Many Board members expressed a desire to see a survey go out ASAP.
- Consideration of a survey that encompasses all the various items the Board wanted covered should be considered based on the current information available. For example, we are still in the middle of the fiscal analysis for reorganization, we do NOT have costs for a new building or utilizing the modular on the 59 Arlington site and we have not put together a financial analysis of future park costs for both operations and capital improvements.
- From a cost standpoint the earliest a ballot measure can be placed on the ballot would be November 2026 for a request of voter approved additional revenue to fund possible needs the District has.

### **Exhibit(s)**

- Probolsky Research KPPCSD Proposal

To: David Aranda  
Kensington Police Protection and Community Services District

From: Adam Probolsky  
Probolsky Research

Date: August 27, 2024

Subject: Community Survey

**Authorized Representative:**  
Adam Probolsky, President  
Probolsky Research  
100 Pine Street Suite 1250  
San Francisco, CA 94111  
[adamp@probolskyresearch.com](mailto:adamp@probolskyresearch.com)  
Telephone: 415-870-8150

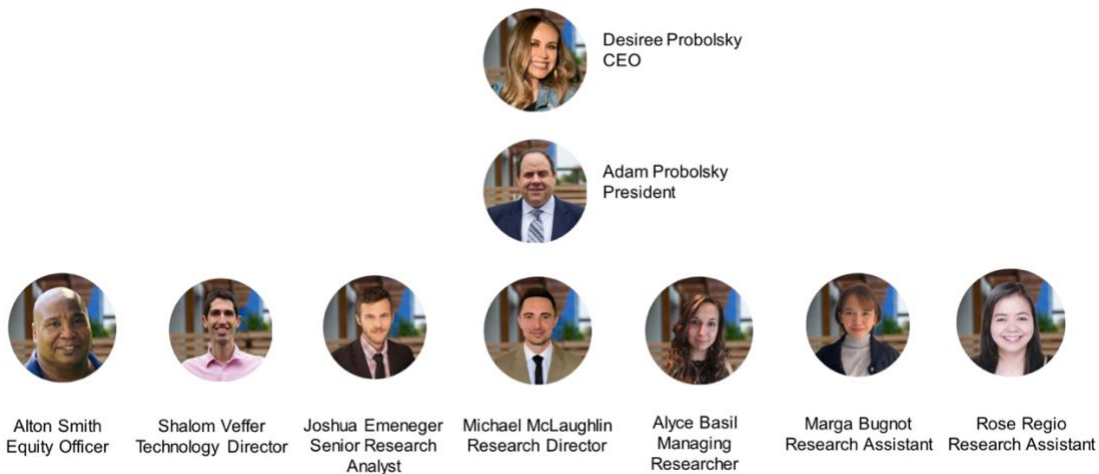
Thank you for the opportunity to offer our research services to the Kensington Police Protection and Community Services District (KPPCSD). We look forward to conducting a community survey evaluating community sentiment on a number of issues and priorities as well as the level of support for a tax increase to fund new administration/police headquarters and parks/capital improvements.

Probolsky Research understands community needs and local government services: We have acted as a pollster and strategic advisor on thousands of local, city, and statewide government agency projects. We have unmatched experience researching public opinion and voter willingness to fund projects, services, and testing support levels for new revenues particularly as it relates to potential ballot initiatives. Recently, we have conducted polling and provided strategic guidance on public outreach cities like Grover Beach, Rancho Cucamonga, Twentynine Palms, El Cajon, Agoura Hills, Escondido, Boulder (CO), Coos Bay (OR), El Cajon, and Gresham (OR). We also completed a voter survey at a similar agency, Bear Valley Community Services District. Our other similar projects include community surveys for municipalities and agencies such as East Bay Municipal Utility District, Alameda County Water District, Contra Costa Water District, the cities of Modesto, Burbank, Half Moon Bay, and Napa. We have conducted over 1,400 surveys for local and regional governments.

Established in 1992 and organized as a Limited Liability Corporation, Probolsky Research LLC specializes in market and opinion research. We are a woman and Latina-owned firm; we are multi-lingual. To ensure inclusivity and representation of all voices, and to limit communication barriers, we will conduct our research in **English and Spanish** – other languages are available.

While Adam Probolsky will serve as project manager and KPPCSD’s point of contact, our entire team, with broad research experience with local government and specifically the planning process, will participate in projects for the KPPCSD. Everyone working on this project possesses an understanding of design, implementation, and statistical analysis of community surveys.

This organizational chart includes the Probolsky Research team that will be assigned to this project.



