



Agenda

Kensington Police Protection and Community Services District

Board of Directors
Regular Meeting (**Hybrid**)
Thursday, June 13, 2024

5:30 p.m. Special Meeting (Closed Session)
6:30 p.m. Special Meeting (Public Hearings)
7:00 p.m. Regular Meeting

Kensington Community Center
59 Arlington Avenue, Kensington, CA
www.kppcsd.org/2024-06-13-kppcsd-board-meeting

Virtual Access:

<https://us02web.zoom.us/j/87172599785?pwd=cDg5N0RxUWNGaUlvTEFoaGJFR2MzQT09>

Webinar ID: 871 7259 9785 Passcode: 832737

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 5:30 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. For other concerns or needs contact David Aranda at (510) 960-0716.*

Convene Special Meeting

1. CONFERENCE WITH LABOR NEGOTIATORS (Government Code sec. 54957.6)
Agency designated representatives: David Aranda
Unrepresented employee: Police Chief

Reconvene to Special Meeting

Report(s) from Closed Session (if any)

Special Meeting - Public Hearings – 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. For other concerns or needs contact David Aranda at (510) 960-0716.*

- SM 1. Conduct a Public Hearing for the Fiscal Year Budget 2024-2025 (July 1, 2024-June 30, 2025).
- SM 2. Conduct a Public Hearing for the Annual Report of the Kensington Park Assessment District Levy for Fiscal Year 2025 (July 1, 2024-June 30, 2025).

Regular Meeting - 7:00 p.m.

1. **Call to Order**

2. **Roll Call**

3. **President's Comments**

4. **Public Comment**

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

Consent Calendar

5. Minutes for Special Meeting Workshop and the Special & Regular Meeting of May 9, 2024.
6. Receive and file the May 2024 bills paid and the April and May financial statements of 2024.

Discussion and Action

7. Approve and adopt Resolution No. 2024-05 – A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Services District ordering the even year Board of Directors election, consolidation of elections, and specifications of the election order.
8. Approve and adopt Resolution No. 2024-06 of the Board of Directors of the Kensington Police Protection and Community Services District authorizing the assessment and ordering the levy for the Kensington Park Assessment District (the “District”) for Fiscal Year 2024-25 pursuant to the Landscaping and Lighting Act of 1972.
9. Approve and adopt Resolution No. 2024-07 of the Board of Directors of the Kensington Police Protection and Community Services District Affirming the Establishment of the Appropriations Limit for Fiscal Year 2024-25.
10. Approve and adopt Resolution No. 2024-08 of the Board of Directors of the Kensington Police Protection and Community Services District Authorizing the adoption of the budget for Fiscal Year 2025.
11. Approve Resolution No. 2024-09, A Resolution of the Board of Directors of the Kensington Police Protection and Community Services District Establishing the Annual Supplemental Special Tax For Police Protection and direct that a signed copy of the Resolution be sent to NBS for the placement of the Supplemental Special Tax to be placed on the tax rolls.

Comments & Reports

12. Police Chief Report.
13. General Manager’s Report.
14. Director Comments.

Adjournment

The next regular meeting is scheduled for July 11, 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., El Cerrito, CA 94530*).
- To be added to the Board Agenda Mailing List, complete and submit the form at <https://www.kppcsd.org/agenda-mailing-list> or by notifying the Clerk of the Board at llewis@kppcsd.org.
- **Posted Agenda**
Kensington Police Department – Colusa Food Market – Arlington Kiosk and at www.kppcsd.org. Complete agenda packets are available at the Public Safety Building at *10940 San Pablo Ave., 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.



Date: June 13, 2024
To: Board of Directors
From: David Aranda, Interim General Manager
Subject: Public Hearing for the Fiscal Year Budget 2025

Recommendation

Conduct a public hearing for the Fiscal Year Budget 2025 (July 1, 2024-June 30, 2025).

Background

The Community Services District's Government Code requires a public hearing for each fiscal year prior to the budget being approved. This public hearing is for the budget year of 2025. A Notice of Public Hearing was placed in the West County Times on May 15 and 22, 2024, and the draft budget was presented to the Board of Directors at the May meeting.

The Interim General Manager, Police Chief, Sr. Accounting Clerk and Eide Bailly all played a role in developing the attached budget for Fiscal Year 2025 which begins July 1, 2024, and ends June 30, 2025. This year staff played a larger role in developing and working on the budget and it is hoped that will continue to be the case for Fiscal Year 2026's budget work.

The budget is balanced with a slight surplus. There are no capital items planned for purchase in any department. This was not because of the available money but rather neither the Chief nor the IGM saw a need for any capital purchased in the 2025 fiscal year.

The General Fund revenue line item is where all the property tax revenue is placed. This procedure is a safety valve in providing to all, but especially to the State, that property tax is designated in the General Fund and the District's governing body determines where and how the property tax is used. Failure to use this process can result in loss of funds from the State in the form of Grants or other funding that the State from time to time designates, especially for Police Agencies.

The General Fund salaries reflect one half time General Manager and part time Clerk of the Board, Accountant, and Administrator. There are no benefits assigned to any of these positions. Last year, as the 2024 budget was being developed \$50,000 was placed in the benefit line item because there was a possibility of an unemployment claim. That is not the case this year.

The line items for operational expenses reflect increases in consulting (the Geotech study and finishing the reorganization work), accounting and auditing (the actual cost for EideBailly's work will take effect starting July 1, 2024, as opposed to a fixed fee for this current year, which the district benefited from). The line item for legal fees represents a realistic dollar amount for FY 25 when considering that attorney representation at board meetings will be limited to need only, hopefully the CalPERS issues are behind us and there are no pending cases involving the district. This is an election year so money for the election that Contra Costa will bill us was placed in the budget. The payroll expenses were placed in the police department's budget, but this is more of a general fund expense as are copier costs, so they were placed in the general fund. Risk insurance in the State of California continues to go up, thus the increase of \$10,000 in the budget.

The Police Department revenue is based on specific revenue that comes in via special taxes and some State support. As noted, measure G supplemental tax does have the ability to see increases each year as noted in the engineering report on that agenda item.

Salaries and Benefits reflect a full staff as noted in the attached organization chart. It should be noted that one non-sworn position was removed from the salaries and benefits and is now under code 598, consulting. It should also be noted that there is a direct correlation between a full staff and reduced overtime as opposed to a staff shortage and increased costs for overtime. The line items in operational expenses were addressed by the Chief and I in attempting to be more transparent in what each line item represents in expenses. The Chief and I will be available to answer specific questions about those line items. Please note the one large expense line item of \$330,900 for the Pension Obligation Bond payment.

Park Revenues reflect a modest \$108,000 working revenue. Please note that the \$30,000 from KCC is restricted for capital expenditures and thus is not being considered against day-to-day operational expenses.

Salaries and benefits reflect a part time Park Administrator and a part time Janitor. The park operating expenses have been streamlined from prior years where there was duplication and confusion in placing expenses in certain line items. The expenses should reflect one years' experience of operating costs for the park. Please note the one-line item, 975 which is the annual loan repayment of \$30,500.

Solid Waste revenues simply consist of the gross amount of franchise fee money the district receives from Bay View and a grant of \$75,000 that will be discussed next month in a separate agenda item. The expenses reflect using the \$75,000 in grant money, paying the county their share of franchise fees and consulting/legal money for a study on solid waste costs and franchise fee justification. You will note that we will continue to budget an allocation fee to solid waste for the expenses that the general fund incurs overseeing that department.

Keep in mind that this public hearing is regarding the Fiscal Year 2024 Budget only. It is the General Manager's recommendation that a board workshop with public input be placed on a future agenda item that will discuss the District's finances for the next five to ten years.

The Public Hearing is outline below:

- A. Declare the Hearing Open
- B. Acknowledge any Written comments
- C. Entertain any verbal comments from the public
- D. Declare the hearing closed
- E. Board Discussion

That will conclude the public hearing and the Board will consider approving the Fiscal Year 2025 Budget later tonight on a separate agenda item.

Exhibits

- Proof of Publication – File No. June 13 Hearing, West County Times, Legal #0006828464, May 15, 22, 2024
- Fiscal Year Budget 2025 (the yellow highlighted items reflect changes from the draft budget that was discussed at the May board meeting)

West County Times

1160 Brickyard Cove
Suite 200, Rm 15
Richmond, CA 94801
(510) 262-2740

2010129

KENSINGTON POLICE DEPT.
10940 SAN PABLO AVE BLDG B
EL CERRITO, CA 94530-2387

PROOF OF PUBLICATION FILE NO. June 13 Hearing

West County Times

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter.

I am the Principal Legal Clerk of the West County Times, a newspaper of general circulation, printed and published in the City of Walnut Creek, County of Contra Costa, 94598

And which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Contra Costa, State of California, under the date of August 29, 1978. Case Number 188884.

The notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

05/15/2024, 05/22/2024

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Executed at Walnut Creek, California.
On this 22th day of May, 2024.



Signature

Legal No. **0006828464**

NOTICE OF PUBLIC HEARING

KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT 2024-2025 FISCAL YEAR PROPOSED BUDGET

NOTICE IS HEREBY GIVEN that the Board of Directors of the Kensington Police Protection and Community Services District (District) has fixed **Thursday, June 13, 2024 at 6:00 p.m.**, or as soon as the matter may be heard, as the time for a Public Hearing by the Board of Directors to be held at the Kensington Community Center, located at 59 Arlington Ave., Kensington, CA 94707.

The Board of Directors of the KPPCSD will conduct a hearing pursuant to Government Code 61110 and as directed by the KPPCSD Board of Directors regarding the 2024-2025 Fiscal Year Proposed Budget, which commences on July 1, 2024. A copy of the proposed budget will be available for review at the District office and can be accessed on the KPPCSD website. The Board will also receive and consider any written comments, which should be directed to the District at 10940 San Pablo Ave, Bldg. B, El Cerrito, CA 94530. The Board will consider all questions, comments, and objectives regarding establishing the budget at the hearing.

Dated: May 15, 22, 2024

Lynelle M. Lewis
Clerk of the Board

WCT 6828464 May 15, 22, 2024

**Kensington Police Protection & Community Services District
Consolidated FY 2025 Budget Summary by Department**

	General Fund	Police	Parks	Solid Waste
Revenues	2,522,000	1,601,500	108,000	197,000
Operating expense	\$ (758,778)	\$ (3,267,699)	\$ (222,396)	\$ (202,000)
Allocation	31,000			
Net	\$ 1,794,222	\$ (1,666,199)	\$ (114,396)	\$ (5,000)
				\$ 8,627

**Kensington Police Protection & Community Services District
FY 2024-25
GENERAL FUND**

Acct #		FY 23 Actual Results	FY 24 YTD Results	FY 24 Adopted Budget	FY 25 Proposed Budget	\$ Budget Change	% Budget Change
1	Revenue						
2	401 Levy Tax - Co. Prop 1%	2,381,352	2,433,755	2,400,000	2,522,000	122,000	5%
3	456 Interest	15,414	-	-	-	-	0%
4	458 Other District Revenue	19,204	24,341	68,500	-	(68,500)	-100%
5	480 Rental Revenue	26,824	12,193	29,300	-	(29,300)	-100%
6	TOTAL REVENUE	2,442,794	2,470,289	2,497,800	2,522,000	24,200	1%
7	EXPENSE						
8	Salaries and Benefits						
9	807 Salaries	356,999	173,631	259,400	273,000	13,600	5%
10	808 Payroll Taxes	45,609	2,343	19,800	19,278	(522)	-3%
11	809 Benefits / Unemployment	-	-	50,000	-	(50,000)	-100%
12	Total Salaries & Benefits	402,608	175,974	329,200	292,278	(36,922)	-11%
13	Operations & Admin Expenses						
14	815 Admin Communications	8,270	4,769	7,500	9,500	2,000	27%
15	816 Office Supplies	8,767	1,758	2,000	3,000	1,000	50%
16	817 Postage	748	1,361	-	2,500	2,500	0%
17	818 Mileage Reimbursement	553	712	-	1,000	1,000	0%
18	819 Dues/Subscriptions	7,671	15,451	11,000	18,000	7,000	64%
19	820 Copier Contract	5,524	-	-	3,500	3,500	0%
20	825 Board Continuing Ed/Conferences	282	5,065	8,000	6,000	(2,000)	-25%
21	830 Legal (District/Personnel)	189,833	64,296	25,000	35,000	10,000	40%
22	831 Training and Travel Admin	20,284	12,374	18,700	15,000	(3,700)	-20%
23	835 Consulting	44,287	11,750	50,000	100,000	50,000	100%
24	840 Accounting/Audit	290,523	42,695	95,000	160,000	65,000	68%
25	850 Insurance	36,595	45,000	45,000	55,000	10,000	22%
26	851 Workers Compensation	13,178	1,569	1,500	3,000	1,500	100%
27	860 Election	7,630	-	-	8,000	8,000	0%
28	861 LAFCO	1,505	1,455	2,000	2,000	-	0%
29	870 County Expenditures	22,435	7,271	25,000	25,000	-	0%
30	898 Other Expenses	27,143	8,839	5,000	5,000	-	0%
31	997 Payroll Expense	603	2,721	-	15,000	15,000	0%
32	Total Operations & Admin Expenses	685,832	227,086	295,700	466,500	170,800	58%
33	TOTAL EXPENSE	1,088,440	403,060	624,900	758,778	133,878	21%
	NET REVENUE / (EXPENSE)	1,354,354	2,067,229	1,872,900	1,763,222	(109,678)	-6%
34	Administration allocation revenue from Solid Waste				31,000		

Kensington Police Protection & Community Services District
FY 2024-25
POLICE

Acct #		FY 23 Actual Results	FY 24 YTD Results	FY 24 Adopted Budget	FY 25 Proposed Budget	\$ Budget Change	% Budget Change
1	Revenue						
2	402 Special Tax-Police	685,470	685,470	685,000	685,500	500	0%
3	404 Measure G Supplemental Tax	651,974	679,346	660,000	700,000	40,000	6%
4	410 Police Fees/Service Charges	14,670	4,898	5,000	6,000	1,000	20%
5	414 POST Reimbursement	13,065		10,000	10,000		
6	415 SLESF	217,383		195,000	200,000		
7	418 Reimbursements/Refunds	-	8,535	-	-	-	0%
8	TOTAL REVENUE	1,582,563	1,378,249	1,555,000	1,601,500	41,500	3%
9	EXPENSE						
10	Salaries and Benefits						
11	502 Officers Salaries	1,070,630	584,346	1,141,400	1,230,532	89,132	8%
12	503 Holiday Pay	-	24,098	50,100	46,000	(4,100)	-8%
13	504 Incentive Pay- Education	-	6,409	4,100	15,000	10,900	266%
14	505 Incentive Pay- POST Certificate	-	25,633	34,600	26,852	(7,748)	-22%
15	506 Overtime	131,152	103,544	120,000	50,000	(70,000)	-58%
16	508 Non-Sworn Salaries	63,043	42,252	53,900	-	(53,900)	-100%
17	509 Hiring Bonus	25,000	24,063	20,000	12,000	(8,000)	-40%
18	510 Vacation Cash Out	-	-	20,600	-	(20,600)	-100%
19	516 Uniform Allowance	9,576	5,700	10,800	12,000	1,200	11%
20	520 In Lieu Health Expense	6,000	500	500	-	(500)	-100%
21	522 Officer Life Insurance	4,724	4,037	8,500	6,000	(2,500)	-29%
22	523 Medicare	23,071	12,042	20,300	19,000	(1,300)	-6%
23	524 Social Security / Medicare	3,716	2,620	4,100	-	(4,100)	-100%
24	527 CalPERS District Share	209,627	143,671	269,700	280,227	10,527	4%
25	528 CalPERS Officers Share	(5,493)	5,493	-	-	-	0%
26	529 Pension Obligation Bond Payment	-	330,926	330,900	330,900	-	0%
27	530 Workers Compensation	39,533	38,000	38,000	45,000	7,000	18%
28	531 Unemployment	-	6,750	52,000	-	(52,000)	-100%
29	Total Salaries & Benefits	1,580,577	1,360,084	2,179,500	2,073,511	(105,989)	-5%
30	Operations & Admin Expenses						
31	552 Office Supplies And Expenses	14,690	5,782	21,400	5,000	(16,400)	-77%
32	553 Police Uniforms, Equipment, and Duty Gear	26,432	29,811	30,000	15,000	(15,000)	-50%
33	554 Traffic Safety/Equipment	14,792	54,984	25,000	8,000	(17,000)	-68%
34	561 Fleet Maintenance, Fuel, Toll, Transportation	44,888	24,916	17,000	53,000	36,000	212%
35	563 Vehicle Lease	4,090	44,775	86,500	50,000	(36,500)	-42%
36	564 Cal-ID, ARIES, SunRidge, LEFTA	227,092	143,248	160,000	170,000	10,000	6%
37	566 Radio Maintenance	-	17,546	37,800	12,000	(25,800)	-68%
38	567 Building Alarm, Fire, Security, and Maintenance	-	3,998	4,000	5,000	1,000	25%
39	568 Evidence, Investigation, Forensic Services	24,795	7,870	7,500	8,000	500	7%
40	569 Emergency Preparedness	-	-	3,000	-	(3,000)	-100%
41	570 Training And Travel Expense	32,621	21,558	30,000	30,000	-	0%
42	571 Records, PRA, and Redaction Software	300	9,295	38,800	8,000	(30,800)	-79%
43	572 Recruiting, Hiring, and Backgrounds	11,885	12,608	25,000	5,000	(20,000)	-80%
44	574 Reserve Program	270	430	-	3,000	3,000	0%
45	576 Law, Subscriptions, and Memberships	6,678	1,690	7,000	3,000	(4,000)	-57%
46	578 POST - Reimburse	-	-	-	-	-	0%
47	580 PG&E, EBMUD, and Phone	17,217	25,657	27,000	35,000	8,000	30%
48	581 Building Repairs and Maintenance	437	9,406	10,000	5,000	(5,000)	-50%
49	587 Rubicon IT Contract	591	41,061	43,300	50,000	6,700	15%
50	588 Police Fleet Cellular Contract	21,467	14,906	10,000	10,000	-	0%
51	590 Janitorial	-	-	-	12,000	12,000	0%
52	591 General Liability Insurance	40,177	55,288	55,000	65,000	10,000	18%
53	592 Website Social Media Contracts	417	20	5,000	7,500	2,500	50%
54	593 Volunteer Programs	1,542	1,454	7,500	2,000	(5,500)	-73%
55	594 Police & Community Events	2,189	3,781	7,500	4,000	(3,500)	-47%
56	595 Legal & Lexipol	29,134	14,053	9,000	15,000	6,000	67%
57	596 CAL I.D.	-	-	-	-	-	0%
58	597 Police Building Lease	66,719	64,385	66,000	88,000	22,000	33%
59	597.1 Building Maintenance and Repair	4,303	24	10,000	-	(10,000)	-100%
60	598 Consulting - Background/hiring/records	-	-	-	70,000	70,000	0%
61	599 Police Taxes Administration	1,049	-	5,000	5,000	-	0%
62	820 Copier Contract	5,524	3,010	-	-	-	0%
63	963 Patrol Car Accessories	29,956	68,922	-	-	-	0%
64	967 Station Equipment	50,880	(136)	-	-	-	0%
65	968 Office Furniture/Equipment	31,497	(690)	-	-	-	0%
66	521-A Medical/Vision/Dental (Active)	128,113	119,323	183,700	265,243	81,543	44%

Kensington Police Protection & Community Services District
FY 2024-25
POLICE

Acct #		FY 23 Actual Results	FY 24 YTD Results	FY 24 Adopted Budget	FY 25 Proposed Budget	\$ Budget Change	% Budget Change	
67	521-R	Medical/Vision/Dental (Retired)	155,643	105,289	145,400	145,445	45	0%
68	589	Axon - Body Camera/Tasers/Storage	-	-	-	25,000	25,000	0%
69	575	Community Safety Cameras	-	-	-	15,000	15,000	0%
70		Total Operations & Admin Expenses	995,389	904,264	1,077,400	1,194,188	116,788	11%
71		TOTAL EXPENSE	2,575,966	2,264,348	3,256,900	3,267,699	10,799	0%
72		NET REVENUE / (EXPENSE)	(993,403)	(886,099)	(1,701,900)	(1,666,199)	30,701	-2%

Kensington Police Protection & Community Services District
FY 2024-25
PARKS

Acct #		FY 23 Actual Results	FY 24 YTD Results	FY 24 Adopted Budget	FY 25 Proposed Budget	\$ Budget Change	% Budget Change
1	Revenue						
2	406 Per Capita Park Grant	-	181,055	180,000	-	(180,000)	-100%
3	424 Special Tax-Landscape and Learning Parks	44,359	46,719	46,000	47,000	1,000	2%
4	425 KCC Reserves	-	-	-	-	-	0%
5	426 KCC Annual Fees	-	-	-	29,000	29,000	0%
6	427 Community Center Revenue	61,573	43,479	50,000	30,000	(20,000)	-40%
7	438 Tennis Court Revenue	1,435	1,357	1,000	2,000	1,000	100%
8	439 Other Community Center Revenue	456	31,321	-	-	-	0%
9	TOTAL REVENUE	107,823	303,931	277,000	108,000	(169,000)	-61%
10	EXPENSE						
11	Salaries and Benefits						
13	601 Parks & Rec Admin Salary	32,298	17,522	86,000	21,000	(65,000)	-76%
14	602 Janitor Salary	17,746	(20)	12,000	43,000	31,000	258%
15	623 Social Security / Medicare	-	-	6,600	4,896	(1,704)	-26%
16	Total Salaries & Benefits		17,502	104,600	68,896	(35,704)	-34%
17	Operations & Admin Expenses						
18	640 Parks Expenses	64	4,088	-	-	-	0%
19	641 General Maintenance	28,595	1,528	2,500	25,000	22,500	900%
20	642 Utilities	14,004	8,053	13,000	25,000	12,000	92%
21	643 Janitorial Supplies	1,933	1,815	1,500	2,500	1,000	67%
22	644 Landscaping	29,430	21,700	30,000	34,000	4,000	13%
23	645 Workers Compensation	9,390	1,362	1,400	3,000	1,600	114%
24	646 Community Center Repairs	5,104	463	10,000	4,000	(6,000)	-60%
25	647 Legal/Consulting	6,768	1,162	-	5,000	5,000	0%
26	699 Community Center Expenses - Other	-	-	-	-	-	0%
27	657 General Liability	9,390	12,000	12,000	15,000	3,000	25%
28	658 Levy Administration	10,003	6,200	10,000	7,500	(2,500)	-25%
29	659 Other Park Expenses	-	-	-	1,000	1,000	0%
30	674 Tennis Court Maintenance and Repair	2,124	351	-	1,000	1,000	0%
31	974 Other Park Improvements	99,715	46,009	80,000	-	(80,000)	-100%
32	975 Community Center Loan Repayment	-	-	30,500	30,500	-	0%
33	978 Park Furniture and Equipment	21,946	1,323	-	-	-	0%
34	Total Operations & Admin Expenses	238,467	106,054	190,900	153,500	(37,400)	-20%
35	TOTAL EXPENSE	238,467	1,323	6,600	4,896	(1,704)	-26%
36	NET REVENUE / (EXPENSE)	(130,645)	29,998	(6,600)	(4,896)	1,704	-26%
37	Dedicated Capital Revenue				30,000		

Kensington Police Protection & Community Services District
FY 2024-25
WASTE MANAGEMENT

Acct #		FY 23 Actual Results	FY 24 YTD Results	FY 24 Adopted Budget	FY 25 Proposed Budget	\$ Budget Change	% Budget Change
1	Revenue						
2	448 Franchise Fees	#NAME?	-	-	120,000	120,000	0%
3	461 Waste Removal Franchise Fee	-	-	120,000	-	(120,000)	-100%
	480 Waste Management Grant	#NAME?	-	-	75,000	75,000	0%
4	456 Interest	#NAME?	-	-	2,000	2,000	0%
5	TOTAL REVENUE	#NAME?	-	120,000	197,000	77,000	64%
6	EXPENSE						
7	Operations & Admin Expenses						
8	751 Waste Removal Franchise Fee Expense	#NAME?	35,540	51,400	51,000	(400)	-1%
9	752 Waste Management Program Admin	#NAME?	-	68,490	31,000	(37,490)	-55%
10	753 Other Waste Management Expense	#NAME?	8,627	3,040	5,000	1,960	64%
11	462 Waste Management Grants	-	-	-	-	-	0%
12	730 Legal (Waste Management)	-	-	-	40,000	40,000	0%
13	799 Waste Management grant expenses	-	-	-	75,000	75,000	0%
14	Total Operations & Admin Expenses	#NAME?	44,167	122,930	202,000	79,070	64%
15	TOTAL EXPENSE	#NAME?	44,167	122,930	202,000	79,070	64%
16	NET REVENUE / (EXPENSE)	#NAME?	(44,167)	(2,930)	(5,000)	(2,070)	71%



Date: June 13, 2024
To: Board of Directors
From: David Aranda, Interim General Manager
Subject: Public Hearing for the Annual Kensington Park Assessment District Levy for Fiscal Year 2025 (July 1, 2025 – June 30, 2025)

Recommendation

Conduct a public hearing the Kensington Park Assessment District Levy for Fiscal Year 2025 (July 1, 2024 – June 30, 2025).