## Survey Methodology

### Statistically Valid Multi-mode, Multi-lingual Survey Approach

We use a multi-mode methodology, meaning that we will conduct the survey by mail, telephone using our live professional interviewers, and online via our secure digital platform. This multi-mode approach maximizes the accuracy and reach of the research, increases participation rates, and minimizes response bias.

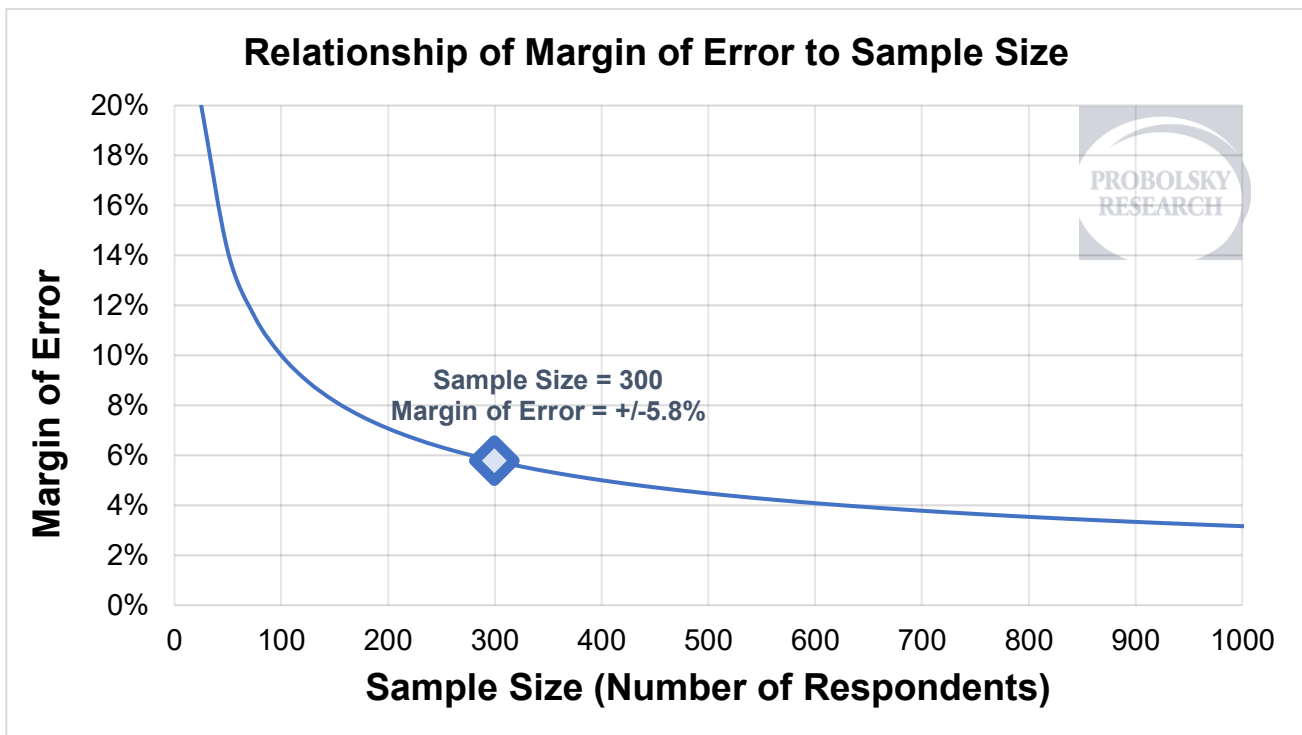
Conducting research in the language most comfortable to respondents is critical in obtaining accurate results in a statistically valid survey and is one of the best ways to alleviate language barriers. Participants can choose their preferred language at the onset of their survey experience.

We will mail printed surveys with pre-paid return envelopes for residents to complete the survey. For the online mode, we email or send a text message invitation and provide a secure link for the individual to access the survey online. Our online survey platform is easy to use and allows participants to complete the survey from any device: computer, tablet, or mobile phone.

After launching the online portion of the survey, we contact participants who have not already completed the survey online, on their landline and mobile phones. We place no limit on the number of completed responses via mobile phone – we match the population that uses mobile phones exclusively or prefers to respond on mobile phones in general. Below is an explanation of our reporting by survey mode.

### Sample Size

A sample size of 300 residents or voters is robust and will be more than adequate to fulfill KPPCSD's goals. A sample of 300 completed interviews among residents or voters will yield a +/-5.8% margin of error at a 95% level of confidence. The statistically representative, random sample will allow for statistically reliable comparisons among all subgroups of the Kensington's population (e.g., by demographic and geographic variables).