Background

As required by the Government Code, the assessment for the Kensington Park Levy requires an engineering report each year, resolutions stating the intention of placing the levy on the property tax rolls and advertising a notice about the levy followed by a public hearing.

A Notice of Public Hearing was placed in the West County Times on May 17 and 22, 2024. This is the official public hearing. The approval of the Kensington Park Assessment District Levy will appear later tonight on a separate agenda.

The Public Hearing will be followed as outlined below:

- A. Declare the Hearing Open
- B. Acknowledge any written comments
- C. Entertain any verbal comments from the public
- D. Declare the hearing closed
- E. Board Discussion

Exhibit(s)

- Notice of Public Hearing – File No. Resolution 6/13 Hearing/Resolution 2024-04, West County Times, Legal #0006829082

West County Times

1160 Brickyard Cove
Suite 200, Rm 15
Richmond, CA 94801
(510) 262-2740

2010129

KENSINGTON POLICE DEPT.
10940 SAN PABLO AVE BLDG B
EL CERRITO, CA 94530-2387

PROOF OF PUBLICATION

FILE NO. 6/13 Hearing/Resolution 2024-04

West County Times

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter.

I am the Principal Legal Clerk of the West County Times, a newspaper of general circulation, printed and published in the City of Walnut Creek, County of Contra Costa, 94598

And which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Contra Costa, State of California, under the date of August 29, 1978. Case Number 188884.

The notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

05/17, 24 /2024

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Executed at Walnut Creek, California.
On this 17th day of May, 2024.



Signature

Legal No.

0006829082

SM2a

NOTICE IS HEREBY GIVEN that the Board of Directors of the Kensington Police Protection and Community Services District (District) has fixed **Thursday, June 13, 2024 at 6:00 p.m.** as the time for a public hearing by the Board of Directors on the annual report of the Kensington Park Assessment District Levy for Fiscal Year 2024-25.

On May 9, 2024, the Board of Directors adopted a package of resolutions required to collect assessments for the upcoming fiscal year. These documents are available on the KPPCSD website and are available upon request at the District offices at 10940 San Pablo Ave., El Cerrito, CA 94530; telephone (510) 526- 4141.

RESOLUTION NO. 2024-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT, DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS FOR THE KENSINGTON PARK ASSESSMENT DISTRICT FOR FISCAL YEAR 2024/25

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

WHEREAS, the Board of Directors previously completed its proceedings in accordance with and pursuant to the Landscaping and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22500) (the "Act") to establish the Kensington Park Assessment District (the "Assessment District"); and

WHEREAS, the Board of Directors has retained NBS for the purpose of assisting with the annual levy of the Assessment District, and the preparation and filing of an Engineer's Report.

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

1. Intention: The Board of Directors hereby declares its intention to levy and collect assessments within the Assessment District to pay the costs of the Improvements for the fiscal year commencing July 1, 2024 and ending June 30, 2025. The Board of Directors finds that the public's best interest requires such action.

2. Improvements: The improvements within the District include, but are not limited to: the operating, maintaining and servicing of all public landscaping improvements, consisting of landscaping and grass. Operating, maintaining and servicing include, but are not limited to: personnel, materials, electrical energy and water. Services provided include all necessary service, operations, administration and maintenance required to keep the improvements in a healthy, vigorous, and satisfactory condition.

3. Assessment District Boundaries: The boundaries of the Assessment District are as shown by the assessment diagram filed in the offices of the District Clerk of the Board which map is made a part hereof by reference.

4 Engineer's Report: Reference is made to the Engineer's Report prepared by NBS, on file with the District Clerk of the Board for a full and detailed description of the improvements, the boundaries of the Assessment District and the zones therein, and the proposed assessments upon assessable lots and parcels of land within the Assessment District.

5. Notice of Public Hearing: The Board of Directors hereby declares its intention to conduct a Public Hearing concerning the levy of assessments in accordance with Section 22629 of the Act. All objections to the assessment, if any, will be considered by the Board of Directors. The Public Hearing will be held on Thursday, June 13, 2024 at 6:00 p.m. or as soon thereafter as is feasible in the meeting place of the Board of Directors located at 59 Arlington Avenue, Kensington, CA. The Board of Directors further orders the District Clerk of the Board to publish notice of this resolution in accordance with Section 22626 of the Act.

6. Increase of Assessment: The maximum assessment is not proposed to increase from the previous year above that previously approved by the property owners (as "increased assessment" is defined in Section 54954.6 of the Government Code).

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District upon motion by Director Hacaj, seconded by Director Duggan, on Thursday, the 9th day of May, 2024, by the following vote to wit:

AYES: Aquino-Fike, Duggan, Gough, Hacaj, Spath.
NOES: None.
ABSENT: None.
ABSTAINED: None.

David Spath
President, Board of Directors

I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on Thursday, the 9th day of May, 2024.

Lynelle M. Lewis
District Clerk of the Board

David Aranda
Interim General Manager

WCT 6829082 May 17, 2024

WCT 6829082 May 17, 24, 2024

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Thursday, May 9, 2024

Special Meeting Workshop (Hybrid)

Kensington Community Center

59 Arlington Avenue, Kensington, CA

Special Meeting – 1:00 p.m.

Call to Order [TS 2:59]

President David Spath called the special meeting to order at 1:07 p.m.

Roll Call [TS 3:05]

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

Staff present included Interim General Manager David Aranda, Chief of Police Mike Gancasz, and Clerk of the Board Lynelle M. Lewis.

Special Meeting Agenda Item Public Comments [TS 5:53]

Addressing the Board were the following persons: 1) Lisa Caronna suggested that vision statements should be included for waste management and for parks and recreation; 2) Lin Due urged the Board to think about the safety of the police, how things are changing, and how we can address things in the future; 3) Candy Capogrossi, Kensington Property Owners Association, suggested moving the current police portables to Kensington; and 4) Bill Lee commented that he was attending to get a better understanding of the various KPPCSD issues.

Discussion Only [TS 12:45]

1. Workshop Discussion Regarding the Future of Kensington Police Protection & Community Services District.

The Board of Directors and staff of the Kensington Police Protection and Community Services District (the “District”) held a strategic planning workshop (the “Workshop”) to review the Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis, and determine strategic goals for the District. Dmitry Semenov of Ridgeline Municipal Strategies served as the facilitator and presented past strategic planning documents. The attached memorandum summarizes the priorities identified during the Workshop. The SWOT Analysis and additional background information is included in the accompanying set of presentation slides that were

discussed during the Workshop and updated to reflect the feedback and corrections of the District's Board and staff.

The Board requested that a more detailed list of steps be prepared for each priority and presented at a subsequent meeting to determine order, timing, and responsibility of each step.

- Attached to these minutes are the following documents: 1) Strategic Planning Workshop – Updated Materials dated May 10, 2024 prepared by Ridgeline Strategies, and 2) Post Workshop Memorandum dated May 10, 2024 to Mr. David Aranda, KPPCSD from Dmitry Semenov, Ridgeline Municipal Strategies, LLC regarding Strategic Plan Priorities; Ridgeline #24016.

Adjournment [\[TS 3:48:08\]](#)

President Spath announced that the meeting was adjourned at 4:51 p.m. The next regular meeting is scheduled for June 13, 2024.

SUBMITTED BY:

Lynelle M. Lewis, District Clerk of the Board

APPROVED: June 13, 2024

David Aranda, Interim General Manager

David Spath, President of the Board

Strategic Planning Workshop – Updated Materials



May 10, 2024



Municipal Advisory | Pension Cost Optimization | Financial Planning

Kensington Police Protection and Community Services District



These materials reflect feedback and corrections provided by the KPPCSD Board of Directors and staff during May 9, 2024 Strategic Planning Workshop and replace the presentation slides used during the workshop. All changes are in **blue** font.

The information in these slides represents the individual opinions of the KPPCSD Directors and staff and is subject to further discussion and refinement.

Prior Strategic Planning Efforts



- **2009 – Strategic Planning Workshop and Report:**
 - Developed Mission and Vision Statements
 - Clarified roles and responsibilities of Board and staff
- **2022 – Three-Year Strategic Plan**
 - Developed by prior Board and staff
 - Kept Mission Statement
 - Expanded Vision Statement
 - Identified Priorities, Goals, and Objectives
 - Was not finalized due to changing Board and staff

KPPCSD Mission Statement



The Mission of KPPCSD is to
provide services
that enhance
the community of Kensington

KPPCSD Vision



- **Proactively provide**
 - First-Class Police Services
 - Quality Parks and Responsive Recreation Services
 - Excellent Communication with the Community
 - Productive and Collaborative Board and Staff
 - Well-Managed Long-Term Financial Planning
 - Clear and Understandable Administrative Process

Pre-Workshop Questionnaire Results



- Completed by all directors, GM, and Police Chief
- **Areas of Focus:**
 - Workshop Goals
 - SWOT by Department
 - Waste Collection Services Assessment
 - Overview of 2022 Draft Strategic Plan
 - Community Perception
 - Funding and Revenue Opportunities
 - 3-5-Year Vision

2022 Strategic Plan Feedback



- Vision statement too long
- Too aspirational and broad, hard to implement with current resources
- Unclear use case
- Lacks priorities and associated time horizons
- General preference for a simpler and more focused approach

Workshop Goals

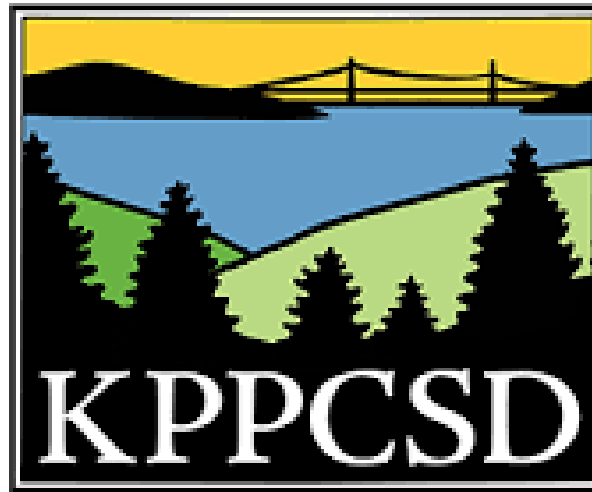


- SWOT Analysis
- Explore funding sources
- Identify top realistic priorities for 1, 2, 5, 10 and 15 years:
 - Services
 - Governance
- Who is responsible for what and how do we track progress
- Is district doing the best job it can for the community?

SWOT Analysis



ADMINISTRATION



Strengths: Administration



- Recent improvements:
 - Current GM
 - Staff members
 - Finance department
 - Legal team
 - Accounting firm
- Great work ethic
- Experience, agility, flexibility
- **Balanced budget**
- Customer service
- Cohesive, cooperative Board
- High-Caliber Directors
- Split roles of GM and Police Chief

Weaknesses: Administration



- **Staff:**
 - Lack of permanent full-time GM
 - No financial manager
 - Staff turnover
 - Need to increase technical and PR bench
- **Limited budget**
- **Grant applications**
- **Tech and Communications:**
 - AV / public meetings technology
 - Board meeting packet / agenda delays
- **File / record management system**
- **Long-term planning challenges**
- **Public Outreach:**
 - Limited social media presence
 - No regular newsletter
 - Lack of website updates (other than police and Board meetings)
 - Better interaction b/w Board and community
 - **Need to understand community's priorities and sentiment**
- **Reliance on consultants**
- **Blurred lines of responsibility between directors and staff**
- **Cost of split GM and Police Chief roles**
- **Lack of physical location in community**

Opportunities: Administration



- Improve communications thru hiring HS intern
- County liaison for community
 - Keeping in mind areas of responsibility of different organizations

Threats: Administration

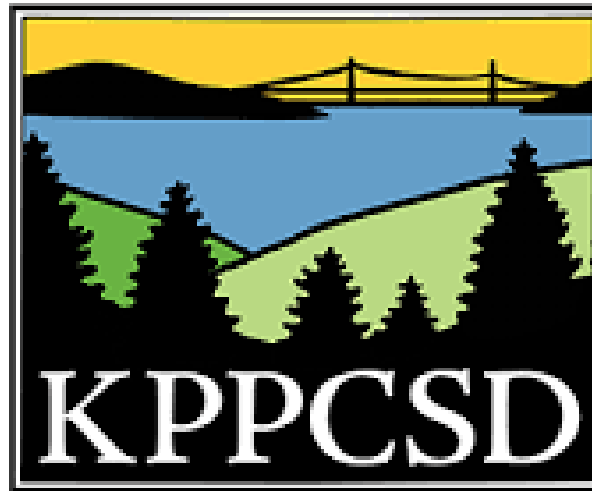


- Loss of interim GM
- Failure to retain permanent GM
- Inability to maintain competent staff due to lack of funding
- Inability to attract quality Directors
- Lack of collaboration with KFPD
- Financial hardship due to overspending on **District** building

SWOT Analysis



POLICE



Strengths: Police



- **Staffing:**

- Competent Chief
- Sgt. Lande experience / background
- Dedicated officers
- Agility and flexibility (despite officer shortage)

- **Community relations:**

- Improved / positive public perception
- Friendliness, community engagement, connection

- **Operations:**

- Stays within budget
- Procedures and systems in place
- Strong hiring process
- Technology upgrades
- Fleet in good shape

- **Relationships with neighboring law enforcement agencies**

Weaknesses: Police



- Limited budget
- Facilities:
 - No permanent home
 - Current location in El Cerrito
- Staffing:
 - Turnover and recruitment
 - 2 patrol officers at night
 - Lack of redundancy
 - All male officers
- No Disabled Registry

Opportunities: Police



- Adding social worker
- Social justice
- Services for elderly population
- Explore innovation
- Volunteers
- Opportunities should be considered in light of District's mandate to avoid "mission creep"

Threats: Police



- **Lack of permanent facility**
 - Realistic design
 - High price tag (need to determine the true number)
- **Emergency preparedness:**
 - Wildfires and earthquakes
 - Evacuation drills
 - Street parking plan (streets are under County's jurisdiction)
- **Rising pension costs**
- **Inability to keep up with salaries and benefits**

SWOT Analysis



PARKS AND RECREATION



Strengths: Parks and Recreation



- Popular and well-maintained park
- Partnership with KCC
- Well-run programs for kids and adults
- Electronic reservations system
- Motivated
- Customer service / friendliness
- Knowledge of landscaping and plants

Weaknesses: Parks and Recreation



- **Funding:**
 - Inadequate budget
 - Park assessment covers ≈20% of expenses
- **Assets:**
 - Park in bad shape
 - No park master plan
 - Need professional landscape & architectural design expertise
 - Underutilized assets
- Limited parking and access
- Cost to rent Community Center
- Limited course / activity offerings
- Lack of attention to Nielson Park

Opportunities: Parks and Recreation



- Unused Annex building
- Shade trees
- Paths
- Dog park
- Pickle ball
- Amphitheater renovation
- Community engagement / communication

Threats: Parks and Recreation



- Continuing deterioration of facilities and landscape
- Loss of facilities (parking and buildings) to permanent police location
- Liability due to dogs off leash
- Climate change impacts on trees

Taking the Temperature



WASTE COLLECTION



Waste Collection Issues



- Confusion around plastics recycling program
- Provider's contract and fee structure
- Fee study, legal justification for franchise fee and permissible uses
- Public communication on rates, services, and choice of service provider
- County contract

Taking the Temperature



COMMUNITY PERCEPTION



Board's Understanding of Community Perception



- District needs better understanding of community's priorities and sentiment
- Are we telling our story?
- Admin:
 - Availability, tech skills, and communication style
 - Greater trust for new administration
 - Slow progress on District building
- Parks and Rec:
 - General appreciation of park and KCC programs
 - Limited offerings
- Police:
 - Overall favorable perception
 - Perceived lack of police presence
 - Recent crime incidents
- Waste Collection:
 - Happy with service expansion
 - Some concerns about cost
- Tax increase concerns
- Transparency and public records requests

Rolling Up the Sleeves



DISTRICT BUILDING DISCUSSION



District Building Discussion



- Needs to be in Kensington
- What is the solution?
 - Stand alone building
 - Relocate portables behind library, if safe seismically
 - Combined Kensington public safety building – No longer considered a viable alternative
 - County multi-use building – Uncertain that County is interested
 - Public-Private Partnership
- Realistic Design
- High and yet unknown price tag

Rolling Up the Sleeves



FUNDING SOURCES

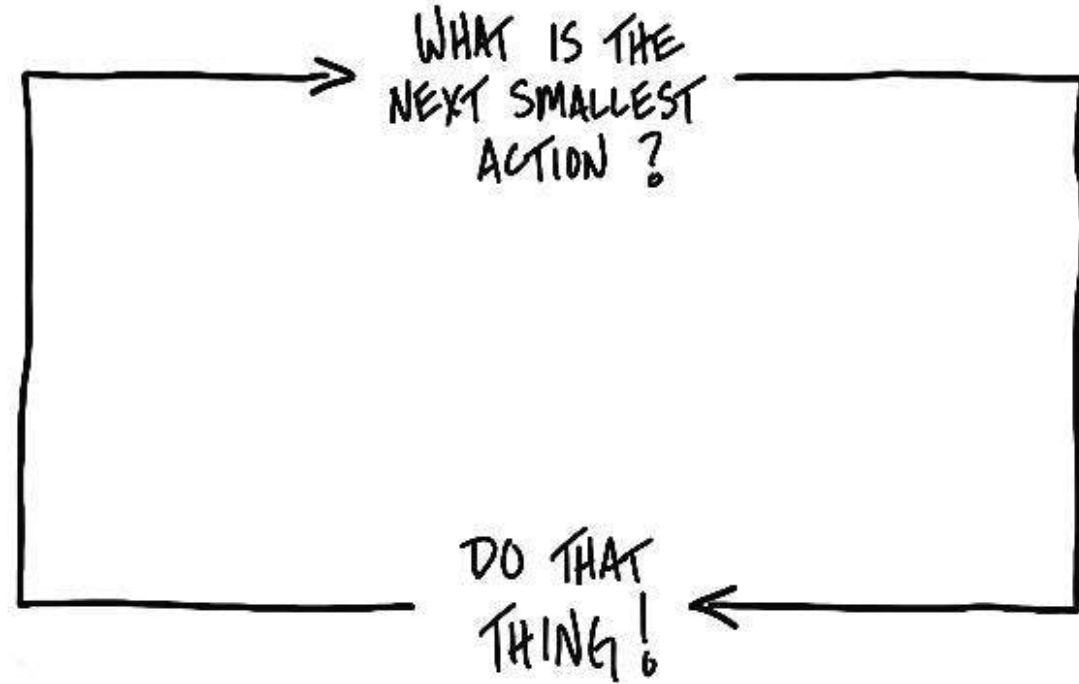


Funding Sources



- **New parcel tax:**
 - District building
 - Funding for operations
 - Additional park funding
- **Replace LLD with CFD**
- **Are higher taxes prohibitive to young buyers?**
- **Grants and earmarks**
- **Fundraising**
- **County partnership:**
 - Measure X
 - Public works projects
 - Multi-use building
- **Monetization of park assets**
- **Parking meters**
- **Rental fee for food trucks**
- **Music and theatrical events**

Making Progress



BEHAVIOR GAP

Questions?



Dmitry Semenov

Ridgeline Municipal Strategies, LLC

(916) 250-1590

dsemenov@RidgelineMuni.com

RidgelineMuni.com





POST-WORKSHOP MEMORANDUM

To: Mr. David Aranda, *Kensington Police Protection and Community Services District*

From: Dmitry Semenov, *Ridgeline Municipal Strategies, LLC*

Date: May 10, 2024

Re: Strategic Plan Priorities; Ridgeline #24016

On May 9, 2024, the Board of Directors and staff of the Kensington Police Protection and Community Services District (the “District”) held a strategic planning workshop (the “Workshop”) to review the Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis, and determine strategic goals for the District.

This memorandum summarizes the priorities identified during the Workshop. The SWOT Analysis and additional background information is included in the accompanying set of presentation slides that were discussed during the Workshop and updated to reflect the feedback and corrections of the District’s Board and staff.

SHORT-TERM PRIORITIES

The following short term (1-3 years) strategic priorities were identified:

- Community Survey
 - Understand community’s priorities and sentiment
- Public Outreach
 - Make sure that the District is reaching the different communities within Kensington
 - Consider hiring a high school intern



- Adopt Ordinances
 - Police department can provide initial set of public safety ordinances within 180 days.
- Usable Annex Building
- KPPCSD Building
- Additional Funding:
 - KPPCSD Building
 - Park Funding
 - Funding for Operations
- Park Master Plan
- Solid Waste Rate and Franchise Fee Studies
- Permanent General Manager
- Staffing
- Emergency Preparedness Plan
- Determination on Reorganization Feasibility

INTERMEDIATE-TERM PRIORITIES

The following intermediate term (4-6 years) strategic priorities were identified:

- Complete Construction of KPPCSD Building
- Decision on Paths Ownership
- Grants for Recreation Building
- Disabled Registry

The order of these priorities has not been determined.

The Board requested that a more detailed list of steps be prepared for each priority and presented at a subsequent meeting to determine order, timing, and responsibility of each step.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Thursday, May 9, 2024

Kensington Community Center

59 Arlington Avenue, Kensington, CA

Regular Meeting - 7:00 p.m.

1. **Call to Order** [[TS 1:20](#)]

President David Spath called the meeting to order at 7:00 p.m.

2. **Roll Call** [[TS 1:28](#)]

Vice-President Alexandra Aquino-Fike (arrived 7:02 p.m.), Director Cassandra Duggan, Director Sarah Gough, Director Sylvia Hacaj, and President David Spath were present.

Staff present included Interim General Manager David Aranda, Chief of Police Mike Gancasz, and Clerk of the Board Lynelle M. Lewis.

3. **President's Comments**

None.

4. **Public Comments** [[TS 22:35](#)]

None.

Consent Calendar [[TS 23:12](#)]

- Motion by Director Duggan, seconded by Director Gough, to approve the Consent Calendar, carried (5-0) by unanimous voice vote.

5. **Approve meeting Minutes for the Special and Regular meetings of April 11, 2024.**

Approved.

6. **Receive and file the April bills paid. The April 2024 financials will be presented at the June meeting.**

Received and filed April bills paid.

Discussion and Action [TS

7. **Swearing in Ceremony for KPPCSD Police Officers.** [[TS 1:50](#)]

Chief of Police Mike Gancasz announced the appointment and swearing in of four officers: Police Officer Vijay Thota, Police Officer Harjot Gill, Police Officer Jesse De Santiago, and Reserve Officer Michael Tranate. Chief Gancasz introduced the officers and their families. He administered the oath of office and family members pinned the officers.

8. **Discussion of the proposed budget for Fiscal Year 2025 and approval to publish a Notice of Public Hearing for June 13, 2024.** [[TS 28:02](#)]

Interim General Manager Aranda announced that the Draft Fiscal Year 2025 Budget (July 2024-June 2025) was ready for review and asked the Board to approve placing a notice of public hearing in the West County Times announcing a public hearing would be held at the June 13th board meeting prior to the Board adopting the budget. Board members asked questions regarding the waste management program, staffing for the Police Department, recreation building expenditures, Livescan usage, CalPERS payments, staff cost savings for finance functions, and Other Pension Employee Benefits trust funds.

– No public comments received.

- Motion by Director Hacaj, seconded by Director Gough, to approve staff placing the Notice of Public hearing for June 13, 2024 in the West County Times, carried (5-0) by the following roll call vote: AYES (Aquino-Fike, Duggan, Gough, Hacaj, and Spath); NOES (None); ABSTAINED (None); and ABSENT (None).

9. **Public comments and Director comments regarding the Draft Kensington Hazard Mitigation Plan as presented to Contra Costa County.** [[TS 1:11:15](#)]

Interim General Manager Aranda provided a brief background on the Draft Kensington Hazard Mitigation Plan noting that Contra Costa County takes the leads in developing a Hazard Mitigation Plan every five years and agencies such as KPPCSD and KFPD work with the county and their contractor in incorporating hazard mitigation plans specific to the District's needs. President Spath Spath noted that having a current and approved Hazard Mitigation Plan in place is critical to the District's ability to obtain FEMA and CALOES grants. He pointed out that KPPCSD has done considerable efforts to reach out to the public.

– No public comments received.

10. **Approve recommendations related to the approval of the annual Kensington Park Assessment District Levy and adopt three resolutions for Fiscal Year 2024-25 to collect the annual Kensington Park Assessment pursuant to the Landscaping and Lighting Act of 1972.** [\[TS 1:20:33\]](#)

Interim General Manager Aranda provided a brief background on the recommended actions required each year in order to continue to assess each parcel in the Kensington community. The process involves: 1) approving a resolution to initiate proceedings for the levy and collection of assessments, 2) approving the Annual Engineer's Report that NBS provides each year (copy attached) and, 3) approving a resolution declaring the District's intention to levy and collect assessment for the Kensington Park Assessment District for Fiscal Year 2024-25. The monies used from this assessment go toward park operations.

- Motion by Director Duggan, seconded by Director Gough, to approve Resolution No. 2024-02 Initiating Proceedings For The Levy And Collection Of Assessments For The Kensington Park Assessment District for Fiscal Year 2024-25, carried (5-0) by the following roll call vote: AYES (Aquino-Fike, Duggan, Gough, Hacaj, and Spath); NOES (None); ABSTAINED (None); and ABSENT (None).

Resolution No. 2024-02 – A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Services District, Initiating Proceedings For The Levy And Collection Of Assessments For The Kensington Park Assessment District For Fiscal Year 2024/25.

- Motion by Director Gough, seconded by Director Hacaj, to approve Resolution No. 2024-03 Approving The Engineer's Report For The Kensington Park Assessment District For Fiscal Year 2024-25, carried (5-0) by the following roll call vote: AYES (Aquino-Fike, Duggan, Gough, Hacaj, and Spath); NOES (None); ABSTAINED (None); and ABSENT (None).

Resolution No. 2024-03 – A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Services District, Approving The Engineer's Report For The Kensington Park Assessment District For Fiscal Year 2024/25.

- Motion by Director Hacaj, seconded by Director Duggan, to approve Resolution No. 2024-04 Declaring the District's Intention To Levy And Collect Assessment For The Kensington Park Assessment District for Fiscal Year 2024-25, carried (5-0) by the following roll call vote: AYES (Aquino-Fike, Duggan, Gough, Hacaj, and Spath); NOES (None); ABSTAINED (None); and ABSENT (None).

Resolution No. 2024-04 – A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Services District, Declaring Its Intention To Levy

And Collect Assessments For The Kensington Park Assessment District For Fiscal Year 2024/25.

11. **Approval to increase the annual payment KCC makes to the District from \$29,000 per year to \$29,696 per year as authorized in 2.2 of the contract. [TS 1:23:48]**

Interim General Manager Aranda provided a brief background on the recommended action for the District to consider increasing the yearly base charge as outlined in the contract from \$29,000 to \$29,696 per year.

- Addressing the Board was a member of the audience [name not given] who asked why KCC was paying the District.
- Motion by Director Duggan, seconded by Vice-President Aquino-Fike, to approve the payment KCC makes to the District from \$29,000 per year to \$29,696 per year as authorized in 2.2 of the contract, carried (5-0) by the following roll call vote: AYES (Aquino-Fike, Duggan, Gough, Hacaj, and Spath); NOES (None); ABSTAINED (None); and ABSENT (None).

12. **Discussion regarding the possibility of applying for a grant through the State of California entitled “Arts in California Parks.” [TS 1:26:29]**

Interim General Manager Aranda announced that this item would be pulled.

- Addressing the Board were the following persons: 1) Laura Callan, Good Guest Kensington, shared information about the group and reported that the grant application could not be completed by the deadline; and 2) Susanna Marshland commented that they don't have time or capacity to pursue this grant at this time, would like to continue discussion, and they will apply next year.

13. **Discussion and request for approval to pay off a vehicle lease with Ford Motor Company at a cost not to exceed \$41,000. [TS 1:37:07]**

Interim General Manager Aranda presented the recommended action to Give the General Manager authority to pay off the Ford Motor Company leased vehicle at a cost not to exceed \$41,000 at an appropriate time.

- Motion by Director Duggan, seconded by Vice-President Aquino-Fike, to give the General Manager authority to pay off the Ford Motor Company leased vehicle at a cost not to exceed \$41,000 based on the fiscal year ending in the positive and/or next year if that is more fiscally appropriate, carried (5-0) by the following roll call vote: AYES (Aquino-Fike, Duggan, Gough, Hacaj, and Spath); NOES (None); ABSTAINED (None); and ABSENT (None).

Comments & Reports

14. Police Chief Report. [[TS 1:39:16](#)]

Police Chief Gancasz presented highlighted from his written report on patrol operations, staffing updates, repairs to a collapsed bench at Colusa Circle, meeting updates, Flock camera installation update, taser program progress, grant programs update, new patrol car preparation, community engagement events, the payroll implementation project, completion of volunteer training by Mike Logan, and contract renewal for dispatch services.

15. General Manager's Report. [[TS 1:53:05](#)]

Interim General Manager responded to a question about tree trimming maintenance.

16. Director Comments. [[TS 1:54:27](#)]

- Director Duggan offered her willingness to meet with community members to provide background on agenda items and/or ongoing community issues.
- President Spath commented that today's workshop went well and announced the upcoming public hearings on June 13th regarding the budget and the park assessment levy.

Adjournment [[TS 1:55:35](#)]

President Spath adjourned the meeting at 8:55 p.m. The next regular meeting is scheduled for June 13, 2024 at 7:00 p.m.

SUBMITTED BY:

Lynelle M. Lewis, District Clerk of the Board

APPROVED: June 13, 2024

David Aranda, Interim General Manager

David Spath, President of the Board

Kensington Police Protection & Community Services District
Balance Sheet
As of April 30, 2024 (Unaudited)

	Apr 30, 24
ASSETS	
Current Assets	
Checking/Savings	
100 · Petty Cash	\$ 100
101 · Five Star Checking	262,073
102 · Five Star Payroll	(841)
103 · Five Star Saving	1,242,066
104 · CLASS - KCC Capital	30,590
105 · CLASS - KPPCSD	1,529,478
110 · CCC Cash Accts	(1,347,368)
117b · Admin - Cash	39,296
130 · County Bond Accts	(34,929)
139 · LAIF-District	73,653
Total Checking/Savings	1,794,118
Accounts Receivable	1,845,315
Total Current Assets	3,639,433
Fixed Assets	5,424,534
Other Assets	
190 · Deferred Outflows - OPEB	694,408
191 · Deferred Outflows - Pension	3,157,152
Total Other Assets	3,851,560
TOTAL ASSETS	12,915,528
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	23,239
Other Current Liabilities	478
Total Current Liabilities	23,717
Long Term Liabilities	
240 · 2020 Pension Obligation Bond	4,076,000
265 · Compensated Absence/Vac Buyback	91,962
290 · Community Center Loan	161,019
293 · Vehicle Capital Lease	157,456
295 · Net OPEB Liability	(138,185)
296 · Net Pension Liability	738,199
297 · Deferred Inflows - OPEB	340,223
298 · Deferred Inflows - Pension	1,861,343
Total Long Term Liabilities	7,288,017
Total Liabilities	7,311,734
Equity	5,603,795
TOTAL LIABILITIES & EQUITY	\$ 12,915,528

Kensington Police Protection & Community Services District
Profit & Loss Budget vs. Actual
April 30, 2024 (Unaudited)

	All Funds				
	Apr 24	Jul '23 - Apr 24	YTD Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
400 · Property Tax Revenue					
401 · Levy Tax Police- Co. Prop. 1%	\$ -	\$ 2,433,755	\$ 2,400,000	\$ 33,755	101%
402 · Special Tax-Police	-	685,470	685,000	470	100%
404 · Measure G Supplemental Tax PD	-	679,346	660,000	19,346	103%
410 · Police Fees/Service Charges	740	6,336	5,000	1,336	127%
414 · POST Reimbursement	-	7,757	10,000	(2,243)	78%
415 · COPS/Other PD Grants	-	266,108	195,000	71,108	136%
418 · Reimbursements/Refunds	-	9,060	-	9,060	100%
Total 400 · Property Tax Revenue	740	4,087,832	3,955,000	132,832	103%
420 · Park/Rec Activities Revenue					
406 · Per Capita Park Grant	-	181,055	180,000	1,055	101%
424 · Special Tax-L&L Parks	-	46,719	46,000	719	102%
427 · Community Center Revenue	4,294	51,313	50,000	1,313	103%
438 · Tennis Court Revenue	540	2,075	1,000	1,075	208%
439 · Other Community Center Revenue	100	31,421	-	31,421	100%
Total 420 · Park/Rec Activities Revenue	4,934	312,583	277,000	35,583	113%
431 · Unrealized Gains/Loss	-	9,950			
440 · District Activities Revenue					
448a · Franchise Fees Gross	-	-	120,000	(120,000)	0%
448b · less Franchise Fees Paid Out	-	-	-	-	0%
456 · Interest-District	8,980	53,511	10,000	43,511	535%
458 · Other District Revenue	-	26,794	68,500	(41,706)	39%
Total 440 · District Activities Revenue	8,980	80,305	198,500	(118,195)	40%
460 · Waste Removal Revenue					
461 · Waste Removal Franchise Fee	8,082	85,642	-	85,642	100%
Total 460 · Waste Removal Revenue	8,082	85,642	-	85,642	100%
480 · Rental Revenue - KPFD	2,439	19,508	29,300	(9,792)	67%
Total Income	25,174	4,595,821	4,459,800	136,021	103%
Gross Profit	25,174	4,595,821	4,459,800	136,021	103%
Expense					
500 · Police Salary and Benefit Exp					
502 · Salary - Officers					
503.1 · Holiday Pay	2,938	29,756	50,100	(20,344)	59%
503.2 · Incentive Pay- Education	701	7,810	4,100	3,710	190%
503.3 · Incentive Pay- POST Certificate	2,175	29,982	34,600	(4,618)	87%
502 · Salary - Officers - Other	73,561	737,595	1,141,400	(403,805)	65%
Total 502 · Salary - Officers	79,375	805,143	1,230,200	(425,057)	65%
506 · Overtime	14,153	142,347	120,000	22,347	119%
508 · Salary - Non-Sworn	5,704	53,733	53,900	(167)	100%
509 · Hiring Bonus	-	28,063	20,000	8,063	140%
510 · Vacation Cash Out	-	-	20,600	(20,600)	0%
516 · Uniform Allowance	700	7,050	10,800	(3,750)	65%
521-A · Medical/Vision/Dental-Active	14,308	146,206	183,700	(37,494)	80%
521-R · Medical/Vision/Dental-Retired	10,333	126,035	145,400	(19,365)	87%
522 · Officer Life Insurance	447	4,930	8,500	(3,570)	58%
523 · SocialSecurity/Medicare-Police	1,405	15,142	20,300	(5,158)	75%
524 · Social Security - District	354	3,331	4,100	(769)	81%
527 · PERS - District Portion	14,744	172,515	269,700	(97,185)	64%
528 · PERS - Officers Portion	-	5,493	-	5,493	100%
529 · Pension Obln Bond Payment	-	330,926	330,900	26	100%
530 · Workers Comp	-	38,000	38,000	-	100%
531 · Unemployment	-	14,250	52,000	(37,750)	27%
Total 500 · Police Salary and Benefit Exp	141,521	1,893,165	2,508,100	(614,935)	75%
520 · In Lieu Health Expense	-	500	500	-	100%
550 · Police Operating Expenses					
552 · Office Supplies and Expenses	51	6,750	21,400	(14,650)	32%
553 · Police Equipment and Supplies	2,001	32,150	30,000	2,150	107%
554 · Traffic Safety	100	55,256	25,000	30,256	221%
560 · Crossing Guard	-	-	-	-	0%
561 · Fleet Expense	578	26,108	17,000	9,108	154%
562 · Vehicle Operation	4,221	39,087	30,000	9,087	130%

Kensington Police Protection & Community Services District
Profit & Loss Budget vs. Actual
April 30, 2024 (Unaudited)

	All Funds				
	Apr 24	Jul '23 - Apr 24	YTD Budget	\$ Over Budget	% of Budget
563 · Vehicle Lease	5,514	55,804	86,500	(30,696)	65%
564 · Annual Law Enfcm. Tec/Dispatch	3,483	159,154	160,000	(846)	99%
566 · Radio Maintenance	767	19,201	37,800	(18,599)	51%
567 · Alarm	-	4,806	4,000	806	120%
568 · Evidence	2,505	11,477	7,500	3,977	153%
569 · Emergency Preparedness	-	-	3,000	(3,000)	0%
570 · Training and Travel Exp	1,102	23,672	30,000	(6,328)	79%
571 · Records	75	675	38,800	(38,125)	2%
572 · Hiring	2,040	12,730	25,000	(12,270)	51%
574 · Reserve Officers	-	2,160	-	2,160	100%
576 · Dues and Subscriptions	-	1,610	7,000	(5,390)	23%
580 · Utilities - Police	2,259	26,898	27,000	(102)	100%
581 · Bldg Repairs/Maint.	-	9,810	10,000	(190)	98%
587 · IT Contract	4,997	54,987	43,300	11,687	127%
588 · Telephone	761	7,447	10,000	(2,553)	74%
591 · General Liability Insurance	-	55,288	55,000	288	101%
592 · Online Services/Business Accts	-	20	5,000	(4,980)	0%
593 · Volunteer Programs	-	1,483	7,500	(6,017)	20%
594 · Community Events	-	3,964	7,500	(3,536)	53%
595 · Legal/Consulting - Police	-	15,966	9,000	6,966	177%
597 · Police Bldg. Lease	5,651	75,667	66,000	9,667	115%
597.1 · Bldg Maintenance/Repair	-	-	10,000	(10,000)	0%
597.2 · Utilities	-	-	-	-	0%
597.3 · Janitorial - Police Building	1,150	9,993	14,000	(4,007)	71%
599 · Police Taxes Administration	-	-	5,000	(5,000)	0%
Total 550 · Police Operating Expenses	37,257	712,160	792,300	(80,140)	90%
589 · Police Misc Expense	-	800			
600 · Park/Rec Sal & Ben					
601 · Park & Rec Administrator	3,423	24,061	86,000	(61,939)	28%
602 · Custodial/Cleaning Services	-	(20)	12,000	(12,020)	-0%
623 · Social Security/Medicare - Dist	-	-	6,600	(6,600)	0%
600 · Park/Rec Sal & Ben - Other	-	625	-	625	100%
Total 600 · Park/Rec Sal & Ben	3,423	24,666	104,600	(79,934)	24%
635 · Park/Recreation Expenses					
640 · Community Center Expenses					
641 · General Maintenance	-	1,629	2,500	(871)	65%
642 · Utilities-Community Center	739	10,313	13,000	(2,687)	79%
643 · Janitorial Supplies	-	1,815	1,500	315	121%
644 · Landscaping	2,775	27,250	30,000	(2,750)	91%
645 · General Liab./Workers Comp	-	1,362	1,400	(38)	97%
646 · Community Center Repairs	-	700	10,000	(9,300)	7%
647 · Legal/Consulting	-	1,162	-	1,162	100%
640 · Community Center Expenses - Other	-	4,088	-	4,088	100%
Total 640 · Community Center Expenses	3,514	48,318	58,400	(10,082)	83%
650 · Park					
651 · General Maintenance	580	6,500	30,000	(23,500)	22%
652 · Repairs	750	4,032	-	4,032	100%
653 · Landscaping	-	360	-	360	100%
656 · Utilities	323	13,269	-	13,269	100%
657 · General Liab/Workers Comp	-	12,000	12,000	-	100%
658 · Levy Administration	-	8,271	10,000	(1,729)	83%
674 · Tennis Court Maint/Repair	220	571	-	571	100%
Total 650 · Park	1,873	45,002	52,000	(6,998)	87%
Total 635 · Park/Recreation Expenses	5,387	93,320	110,400	(17,080)	85%
750 · Waste Management Expenses					
751 · Waste Removal Franchise Fee Exp	-	35,540	51,400	(15,860)	69%
752 · Waste Management Program Admin	-	-	68,490	(68,490)	0%
753 · Other Waste Management Exp	-	9,509	3,040	6,469	313%
Total 750 · Waste Management Expenses	-	45,048	122,930	(77,882)	37%
800 · District Expenses					
807 · Salaries	21,903	215,434	259,400	(43,966)	83%
808 · Payroll Taxes	2,792	6,891	19,800	(12,909)	35%
809 · Benefits	-	-	50,000	(50,000)	0%
815 · Admin Communications	249	10,530	7,500	3,030	140%

Kensington Police Protection & Community Services District
Profit & Loss Budget vs. Actual
April 30, 2024 (Unaudited)

	All Funds				
	Apr 24	Jul '23 - Apr 24	YTD Budget	\$ Over Budget	% of Budget
816 · Office Supplies	1,255	3,768	2,000	1,768	188%
817 · Postage	-	1,381	-	1,381	100%
818 · Mileage Reimbursement	61	851	-	851	100%
819 · Dues/Subscriptions	-	15,612	11,000	4,612	142%
820 · Copier Contract	572	3,928	-	3,928	100%
825 · Board Continuing Ed/Conferences	-	5,065	8,000	(2,935)	63%
830 · Legal (District/Personnel)	4,104	70,409	25,000	45,409	282%
831 · Training and Travel Admin	1,661	14,991	18,700	(3,709)	80%
835 · Consulting	10,808	31,458	50,000	(18,543)	63%
840 · Accounting/Audit	17,907	73,102	95,000	(21,898)	77%
850 · Insurance	-	45,000	45,000	-	100%
851 · Workers Comp	-	1,569	1,500	69	105%
861 · LAFCO	-	1,455	2,000	(545)	73%
870 · County Expenditures	-	6,471	25,000	(18,529)	26%
891 · COVID	-	-	-	-	0%
898 · Other Expenses	779	2,295	5,000	(2,705)	46%
Total 800 · District Expenses	62,092	510,210	624,900	(114,690)	82%
950 · Capital Outlay					
963 · Patrol Car Accessories	-	68,922	-	68,922	100%
967 · Station Equipment	-	(136)	-	(136)	100%
968 · Office Furn/Eq	-	(690)	-	(690)	100%
974 · Other Park Improvements	-	46,009	80,000	(33,991)	58%
978 · Pk/Rec Furn/Eq	-	1,323	-	1,323	100%
Total 950 · Capital Outlay	-	115,427	80,000	35,427	144%
997 · Payroll Expenses	287	3,362	-	3,362	100%
Total Expense	249,966	3,398,659	4,343,730	(945,071)	78%
Net Ordinary Income	(224,792)	1,197,162	116,070	1,081,092	1,031%
Other Income/Expense					
Other Expense					
700 · Bond Expense					
975 · Community Center Loan Repayment	-	-	30,500	(30,500)	0%
Total 700 · Bond Expense	-	-	30,500	(30,500)	0%
Total Other Expense	-	-	30,500	(30,500)	0%
Net Other Income	-	-	(30,500)	30,500	0%
Net Income	\$ (224,792)	\$ 1,197,162	\$ 85,570	\$ 1,111,592	1,399%

Kensington Police Protection & Community Services District
General Fund Profit & Loss Budget vs. Actual
April 30, 2024 (Unaudited)

	General Fund				
	Apr 24	Jul '23 - Apr 24	YTD Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
400 · Property Tax Revenue					
401 · Levy Tax Police- Co. Prop. 1%	\$ -	\$ 2,433,755	\$ 2,400,000	\$ 33,755	101%
418 · Reimbursements/Refunds	-	586	-	586	100%
Total 400 · Property Tax Revenue	-	2,434,341	2,400,000	34,341	101%
440 · District Activities Revenue					
456 · Interest-District	8,980	50,994	10,000	40,994	510%
458 · Other District Revenue	-	25,816	68,500	(42,684)	38%
Total 440 · District Activities Revenue	8,980	76,810	78,500	(1,690)	98%
480 · Rental Revenue - KPFD	2,439	19,508	29,300	(9,792)	67%
Total Income	11,419	2,530,659	2,507,800	22,859	101%
Gross Profit	11,419	2,530,659	2,507,800	22,859	101%
Expense					
800 · District Expenses					
807 · Salaries	21,903	215,434	259,400	(43,966)	83%
808 · Payroll Taxes	2,792	6,891	19,800	(12,909)	35%
809 · Benefits	-	-	50,000	(50,000)	0%
815 · Admin Communications	249	10,530	7,500	3,030	140%
816 · Office Supplies	1,255	3,768	2,000	1,768	188%
817 · Postage	-	1,381	-	1,381	100%
818 · Mileage Reimbursement	61	851	-	851	100%
819 · Dues/Subscriptions	-	15,612	11,000	4,612	142%
820 · Copier Contract	572	3,928	-	3,928	100%
825 · Board Continuing Ed/Conferences	-	5,065	8,000	(2,935)	63%
830 · Legal (District/Personnel)	4,104	70,409	25,000	45,409	282%
831 · Training and Travel Admin	1,661	14,991	18,700	(3,709)	80%
835 · Consulting	10,808	31,458	50,000	(18,543)	63%
840 · Accounting/Audit	17,907	73,102	95,000	(21,898)	77%
850 · Insurance	-	45,000	45,000	-	100%
851 · Workers Comp	-	1,569	1,500	69	105%
861 · LAFCO	-	1,455	2,000	(545)	73%
870 · County Expenditures	-	6,461	25,000	(18,539)	26%
898 · Other Expenses	779	2,294	5,000	(2,706)	46%
Total 800 · District Expenses	62,092	510,199	624,900	(114,701)	82%
997 · Payroll Expenses	287	3,362	-	3,362	100%
Total Expense	62,378	513,561	624,900	(111,339)	82%
Net Ordinary Income	(50,960)	2,017,098	1,882,900	134,198	107%
Net Income	\$ (50,960)	\$ 2,017,098	\$ 1,882,900	\$ 134,198	107%

Kensington Police Protection & Community Services District
Police Profit & Loss Budget vs. Actual
April 30, 2024 (Unaudited)