## Sample Stratification

The statistically valid sample file of Kensington residents or voters will be secured by Probolsky Research, at our expense, from the consumer or government databases that include addresses, emails, and phone numbers – (landlines and mobile phones) and is inclusive of all residents or voters, both demographically and geographically.

**Unique to Probolsky Research: We match the demographics of Kensington residents or voters.** This means we capture real responses of the right number of each gender, age group, ethnicity, party, etc.

## Cyber Security & Confidentiality

**We take data integrity and confidentiality seriously.** All client materials are hosted in a secure digital cloud environment. We use 256-bit Advanced Encryption Security to keep your data secure. This is the same level of encryption used by the U.S. Government. *Our data is stored on U.S. based computers and cloud services. Research is only released per staff's direction.*

We use Box for content management. This cloud-based, encrypted system allows us to gather data and manage projects seamlessly and securely.

We have multiple team members who hold certifications in the protection of human subjects in research from the Collaborative Institutional Training Initiative (CITI). CITI is the leading provider of research ethics and compliance education, utilized by academic, medical, and social science researchers across the United States and globally.

## Data Analysis

We complete comprehensive statistical analyses of the research results, utilizing software programs, including IBM SPSS and R to conduct deep statistical testing, such as multiple regression analysis. Both qualitative and quantitative data will be analyzed in a scientifically valid manner. This helps us discover and present statistically significant results – beyond the broad opinions – and understand the specific factors that contribute to attitudes and beliefs of residents or voters. Such analyses are crucial in identifying gaps in public perception and awareness. Once we have run all analyses on results, cross tabulations are developed, graphics are generated, and other elements of the report are prepared.

## Reporting – Surveys

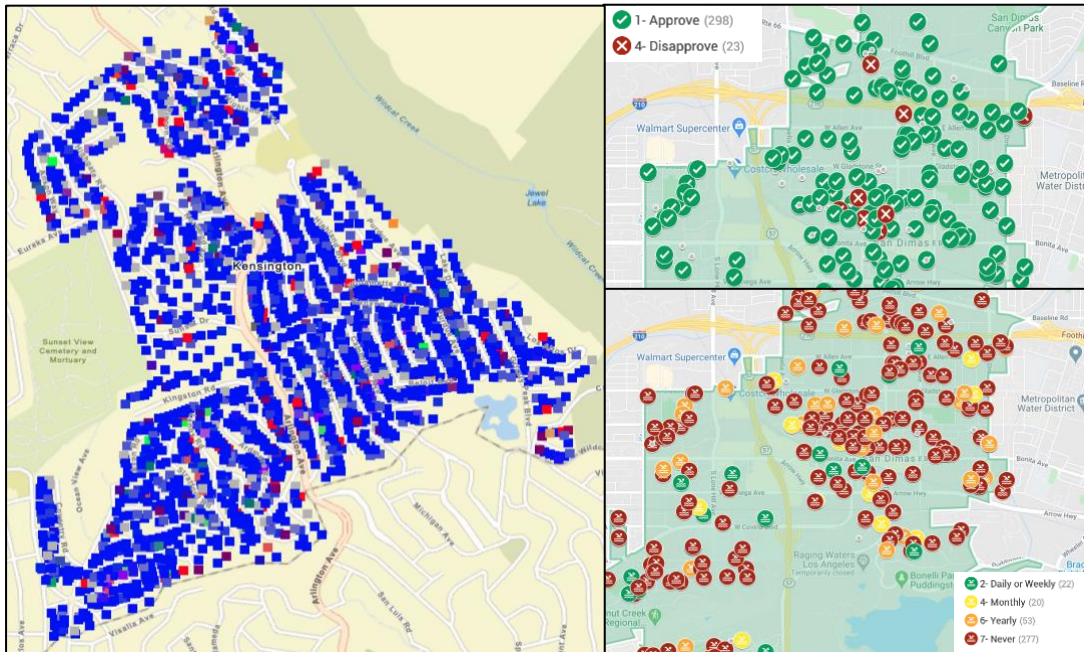
Our reporting is comprehensive and immediately usable by decision makers. Our reporting includes:

1. Draft survey summary findings in PowerPoint presentation format – focused on actionable and usable data results, graphics, benchmarking data and crosstabulations
2. Report on results, including survey background and results, methodological description, questionnaire results, survey top lines (displaying the aggregate percentages of responses to each question), cross-tabulations based on key demographic information, open-ended question responses with demographic overlay, analysis, conclusions, and recommendations
3. Results sent via PDF and hard copy (if requested)
4. Presentations to the key staff and other audiences as directed
5. In-person meetings, presentations, conference calls, and ongoing consulting