	Police Fund				
	Apr 24	Jul '23 - Apr 24	YTD Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
400 · Property Tax Revenue					
402 · Special Tax-Police	\$ -	\$ 685,470	\$ 685,000	\$ 470	100%
404 · Measure G Supplemental Tax PD		679,346	660,000	19,346	103%
410 · Police Fees/Service Charges	740	6,336	5,000	1,336	127%
414 · POST Reimbursement	-	7,757	10,000	(2,243)	78%
415 · COPS/Other PD Grants	-	266,108	195,000	71,108	136%
418 · Reimbursements/Refunds	-	8,474	-	8,474	100%
Total 400 · Property Tax Revenue	740	1,653,491	1,555,000	98,491	106%
431 · Unrealized Gains/Loss	-	9,950	-	9,950	100%
440 · District Activities Revenue					
458 · Other District Revenue	-	978	-	978	100%
Total 440 · District Activities Revenue	-	978	-	978	100%
Total Income	740	1,664,419	1,555,000	109,419	107%
Gross Profit	740	1,664,419	1,555,000	109,419	107%
Expense					
500 · Police Salary and Benefit Exp					
502 · Salary - Officers					
503.1 · Holiday Pay	2,938	29,756	50,100	(20,344)	59%
503.2 · Incentive Pay- Education	701	7,810	4,100	3,710	190%
503.3 · Incentive Pay- POST Certificate	2,175	29,982	34,600	(4,618)	87%
502 · Salary - Officers - Other	73,561	737,595	1,141,400	(403,805)	65%
Total 502 · Salary - Officers	79,375	805,143	1,230,200	(425,057)	65%
506 · Overtime	14,153	142,347	120,000	22,347	119%
508 · Salary - Non-Sworn	5,704	53,733	53,900	(167)	100%
509 · Hiring Bonus	-	28,063	20,000	8,063	140%
510 · Vacation Cash Out	-	-	20,600	(20,600)	0%
516 · Uniform Allowance	700	7,050	10,800	(3,750)	65%
521-A · Medical/Vision/Dental-Active	14,308	146,206	183,700	(37,494)	80%
521-R · Medical/Vision/Dental-Retired	10,333	126,035	145,400	(19,365)	87%
522 · Officer Life Insurance	447	4,930	8,500	(3,570)	58%
523 · SocialSecurity/Medicare-Police	1,405	15,142	20,300	(5,158)	75%
524 · Social Security - District	354	3,331	4,100	(769)	81%
527 · PERS - District Portion	14,744	172,515	269,700	(97,185)	64%
528 · PERS - Officers Portion	-	5,493	-	5,493	100%
529 · Pension Obln Bond Payment	-	330,926	330,900	26	100%
530 · Workers Comp	-	38,000	38,000	-	100%
531 · Unemployment	-	14,250	52,000	(37,750)	27%
Total 500 · Police Salary and Benefit Exp	141,521	1,893,165	2,508,100	(614,935)	75%
520 · In Lieu Health Expense	-	500	500	-	100%
550 · Police Operating Expenses					
552 · Office Supplies and Expenses	51	6,750	21,400	(14,650)	32%
553 · Police Equipment and Supplies	2,001	32,150	30,000	2,150	107%
554 · Traffic Safety	100	55,256	25,000	30,256	221%
561 · Fleet Expense	578	26,108	17,000	9,108	154%
562 · Vehicle Operation	4,221	39,087	30,000	9,087	130%
563 · Vehicle Lease	5,514	55,804	86,500	(30,696)	65%
564 · Annual Law Enfcm. Tec/Dispatch	3,483	159,154	160,000	(846)	99%
566 · Radio Maintenance	767	19,201	37,800	(18,599)	51%
567 · Alarm	-	4,806	4,000	806	120%
568 · Evidence	2,505	11,477	7,500	3,977	153%
569 · Emergency Preparedness	-	-	3,000	(3,000)	0%
570 · Training and Travel Exp	1,102	23,672	30,000	(6,328)	79%
571 · Records	75	675	38,800	(38,125)	2%
572 · Hiring	2,040	12,730	25,000	(12,270)	51%
574 · Reserve Officers	-	2,160	-	2,160	100%
576 · Dues and Subscriptions	-	1,610	7,000	(5,390)	23%
580 · Utilities - Police	2,259	26,898	27,000	(102)	100%
581 · Bldg Repairs/Maint.	-	9,810	10,000	(190)	98%
587 · IT Contract	4,997	54,987	43,300	11,687	127%
588 · Telephone	761	7,447	10,000	(2,553)	74%
591 · General Liability Insurance	-	55,288	55,000	288	101%

Kensington Police Protection & Community Services District
Police Profit & Loss Budget vs. Actual
April 30, 2024 (Unaudited)

	Police Fund				
	April 24	Jul '23 - Apr 24	YTD Budget	\$ Over Budget	% of Budget
592 · Online Services/Business Accts	-	20	5,000	(4,980)	0%
593 · Volunteer Programs	-	1,483	7,500	(6,017)	20%
594 · Community Events	-	3,964	7,500	(3,536)	53%
595 · Legal/Consulting - Police	-	15,966	9,000	6,966	177%
597 · Police Bldg. Lease	5,651	75,667	66,000	9,667	115%
597.1 · Bldg Maintenance/Repair	-	-	10,000	(10,000)	0%
597.3 · Janitorial - Police Building	1,150	9,993	14,000	(4,007)	71%
599 · Police Taxes Administration	-	-	5,000	(5,000)	0%
Total 550 · Police Operating Expenses	37,257	712,160	792,300	(80,140)	90%
589 · Police Misc Expense	-	800	-	800	100%
950 · Capital Outlay					
963 · Patrol Car Accessories	-	68,922	-	68,922	100%
967 · Station Equipment	-	(136)	-	(136)	100%
968 · Office Furn/Eq	-	(690)	-	(690)	100%
Total 950 · Capital Outlay	-	68,095	-	68,095	100%
Total Expense	178,778	2,674,721	3,300,900	(626,179)	81%
Net Ordinary Income	(178,039)	(1,010,302)	(1,745,900)	735,598	58%
Net Income	\$ (178,039)	\$ (1,010,302)	\$ (1,745,900)	\$ 735,598	58%

Kensington Police Protection & Community Services District
Profit & Loss Budget vs. Actual
April 30, 2024 (Unaudited)

	Parks Fund				
	Apr 24	Jul '23 - Apr 24	YTD Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
420 · Park/Rec Activities Revenue					
406 · Per Capita Park Grant	\$ -	\$ 181,055	\$ 180,000	\$ 1,055	101%
424 · Special Tax-L&L Parks	-	46,719	46,000	719	102%
427 · Community Center Revenue	4,294	51,313	50,000	1,313	103%
438 · Tennis Court Revenue	540	2,075	1,000	1,075	208%
439 · Other Community Center Revenue	100	31,421	-	31,421	100%
Total 420 · Park/Rec Activities Revenue	4,934	312,583	277,000	35,583	113%
Total Income	4,934	312,583	277,000	35,583	113%
Gross Profit	4,934	312,583	277,000	35,583	113%
Expense					
600 · Park/Rec Sal & Ben					
601 · Park & Rec Administrator	3,423	24,061	86,000	(61,939)	28%
602 · Custodial/Cleaning Services	-	(20)	12,000	(12,020)	-0%
623 · Social Security/Medicare - Dist	-	-	6,600	(6,600)	0%
600 · Park/Rec Sal & Ben - Other	-	625	-	625	100%
Total 600 · Park/Rec Sal & Ben	3,423	24,666	104,600	(79,934)	24%
635 · Park/Recreation Expenses					
640 · Community Center Expenses					
641 · General Maintenance	-	1,629	2,500	(871)	65%
642 · Utilities-Community Center	739	10,313	13,000	(2,687)	79%
643 · Janitorial Supplies	-	1,815	1,500	315	121%
644 · Landscaping	2,775	27,250	30,000	(2,750)	91%
645 · General Liab./Workers Comp	-	1,362	1,400	(38)	97%
646 · Community Center Repairs	-	700	10,000	(9,300)	7%
647 · Legal/Consulting	-	1,162	-	1,162	100%
640 · Community Center Expenses - Other	-	4,088	-	4,088	100%
Total 640 · Community Center Expenses	3,514	48,318	58,400	(10,082)	83%
650 · Park					
651 · General Maintenance	580	6,500	30,000	(23,500)	22%
652 · Repairs	750	4,032	-	4,032	100%
653 · Landscaping	-	360	-	360	100%
656 · Utilities	323	13,269	-	13,269	100%
657 · General Liab./Workers Comp	-	12,000	12,000	-	100%
658 · Levy Administration	-	8,271	10,000	(1,729)	83%
674 · Tennis Court Maint/Repair	220	572	-	572	100%
Total 650 · Park	1,873	45,003	52,000	(6,997)	87%
Total 635 · Park/Recreation Expenses	5,387	93,321	110,400	(17,079)	85%
950 · Capital Outlay					
974 · Other Park Improvements	-	46,009	80,000	(33,991)	58%
978 · Pk/Rec Furn/Eq	-	1,323	-	1,323	100%
Total 950 · Capital Outlay	-	47,332	80,000	(32,668)	59%
Total Expense	8,810	165,319	295,000	(129,681)	56%
Net Ordinary Income	(3,876)	147,264	(18,000)	165,264	-818%
Other Income/Expense					
Other Expense					
700 · Bond Expense					
975 · Community Center Loan Repayment	-	-	30,500	(30,500)	0%
Total 700 · Bond Expense	-	-	30,500	(30,500)	0%
Total Other Expense	-	-	30,500	(30,500)	0%
Net Other Income	-	-	(30,500)	30,500	0%
Net Income	\$ (3,876)	\$ 147,264	\$ (48,500)	\$ 195,764	-304%

Kensington Police Protection & Community Services District
Waste Management Profit & Loss Budget vs. Actual
April 30, 2024 (Unaudited)

	Waste Management Fund				
	Apr 24	Jul '23 - Apr 24	YTD Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
440 · District Activities Revenue					
448a · Franchise Fees Gross	\$ -	\$ -	\$ 120,000	\$ (120,000)	0%
456 · Interest-District	-	2,517	-	2,517	100%
Total 440 · District Activities Revenue	-	2,517	120,000	(117,483)	2%
460 · Waste Removal Revenue					
461 · Waste Removal Franchise Fee	8,082	85,642	-	85,642	100%
Total 460 · Waste Removal Revenue	8,082	85,642	-	85,642	100%
Total Income	8,082	88,160	120,000	(31,840)	73%
Gross Profit	8,082	88,160	120,000	(31,840)	73%
Expense					
750 · Waste Management Expenses					
751 · Waste Removal Franchise Fee Exp	-	35,540	51,400	(15,860)	69%
752 · Waste Management Program Admin	-	-	68,490	(68,490)	0%
753 · Other Waste Management Exp	-	9,519	3,040	6,479	313%
Total 750 · Waste Management Expenses	-	45,058	122,930	(77,872)	37%
Total Expense	-	45,058	122,930	(77,872)	37%
Net Ordinary Income	8,082	43,101	(2,930)	46,031	-1,471%
Net Income	\$ 8,082	\$ 43,101	\$ (2,930)	\$ 46,031	-1,471%

Kensington Police Protection & Community Services District
Transaction List by Date
May 22, 2024

Type	Date	Num	Adj	Name	Memo	Account	Class	Clr	Split	Debit	Credit
May 22, 24	Bill Pmt -Check	05/22/2024	30622	Advanced Systems Group LLC	C10169	101 · Five Star Checking			210 · Accounts Payable		675.00
	Bill Pmt -Check	05/22/2024	30623	AFLAC	M1F02 INV# 787990 April billing peric	101 · Five Star Checking			210 · Accounts Payable		915.84
	Bill Pmt -Check	05/22/2024	30624	Alan Kropp & Associates	INV#	101 · Five Star Checking			210 · Accounts Payable		12,000.00
	Bill Pmt -Check	05/22/2024	30625	Alert-All Corp.	KEN0382711	101 · Five Star Checking			210 · Accounts Payable		362.18
	Bill Pmt -Check	05/22/2024	30626	Alex Brown3	Reimbursement of tennis net purchas	101 · Five Star Checking			210 · Accounts Payable		220.00
	Bill Pmt -Check	05/22/2024	30627	Amazon	A1297SCF5R73DC (for April 2024 bil	101 · Five Star Checking			210 · Accounts Payable		738.18
	Bill Pmt -Check	05/22/2024	30628	AT&T (CC & etc)		101 · Five Star Checking			210 · Accounts Payable		390.00
	Bill Pmt -Check	05/22/2024	30629	AT&T CalNET 3	BAN 9391062077 Stmt 04/03/2024 -	101 · Five Star Checking			210 · Accounts Payable		925.21
	Bill Pmt -Check	05/22/2024	30630	Best Best & Krieger LLP	Professional services rendered throug	101 · Five Star Checking			210 · Accounts Payable		2,369.50
	Bill Pmt -Check	05/22/2024	30631	C & J Cleaning Services	April 2024	101 · Five Star Checking			210 · Accounts Payable		1,150.00
	Bill Pmt -Check	05/22/2024	30632	C. L. E. A.	May 2024 Billing	101 · Five Star Checking			210 · Accounts Payable		224.00
	Bill Pmt -Check	05/22/2024	30633	CC County Conservation & Developpr	March & April 2024	101 · Five Star Checking			210 · Accounts Payable		3,747.34
	Bill Pmt -Check	05/22/2024	30634	CCC Dept. of Information Technology	Acct# 9287	101 · Five Star Checking			210 · Accounts Payable		1,209.08
	Bill Pmt -Check	05/22/2024	30635	CCC Office of the Sheriff		101 · Five Star Checking			210 · Accounts Payable		594.63
	Bill Pmt -Check	05/22/2024	30636	Comcast	8155 40 044 0278610	101 · Five Star Checking			210 · Accounts Payable		326.28
	Bill Pmt -Check	05/22/2024	30637	Community Violence Solutions	Children's Interview Center FY 24-25	101 · Five Star Checking			210 · Accounts Payable		500.00
	Bill Pmt -Check	05/22/2024	30638	Delta Dental	05-0491200004	101 · Five Star Checking			210 · Accounts Payable		2,377.32
	Bill Pmt -Check	05/22/2024	30639	Department of Justice	155717	101 · Five Star Checking			210 · Accounts Payable		66.00
	Bill Pmt -Check	05/22/2024	30640	Dooley Enterprise, Inc.	000535	101 · Five Star Checking			210 · Accounts Payable		1,345.98
	Bill Pmt -Check	05/22/2024	30641	DuraTech USA, Inc.	Invoice# 6045	101 · Five Star Checking			210 · Accounts Payable		176.18
	Bill Pmt -Check	05/22/2024	30642	EBMUD		101 · Five Star Checking			210 · Accounts Payable		1,202.84
	Bill Pmt -Check	05/22/2024	30643	Eide Bailly LLP	Client # 266131	101 · Five Star Checking			210 · Accounts Payable		11,244.23
	Bill Pmt -Check	05/22/2024	30644	Fernando Herrera	Services rendered in May 2024	101 · Five Star Checking			210 · Accounts Payable		5,025.00
	Bill Pmt -Check	05/22/2024	30645	Ford Motor Credit Company LLC	Acct# 6110501 Ford vehicle 2023	101 · Five Star Checking			210 · Accounts Payable		904.82
	Bill Pmt -Check	05/22/2024	30646	Galls Incorporated	3524376	101 · Five Star Checking			210 · Accounts Payable		1,250.39
	Bill Pmt -Check	05/22/2024	30647	Great America Financial Services	015-1439943-000	101 · Five Star Checking			210 · Accounts Payable		247.57
	Bill Pmt -Check	05/22/2024	30648	Greg Harman	Coverage Period June 2024	101 · Five Star Checking			210 · Accounts Payable		349.40
	Bill Pmt -Check	05/22/2024	30649	Kanchana Borisuthiratana	Travel reimbursement from 04/23/24	101 · Five Star Checking			210 · Accounts Payable		1,338.19
	Bill Pmt -Check	05/22/2024	30650	LC Action Police Supply, LTD	INV# 38918	101 · Five Star Checking			210 · Accounts Payable		1,451.76
	Bill Pmt -Check	05/22/2024	30651	LEHR	INV# S1102259	101 · Five Star Checking			210 · Accounts Payable		33,179.90
	Bill Pmt -Check	05/22/2024	30652	Lynelle Lewis	Mileage reimbursement April & May	101 · Five Star Checking			210 · Accounts Payable		54.14
	Bill Pmt -Check	05/22/2024	30653	Major Alarm	150046003	101 · Five Star Checking			210 · Accounts Payable		69.00
	Bill Pmt -Check	05/22/2024	30654	Mobile Modular	R1031374	101 · Five Star Checking			210 · Accounts Payable		5,651.20
	Bill Pmt -Check	05/22/2024	30655	Nextiva, Inc.	AC# 3994083 Contract# 2751865	101 · Five Star Checking			210 · Accounts Payable		744.78
	Bill Pmt -Check	05/22/2024	30656	Nippon Life Insurance Company of Ar	GJ9600	101 · Five Star Checking			210 · Accounts Payable		91.00
	Bill Pmt -Check	05/22/2024	30657	Occupational Health Centers of Calif	INV# 82828794 & 82756056	101 · Five Star Checking			210 · Accounts Payable		1,295.00
	Bill Pmt -Check	05/22/2024	30658	PG&E		101 · Five Star Checking			210 · Accounts Payable		1,668.89
	Bill Pmt -Check	05/22/2024	30659	Precision Arms Gunsmithing and Sup	INV # 257	101 · Five Star Checking			210 · Accounts Payable		218.42
	Bill Pmt -Check	05/22/2024	30660	Principal Life Insurance	1129864-10001, for June	101 · Five Star Checking			210 · Accounts Payable		169.20
	Bill Pmt -Check	05/22/2024	30661	Ron DuPratt Ford	INV# 550680 - Repair (battery) for Fo	101 · Five Star Checking			210 · Accounts Payable		366.41
	Bill Pmt -Check	05/22/2024	30662	Rosa Ruiz	April 2024 reimbursement	101 · Five Star Checking			210 · Accounts Payable		44.67
	Bill Pmt -Check	05/22/2024	30663	Rubiconn LLC	May 2024 Billing	101 · Five Star Checking			210 · Accounts Payable		4,565.00
	Bill Pmt -Check	05/22/2024	30664	S.D.R.M.A.	Member# 6859	101 · Five Star Checking			210 · Accounts Payable		4,604.50
	Bill Pmt -Check	05/22/2024	30665	Smile Business Products, Inc.	KP01 INV# 1194237	101 · Five Star Checking			210 · Accounts Payable		103.15
	Bill Pmt -Check	05/22/2024	30666	SSD Alarm	Account # A000093 - Alarm services	101 · Five Star Checking			210 · Accounts Payable		1,087.05
	Bill Pmt -Check	05/22/2024	30667	Streamline	INV# 4E33FC18-0042	101 · Five Star Checking			210 · Accounts Payable		249.00
	Bill Pmt -Check	05/22/2024	30668	TransUnion	813540	101 · Five Star Checking			210 · Accounts Payable		75.00
	Bill Pmt -Check	05/22/2024	30669	US Bank CCard	4866 9145 5552 5747	101 · Five Star Checking			210 · Accounts Payable		4,397.36
	Bill Pmt -Check	05/22/2024	30670	USBancorp	Cust# 1783852	101 · Five Star Checking			210 · Accounts Payable		4,609.59
	Bill Pmt -Check	05/22/2024	30671	Veritone Inc.	PD Video Redaction Services Annual	101 · Five Star Checking			210 · Accounts Payable		2,400.00
	Bill Pmt -Check	05/22/2024	30672	Verizon Wireless	772287401-00001	101 · Five Star Checking			210 · Accounts Payable		769.37
	Bill Pmt -Check	05/22/2024	30673	Vision Service Plan	00102808	101 · Five Star Checking			210 · Accounts Payable		290.79
	Bill Pmt -Check	05/22/2024	30674	Wex Bank - Chevron	0496-00-526644-0	101 · Five Star Checking			210 · Accounts Payable		1,350.30
	Bill Pmt -Check	05/22/2024	30675	Wex Bank - Exxon	369-677-649-5	101 · Five Star Checking			210 · Accounts Payable		3,170.68
	Bill Pmt -Check	05/22/2024	30676	Fernando Herrera	Services rendered in May 2024	101 · Five Star Checking			210 · Accounts Payable		1,985.00

Total Paid Amount: 126,536.32



Account Number: [REDACTED]

KPPCSD

Account Summary

Average Monthly Yield: 5.3943%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	1,529,478.35	750,000.00	0.00	8,980.63	36,184.63	1,989,445.47	2,288,458.98

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
05/01/2024	Beginning Balance			1,529,478.35	
05/13/2024	Contribution	750,000.00			4547
05/31/2024	Income Dividend Reinvestment	8,980.63			
05/31/2024	Ending Balance			2,288,458.98	



Account Statement

May 31, 2024

Page 2 of 4

Account Number: [REDACTED]

KCC Capital

Account Summary

Average Monthly Yield: 6.3943%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	30,589.57	0.00	0.00	139.76	683.85	30,594.08	30,729.33

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
05/01/2024	Beginning Balance			30,589.57	
05/31/2024	Income Dividend Reinvestment	139.76			
05/31/2024	Ending Balance			30,729.33	

Kensington Police Protection & Community Services District
Balance Sheet
As of May 31, 2024 (Unaudited)

	May 31, 24
ASSETS	
Current Assets	
Checking/Savings	
100 · Petty Cash	\$ 100
101 · Five Star Checking	125,817
103 · Five Star Saving	344,934
104 · CLASS - KCC Capital	30,729
105 · CLASS - KPPCSD	2,288,459
110 · CCC Cash Accts	(100,298)
117b · Admin - Cash	39,296
130 · County Bond Accts	(34,929)
139 · LAIF-District	73,653
Total Checking/Savings	2,767,761
Accounts Receivable	598,245
Total Current Assets	3,366,006
Fixed Assets	5,424,534
Other Assets	
190 · Deferred Outflows - OPEB	694,408
191 · Deferred Outflows - Pension	3,157,152
Total Other Assets	3,851,560
TOTAL ASSETS	12,642,100
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	7,884
Credit Cards	(1,181)
Other Current Liabilities	20
Total Current Liabilities	6,722
Long Term Liabilities	
240 · 2020 Pension Obligation Bond	4,076,000
265 · Compensated Absence/Vac Buyback	91,962
290 · Community Center Loan	161,019
293 · Vehicle Capital Lease	157,456
295 · Net OPEB Liability	(138,185)
296 · Net Pension Liability	738,199
297 · Deferred Inflows - OPEB	340,223
298 · Deferred Inflows - Pension	1,861,343
Total Long Term Liabilities	7,288,017
Total Liabilities	7,294,739
Equity	5,347,361
TOTAL LIABILITIES & EQUITY	\$ 12,642,100

Kensington Police Protection & Community Services District
Profit & Loss Budget vs. Actual
May 31, 2024 (Unaudited)