## Geospatial Mapping

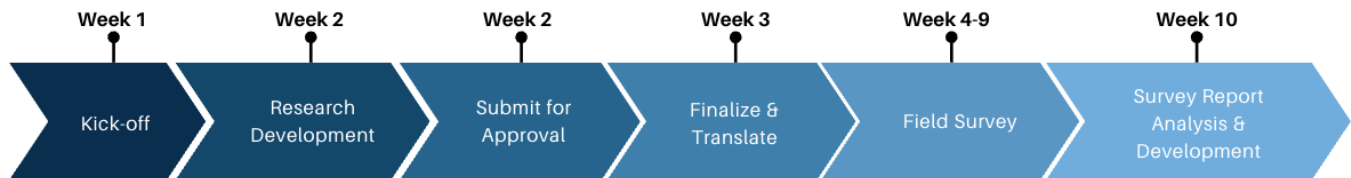
Geospatial mapping of results is included. We will map survey respondents and their responses to different questions geographically. Our method ensures that individual respondents cannot be identified.



EXAMPLE: Kensington residents mapped (left). Respondents mapped by geography and response to questions (San Dimas, CA- right).

## Timeline

We can meet any timeline provided by KPPCSD. We can start our work immediately. Below is an example timeline that can be easily modified.



### Process

- Kick-off meeting
- Collect & analyze background information
- Write survey questionnaire
- Send draft for review & edits
- Submit for approval
- Make requested edits
- Finalize survey
- Translate
- Field survey
- Deliver reporting
- Present results as requested
- Ongoing consulting

## Similar Projects

### Dublin San Ramon Services District

We have conducted multiple statistically valid surveys and focus groups among residents living within the Dublin San Ramon Services District to help District leadership understand the community's awareness of the District and its services, their water conservation habits, and their opinion of current and future District communication methods.

**Contact:** Irene Suroso, Senior Engineer

**Address:** 7051 Dublin Boulevard, Dublin, CA 94568



**PROBOLSKY RESEARCH**  
100 Pine Street Suite 1250  
San Francisco, CA 94111

**San Francisco** (415) 870-8150  
**Newport Beach** (949) 855-6400  
**Washington DC** (202) 559-0270

**Telephone:** 925-875-2253

**Email:** [suroso@drrsd.com](mailto:suroso@drrsd.com)

[Link to Results Presentation](#)

[Link to Report on Results](#)

## Alameda County Water District (ACWD)

We have conducted multiple statistically valid surveys among ratepayers in the Alameda Water District to understand ratepayer perceptions, brand identity and sentiments regarding their water services and conservation.

**Contact:** Sharene Gonzales, Public Affairs Supervisor

**Address:** 43885 South Grimmer Boulevard, Fremont, CA 94538

**Telephone:** 510-668-4208

**Email:** [Sharene.Gonzales@acwd.com](mailto:Sharene.Gonzales@acwd.com)

[Link to Results Presentation](#)

[Link to Report on Results](#)

## City of Escondido

We conducted a multi-mode, multi-lingual, statistically valid survey among City of Escondido voters to help policymakers better understand community sentiments and be responsive to the community's needs and communication preferences as well as to gauge voter interest on potential new revenue measures. We included trend analysis on all reporting for the City, when applicable, tracking how results have changed over time.

**Contact:** Zack Beck, City Clerk

**Address:** 201 North Broadway, Escondido, CA 92025

**Telephone:** 760-839-4617

**Email:** [cityclerk@escondido.org](mailto:cityclerk@escondido.org)

[Link to Results Presentation](#)

[Link to Report on Results](#)

## City of Half Moon Bay (CA)

We conducted statistically valid multi-mode (telephone and online) surveys among Half Moon Bay residents to determine their perspectives on public safety and law enforcement issues. Additionally, we tested election prospects for a new tax measure. Our research identified specific practices and procedures that residents are most concerned with.

**Contact:** Matthew Chidester, City Manager

**Address:** 501 Main Street, Half Moon Bay, CA 94019

**Telephone:** 650-726-8272

**Email:** [mchidester@hmbcity.com](mailto:mchidester@hmbcity.com)

[Link to Results Presentation](#)

[Link to Report on Results](#)

## Costa Mesa Sanitary District

We have conducted multiple statistically valid, multi-mode surveys among District customers to measure satisfaction of waste and compost hauling services. Our work helped inform customer openness to a three-cart system for trash, recycling, and compost hauling services processes. Also we tested residents' willingness to pay higher rates for increased service levels. We included trend analysis on all reporting for the District, when applicable, tracking how results have changed over time.



# RESEARCH PROPOSAL MEMO

**Contact:** Marissa Pereyda, Management Analyst II  
**Address:** 290 Paularino Avenue, Costa Mesa, CA 92626  
**Telephone:** 949-645-8400 ext. 230  
**Email:** [mpereyda@cmsdca.gov](mailto:mpereyda@cmsdca.gov)

[Link to Results Presentation](#)  
[Link to Report on Results](#)

## Pricing

Our pricing is all inclusive. **We do not charge for travel or other expenses.** We welcome the chance to develop the ideal methodology and budget in discussion with staff. We are flexible.

### Multi-mode Survey Pricing

Number of Questions/Time	Universe	Number of Respondents	Margin of Error	Cost
25 questions / 12 minutes	Kensington residents or voters	300	+/-5.8%	\$22,500
35 questions / 15 minutes	Kensington residents or voters	300	+/-5.8%	\$29,900
45 questions / 22 minutes	Kensington residents or voters	300	+/-5.8%	\$39,100
Languages: English, Spanish, other languages available				
Level of confidence: 95%				
Modes: Mail, Telephone (landline and mobile phones) and Online (via email and text-to-web)				



**PROBOLSKY RESEARCH**  
100 Pine Street Suite 1250  
San Francisco, CA 94111

**San Francisco** (415) 870-8150  
**Newport Beach** (949) 855-6400  
**Washington DC** (202) 559-0270





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Date: September 12, 2024

To: Board of Directors

Submitted by: David Aranda, Interim General Manager

Subject: Discussion and Direction Regarding Contracting with an Emergency Services Consultant to Write an Emergency Preparedness Plan for the KPPCSD

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### **Recommendation**

The Board should provide directions to the Interim General Manager on how they wish to proceed with this project.

### **Background**

An item of concern that was discussed at the workshop and brought up numerous times involves the need for KPPCSD to have a well written emergency preparedness plan for the citizens of Kensington and provide actual tabletop walk throughs and drills with the community to make sure the plan operates correctly.

Over the past few months, I have attempted to reach out to various consultants regarding this project and did not have much success either because of a lack of interest or because I was not impressed with those I spoke with.

The Chief and I have met and discussed this project with Doug Pittman who has a company by the name of CrisisMC911. Mr. Pittman provides his emergency preparedness services to numerous agencies.

I do not have a formal proposal as of yet, but he would offer the services we are requesting for a retainer of \$3000 per month.

The Chief and I are convinced he is the right person for the job. With that said I would ask the board to consider the following:

- For this fiscal year money was not budgeted for this project.
- We are all in agreement at the importance of providing an emergency plan to the community.
- There is a functioning emergency preparedness committee with the Kensington Fire Protection District and there was discussion on the KPPCSD's behalf to see if the committee could become a joint committee. Does this impact the decision making on hiring a consultant?

### **Exhibit(s)**

- Email from Doug Pittman

**From:** Mike Gancasz <[MGancasz@kppcsd.org](mailto:MGancasz@kppcsd.org)>  
**Sent:** Monday, August 5, 2024 12:29 PM  
**To:** David Aranda <[DAranda@kppcsd.org](mailto:DAranda@kppcsd.org)>  
**Subject:** FW: CrisisMC911 - Proposed Scope of Services

Good afternoon,

Doug Pittman provided the scope of work in an email. I asked him for an hourly pay rate or contract cost for us. I hope to hear back from him this week.

Sincerely,

Mike Gancasz

Chief of Police

## Kensington Police Department

510-525-7573 | Dispatch

510-526-4141 | Main

510-277-5077 | Cell

510-227-6728 | Fax

Email: [mgancasz@kppcsd.org](mailto:mgancasz@kppcsd.org)

10940 San Pablo Ave | El Cerrito, CA. 94530



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**From:** Doug Pittman <[crisismc911@gmail.com](mailto:crisismc911@gmail.com)>  
**Sent:** Monday, August 5, 2024 11:17 AM  
**To:** Mike Gancasz <[MGancasz@kppcsd.org](mailto:MGancasz@kppcsd.org)>  
**Cc:** Doug Pittman <[crisismc911@gmail.com](mailto:crisismc911@gmail.com)>  
**Subject:** CrisisMC911 - Proposed Scope of Services

Chief,

Per your request I'm submitting my proposed Scope of Services related to my potential contract with the City of Kensington serving as a consultant as an Emergency Services Program Manager.