	All Funds				
	May 24	Jul '23 - May 24	YTD Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
400 · Property Tax Revenue					
401 · Levy Tax Police- Co. Prop. 1%	\$ -	\$ 2,433,755	\$ 2,400,000	\$ 33,755	101%
402 · Special Tax-Police	-	685,470	685,000	470	100%
404 · Measure G Supplemental Tax PD	-	679,346	660,000	19,346	103%
410 · Police Fees/Service Charges	216	6,552	5,000	1,552	131%
414 · POST Reimbursement	-	7,757	10,000	(2,243)	78%
415 · COPS/Other PD Grants	-	266,108	195,000	71,108	136%
418 · Reimbursements/Refunds	-	9,060	-	9,060	100%
Total 400 · Property Tax Revenue	216	4,088,048	3,955,000	133,048	103%
420 · Park/Rec Activities Revenue					
406 · Per Capita Park Grant	-	181,055	180,000	1,055	101%
424 · Special Tax-L&L Parks	-	46,719	46,000	719	102%
427 · Community Center Revenue	1,260	52,573	50,000	2,573	105%
438 · Tennis Court Revenue	132	2,207	1,000	1,207	221%
439 · Other Community Center Revenue	-	31,421	-	31,421	100%
Total 420 · Park/Rec Activities Revenue	1,392	313,975	277,000	36,975	113%
431 · Unrealized Gains/Loss	-	9,950			
440 · District Activities Revenue					
448a · Franchise Fees Gross	-	-	120,000	(120,000)	0%
448b · less Franchise Fees Paid Out	-	-	-	-	0%
456 · Interest-District	11,988	65,499	10,000	55,499	655%
458 · Other District Revenue	-	26,794	68,500	(41,706)	39%
Total 440 · District Activities Revenue	11,988	92,293	198,500	(106,207)	46%
460 · Waste Removal Revenue					
461 · Waste Removal Franchise Fee	-	85,642	-	85,642	100%
Total 460 · Waste Removal Revenue	-	85,642	-	85,642	100%
480 · Rental Revenue - KPFD	-	19,508	29,300	(9,792)	67%
Total Income	13,595	4,609,416	4,459,800	149,616	103%
Gross Profit	13,595	4,609,416	4,459,800	149,616	103%
Expense					
500 · Police Salary and Benefit Exp					
502 · Salary - Officers					
503.1 · Holiday Pay	3,144	32,900	50,100	(17,200)	66%
503.2 · Incentive Pay- Education	701	8,511	4,100	4,411	208%
503.3 · Incentive Pay- POST Certificate	2,175	32,156	34,600	(2,444)	93%
502 · Salary - Officers - Other	77,132	814,728	1,141,400	(326,672)	71%
Total 502 · Salary - Officers	83,152	888,295	1,230,200	(341,905)	72%
506 · Overtime	6,957	149,304	120,000	29,304	124%
508 · Salary - Non-Sworn	6,192	59,924	53,900	6,024	111%
509 · Hiring Bonus	2,000	30,063	20,000	10,063	150%
510 · Vacation Cash Out	-	-	20,600	(20,600)	0%
516 · Uniform Allowance	750	7,800	10,800	(3,000)	72%
521-A · Medical/Vision/Dental-Active	17,558	163,764	183,700	(19,936)	89%
521-R · Medical/Vision/Dental-Retired	8,697	135,081	145,400	(10,319)	93%
522 · Officer Life Insurance	273	5,204	8,500	(3,296)	61%
523 · SocialSecurity/Medicare-Police	1,392	16,533	20,300	(3,767)	81%
524 · Social Security - District	384	3,715	4,100	(385)	91%
527 · PERS - District Portion	15,227	187,742	269,700	(81,958)	70%
528 · PERS - Officers Portion	-	5,493	-	5,493	100%
529 · Pension Obln Bond Payment	-	330,926	330,900	26	100%
530 · Workers Comp	-	38,000	38,000	-	100%
531 · Unemployment	-	14,250	52,000	(37,750)	27%
Total 500 · Police Salary and Benefit Exp	142,580	2,036,095	2,508,100	(472,005)	81%
520 · In Lieu Health Expense	-	500	500	-	100%
550 · Police Operating Expenses					
552 · Office Supplies and Expenses	4,120	10,871	21,400	(10,529)	51%
553 · Police Equipment and Supplies	-	32,094	30,000	2,094	107%
554 · Traffic Safety	-	57,556	25,000	32,556	230%
560 · Crossing Guard	-	-	-	-	0%
561 · Fleet Expense	375	26,554	17,000	9,554	156%

Kensington Police Protection & Community Services District
Profit & Loss Budget vs. Actual
May 31, 2024 (Unaudited)

	All Funds				
	May 24	Jul '23 - May 24	YTD Budget	\$ Over Budget	% of Budget
562 · Vehicle Operation	4,521	43,608	30,000	13,608	145%
563 · Vehicle Lease	5,514	61,319	86,500	(25,181)	71%
564 · Annual Law Enfcmnt. Tec/Dispatch	-	159,154	160,000	(846)	99%
566 · Radio Maintenance	-	19,211	37,800	(18,589)	51%
567 · Alarm	1,087	5,893	4,000	1,893	147%
568 · Evidence	-	11,867	7,500	4,367	158%
569 · Emergency Preparedness	-	-	3,000	(3,000)	0%
570 · Training and Travel Exp	-	24,150	30,000	(5,850)	81%
571 · Records	75	750	38,800	(38,050)	2%
572 · Hiring	2,035	14,977	25,000	(10,023)	60%
574 · Reserve Officers	-	2,160	-	2,160	100%
576 · Dues and Subscriptions	210	1,840	7,000	(5,160)	26%
580 · Utilities - Police	2,812	29,710	27,000	2,710	110%
581 · Bldg Repairs/Maint.	-	9,810	10,000	(190)	98%
587 · IT Contract	4,547	59,534	43,300	16,234	137%
588 · Telephone	769	8,216	10,000	(1,784)	82%
591 · General Liability Insurance	-	55,288	55,000	288	101%
592 · Online Services/Business Accts	-	20	5,000	(4,980)	0%
593 · Volunteer Programs	362	1,845	7,500	(5,655)	25%
594 · Community Events	500	4,809	7,500	(2,691)	64%
595 · Legal/Consulting - Police	1,465	17,431	9,000	8,431	194%
597 · Police Bldg. Lease	-	75,667	66,000	9,667	115%
597.1 · Bldg Maintenance/Repair	-	-	10,000	(10,000)	0%
597.2 · Utilities	-	-	-	-	0%
597.3 · Janitorial - Police Building	1,219	11,479	14,000	(2,521)	82%
599 · Police Taxes Administration	-	-	5,000	(5,000)	0%
Total 550 · Police Operating Expenses	29,612	745,810	792,300	(46,490)	94%
589 · Police Misc Expense	-	800	-	800	100%
600 · Park/Rec Sal & Ben					
601 · Park & Rec Administrator	6,504	58,060	86,000	(27,940)	68%
602 · Custodial/Cleaning Services	-	(20)	12,000	(12,020)	-0%
623 · Social Security/Medicare - Dist	-	-	6,600	(6,600)	0%
600 · Park/Rec Sal & Ben - Other	-	625	-	625	100%
Total 600 · Park/Rec Sal & Ben	6,504	58,665	104,600	(45,935)	56%
635 · Park/Recreation Expenses					
640 · Community Center Expenses					
641 · General Maintenance	2,296	4,013	2,500	1,513	161%
642 · Utilities-Community Center	890	11,203	13,000	(1,797)	86%
643 · Janitorial Supplies	-	1,815	1,500	315	121%
644 · Landscaping	2,775	30,025	30,000	25	100%
645 · General Liab./Workers Comp	-	1,362	1,400	(38)	97%
646 · Community Center Repairs	-	700	10,000	(9,300)	7%
647 · Legal/Consulting	-	1,162	-	1,162	100%
640 · Community Center Expenses - Other	-	4,088	-	4,088	100%
Total 640 · Community Center Expenses	5,961	54,367	58,400	(4,033)	93%
650 · Park					
651 · General Maintenance	2,250	8,751	30,000	(21,249)	29%
652 · Repairs	-	4,032	-	4,032	100%
653 · Landscaping	-	360	-	360	100%
656 · Utilities	741	14,010	-	14,010	100%
657 · General Liab/Workers Comp	-	12,000	12,000	-	100%
658 · Levy Administration	-	8,271	10,000	(1,729)	83%
674 · Tennis Court Maint/Repair	-	571	-	571	100%
Total 650 · Park	2,991	47,994	52,000	(4,006)	92%
Total 635 · Park/Recreation Expenses	8,953	102,362	110,400	(8,038)	93%
750 · Waste Management Expenses					
751 · Waste Removal Franchise Fee Exp	3,747	39,287	51,400	(12,113)	76%
752 · Waste Management Program Admin	-	-	68,490	(68,490)	0%
753 · Other Waste Management Exp	-	9,509	3,040	6,469	313%
Total 750 · Waste Management Expenses	3,747	48,796	122,930	(74,134)	40%
800 · District Expenses					
807 · Salaries	18,935	206,874	259,400	(52,526)	80%
808 · Payroll Taxes	1,941	8,832	19,800	(10,968)	45%
809 · Benefits	-	-	50,000	(50,000)	0%
815 · Admin Communications	1,173	11,703	7,500	4,203	156%

Kensington Police Protection & Community Services District
Profit & Loss Budget vs. Actual
May 31, 2024 (Unaudited)

	All Funds				
	May 24	Jul '23 - May 24	YTD Budget	\$ Over Budget	% of Budget
816 · Office Supplies	469	4,619	2,000	2,619	231%
817 · Postage	-	1,601	-	1,601	100%
818 · Mileage Reimbursement	99	949	-	949	100%
819 · Dues/Subscriptions	-	15,773	11,000	4,773	143%
820 · Copier Contract	222	4,149	-	4,149	100%
825 · Board Continuing Ed/Conferences	-	5,065	8,000	(2,935)	63%
826 · Board Meetings	7	7	-	7	100%
830 · Legal (District/Personnel)	5,509	75,918	25,000	50,918	304%
831 · Training and Travel Admin	1,102	16,093	18,700	(2,607)	86%
835 · Consulting	12,000	43,458	50,000	(6,543)	87%
840 · Accounting/Audit	-	73,102	95,000	(21,898)	77%
850 · Insurance	-	45,000	45,000	-	100%
851 · Workers Comp	-	1,569	1,500	69	105%
861 · LAFCO	-	1,455	2,000	(545)	73%
870 · County Expenditures	-	6,472	25,000	(18,528)	26%
891 · COVID	-	-	-	-	0%
898 · Other Expenses	44	1,600	5,000	(3,400)	32%
Total 800 · District Expenses	41,499	524,239	624,900	(100,661)	84%
950 · Capital Outlay					
963 · Patrol Car Accessories	-	102,102	-	102,102	100%
967 · Station Equipment	-	(136)	-	(136)	100%
968 · Office Furn/Eq	-	(690)	-	(690)	100%
974 · Other Park Improvements	-	46,009	80,000	(33,991)	58%
978 · Pk/Rec Furn/Eq	-	1,323	-	1,323	100%
Total 950 · Capital Outlay	-	148,607	80,000	68,607	186%
997 · Payroll Expenses	294	2,815	-	2,815	100%
Total Expense	233,189	3,668,688	4,343,730	(675,042)	84%
Net Ordinary Income	(219,594)	940,729	116,070	824,659	810%
Other Income/Expense					
Other Expense					
700 · Bond Expense					
975 · Community Center Loan Repayment	-	-	30,500	(30,500)	0%
Total 700 · Bond Expense	-	-	30,500	(30,500)	0%
Total Other Expense	-	-	30,500	(30,500)	0%
Net Other Income	-	-	(30,500)	30,500	0%
Net Income	\$ (219,594)	\$ 940,729	\$ 85,570	\$ 855,159	1,099%

Kensington Police Protection & Community Services District
General Fund Profit & Loss Budget vs. Actual
May 31, 2024 (Unaudited)

	General Fund				
	May 24	Jul '23 - May 24	YTD Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
400 · Property Tax Revenue					
401 · Levy Tax Police- Co. Prop. 1%	\$ -	\$ 2,433,755	\$ 2,400,000	\$ 33,755	101%
418 · Reimbursements/Refunds	-	586	-	586	100%
Total 400 · Property Tax Revenue	-	2,434,341	2,400,000	34,341	101%
440 · District Activities Revenue					
456 · Interest-District	11,988	62,982	10,000	52,982	630%
458 · Other District Revenue	-	25,816	68,500	(42,684)	38%
Total 440 · District Activities Revenue	11,988	88,798	78,500	10,298	113%
480 · Rental Revenue - KPFD	-	19,508	29,300	(9,792)	67%
Total Income	11,988	2,542,647	2,507,800	34,847	101%
Gross Profit	11,988	2,542,647	2,507,800	34,847	101%
Expense					
800 · District Expenses					
807 · Salaries	18,935	206,874	259,400	(52,526)	80%
808 · Payroll Taxes	1,941	8,832	19,800	(10,968)	45%
809 · Benefits	-	-	50,000	(50,000)	0%
815 · Admin Communications	1,173	11,703	7,500	4,203	156%
816 · Office Supplies	469	4,619	2,000	2,619	231%
817 · Postage	-	1,601	-	1,601	100%
818 · Mileage Reimbursement	99	949	-	949	100%
819 · Dues/Subscriptions	-	15,773	11,000	4,773	143%
820 · Copier Contract	222	4,149	-	4,149	100%
825 · Board Continuing Ed/Conferences	-	5,065	8,000	(2,935)	63%
826 · Board Meetings	7	7	-	7	100%
830 · Legal (District/Personnel)	5,509	75,918	25,000	50,918	304%
831 · Training and Travel Admin	1,102	16,093	18,700	(2,607)	86%
835 · Consulting	12,000	43,458	50,000	(6,543)	87%
840 · Accounting/Audit	-	73,102	95,000	(21,898)	77%
850 · Insurance	-	45,000	45,000	-	100%
851 · Workers Comp	-	1,569	1,500	69	105%
861 · LAFCO	-	1,455	2,000	(545)	73%
870 · County Expenditures	-	6,469	25,000	(18,531)	26%
898 · Other Expenses	44	1,600	5,000	(3,400)	32%
Total 800 · District Expenses	41,499	524,236	624,900	(100,664)	84%
997 · Payroll Expenses	294	2,815	-	2,815	100%
Total Expense	41,793	527,051	624,900	(97,849)	84%
Net Ordinary Income	(29,805)	2,015,596	1,882,900	132,696	107%
Net Income	\$ (29,805)	\$ 2,015,596	\$ 1,882,900	\$ 132,696	107%

Kensington Police Protection & Community Services District
Police Profit & Loss Budget vs. Actual
May 31, 2024 (Unaudited)

	Police Fund				
	May 24	Jul '23 - May 24	YTD Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
400 · Property Tax Revenue					
402 · Special Tax-Police	\$ -	\$ 685,470	\$ 685,000	\$ 470	100%
404 · Measure G Supplemental Tax PD	-	679,346	660,000	19,346	103%
410 · Police Fees/Service Charges	216	6,552	5,000	1,552	131%
414 · POST Reimbursement	-	7,757	10,000	(2,243)	78%
415 · COPS/Other PD Grants	-	266,108	195,000	71,108	136%
418 · Reimbursements/Refunds	-	8,474	-	8,474	100%
Total 400 · Property Tax Revenue	216	1,653,707	1,555,000	98,707	106%
431 · Unrealized Gains/Loss	-	9,950	-	9,950	100%
440 · District Activities Revenue					
458 · Other District Revenue	-	978	-	978	100%
Total 440 · District Activities Revenue	-	978	-	978	100%
Total Income	216	1,664,635	1,555,000	109,635	107%
Gross Profit	216	1,664,635	1,555,000	109,635	107%
Expense					
500 · Police Salary and Benefit Exp					
502 · Salary - Officers					
503.1 · Holiday Pay	3,144	32,900	50,100	(17,200)	66%
503.2 · Incentive Pay- Education	701	8,511	4,100	4,411	208%
503.3 · Incentive Pay- POST Certificate	2,175	32,156	34,600	(2,444)	93%
502 · Salary - Officers - Other	77,132	814,728	1,141,400	(326,672)	71%
Total 502 · Salary - Officers	83,152	888,295	1,230,200	(341,905)	72%
506 · Overtime	6,957	149,304	120,000	29,304	124%
508 · Salary - Non-Sworn	6,192	59,924	53,900	6,024	111%
509 · Hiring Bonus	2,000	30,063	20,000	10,063	150%
510 · Vacation Cash Out	-	-	20,600	(20,600)	0%
516 · Uniform Allowance	750	7,800	10,800	(3,000)	72%
521-A · Medical/Vision/Dental-Active	17,558	163,764	183,700	(19,936)	89%
521-R · Medical/Vision/Dental-Retired	8,697	135,081	145,400	(10,319)	93%
522 · Officer Life Insurance	273	5,204	8,500	(3,296)	61%
523 · SocialSecurity/Medicare-Police	1,392	16,533	20,300	(3,767)	81%
524 · Social Security - District	384	3,715	4,100	(385)	91%
527 · PERS - District Portion	15,227	187,742	269,700	(81,958)	70%
528 · PERS - Officers Portion	-	5,493	-	5,493	100%
529 · Pension Obln Bond Payment	-	330,926	330,900	26	100%
530 · Workers Comp	-	38,000	38,000	-	100%
531 · Unemployment	-	14,250	52,000	(37,750)	27%
Total 500 · Police Salary and Benefit Exp	142,580	2,036,095	2,508,100	(472,005)	81%
520 · In Lieu Health Expense	-	500	500	-	100%
550 · Police Operating Expenses					
552 · Office Supplies and Expenses	4,120	10,871	21,400	(10,529)	51%
553 · Police Equipment and Supplies	-	32,094	30,000	2,094	107%
554 · Traffic Safety	-	57,556	25,000	32,556	230%
561 · Fleet Expense	375	26,554	17,000	9,554	156%
562 · Vehicle Operation	4,521	43,608	30,000	13,608	145%
563 · Vehicle Lease	5,514	61,319	86,500	(25,181)	71%
564 · Annual Law Enfcmnt. Tec/Dispatch	-	159,154	160,000	(846)	99%
566 · Radio Maintenance	-	19,211	37,800	(18,589)	51%
567 · Alarm	1,087	5,893	4,000	1,893	147%
568 · Evidence	-	11,867	7,500	4,367	158%
569 · Emergency Preparedness	-	-	3,000	(3,000)	0%
570 · Training and Travel Exp	-	24,150	30,000	(5,850)	81%
571 · Records	75	750	38,800	(38,050)	2%
572 · Hiring	2,035	14,977	25,000	(10,023)	60%
574 · Reserve Officers	-	2,160	-	2,160	100%
576 · Dues and Subscriptions	210	1,840	7,000	(5,160)	26%
580 · Utilities - Police	2,812	29,710	27,000	2,710	110%
581 · Bldg Repairs/Maint.	-	9,810	10,000	(190)	98%
587 · IT Contract	4,547	59,534	43,300	16,234	137%
588 · Telephone	769	8,216	10,000	(1,784)	82%
591 · General Liability Insurance	-	55,288	55,000	288	101%
592 · Online Services/Business Accts	-	20	5,000	(4,980)	0%
593 · Volunteer Programs	362	1,845	7,500	(5,655)	25%

Kensington Police Protection & Community Services District
Police Profit & Loss Budget vs. Actual
May 31, 2024 (Unaudited)

	Police Fund				
	May 24	Jul '23 - May 24	YTD Budget	\$ Over Budget	% of Budget
594 · Community Events	500	4,809	7,500	(2,691)	64%
595 · Legal/Consulting - Police	1,465	17,431	9,000	8,431	194%
597 · Police Bldg. Lease	-	75,667	66,000	9,667	115%
597.1 · Bldg Maintenance/Repair	-	-	10,000	(10,000)	0%
597.3 · Janitorial - Police Building	1,219	11,479	14,000	(2,521)	82%
599 · Police Taxes Administration	-	-	5,000	(5,000)	0%
Total 550 · Police Operating Expenses	29,612	745,810	792,300	(46,490)	94%
589 · Police Misc Expense	-	800	-	800	100%
950 · Capital Outlay					
963 · Patrol Car Accessories	-	102,102	-	102,102	100%
967 · Station Equipment	-	(136)	-	(136)	100%
968 · Office Furn/Eq	-	(690)	-	(690)	100%
Total 950 · Capital Outlay	-	101,275	-	101,275	100%
Total Expense	172,192	2,884,480	3,300,900	(416,420)	87%
Net Ordinary Income	(171,976)	(1,219,844)	(1,745,900)	526,056	70%
Net Income	\$ (171,976)	\$ (1,219,844)	\$ (1,745,900)	\$ 526,056	70%

Kensington Police Protection & Community Services District
Profit & Loss Budget vs. Actual
May 31, 2024 (Unaudited)

	Parks Fund				
	May 24	Jul '23 - May 24	YTD Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
420 · Park/Rec Activities Revenue					
406 · Per Capita Park Grant	\$ -	\$ 181,055	\$ 180,000	\$ 1,055	101%
424 · Special Tax-L&L Parks	-	46,719	46,000	719	102%
427 · Community Center Revenue	1,260	52,573	50,000	2,573	105%
438 · Tennis Court Revenue	132	2,207	1,000	1,207	221%
439 · Other Community Center Revenue	-	31,421	-	31,421	100%
Total 420 · Park/Rec Activities Revenue	1,392	313,975	277,000	36,975	113%
Total Income	1,392	313,975	277,000	36,975	113%
Gross Profit	1,392	313,975	277,000	36,975	113%
Expense					
600 · Park/Rec Sal & Ben					
601 · Park & Rec Administrator	6,504	58,060	86,000	(27,940)	68%
602 · Custodial/Cleaning Services	-	(20)	12,000	(12,020)	-0%
623 · Social Security/Medicare - Dist	-	-	6,600	(6,600)	0%
600 · Park/Rec Sal & Ben - Other	-	625	-	625	100%
Total 600 · Park/Rec Sal & Ben	6,504	58,665	104,600	(45,935)	56%
635 · Park/Recreation Expenses					
640 · Community Center Expenses					
641 · General Maintenance	2,296	4,013	2,500	1,513	161%
642 · Utilities-Community Center	890	11,203	13,000	(1,797)	86%
643 · Janitorial Supplies	-	1,815	1,500	315	121%
644 · Landscaping	2,775	30,025	30,000	25	100%
645 · General Liab./Workers Comp	-	1,362	1,400	(38)	97%
646 · Community Center Repairs	-	700	10,000	(9,300)	7%
647 · Legal/Consulting	-	1,162	-	1,162	100%
640 · Community Center Expenses - Other	-	4,088	-	4,088	100%
Total 640 · Community Center Expenses	5,961	54,367	58,400	(4,033)	93%
650 · Park					
651 · General Maintenance	2,250	8,751	30,000	(21,249)	29%
652 · Repairs	-	4,032	-	4,032	100%
653 · Landscaping	-	360	-	360	100%
656 · Utilities	741	14,010	-	14,010	100%
657 · General Liab./Workers Comp	-	12,000	12,000	-	100%
658 · Levy Administration	-	8,271	10,000	(1,729)	83%
674 · Tennis Court Maint/Repair	-	571	-	571	100%
Total 650 · Park	2,991	47,994	52,000	(4,006)	92%
Total 635 · Park/Recreation Expenses	8,953	102,362	110,400	(8,038)	93%
950 · Capital Outlay					
974 · Other Park Improvements	-	46,009	80,000	(33,991)	58%
978 · Pk/Rec Furn/Eq	-	1,323	-	1,323	100%
Total 950 · Capital Outlay	-	47,332	80,000	(32,668)	59%
Total Expense	15,457	208,359	295,000	(86,641)	71%
Net Ordinary Income	(14,065)	105,616	(18,000)	123,616	-587%
Other Income/Expense					
Other Expense					
700 · Bond Expense					
975 · Community Center Loan Repayment	-	-	30,500	(30,500)	0%
Total 700 · Bond Expense	-	-	30,500	(30,500)	0%
Total Other Expense	-	-	30,500	(30,500)	0%
Net Other Income	-	-	(30,500)	30,500	0%
Net Income	\$ (14,065)	\$ 105,616	\$ (48,500)	\$ 154,116	-218%

Kensington Police Protection & Community Services District
Waste Management Profit & Loss Budget vs. Actual
May 31, 2024 (Unaudited)

	Waste Management Fund				
	May 24	Jul '23 - May 24	YTD Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
440 · District Activities Revenue					
448a · Franchise Fees Gross	\$ -	\$ -	\$ 120,000	\$ (120,000)	0%
456 · Interest-District	-	2,517	-	2,517	100%
Total 440 · District Activities Revenue	-	2,517	120,000	(117,483)	2%
460 · Waste Removal Revenue					
461 · Waste Removal Franchise Fee	-	85,642	-	85,642	100%
Total 460 · Waste Removal Revenue	-	85,642	-	85,642	100%
Total Income	-	88,160	120,000	(31,840)	73%
Gross Profit	-	88,160	120,000	(31,840)	73%
Expense					
750 · Waste Management Expenses					
751 · Waste Removal Franchise Fee Exp	3,747	39,287	51,400	(12,113)	76%
752 · Waste Management Program Admin	-	-	68,490	(68,490)	0%
753 · Other Waste Management Exp	-	9,512	3,040	6,472	313%
Total 750 · Waste Management Expenses	3,747	48,799	122,930	(74,131)	40%
Total Expense	3,747	48,799	122,930	(74,131)	40%
Net Ordinary Income	(3,747)	39,361	(2,930)	42,291	-1,343%
Net Income	\$ (3,747)	\$ 39,361	\$ (2,930)	\$ 42,291	-1,343%



Date: June 13, 2024
To: Board of Directors
From: David Aranda, Interim General Manager
Subject: Ordering, Consolidating and Specifying the Election Order for the November 5, 2024 General Election

Recommendation

Staff recommends that the Board of Directors adopt Resolution No. 2024-05 – Ordering The Even Year Board Of Directors Election, Consolidation Of Elections, And Specifications Of The Election Order.