### **OBJECTIVE**

The objective is to provide the City of Kensington with enhanced Emergency Services support, planning, program development, training, implementation, and exercises through contract services provided by Crisis Management & Communications (CrisisMC911), a sole proprietorship.

### **SCOPE OF SERVICES**

#### **Projects**

- Plan & Policy Management - Prepare and update and ensure best practices on all Emergency plans, protocols, procedures and agreements, such as:

- Plan, prepare, and facilitate programs and exercise for the City of Kensington, and other affiliated agencies, and the community at large to ensure readiness and practices for emergency preparedness.
- Lead in the development of emergency evacuation plans for local residents as it applies to conducting mass residential, neighborhood and communities within the City of Kensington.
- Facilitate development of at least one Functional EOC exercise with a focus on conducting public evacuations, identify public evacuation routes.
- Meetings and community presentations: Attend meetings and provide presentations to Boards, Councils and Community Groups as requested by the City.
- Liaison: Maintain Liaison and joint efforts with outside partners including the Contra Costa County Sheriff's Division of Emergency Services (OES), CalOES, Contra Costa Health & Human Services, Contra Costa County Fire Protection District, and the City of El Cerrito Fire Department.
- Identify and/or develop WebEOC or similar data programs to access other local, State or Federal agencies as necessary to support inter-agency coordination.

Hope this proposed Scope of Work meets the expectations of you and members of the City Leadership of the City of Kensington.

Sincerely,

Doug

Douglas A. Pittman

**CRISIMC911**

*Crisis Management & Communications 911*

*Serving the cities of Antioch, Brentwood, Hercules, Martinez, San Pablo and St. Mary's College in Contra Costa County, CA.*

PO Box 21331

El Sobrante, CA 94820

(415) 747-2191

Email: [crisismc911@gmail.com](mailto:crisismc911@gmail.com)



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Date: September 12, 2024

To: Board of Directors

Submitted by: David Aranda, Interim General Manager

Subject: Discussion and Direction Regarding the Financial Consulting Services the District Uses and Changing Providers

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### **Recommendation**

Approve authorizing the General Manager to move forward with an agreement with Melissa Klinect of Beyond Ledgers LLC for financial consulting services.

### **Background**

Upon the arrival of the current Interim General Manager, the District was in dire straits regarding the handling of personnel, finance and CalPERS matters. To address these issues the District authorized the consulting services of EideBailly to assist with these matters, and today I am pleased to see the District operations are in good order. This progress was the result of work done by EideBailly and the team of Cindy and Samantha.

For Fiscal Year 2023 we continued working with EideBailly. The team of Samantha and Cindy left us for a team of James & Kamiko. With that I have had concerns regarding the accuracy of billable hours and also concerns for EideBailly's hourly rate in comparison with the level of financial help we need.

Attached is a proposal from Melissa Klinect of Beyond Ledgers LLC who runs her own small bookkeeping company. I have known Melissa Klinect for almost fifteen years because she is the daughter of the office manager that worked with me in Bakersfield, California. I am confident that Melissa can do the work we are currently in need of on a month-to-month basis.

I also want to emphasize that Cindy with EideBailly would still be available for difficult financial and CalPERS situations should they come up. The District has two agreements with EideBailly, one with the team in Sacramento and one with Cindy's team.

If the Board gives me the authority to move forward in entering into an agreement with Melissa, I will provide thirty days' notice to the Sacramento EideBailly team but would continue to have an agreement in place with Cindy's team.

**Exhibit(s)**

- Proposal from Melissa Klinect of Beyond Ledgers LLC
- Melissa Klinect Resume 2024



# Bookkeeping Services Proposal

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Prepared for Kensington PPCSD

September 5, 2024

From:  
**Melissa Klinect**  
Owner/Operator  
Bookkeeping Professional  
Beyond Ledgers LLC

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## **Introduction**

Thank you for allowing Beyond Ledgers LLC to present you, Kensington Police Protection CSD, with our services and clarify the terms of our engagement. We know that you have many choices for a service provider, and we trust this comprehensive document will provide you with confidence in our future relationship. It would be a great privilege to add you and your team to our family of clients whom we are thrilled to serve.

## **Service Overview**

Our services are geared to scale with businesses at various levels of need, performance and size. Our services are based around “Cloud Accounting” systems, which are remote solutions using specialized software and efficient processes. We’ve developed these services through experience, with the goal of meeting unique industry needs, while providing the utmost clarity and accessibility to our clients.

## **Monthly Bookkeeping Services Investment:**

The services provided will be billed at an hourly rate of \$100/hr., billed monthly via electronic invoicing and due upon receipt, with an estimated 20 hours per week workload. Estimated workload may increase or decrease depending on the factors involved to complete assigned tasks. These factors may include, but are not limited to, year-end close where additional financial and administrative tasks require additional time and resources, vendor changes that can require initial increase in time and effort involved, or extra communication for clarity to address specific issues.

## **Monthly Recurring Bookkeeping Services:**

- Categorize & reconcile checking, savings, and credit card accounts by department.
- Continuously Setup or Customize Chart of Accounts for Management Needs
- Review and enter payroll into current third-party processing company
- Data Entry for CalPERS, review and balancing payroll with CalPERS and payment processing for CalPERS
- Monthly Accrual Basis Reports for Management with Actual vs. Variance comparison.

- Year End reporting, including close of payroll and calendar year reporting services as well as W-2 forms.
- Journal Entries as needed for reconciling
- Meetings with Management via phone or video conferencing

### **Scope and Definition of Bookkeeping Services**

When we present bookkeeping services for the purposes of our engagement, we want to be sure we are clear on what is and what is not included. We will perform the following actions based on the approved list above.

Our services are dependent on access to data that allows us to process and verify your financial information. Under normal circumstances, we can access your data via automated systems with your support. If this is not possible, we will require you to provide us with timely and accurate records as we request. If this is not a workable solution, it will likely affect our ability to provide services for you. In some cases, it is beneficial to change banking or credit providers to facilitate access. We may recommend this if we encounter this situation together.

If we encounter a situation where access to necessary data is not available, we may suspend or cancel the services under this engagement. In such a case, we will provide you with notice of the reason and a proposed solution. If not resolved within a reasonable time, services will cease, and all fees paid or due will be non-refundable. We want to provide you with efficient and accurate services, but poor systems and responsiveness can hinder this. We want to be clear about goals and communication needs up-front.

### **Scope and Definition of Support Services**

#### *Email, Text, Phone Support, and Video Conferencing*

My team will be available for bookkeeping support and reporting assistance through messaging, email, and by scheduled phone calls or video conferencing. Our goal is to respond to you within the next full business day.



## **Payment and Billing Terms**

Payment for service plans will be paid through an ACH invoice.

Any payment returned as NSF or with similar unpaid status will incur an administrative fee of \$25 due to the effort our team takes to resolve these issues. You consent to our subsequent attempts to draft outstanding overdue balances, up to 3 attempts before your account is termed delinquent and services suspended.

In the case of late payment, where a payment is not received by the due date, a delayed payment convenience fee will be applied to your account. This fee amount will be equal to \$25. If any invoiced amount remains past due, a delayed payment convenience fee equal to the greater of either \$25 or one and a half percent (1.5%) of your then total due balance shall be applied to your account monthly on the first of each successive month until no past due balance remains.

If any payment due for monthly recurring services or other out of scope services is not received within fifteen (15) days of the stated invoice due date, the following actions will be taken:

- Suspension of plan services
- Suspension of payment toward third-party subscription services, transferring billing to you

If any payment due for monthly recurring services or other out of scope services is not received within thirty (30) days of the stated invoice due date, the following situations will apply in addition to the actions taken above:

- Collections procedures may be undertaken, at cost to the delinquent party
- Our service relationship will end as it stands under this engagement
- Any future work will require the re-establishment of an engagement to include the following:
  - On-boarding
  - Back-work
  - New or updated terms and pricing levels

### **Information and Data Accuracy**

Many elements and aspects of our services are dependent on the receipt of accurate and timely information and data. If we are unable to receive timely information from you, or requests to you are not answered, we may not be able to provide you with the services you have requested. Additionally, we are not responsible for incomplete or inaccurate information provided by you or any third-party.

### **Third-party Service Conditions**

Our services are based, in part, on the resources, systems, and platforms provided by third-party providers and vendors. These vendors offer products and services with independent decision-making authorities and control. We cannot guarantee you accuracy, security, usability, or any other form of integrity or access for any such products or services. We are not liable to you or any third-party for any loss or damage from either the action or inaction of any third-party.

### **Information and Communication Security**

The nature of our work requires us to collect certain nonpublic personal information about you from various sources. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with you and others. We may also review banking and credit card information about you and others. All information we obtain about you will be provided by you or obtained with your permission based on this engagement letter. We restrict access to your confidential information to those within our firm who need to know to provide you with services. We will not disclose your personal information to any third party without your express permission, except where required by law.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim

and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenue or anticipated profits, or disclosure or communication of confidential or proprietary information.