Background

The terms of the Kensington Police Protection District Directors Sylvia Hacaj and David Spath expire December 6, 2024. The District must order and call a General Election for these positions. The election will be consolidated with the Statewide General Election in Contra Costa County. The directors shall be elected for a four-year term.

Discussion and Analysis

The nomination period for the General Election begins July 15, 2024 and ends August 9, 2024. If no incumbent files nomination papers by August 9, 2024, the filing period is extended to August 10-14, 2024 for non-incumbent candidates. Candidates for the office of Director must: a) Be a U.S. citizen; b) Be a registered voter at the time the Declaration of Candidacy is issued; c) Not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes; and d) Must be registered in the political subdivision for which they are running.

Pursuant to Section 13307, the District has determined that each candidate will pay for the Candidate's Statement and that the estimated cost at time of publication will be \$236.00, to be paid at the time of filing. This is only an estimate. If the actual cost exceeds the estimate, each candidate will pay their respective share of the additional cost. If the actual cost is less than the estimate, the candidate will receive a refund of the overpayment. The District will reimburse the county for the actual cost incurred by the county elections official in conducting

Election Order for the November 5, 2024

June 13, 2024

Page 2 of 2

the general election upon receipt of a bill stating the amount due as determined by the elections official.

The Clerk of this Board will deliver copies of the Resolution to the Contra Costa Registrar of Voters. The Clerk of the Board will publish a Notice of Election once in a newspaper of general circulation in the District.

Exhibit (s)

- Resolution No. 2024-05 – Ordering The Even Year Board Of Directors Election, Consolidation Of Elections, And Specifications Of The Election Order.
- Contra Costa County General Elections City, Schools, and Special District Guide November, 2024

RESOLUTION NO. 2024-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT ORDERING THE EVEN YEAR BOARD OF DIRECTORS ELECTION, CONSOLIDATION OF ELECTIONS, AND SPECIFICATIONS OF THE ELECTION ORDER

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

WHEREAS, The California Elections Code requires a general district election be held in each district to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November in each even- numbered year; and

WHEREAS, other elections may be held in whole or in part of the territory of the district and it is to the advantage of the district to consolidate pursuant to Elections Code Section 10400; and

WHEREAS, Elections Code Section 10520 requires each district involved in a general election to reimburse the county for the actual costs incurred by the county elections official in conducting the election for that district; and

WHEREAS, Elections Code Section 13307 requires that before the nominating period opens the district board must determine whether a charge shall be levied against each candidate submitting a candidate’s statement to be sent to the voters; may estimate the cost; and determine whether the estimate must be paid in advance; and

WHEREAS, Elections Code 12112 requires the election official of the principal county to publish a notice of the election once in a newspaper of general circulation in the District;

NOW, THEREFORE, IT IS ORDERED that an election be held within the territory included in this district on the **5th day of November 2024**, for the purpose of electing members to the board of directors of said district in accordance with the following specifications:

1. The election shall be held on **Tuesday, the 5th of November, 2024**. The purpose of the election is to choose members of the Board of Directors for the seats held by the following incumbents:

Director Sylvia Hacaj	Elected 12/04/2020 to 12/6/2024
Director David Spath	Appointed 04/24/2023 to 12/6/2024

2. Pursuant to Section 13307, the District has determined that each candidate will pay for the Candidate’s Statement and that the estimated cost at time of publication will be \$236.00, to be paid at the time of filing. This is only an estimate. If the actual cost exceeds the estimate, each candidate will pay their respective share of the additional cost. If the actual cost is less than the estimate, the candidate will receive a refund of the overpayment. The District shall

issue a receipt for each publication payment stating that the amount paid is an estimate and that further charges may accrue depending on actual cost.

3. The District directs that the County Registrar of Voters of the principal county publish the Notice of Election in a newspaper of general circulation that is regularly circulated in the territory.
4. This Board hereby requests and consents to the consolidation of this election with other elections that may be held in whole or in part of the territory of the District, pursuant to Elections Code 10400.
5. The District will reimburse the county for the actual cost incurred by the county elections official in conducting the general election upon receipt of a bill stating the amount due as determined by the elections official.
6. The Clerk of this Board is ordered to deliver copies of this Resolution, to the Registrar of Voters, and if applicable, to the Registrar of Voters of any other county in which the election is to be held, and to the Board of Supervisors.

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District upon motion by Director _____, seconded by Director _____, on Thursday, the 13th day of June, 2024, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAINED:

David Spath
President, Board of Directors

I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on Thursday, the 13th day of June, 2024.

Lynelle M. Lewis
District Clerk of the Board

David Aranda
Interim General Manger

**CONTRA COSTA COUNTY
GENERAL ELECTION
CITY, SCHOOL,
AND SPECIAL
DISTRICT GUIDE**

NOVEMBER 5, 2024

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Elections
925.335.7800
925.335.7836 Fax

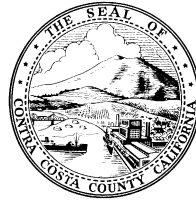
www.contracostavote.gov

Contra Costa County
Clerk-Recorder-Elections Department

555 Escobar Street
Martinez, CA 94553

Kristin B. Connelly
County Clerk-Recorder
and Registrar of Voters

Helen Nolan
Assistant Registrar



May 2024

Dear Local Elections Official,

You play such an integral role in the success of local elections across Contra Costa County. The Candidate Services Team within our Elections Division prepared this reference guide to facilitate your work with local candidates and on local measures for the upcoming Presidential General Election on November 5, 2024.

The contents of this handbook are designed to summarize your primary statutory obligations and to highlight our procedures. We hope this will lead to effective communication between our offices about all relevant processes and to anticipate likely situations you may face.

Please contact our office with any additional questions or issues that might arise. We welcome your feedback regarding the handbook and look forward to discussing with you how we can improve the handbook in future elections.

You can reach our Candidate Services staff by telephone at (925) 335-7800. Thank you, again, for the important role you play in the success of elections across Contra Costa County.

With gratitude,

A handwritten signature in cursive script that reads "Kristin B. Connelly".

Kristin B. Connelly
County Clerk-Recorder and Registrar of Voters

This informational guide was developed in an effort to provide answers to questions frequently asked concerning candidate filing. It contains general information only and does not have the force or effect of law, regulations, or rule. In case of a conflict, the laws, regulations, or rules apply. Persons using this guide accept responsibility for all legal standards and duties.

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KEY DATES FOR CITIES AND DISTRICTS

	APPLIES TO	DATES
Last day to file a resolution ordering an election for boards/council members	City and Special Districts	July 3 E-125
	School Districts	July 5 E-123
Candidate Filing Period	All Cities, School, and Special Districts	July 15 – August 9 E-113 – 88
Last day to place a measure on the ballot	All Cities, School, and Special Districts	August 9 E-88
Extended Filing Period	If no incumbent files nomination papers by August 9, the filing period is extended for non-incumbents only	August 10 – 14 E-87 – 83
Public Review of Ballot Designations and Candidate Statements	All candidates	August 10 – 19 E-87 – 78
	For Candidate Statements and Ballot Designations filed during the extended period	August 15 – 24 E-82 – 73
Last day to withdraw Candidate Statement	All candidates	August 12 E-85
	Candidates who filed during the extended filing period	August 15 E-82
Measure letter assignment	Local measures	August 12 E-85
Last day to amend or withdraw a measure	All Cities, School, and Special Districts	August 14 E-83
Last day to file a petition forcing a contest on the General Election ballot	Applies only to offices where the number of candidates does not exceed the number of positions	August 14 E-83
Randomized alphabet drawing for ballot placement	All candidates	August 15 E-82
Impartial Analyses Due	Local measures	August 16 E-81
Last day to file Primary Arguments	Local measures	August 21 E-76
Last day to file Rebuttal Arguments	Local measures	August 26 E-71
Write-in Period	All offices	September 9 – October 22 E-57 – E-14

ELECTION KEY DATES

Military and Overseas Voter Ballots Mailed	September 21, 2024
Voter Information Guide Mailing	September 26, 2024
Vote-by-Mail Ballots Mailed	October 7, 2024
Registration Deadline	October 21, 2024
Supplemental Voter Information Guide Mailing	October 22, 2024
Last Day to Request a Vote-by-Mail Ballot	October 29, 2024
Last Day to Return or Postmark a Vote-by-Mail Ballot	November 5, 2024
Election Day	November 5, 2024
Canvass / 1% Period	November 6 – December 5, 2024
Certification Deadline / Final Results Transmitted	December 5, 2024

FILING A RESOLUTION CONTAINING ELECTION ORDER

The resolution is the official document that states all the specifications of the election to be held. A number of items are required to be on the resolution, such as:

- Number of positions up for election
- Who pays for Candidate Statement costs
- Confirmation of District Boundaries – Last day for boundary changes is (E-125) July 3, 2024

Election Code § 12262

For a sample of the resolution, see Attachment A on page A-1.

Every City and District must file a resolution ordering an election with the Elections Division no later than:

- July 3, 2024 (E-125) for Cities and Special Districts
- July 5, 2024 (E-123) for School Districts

Election Code §§ 10002, 10509, Education Code § 5322

OFFICES UP FOR ELECTION**For November 5, 2024 General Election as of publication and subject to change.**

SCHOOL DISTRICTS	NUMBER OF POSITIONS TO BE ELECTED	TERM OF OFFICE	ELECTED
Acalanes Union High	2	4 years	At Large
Antioch Unified Area 1 Area 3 Area 4	1 1 1	4 years 4 years 4 years	By Area
Brentwood Union	2	4 years	At Large
Byron Union	2	4 years	At Large
Canyon Elementary	2	4 years	At Large
Chabot-Las Positas Community College Ward 7 – Shared with Alameda County	1	4 years	By Ward
Contra Costa Board of Education Area 1 Area 3	1 1	4 years 4 years	By Area
Contra Costa Community College Ward 2 Ward 5	1 1	4 years 4 years	By Ward
John Swett Unified	3	4 years	At Large
Knightsen Elementary	3	4 years	At Large
Lafayette School	2	4 years	At Large
Liberty Union High Area 1 Area 2	1 1	4 years 4 years	By Area
Livermore Valley Joint Unified Shared with Alameda County	2	4 years	At Large
Martinez Unified Area 1 Area 2 Area 4	1 1 1	4 years 4 years 4 years	By Area
Moraga School	2	4 years	At Large
Mt. Diablo Unified Area 3 Area 5	1 1	4 years 4 years	By Area
Oakley Union Elementary Area 1 Area 2	1 1	4 years 4 years	By Area
Orinda Union	2	4 years	At Large
Pittsburg Unified	2	4 years	At Large
San Ramon Valley Unified Area 2 Area 3	1 1	4 years 4 years	By Area
Walnut Creek School	2	4 years	At Large
West Contra Costa Unified Area 1 Area 2 Area 3	1 1 1	4 years 4 years 4 years	By Area

OFFICES UP FOR ELECTION (continued)

CITIES	NUMBER OF POSITIONS TO BE ELECTED	TERM OF OFFICE	NOMINATION SIGNATURES REQUIRED
Antioch	City Clerk Treasurer Mayor 1 Councilmember, District 2 1 Councilmember, District 3	4 years 4 years 4 years 4 years 4 years	20
Brentwood	Mayor 1 Councilmember, District 1 1 Councilmember, District 3	4 years 4 years 4 years	
Clayton	3 Councilmembers	4 years	
Concord	1 Councilmember, District 2 1 Councilmember, District 4	4 years 4 years	
Danville	3 Councilmembers	4 years	
El Cerrito	3 Councilmembers	4 years	
Hercules	3 Councilmembers	4 years	
Lafayette	3 Councilmembers	4 years	
Martinez	Treasurer 1 Councilmember, District 2 1 Councilmember, District 3	4 years 4 years 4 years	
Moraga	3 Councilmembers	4 years	
Oakley	District 1 - 1 Councilmember District 3 - 1 Councilmember District 5 - 1 Councilmember	4 years 4 years 4 years	
Orinda	2 Councilmembers	4 years	
Pinole	Treasurer 2 Councilmembers	4 years 4 years	
Pittsburg	2 Councilmembers	4 years	
Pleasant Hill	District 1 - 1 Councilmember District 2 - 1 Councilmember District 5 - 1 Councilmember	4 years 4 years 4 years	
Richmond	1 Councilmember, District 1 1 Councilmember, District 5 1 Councilmember, District 6	4 years 4 years 4 years	
San Pablo	3 Councilmembers	4 years	
San Ramon	Mayor 1 Councilmember, District 1 1 Councilmember, District 3	2 years 4 years 4 years	
Walnut Creek	3 Councilmembers	4 years	

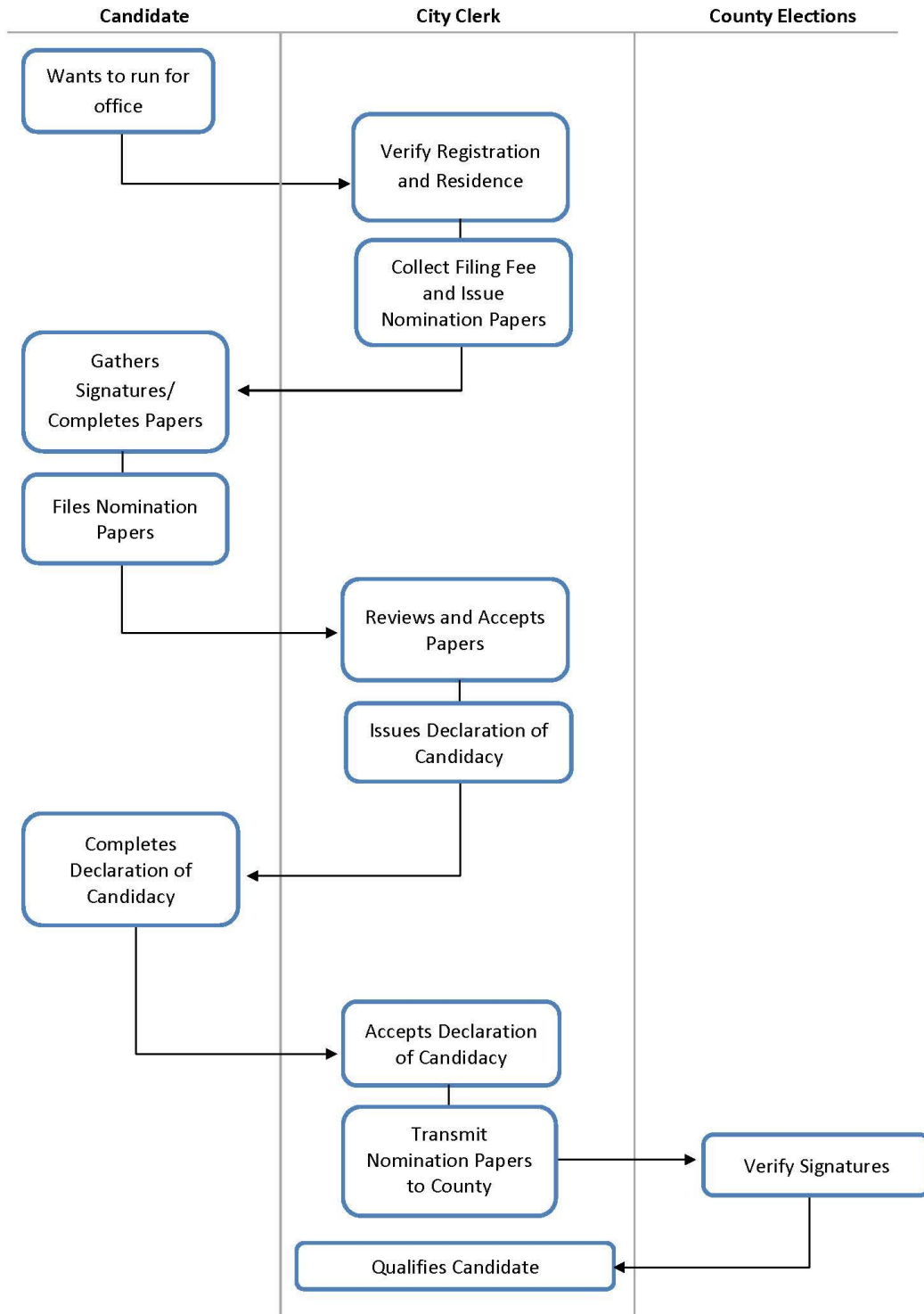
OFFICES UP FOR ELECTION (continued)

SPECIAL DISTRICTS	NUMBER OF POSITIONS TO BE ELECTED	TERM OF OFFICE	ELECTED
Alameda-Contra Costa Transit Ward 1 – <i>Shared with Alameda County</i> 100 nomination signatures required or \$150 in-lieu of signatures	1	4 years	At Large
Ambrose Recreation & Park	2	4 years	At Large
Bethel Island Municipal Improvement	3	4 years	At Large
Byron-Bethany Irrigation Division 2	1	4 years	By Division
Byron Sanitary	3	4 years	At Large
Castle Rock County Water	3	4 years	At Large
Central Contra Costa Sanitary Division 1 Division 4 Division 5	1 1 1	4 years 4 years 4 years	By Division
Contra Costa Water Division 3 Division 4 Division 5	1 1 1	4 years 4 years 4 years	By Division
Crockett Community Services	2	4 years	At Large
Diablo Community Services	2	4 years	At Large
Diablo Water Ward 1 Ward 5	1 1	4 years 4 years	By Ward
Town of Discovery Bay Community Services	2	4 years	At Large
Dublin-San Ramon Services Division 1	1	4 years	By Division
East Bay Municipal Utility Ward 1 Ward 2 10 Nomination Signatures Required	1 1	4 years 2 years	By Ward
East Bay Regional Park Ward 1 Ward 2 50 Nomination Signatures Required	1 1	4 years 4 years	By Ward
East Contra Costa Irrigation Division 2 Division 3 Division 5	1 1 1	4 years 4 years 4 years	By Division
Green Valley Recreation & Park	2	4 years	At Large
Ironhouse Sanitary	3	4 years	At Large
Kensington Fire Protection	2	4 years	At Large
Kensington Police & Community Services	2	4 years	At Large

OFFICES UP FOR ELECTION (continued)

SPECIAL DISTRICTS (continued)	NUMBER OF POSITIONS TO BE ELECTED	TERM OF OFFICE	ELECTED
Moraga-Orinda Fire Protection District 2 District 5	1 1	4 years 4 years	By District
Mt. View Sanitary Area 3 Area 4 Area 5	1 1 1	4 years 4 years 4 years	By Area
Pleasant Hill Recreation & Park	2	4 years	At Large
Rodeo-Hercules Fire Protection	2	4 years	At Large
Rodeo Sanitary	3	4 years	At Large
San Francisco Bay Area Rapid Transit District 1 District 3 – <i>Shared with Alameda County</i> District 5 – <i>Shared with Alameda County</i> 50 nomination signatures required or \$150 in-lieu of signatures	1 1 1	4 years 4 years 4 years	By District
San Ramon Valley Fire Protection	3	4 years	At Large
Stege Sanitary	2	4 years	At Large
West County Wastewater District 2 District 4	1 1	4 years 4 years	By District

NOMINATION PROCESS FLOWCHART FOR CITY CLERKS



2024 FILING PERIODS
General Election - November 5, 2024

The filing periods for candidates desiring to run for City, School, and Special Districts are listed below.

Candidate Filing Period: July 15 - August 9, 2024

Extended Filing Period

If nomination papers for an incumbent elective officer are not filed by the filing deadline, the filing period for that office is extended 5 calendar days for non-incumbents only. There shall be no extended filing period for candidates where the incumbent cannot file due to term limits or for offices that are vacant.

Extended Filing Period: August 10 - August 14, 2024

Election Code § 8024

VERIFYING CITY CANDIDATES' ELIGIBILITY

City Clerks are able to confirm the eligibility of the candidates' voter registration by calling our office at (925) 335-7800 or by visiting our website.

- 1) Go to www.contracostavote.gov
- 2) Select "Elections" and click "My Voting Information."
- 3) Type in the candidate's First Name, Last Name, Date of Birth, CA driver's license or the last 4 of their social security number and click "Search".
- 4) Verify the candidate's residence address.
- 5) Click "My Districts" and then "City" tab to verify the candidate is registered to vote within the city limits and in the respective council district.

Once the candidate's eligibility is verified, nomination papers can be issued. See the Candidate Application Packet on page 10 for a brief description of the nomination papers.

GENERAL QUALIFICATIONS FOR OFFICE

The qualifications of a candidate for elective office, and of an elective officer, of a district shall be determined by the principal act of the district.

Election Code § 10514

Cities

General Qualifications

- a) Be a U.S. citizen.
- b) Be a registered voter at the time the Declaration of Candidacy is issued.
- c) Not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes.
- d) Must be registered in the political subdivision for which they are running.
- e) If, during their term of office, they move their place of residence outside of the political subdivision limits or ceases to be an elector of the political subdivision, their office shall immediately become vacant.

*Election Code §§ 20, 201
Government Code § 36502*

Schools and Special Districts

General Qualifications

- a) Be a U.S. citizen.
- b) Be a registered voter at the time the Declaration of Candidacy is issued.
- c) Not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes.
- d) Must be registered in the political subdivision for which they are running.

*Election Code §§ 20, 201
Education Code §§ 5030, 35107
Health & Safety Code §§ 4730.1, 13841
Public Resources Code § 5784
Water Code §§ 21100, 30500*

Additional qualifications:

- *Byron-Bethany Irrigation District* - Must own land within the Division.
- *East Contra Costa Irrigation District* - Must be a free-holder of land within the District.

CANDIDATE APPLICATION PACKET

The Candidate Application Packet includes the following forms:

- Nomination Petitions (if applicable)
- Declaration of Candidacy
- Ballot Designation Worksheet
- Candidate Statement of Qualifications
- Statement of Economic Interests (Form 700)
- Campaign Finance Disclosure
- Code of Fair Campaign Practices

Nomination Petitions

Candidates for City, East Bay Regional Park District, East Bay Municipal Utility District, Alameda-Contra Costa Transit District and San Francisco Bay Area Rapid Transit District offices are required to file nomination petitions with the required number of valid signatures for the office. Signers of nomination petitions must be registered voters and reside in the political subdivision. Nomination petitions for special district offices are furnished by the County Elections office. The City Clerk's office is responsible for issuing nomination petitions to candidates running for City office.

The number of signatures required for each office is listed on pages 3-6.

Circulators of Nomination Petitions

Circulators must be 18 years of age or older. Candidates may circulate and sign their own nomination petitions.

The Affidavit of Circulator, located on the back of each petition, must be completed in the circulator's own hand, including if the candidate circulates their own petition.

Election Code §§ 102, 104

Signers' Qualifications

Registered voters in the district in which the candidate is to be voted on are eligible to sign the petition.

Election Code § 8068

Signers' Limitations

Signers may only sign one nomination petition for any candidate for a given office. If more than one position is to be filled in the same office, signers may sign nomination petitions for as many candidates as there are positions to be filled for that office.

Election Code § 8069

Verification of Signatures on Nomination Petitions

Petitions are validated in the order of receipt. The signatures of all signers on nomination petitions are verified by the Elections Division, generally within 48 hours. Cities will be notified immediately after the signatures have been verified.

Circulating Petitions in More than One County

If the nomination petition is circulated for an office in more than one county, the circulator must use separate petition forms in each county. The signatures must be submitted to the Elections office of the county in which the petition was circulated.

Filing Fee Information

Certain cities require a filing fee determined and set by the City Clerks. The filing fee is paid by the candidate when the nomination papers are issued.

There are no filing fees for School or Special Districts.

Declaration of Candidacy

The Declaration of Candidacy is filed by a candidate for City, School, and Special District offices.

The Declaration of Candidacy is an official document in which the candidate indicates how their name and ballot designation is to appear on the ballot. The candidate declares that they meet the statutory and/or constitutional qualifications for the office sought, and that if nominated, the candidate will accept the nomination and not withdraw. The Declaration of Candidacy must be filed in-person or by an authorized designee.

Election Code §§ 8001, 8800, 8801

See Common Questions and Situations on page 17.

Ballot Designation Worksheet

Each candidate who submits a ballot designation must file a Ballot Designation Worksheet that supports the use of that ballot designation by the candidate. The entire form must be completed.

The ballot designation is the word or group of words that will appear on the ballot under the candidate's name, designating the candidate's principal profession, vocation, or occupation.

Ballot designations may be rejected if they do not comply with CA Election Code 13107. If rejected, the candidate will be notified by phone or by email to the phone or email address appearing on the candidate's ballot designation worksheet. If an alternative designation is not provided within the time allowed, no designation will appear on the ballot.

For translation purposes we ask that all candidates complete the gender section of the Candidate Information portion on the Ballot Designation Worksheet. If this section is left blank, the translation may default to male for gendered languages such as Spanish.

Ballot Designation Guidelines and examples are found in Attachment B on page B-1.

Election Code §§ 13107, 13107.3, 13107.5

Ballot designations are restricted to 30 characters due to formatting limitations on the ballot. Designations longer than 30 characters will be abbreviated. The character limit encompasses all letters, numbers, spaces, and punctuation.

Ballot Designation Public Review Period

All Ballot Designation Worksheets and any associated documents will be publicly available for inspection and purchase for a period of 10 calendar days immediately following the filing deadline for submission of those documents. Any voter of the jurisdiction in which the election is being held may seek a writ of mandate or an injunction challenging a candidate's ballot designation.

If a candidate requests a change of their ballot designation pursuant to Elections Code section 13107(e), that request will need to be accompanied by a new Ballot Designation Worksheet. No challenges outside of those will be considered by the Elections Division nor should be considered by City Clerks. The filing deadline for submission of this request and the accompanied new Ballot Designation Worksheet is the next business day immediately following the candidate filing deadline.

California Code of Regulation § 20711

Candidate Statement of Qualifications

All individuals running for elective office are required to complete a Candidate Statement of Qualifications Form and indicate whether or not they will be submitting a candidate statement.

Candidates for each elective office must complete a Candidate Statement of Qualifications Form and may prepare an optional candidate statement at their own expense. The candidate statement is designed to familiarize voters with a candidate's qualifications for the office they are seeking. The candidate statement is incorporated into the county Voter Information Guide and will be mailed to all registered voters eligible to vote for that specific office. The candidate statement is printed in English, Spanish, and Traditional Chinese.

A sample of the Candidate Statement of Qualifications form can be found in Attachment C on page C-1.

Election Code § 13307

Filing of Candidate Statement

Candidates must file a signed hard copy of their candidate statements with the Elections Division. In addition, candidates need to submit the candidate statement in an editable text format and submit to the following email address: cfile@vote.cccounty.us.

The candidate statement will be formatted to appear, as closely as possible, to the hardcopy filed. Candidate statements are subject to a word count and must follow the word count guidelines described in Attachment C beginning on page C-2.

Formatting is determined by the limitations of space, which is a quarter of a page for statements up to 250 words. Regardless of the final word count, statements are limited to a quarter page.

Election Code intends for uniformity and appearance of the candidate statements. Please note the following limitations:

The statement must be typed and follow the guidelines as shown in Attachment C on page C-2. Boldface type, bullets, asterisks, all capital letters (except for acronyms or abbreviations), italics, underlining, lists, indentation, or any other special characters are not allowed. A special character in this case is one that is not considered a number or letter. However, accent marks and punctuation are allowed.

The Statement MAY include:

- Name, age, and occupation of the candidate
- A brief description of the candidate's education and qualifications as expressed by the candidate in their own words

The Statement MAY NOT include:

- The party affiliation of the candidate
- Membership or activity in any partisan political organizations
- References to other candidates for that office or another candidate's qualifications, character, or activities

Election Code §§ 13307, 13308

All, or part, of a candidate statement found not to be in compliance with these guidelines may be omitted at the discretion of the Elections Division or Registrar.

The candidate should carefully proof their candidate statement for spelling, punctuation, and grammar prior to submitting, as the statement will be printed as filed.

Statement Costs

The cost of the candidate statement must be paid at the time the statement is filed. For candidate statement costs, see Attachment D.

Election Code § 13307

Shared Districts

If a candidate is running for an elected office that encompasses multiple counties and resides outside of Contra Costa County, they can use the Contra Costa County Candidate Statement of Qualifications form to submit a statement for Contra Costa County's Voter Information Guide. This form is available on our website and can help them file their candidate statement within our county. To avoid visiting the filing office in person, the candidate can submit the completed form electronically to cfile@vote.cccounty.us before the deadline for candidate filing.

However, in addition to the electronic submission of the Candidate Statement of Qualifications form and candidate statement, the candidate must also send a physical copy of the completed form, a printed version of their statement with a wet signature, and the required fee by overnight mail within 72 hours of submitting the electronic forms.

Election Code § 13307.7

It is the candidate's responsibility to contact each county for payment and publication of their statement in each county's Voter Information Guide.

For mailing information refer to the Contact Information page on J-1.

Withdrawing/Changing the Statement

The candidate statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 pm of the next business day, after the close of the filing period. A candidate must sign a statement if they choose to withdraw the candidate statement. A new candidate statement cannot be filed to replace a withdrawn candidate statement.

The candidate statement will remain confidential until after the close of the filing period for the office sought.

Election Code § 13311

Candidate Statement Public Review Period

Immediately after the close of the filing period, anyone may examine candidate statements.

During a 10-calendar day period, commencing the day after the close of the filing period, any voter of the jurisdiction in which the election is being held, or the county elections official, may seek a writ of mandate or an injunction challenging any or all of the material in a candidate statement.

No challenges may be submitted to or will be considered by the Elections Division or Registrar nor should be considered by City Clerks.

Election Code §§ 13313, 13314

Statement of Economic Interests (Form 700)

All candidates are required to file a Statement of Economic Interests (Form 700) disclosing certain financial interests.

The Form 700 is intended to provide necessary information to the public about a candidate's personal financial interests.

The Form 700 is not required if the candidate has filed a statement for the same jurisdiction within 60 days prior to the filing of their Declaration of Candidacy.

Government Code §§ 87200-87202

The Elections Division has been designated as the filing official for Statements of Economic Interests in conjunction with candidacy for elective offices.

Candidates who file for office with a City will file the Form 700 with the City Clerk's office. School and Special Districts file with the County Elections Division at the time nomination papers are filed.

Government Code §§ 87200-87202

Campaign Finance Disclosure

All state and local candidates, their committees, and committees supporting or opposing ballot measures are required to report campaign contributions and expenditures.

When a school or special district candidate receives nomination papers, they will receive an informational overview of all filing responsibilities including electronic filing of all campaign disclosures.

Contra Costa County Ordinance 530-2.808 requires all campaign disclosure reports and documents mandated by the California Political Reform Act to be filed electronically.

Candidates for City office file campaign finance forms with the City Clerk's office which may be paper or electronic filing at the discretion of the City.

Candidates should familiarize themselves thoroughly with the filing guidelines provided by the Fair Political Practices Commission (FPPC). Carefully note the filing deadlines, as the California Political Reform Act imposes penalties for late filings of campaign statements. Information and requirements can be found at www.fppc.ca.gov.

For a brief summary of the most commonly used forms, see Attachment F beginning on page F-1.

Government Code §§ 84200.5, 85201, Contra Costa County Ordinance 530-2.808

Code of Fair Campaign Practices (Optional)

By subscribing to the Code of Fair Campaign Practices, a candidate vows to follow the principles of decency, honesty, and fair play. Completed forms are to be filed with the Elections Division and shall be retained for public inspection until 30 days after the election.

Subscription to the Code of Fair Campaign Practices is optional.

Election Code §§ 20400, 20440-20444

WRITE-IN CANDIDATES

Any person interested in filing as a write-in candidate may file for office between September 9 and October 22, 2024.

Any person who desires to be a write-in candidate and have any votes cast for them reported must declare themselves a write-in candidate by filing a Statement of Write-In Candidacy.

Election Code § 8605

A filing fee to process a candidate's nomination papers may be imposed upon the filing of the nomination papers. No fee or charge shall be required of a write-in candidate except in the case of a candidate for some city offices.

Election Code §§ 8604, 10228

Forms are available between the following dates:

Write-In Filing Period: September 9 – October 22, 2024

Election Code §§ 8600, 8601

Cities, East Bay Regional Park District, East Bay Municipal Utility District, Alameda-Contra Costa Transit District and San Francisco Bay Area Rapid Transit District offices require nomination signatures to be collected for a valid write-in candidacy. Signers of nomination papers for write-in candidates shall be voters in the political subdivision in which the candidate is to be voted on. See pages 3-6 for the required number of nomination signatures.

Election Code §§ 8600(b), 8603

Write-in candidates must file the same forms required of other candidates who have filed during the regular filing period. The candidate statement form or ballot designation form does not apply to write-in candidates and write-in candidates may not submit a candidate statement.

Only votes cast for qualified write-in candidates are reported.

A person may not be a write-in candidate for a voter-nominated office during the General Election.

Election Code § 8606

COMMON QUESTIONS AND SITUATIONS

Filing Nomination Papers on Behalf of a Candidate

If a candidate is unable to pick up their candidate application packet in person, they may designate a person to act on their behalf. A written statement or Authorization Form, signed and dated by the candidate, authorizing a person to receive the Declaration of Candidacy form and all other nomination papers from the Elections Division is required. If a candidate will not be filing in person, the Declaration of Candidacy must be notarized before filing. Because an original signature is required, nomination documents may not be filed by fax or email. The candidate's designee may only receive and deliver papers and may not make any changes to the nomination documents.

Election Code § 8028

The Authorization Form is available on our website. For a sample of the Authorization Form see Attachment E on page E-1.

Appearance of Names on the Ballot

A randomized alphabet drawing is the basis for determining the order of candidates on the ballot. All candidates will be placed on the ballot in the order that each of the letters of their surname were drawn. For example, the placement of candidates with the surnames of Miller and Ramos will depend on the order in which the letters M and R were drawn.

Candidate name order may also be affected by a rotation schedule.

Election Code § 13111

Six calendar days after the end of the filing period, the Secretary of State conducts a drawing of the letters. The drawing will be conducted on August 15, 2024, for the upcoming General Election.

Election Code § 13112

Appointments In-Lieu of an Election

Special Districts

If the number of candidates is equal to or less than the number of vacancies to be filled within a specific district, the office will not appear on the ballot. The Board of Supervisors will appoint the unopposed candidates. Appointees by the Board of Supervisors take office and serve exactly as if elected in the Election.

Election Code § 10515

School Districts

If the number of candidates is equal to or less than the number of offices to be filled within a specific district, an election will not be held, and the qualified candidates shall be seated at the organizational meeting of the school district governing board.

Education Code § 5326

Candidates Elected at General Election

The candidate(s) for a school district, special district, or city office that receive(s) the highest number of votes from all votes cast for candidates for that office shall be elected to that office.

Election Code §§ 10551, 10600

Election Night Results

Election results are available on our website at www.contracostavote.gov beginning at 8:00 pm on Election Night. Results will be updated periodically until all in-person Election Day ballots are counted. Candidates and/or members of their campaigns are welcome to observe the Election Night processes. Observer guidelines will be issued upon arrival.

Final Official Results

Starting the day after the election, a thorough examination of all the ballots that were returned is conducted. All eligible Vote-by-Mail ballots that have not yet been counted are tabulated and included in the final count. Additionally, provisional ballots are processed and those eligible are counted, and votes cast for qualified write-in candidates are counted.

Election Officials shall certify the election results within 30 days following the election.

Election Code § 15372

Taking Office

OFFICE	AUTHORITY	DATE
Special Districts	Election Code §§ 10507, 10554	December 6, 2024
School Districts	Education Code §§ 5000, 5017	December 13, 2024
East Bay Municipal Utility District	Municipal Utility District Act 11863	January 1, 2025
Cities	Election Code § 10263	Varies

Holding or Running for More Than One Office

Candidates are not prohibited from seeking more than one elective office and may serve in more than one office. There are, however, situations when holding more than one office is considered a conflict and incompatible.

There is no single statute that defines the incompatibility of offices. The common law doctrine of incompatibility of offices prevents an elected official from holding two offices simultaneously if the offices have overlapping and conflicting public duties.

The courts have defined this concept as follows: One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both.

Government Code § 1099

Service on a municipal advisory council established pursuant to Section 31010 of the Government Code shall not be considered an incompatible office with service as an elected member of a Parks and Recreation's board of directors.

Public Resources Code § 5784(d)

An employee of a school district may not be sworn into office as an elected or appointed member of that school district's governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office.

Education Code § 35107(b)

For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission at www.fppc.ca.gov or by phone toll free (866) 275-3772.

CAMPAIGN RESOURCES

Voter Data Products

As a candidate, you have access to voter information and data from voter registration and election files.

Listed below are brief descriptions of some electronic files that are available:

Voter File

Text (.txt) file. Includes the voters: name, residence address, mailing address, phone number, email, birthdate, language preference, registration date, party affiliation, voting precinct, last election voted, election date, election type and voter participation in the last five major elections, and participation method of the historical elections (method by which voter voted their ballot).

Vote-by-Mail File

Text (.txt) file. Includes the voters: name, mailing address, phone number, ballot type, party name, voting precinct and Vote-by-Mail ballot issue date, return date, and return method. The file is available for single use and as a subscription.

The file is available for single use and as a subscription. Subscription files are sent every business day in an election cycle. Subscriptions begin 29 days before the election and end on Election Day.

Voter data may not be sold, leased, loaned, reproduced, or possession thereof relinquished without receiving written authorization to do so from the Elections Division.

Prohibited usage includes commercial purposes, solicitation of contributions, or for services for any purpose other than on behalf of a candidate, political party, or in support of or opposition to a ballot measure.

Maps

Maps can be prepared and printed for your political campaign needs. You can request small walking maps up to large wall maps. A walking map is a precinct level map with street level detail. Wall maps can be created for larger areas or districts.

Fees

Fees for voter data products and maps are based on the data requested and/or the number of registered voters. Some products will have taxes added to their totals.

Listed below are the fees for the voter data files and maps:

Countywide Voter File	\$250.00
District Voter File (over 100,000 voters)	\$175.00
District Voter File (100,000 voters or less)	\$50.00
Vote-by-Mail Voter File Subscription	\$100.00
Vote-by-Mail Voter File Daily Request	\$25.00 per file
Wall Maps (3x3)	\$25.00
Walking Maps (11x17)	\$1.50

All orders for voter data and maps must be paid for in advance. Fees may be paid by credit/debit, cash, or check. Checks should be made payable to Contra Costa County Registrar.

Maps are also available on our website at www.contracostavote.gov.

Ordering Instructions

When purchasing voter data, you will be required to complete an Application to Purchase or View Voter Data. The application is available on our website.

Completed applications must be submitted in person at the Elections Office or by mail with required documents.

Orders will be processed within 1-3 business days from the time the application and payment are received. Orders are processed in the order they are received.

For more information or if you have questions, please email data.map@vote.cccounty.us.

POLITICAL SIGNS

Contra Costa County Sign Regulations

Title 8, Division 88, Chapter 88-6 of the Contra Costa County Ordinance Code specifies the regulations concerning signs. More information can be found by contacting the Planning Division of the Department of Community Development at 925-655-2700 or visiting:

https://library.municode.com/ca/contra_costa_county/codes/ordinance_code?nodeId=TIT8ZO_DIV88S_PLAUS_CH88-6SI.

The Elections Division does not enforce the usage of political signs. The placement of political signs is subject to local regulation.

City Political Sign Regulations

The placement of signs within the city limits is regulated by each respective city. Please contact the appropriate city office(s) if you have any questions.

State Political Sign Regulations

The California Department of Transportation has specific guidelines and responsibilities pertaining to political signs placed within their areas of jurisdiction.

Department of Transportation Statement of Responsibility

A copy of the form “Statement of Responsibility for Temporary Political Signs” is included in this guide and can be found on Attachment H-1. This form can be detached from this guide and mailed to the Department of Transportation.

It is the responsibility of the candidate to mail the form to the Department of Transportation.

For further details or to access the Statement of Responsibility form, please visit the Caltrans Political Signs page at: <https://dot.ca.gov/programs/traffic-operations/oda/political-signs>.

SPECIFICATIONS OF THE ELECTION ORDER

1. The Election shall be held on Tuesday, **the 5th day of November 2024**. The purpose of the election is to choose members of the board of directors or councilmembers for the following seats: (List offices and terms)

_____	_____
_____	_____
_____	_____

2. The District has determined that the _____ will pay for the Candidate's
(District or Candidate)
Statement. As a condition of having the Candidate's Statement published, the candidate shall pay the costs at the time of filing. The District hereby establishes the cost for a candidate statement as the following: \$_____

3. The District directs that the County Registrar of Voters of the principal county publish the Notice of Election in a newspaper of general circulation that is regularly circulated in the territory.
4. This Board hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the district, pursuant to Elections Code 10400.
5. The district will reimburse the county for the actual cost incurred by the county elections official in conducting the general district election upon receipt of a bill stating the amount due as determined by the elections official.
6. The Clerk of this Board is ordered to deliver copies of this Resolution, to the Registrar of Voters, and if applicable, to the Registrar of Voters of any other county in which the election is to be held, **and to the Board of Supervisors**.
7. THE FOREGOING RESOLUTION WAS ADOPTED upon motion of Director _____

Seconded by Director _____, at a regular meeting on this day of _____, 2024, by the following vote:

AYES: _____ NOES: _____

ABSENT: _____ ABSTAIN: _____

DATED: _____

DISTRICT SECRETARY
District

ATTACHMENT B - BALLOT DESIGNATION GUIDELINES

The ballot designation is the word or words which appear on the ballot under the candidate's name, designating the current principal profession, vocation, or occupation of the candidate. The listing of a designation on the ballot is optional.

Ballot designations become public once filed on the Declaration of Candidacy. Ballot designations cannot be changed by the candidate after the final date to file for office.

Election Code § 13107

Format of Ballot Designation

A ballot designation may be an elective office title, officeholder status, or profession.

The following examples illustrate each type of office. Combining these office types is not permitted.

Elective Office Title

Words designating the elective public office currently held, provided the officeholder was elected to the office. In the case of judicial offices only, an appointed Judge may use the office title.

Example: School Board Member
Board member, XYZ School District
Assemblymember

Officeholder Status

The word Incumbent may be used if the candidate is seeking re-election to the same office and was elected to that office by a vote of the people or was appointed as a nominated candidate in lieu of an election.

If the candidate was appointed to an office and is filing as a candidate for election to the same office, then the candidate must use the words Appointed Incumbent or Appointed, and the title of the office held.

Example: Incumbent
Appointed Incumbent
Appointed Board Member, XYZ School District

The word(s) Incumbent or Appointed Incumbent must stand alone.

Election Code § 8168(a)

The above-identified candidates may still choose a designation of the elective office which the candidate holds at the time of filing the nomination documents, to which the candidate was elected by a vote of the people.

Election Code § 13107(a)(1)

Profession

Principal Occupation: 3-Word Profession/Occupation/Vocation - No more than three words designating the current principal profession, vocation, or occupation of the candidate.

Example: High School Teacher
Attorney
Businessman/Councilmember

Community Volunteer

A Community Volunteer shall constitute a valid principal vocation or occupation subject to the following conditions:

- a) A candidate's community volunteer activities constitute their principal profession, vocation, or occupation.
- b) A candidate may not use the designation of Community Volunteer in combination with any other principal profession, vocation, or occupation.
- c) A candidate is not engaged concurrently in another principal profession, vocation, or occupation.

CA Admin Code, Title 2, Division 7, 20714.5

No Occupation Desired

If no ballot designation is requested, write the word NONE in the space provided for the ballot designation and the candidate's initials in the box provided on the Declaration of Candidacy form. The space provided for the ballot designation on the official ballot will be blank.

Unacceptable Designations

A political party central committee designation is not a principal profession, vocation, or occupation as prescribed in this statute, nor is it an elective county or state office.

CA Admin Code, Title 2, Division 7, 20712(e)

Designations will not be accepted if:

- It would mislead the voter.
- It would suggest an evaluation of a candidate, such as outstanding, leading, expert, or virtuous.
- It abbreviates the word "retired" or places it following any word(s) that it modifies.

Examples: Ret. Policeman
Policeman, Retired

- It includes the name of any political party.
- It uses any word(s) referring to a racial, religious, or ethnic group.
- It refers to any activity that is prohibited by law.
- It uses a word or prefix, such as "former" or "ex-," which means a prior status.

Examples: Former Policeman
Ex-Policeman

Examples of unacceptable designations include:

Concerned Citizen
Veteran
Philanthropist
Neighborhood Community Leader
Volunteer

ATTACHMENT C - CANDIDATE STATEMENT OF QUALIFICATIONS INFORMATION

Candidate Statement of Qualifications
For the General Election to be held November 5, 2024
(Election Code §§ 13307, 13309, and 13311)

Instructions to Candidate: Your statement will be printed exactly as submitted. Carefully check for content, spelling, punctuation, and grammar before submission. No changes are allowed once the statement is filed.

This form must be filed along with the candidate statement.

In addition to filing a hard copy, you will need to submit your final candidate statement in an editable text format to the following email address: cfile@vote.cccounty.us

Hard copy requires candidate signature.

Office Name: _____ Contest ID: _____ Candidate ID: _____

Word Limit: _____ • Cost: \$ _____ • Paid By: Candidate District

Candidate Name: _____

I have reviewed the attached statement and I understand that no corrections or changes are allowed after it has been filed (pursuant to EC § 13307). I understand that Contra Costa County is mandated under the Voting Rights Act to provide voting materials and information in English, Spanish, and Chinese.

I do not wish to file a Candidate Statement.

Signature of Candidate _____ Date _____

ATTACHMENT C – WORD COUNT CRITERIA

The following are the guidelines for computing the word count for candidate statements.

<p>Acronyms Examples: UCLA, PTA, U.S.M.C</p>	one word
<p>Geographical names Examples: Contra Costa County Walnut Creek City of Pittsburg Bay Area</p>	one word
<p>Districts with an Elected Board Examples: Contra Costa Community College District Antioch Unified School District East Bay Regional Park District San Francisco Bay Area Rapid Transit District</p>	one word
<p>Numbers/Numerical Combinations 4th/5th Digits (1, 10, or 100, etc.) 1990-1991, 100%, etc. Spelled out (one, ten, or one hundred)</p>	one word one word one word one for each word
<p>Dates All digits (11/5/96) Word and digits (June 2, 1998)</p>	one word one word
<p>Hyphenated words Regularly hyphenated words that appear in the Merriam-Webster Dictionary online.</p>	one word
<p>Punctuation</p>	not counted
<p>Telephone numbers 335-7800 (925) 335-7800</p>	one word one word
<p>Email / Website addresses</p>	one word

ATTACHMENT C – SAMPLE CANDIDATE STATEMENT LAYOUT

Below are samples of 250-word candidate statements, as they would appear in the county Voter Information Guide. Statements will appear in the same order as the candidates appear on the ballot.