### **Our Relationship Defined**

Although we will have a strong relationship based on personal trust and expert services, no legal partnership, employment relationship, or conjoining of ownership in any entity is formed by this engagement.

### **Limitation of Our Liability**

In an effort to keep the cost of our services as low as possible, we do not apply additional amounts to our publicly published rates and fees for excessive or enhanced risk management products. Based on this situation, we limit the liability for any matter under this engagement or otherwise reasonably connected to you or any third-party related to you to no more than the amount you paid to us during the preceding six (6) months from the date of any civil or criminal claim or statement of injury, damage, or similar loss you make. If you wish to have alternative terms of liability apply, we can provide this at an additional cost through a modification to this engagement.

### **Disputes and Conflict Resolution, Venue, and Jurisdiction**

If we encounter any disputes we cannot mutually resolve together on a professional, but informal, basis, you agree to subject all forms of official legal action exclusively and solely to the venue and jurisdiction of the courts within and superior to Jackson County, in the State of Georgia. The laws of the State of Georgia exclusively and solely apply to this engagement. We are not responsible, in any form, for any liability, penalty, or interest assessment due by you or any other party.

### **Indemnification and Hold Harmless Agreement**

You agree to defend, indemnify, and hold us harmless from claims, suits, liabilities, penalties, or other similar compelled action toward us, including attorney's fees, relating to the services we provide you. In specific cases

where we are compelled to provide documents, testimony, information, or other form of compliance materials or actions before a third party or regulatory entity in relation to the services, you agree to compensate us for our time as stated in the on-demand pricing information and for direct costs we incur. We cannot be responsible for any loss, damage, or adverse conditions relating to your use of the information, reports, and returns we prepare for your presentation to any third party or similar distribution (such as for financing qualification or an income verification request).

**Entire Agreement, Severability**

This engagement constitutes the entire agreement between us concerning this matter. All prior agreements, discussions, representations, warranties and covenants are merged here. There are no warranties, representations, covenants or agreements, expressed or implied, between us except those expressly set forth in this engagement. Any amendments or modifications of this engagement must be in writing and executed by us mutually.

If any clause, provision, section, sentence, or other portion of this engagement is found to be inapplicable, invalid, void, unconstitutional, illegal, contrary to public policy, or unenforceable by law to any circumstance or person, we mutually intend that the remainder of the engagement will nonetheless continue to be in full effect, provided that the purpose of this engagement is not impacted in a manner that is adverse to either party.

Respectfully,

*Melissa Klinect*  
Melissa Klinect, Owner  
Beyond Ledgers LLC

Accepted by:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title/Position)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Company)

**Melissa Klinect**Email: [Melissa@klinect.com](mailto:Melissa@klinect.com)

Phone: (661) 599-9929

**Professional Profile**

Administrative assisting professional with five year background in office positions. Proficient in Microsoft applications such as Word, Excel, Access, and PowerPoint. Excellent verbal and writing skills. A quick learner and a very organized individual. Adaptive to working in a fast-paced environment while paying attention to detail. Honest and dependable.

**Experience**

- Beyond Ledgers, LLC February 2021 - Present  
 Self-Employed Bookkeeping Firm Owner  
*Instructor of math & science at jr. high levels*
- Bookkeeping Services
  - Client Consultations
- Stockdale Christian School August 2018- June 2020  
 Part-time Teacher/Assistant Teacher  
*Instructor of math & science at jr. high levels*
- Create lesson plans
  - Detailed grading
  - Hands-on learning
- NOR Parks & Recreation District September 2009 – August 2012, September 2017 – March 2020  
 Sports Facilitator  
 Instructor of seasonal sports to groups of all ages with vibrant customer interaction
- Coach little league sports
  - Perform duties to carry out seasonal sports activities
- Seventh Standard Pentecostal Church of God February 2012 – February 2016  
 Assistant Church Secretary Treasurer  
*In charge of tracking incoming and outgoing funds, monitoring balances, reporting, and document management. Cash load >\$5000 weekly.*
- Bookkeeping
  - Data Entry
- A Bit of Heaven Boutique May 2012 – June 2013  
 Customer Service Representative  
*Overseer of customer relations, register, inventory surplus or shortage, and sales.*
- Bookkeeping/Data Entry
  - Cashiering
  - Customer Service
  - Receptionist
  - Sales/Marketing
- Education  
 High School Diploma – North High School, 2010  
 AS Degree, Business Administration with Accounting Concentration - Bakersfield College, 2012  
 BS Degree, Finance - California State University Bakersfield 2014  
 Bookkeeper Business Launch Certified 2020  
 Quickbooks Proadvisor Certified 2021 (Recertified Annually)