NAME OF DISTRICT

NAME

Ballot Designation

I am running for the governing board of the ABC Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from ABC High School in 1985. I am married and currently have two children attending school in the district.

I own and operate my own business, so I am well aware of resources and educational materials. I am convinced we can offer quality education to all students within the district. I fully understand the value of a public education. As your next school board member, I will work for small class sizes and better learning environments for our students. I will also ensure that we create a safer learning environment to achieve these goals.

I am also committed to promoting innovative programs that help our students develop critical thinking skills, problem-solving abilities, and creativity. Our students must be prepared for the rapidly changing world, and I believe that providing a comprehensive education that includes both academic and real-world skills is critical.

NAME

Ballot Designation

I am running for the governing board of the ABC Unified School District because I feel I can bring a balance to the board. I am married and currently have two children attending school in the district. I own and operate my own business, so I am well aware of resources and educational materials.

I am convinced we can offer quality education to all students within the district. I fully understand the value of a public education. As your next school board member, I will work for small class sizes and better learning environments for our students. I will also ensure that we create a safer learning environment to achieve these goals. I am also committed to promoting innovative programs that help our students develop critical thinking skills, problem-solving abilities, and creativity. Our students must be prepared for the rapidly changing world, and I believe that providing a comprehensive education that includes both academic and real-world skills is critical. I am passionate about providing every child with an exceptional education and believe that we must work together to create the best possible future for our children. I thank you for considering me as a candidate for the school board and look forward to earning your vote. Vote for me! Thank you!

NAME

Ballot Designation

I am running for the governing board of the ABC Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from ABC High School in 1985. I am married and currently have two children attending school in the district.

I own and operate my own business, so I am well aware of resources and educational materials. I am convinced we can offer quality education to all students within the district.

I fully understand the value of a public education. As your next school board member, I will work for small class sizes and better learning environments for our students. I will also ensure that we create a safer learning environment to achieve these goals.

I am also committed to promoting innovative programs that help our students develop critical thinking skills, problem-solving abilities, and creativity. Our students must be prepared for the rapidly changing world, and I believe that providing a comprehensive education that includes both academic and real-world skills is critical. I am passionate about providing every child with an exceptional education and believe that we must work together to create the best possible future for our children. I thank you for considering me as a candidate for the school board and look forward to earning your vote.

Thank you!

Each candidate statement is formatted into a box measuring approximately 3.5" x 4.25" using Arial Narrow 10 size font.

Do not use:

- Bullets, stars, or asterisks
- Bolding
- Italics
- All capital letters (except for acronyms or abbreviations)
- Underlining
- Lists
- Indentation

ATTACHMENT D - CANDIDATE STATEMENT COST TABLE

The minimum cost for a candidate statement is \$200.00. All statement costs are based on a 250-word limit. A district may elect to go over 250 words in which case the candidate statement cost will double. "WORD LIMIT" and "PAID BY" subject to change.

SCHOOL DISTRICT	STATEMENT COSTS	WORD LIMIT	PAID BY
Acalanes Union High	\$1,850.00	250	Candidate
Antioch Unified			
Area 1	\$380.00		
Area 3	\$438.00	250	
Area 4	\$417.00		
Brentwood Union	\$1,038.00	250	
Byron Union	\$352.00	200	
Canyon Elementary	\$200.00	200	
Chabot-Las Positas Ward 7	\$200.00		
Contra Costa Board of Education			
Area 1	\$2,636.00	250	
Area 3	\$2,818.00		
Contra Costa Community College			
Ward 2	\$3,447.00	250	
Ward 5	\$2,667.00		
John Swett Unified	\$336.00	250	
Knightsen Elementary	\$202.00	200	
Lafayette School	\$577.00	250	
Liberty Union High			
Area 1	\$460.00	200	
Area 2	\$457.00		
Livermore Valley Joint Unified Shared with Alameda County	\$200.00	250	
Martinez Unified			
Area 1	\$236.00		
Area 2	\$220.00	250	
Area 4	\$232.00		
Moraga School	\$381.00	250	
Mt. Diablo Unified			
Area 3	\$625.00	250	
Area 5	\$825.00		
Oakley Union Elementary			
Area 1	\$255.00	250	
Area 2	\$247.00		
Orinda Union	\$449.00	250	
Pittsburg Unified	\$790.00	250	
San Ramon Valley Unified			
Area 2	\$638.00	250	
Area 3	\$496.00		
Walnut Creek School	\$891.00	250	
West Contra Costa Unified			
Area 1	\$797.00		
Area 2	\$616.00	250	
Area 3	\$551.00		

ATTACHMENT D – CANDIDATE STATEMENT COST TABLE (continued)

SPECIAL DISTRICT	STATEMENT COSTS	WORD LIMIT	PAID BY	
Alameda-Contra Costa Transit Ward 1 – Shared with Alameda County	\$2,276.00	200	Candidate pays one time in County of residence.	
Ambrose Recreation & Park	\$400.00	250	Candidate	
Bethel Island Municipal Improvement	\$200.00	250		
Byron-Bethany Irrigation Division 2	\$200.00	250		
Byron Sanitary	\$200.00	200		
Castle Rock County Water	\$200.00	250		
Central Contra Costa Sanitary Division 1 Division 4 Division 5	\$1,079.00 \$1,265.00 \$944.00	250		
Contra Costa Water Division 3 Division 4 Division 5	\$1,512.00 \$1,285.00 \$1,442.00	200		
Crockett Community Services	\$200.00	250		
Diablo Community Services	\$200.00	250		
Diablo Water Ward 1 Ward 5	\$262.00 \$260.00	250		
Town of Discovery Bay Community Services	\$357.00	250		
Dublin-San Ramon Services Division 1	\$413.00	200		
East Bay Municipal Utility Ward 1 Ward 2	\$2,285.00 \$3,081.00	200		Candidate pays one time in County of residence.
East Bay Regional Park Ward 1 Ward 2	\$2,636.00 \$1,506.00	200		Candidate
East Contra Costa Irrigation Division 2 Division 3 Division 5	\$392.00 \$398.00 \$453.00	250		
Green Valley Recreation & Park	\$200.00	250		
Ironhouse Sanitary	\$727.00	250		
Kensington Fire Protection	\$236.00	250		
Kensington Police & Community Services	\$236.00	250		

ATTACHMENT D – CANDIDATE STATEMENT COST TABLE (continued)

SPECIAL DISTRICT (continued)	STATEMENT COSTS	WORD LIMIT	PAID BY
Moraga-Orinda Fire Protection District 2 District 5	\$253.00 \$262.00	400	Candidate
Mt. View Sanitary Area 3 Area 4 Area 5	\$212.00 \$216.00 \$208.00	250	
Pleasant Hill Recreation & Park	\$698.00	250	
Rodeo-Hercules Fire Protection	\$602.00	250	
Rodeo Sanitary	\$255.00	250	
San Francisco Bay Area Rapid Transit District 1 District 3 – Shared with Alameda County District 5 – Shared with Alameda County	\$5,693.98 \$3,145.00 \$873.00	200	
San Ramon Valley Fire Protection	\$2,254.00	250	
Stege Sanitary	\$657.00	250	
West County Wastewater District 2 District 4	\$297.00 \$413.00	250	

ATTACHMENT D – CANDIDATE STATEMENT COST TABLE (continued)

CITY	STATEMENT COSTS	WORD LIMIT	PAID BY
Antioch City Clerk, Treasurer, Mayor District 2 District 3	\$1,424.00 \$452.00 \$524.00	250	Candidate
Brentwood Mayor District 1 District 3	\$984.00 \$345.00 \$405.00	250	
Clayton	\$319.00	250	
Concord District 2 District 4	\$457.00 \$462.00	250	
Danville	\$789.00	250	
El Cerrito	\$499.00	250	
Hercules	\$491.00	250	
Lafayette	\$529.00	250	
Martinez Treasurer District 2 District 3	\$664.00 \$271.00 \$290.00	250	
Moraga	\$378.00	250	
Oakley District 1 District 3 District 5	\$262.00 \$264.00 \$249.00	250	
Orinda	\$449.00	250	
Pinole	\$393.00	250	
Pittsburg	\$948.00	250	
Pleasant Hill District 1 District 2 District 5	\$226.00 \$231.00 \$249.00	250	
Richmond District 1 District 5 District 6	\$298.00 \$368.00 \$352.00	250	
San Pablo	\$405.00	250	
San Ramon Mayor District 1 District 3	\$1,144.00 \$390.00 \$371.00	400	
Walnut Creek	\$1,129.00	250	

ATTACHMENT F - SUMMARY OF CAMPAIGN FINANCE DISCLOSURE REQUIREMENTS

Contra Costa County Ordinance 530-2.808 requires all campaign disclosure reports and documents mandated by the California Political Reform Act to be filed electronically.

Contra Costa County has contracted with NetFile to be the filing platform for all local candidates, candidate committees and committees supporting or opposing ballot measures to electronically submit Campaign Finance Statements.

NetFile offers tutorials and help for each page of their website. You may find it helpful to watch the "How to Create a New Campaign NetFile User" video in the "How To Videos" section of the page at www.netfile.com/filer.

NetFile User Log In [Get Help for this Page](#)

E-Mail Address

Password
 [Lost Your Password?](#)

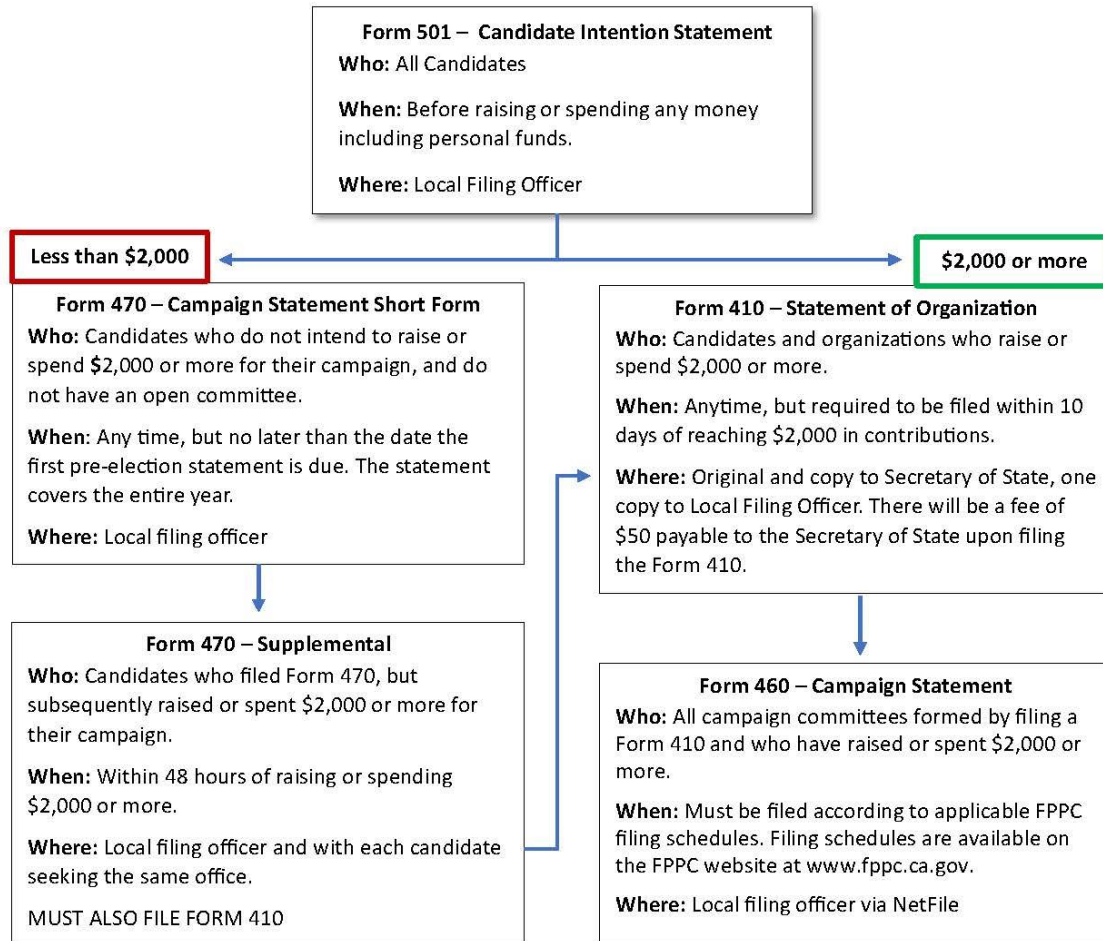
Log In

Campaign Committee Filers	Form 700 (SEI) Filers	Lobbyist Filers
New Campaign Committee Filers Create a New NetFile User	New Form 700 Filers New User? Request a Password	New Lobbyists Registration and Links
Training Request Campaign Committee Training	Videos How to use the "Lost Your Password?" Feature	
FPPC Information Committee Training & Outreach When & Where to File Campaign Statements	Documents FPPC Form 700 Instructions for 2022/2023 FPPC Form 700 Reference Pamphlet for 2022/2023 Current FPPC Local Gift Fact Sheet Current State Gift Fact Sheet Current FPPC Form 700 FAQs	
Signature Verification Sign Pending Campaign Statements (For San Francisco & Berkeley Filers Only)		
Third-Party Uploads Upload a CAL File		
Videos How to Create a New Campaign NetFile User How to use the "Lost Your Password?" Feature How to Use the Committee Set-Up Wizard		
Documents Create a NetFile User & Link a Campaign Account How to Use Signature Verification		

ATTACHMENT F – SUMMARY OF CAMPAIGN FINANCE DISCLOSURE REQUIREMENTS



Basic Filing Guidelines for candidates and committees. For more information you may contact FPPC at advice@fppc.ca.gov or (866) 275-3772, and by visiting the FPPC website at www.fppc.ca.gov.



After the Election, a candidate that is elected to office has the option of maintaining their committee and campaign bank account or terminating the campaign committee and closing the bank account. An officeholder who maintains a committee may:

- Continue to receive contributions;
- Use campaign funds to offset officeholder expenses; or
- Use funds for a future election.

An officeholder who wishes to terminate a committee must file both a Form 410 with the State and a copy with the local filing officer and a Form 460 in NetFile.

ATTACHMENT F – SUMMARY OF CAMPAIGN FINANCE DISCLOSURE REQUIREMENTS

FORM 501 - Candidate Intention Statement

This form announces the candidate's intention to run for office and the desire to collect or spend campaign funds. This statement must be filed before a candidate solicits or receives any contributions, or before any expenditures are made from personal funds on behalf of their candidacy, excluding personal funds used to pay filing fees and/or fees for Statements of Qualifications.

Exception: Form 501 is not required to be filed by candidates who do not intend to receive any contributions, and the only expenditures from personal funds would be for payment of the filing fee (if applicable) and the Statement of Qualifications.

Form 501 is not used to obtain a Committee ID Number.

FORM 410 - Statement of Organization

This form must be filed with the Secretary of State's Political Reform Division (original) and with the Office of the Registrar of Voters (copy), within 10 days of receiving \$2,000 or more in contributions or making \$2,000 or more in expenditures. The term "contribution" includes monetary payments, loans and non-monetary goods or services.

The Secretary of State issues Committee ID Numbers to all committees who file this form.

FORM 460 - Recipient Committee Campaign Statement

Candidates for office who receive contributions or have expenditures more than \$2,000 must file pre-election and semi-annual campaign statements during the year in which their election is being held. Please refer to the Filing Schedule for filing deadlines.

Please note that Form 460 must be filed electronically with NetFile at www.netfile.com/filer.

FORM 470 - Officeholder/Candidate Campaign Statement-Short Form

Candidates who do not anticipate spending or receiving \$2,000 or more during the calendar year, and do not have a controlled committee, are required to file this form with their Declaration of Candidacy (or no later than the filing deadline for the first pre-election campaign statement).

FORM 470 – Supplemental Candidate and Officeholder Campaign Statement

This form applies to candidates who have filed a Form 470 and subsequently receive contributions or make contributions totaling \$2,000 or more for a calendar year. Once a Supplemental Form 470 is filed, the candidate or officeholder will be required to file a Form 410 and 460.

ATTACHMENT G - DISTRICT VOTER REGISTRATION BY PARTY

District Registration by Party

As of February 22, 2024

	Democrat	Republican	No Party Preference	Other	Total
Contra Costa County	380,324	131,986	152,503	44,813	709,626
Federal and State Offices:					
Congressional District 8	145,772	26,368	49,552	14,332	236,024
Congressional District 9	4,049	4,595	2,232	993	11,869
Congressional District 10	230,503	101,023	100,719	29,488	461,733
Senate District 3	36,642	24,087	17,217	6,558	84,504
Senate District 7	96,491	13,316	30,428	8,091	148,326
Senate District 9	247,191	94,583	104,858	30,164	476,796
Assembly District 11	17,805	12,354	8,572	3,296	42,027
Assembly District 14	96,496	13,318	30,429	8,092	148,335
Assembly District 15	158,342	58,759	63,462	21,505	302,068
Assembly District 16	107,681	47,555	50,040	11,920	217,196
County Offices:					Total Registered Voters
Member, Board of Supervisors, District 5					125,492
Cities:					
Antioch					64,293
Antioch - District 2					15,212
Antioch - District 3					18,854
Brentwood					42,115
Brentwood - District 1					9,828
Brentwood - District 3					12,851
Clayton					8,529
Concord					71,970
Concord - District 2					15,498
Concord - District 4					15,730
Danville					32,251
El Cerrito					17,440
Hercules					17,189
Lafayette					19,127
Martinez					25,956
Martinez - District 2					6,086
Martinez - District 3					7,031
Moraga					11,476
Oakley					27,295
Oakley - District 1					5,649
Oakley - District 3					5,736
Oakley - District 5					4,978
Orinda					15,067
Pinole					12,255
Pittsburg					40,273
Pleasant Hill					23,272
Pleasant Hill - District 1					3,832
Pleasant Hill - District 2					4,055
Pleasant Hill - District 5					4,997
Richmond					58,225
Richmond - District 1					7,439
Richmond - District 5					10,997
Richmond - District 6					10,182
San Pablo					12,875
San Ramon					50,188
San Ramon - District 1					12,105
San Ramon - District 3					11,128
Walnut Creek					49,418

ATTACHMENT G – DISTRICT VOTER REGISTRATION BY PARTY (continued)

School Districts:	Total Registered Voters
Acalanes Union High School	85,823
Antioch Unified School District	66,708
Antioch Unified School - Area 1	11,586
Antioch Unified School - Area 3	14,542
Antioch Unified School - Area 4	13,471
Brentwood Union School	44,809
Byron Union School	10,172
Canyon Elementary School	168
Chabot-Las Positas Community College - Ward 7	1,555
Contra Costa County Board of Education	709,448
Contra Costa Board of Education - Area 1	125,541
Contra Costa Board of Education - Area 3	134,730
Contra Costa Community College District	708,071
Contra Costa Community College - Ward 2	166,479
Contra Costa Community College - Ward 5	127,100
John Swett Unified School	9,344
Knightsen Elementary School	2,626
Lafayette School	21,550
Liberty Union High School	83,000
Liberty Union High School - Area 1	15,635
Liberty Union High School - Area 2	15,466
Livermore Valley Joint Unified School	178
Martinez Unified School District	20,948
Martinez Unified School - Area 1	4,316
Martinez Unified School - Area 2	3,503
Martinez Unified School - Area 4	4,132
Moraga School	11,621
Mt Diablo Unified School District	162,663
Mt Diablo Unified School - District 3	23,948
Mt Diablo Unified School - District 5	34,064
Oakley Union Elementary School District	25,393
Oakley Union Elementary School - Area 1	5,259
Oakley Union Elementary School - Area 2	4,883
Orinda Union School	15,081
Pittsburg Unified School	32,282
San Ramon Valley Unified School	107,143
San Ramon Valley Unified School - Area 2	24,644
San Ramon Valley Unified School - Area 3	17,465
Walnut Creek School District	37,403
West Contra Costa Unified School	141,537
West Contra Costa Unified School - District 1	32,634
West Contra Costa Unified School - District 2	23,517
West Contra Costa Unified School - District 3	20,223
Special Districts:	
Alameda-Contra Costa Transit, Ward 1	107,336
Ambrose Recreation & Park	12,606
Bethel Island Municipal Improvement	1,223
Byron-Bethany Irrigation District	836
Byron-Bethany Irrigation District - Division 2	607
Byron Sanitary	340
Castle Rock County Water	184

ATTACHMENT G – DISTRICT VOTER REGISTRATION BY PARTY (continued)

Special Districts (continued)	Total Registered Voters
Central Contra Costa Sanitary	250,534
Central Contra Costa Sanitary - Division 1	46,881
Central Contra Costa Sanitary - Division 4	56,268
Central Contra Costa Sanitary - Division 5	40,073
Contra Costa Water District	305,048
Contra Costa Water - Division 3	68,740
Contra Costa Water - Division 4	57,310
Contra Costa Water - Division 5	65,224
Crockett Community Services	2,518
Diablo Community Services	795
Diablo Water District	27,773
Diablo Water - Ward 1	5,655
Diablo Water - Ward 5	5,522
Town of Discovery Bay Community Services	10,440
Dublin-San Ramon Services District	27,944
Dublin-San Ramon Services - Division 1	13,233
East Bay Municipal Utility District	336,367
East Bay Municipal Utility - Ward 1	107,800
East Bay Municipal Utility - Ward 2	148,012
East Bay Regional Park District	709,626
East Bay Regional Park - Ward 1	125,543
East Bay Regional Park - Ward 2	68,475
East Contra Costa Irrigation District	66,101
East Contra Costa Irrigation - Division 2	12,205
East Contra Costa Irrigation - Division 3	12,508
East Contra Costa Irrigation - Division 5	15,299
Green Valley Recreation & Park	866
Ironhouse Sanitary	29,110
Kensington Fire Protection	4,340
Kensington Police Protection & Community Services	4,340
Moraga-Orinda Fire Protection District	26,894
Moraga-Orinda Fire Protection - Division 2	5,200
Moraga-Orinda Fire Protection - Division 5	5,626
Mt. View Sanitary	14,866
Mt. View Sanitary - Area 1	2,647
Mt. View Sanitary - Area 3	3,082
Mt. View Sanitary - Area 4	3,292
Mt. View Sanitary - Area 5	2,882
Pleasant Hill Recreation & Park	27,674
Rodeo-Hercules Fire Protection	22,811
Rodeo Sanitary	5,265
San Francisco Bay Area Rapid Transit District	709,626
S.F. Bay Area Rapid Transit - District 1	279,999
S.F. Bay Area Rapid Transit - District 3	151,243
S.F. Bay Area Rapid Transit - District 5	36,486
San Ramon Valley Fire Protection	106,241
Steger Sanitary	25,602
West County Wastewater	51,991
West County Wastewater - Division 2	7,376
West County Wastewater - Division 4	13,245

ATTACHMENT H - STATEMENT OF RESPONSIBILITY

CALIFORNIA STATE TRANSPORTATION AGENCY

GAVIN NEWSOM, GOVERNOR

California Department of Transportation

DIVISION OF TRAFFIC OPERATIONS
P.O. BOX 942873, MS-36 | SACRAMENTO, CA 94273-0001
(916) 654-6473 | TTY 711
www.dot.ca.gov/programs/traffic-operations/oda



Dear Candidate or Committee Member:

As a candidate or campaign worker for either office or a ballot measure, this reminder about State law governing campaign signs should be helpful to you.

Section 5405.3 of the State Outdoor Advertising Act exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements.

A Temporary Political Sign meets the following criteria:

- A. Encourages a particular vote in a scheduled election.
- B. Is placed no sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign (Attached).

A completed Statement of Responsibility must be submitted to:

Division of Traffic Operations
Outdoor Advertising Program
P.O. Box 942873, MS-36
Sacramento, CA 94273-0001

Temporary Political Signs shall not be placed within the right-of-way of any highway, or within 660 feet of the edge of and visible from the right-of-way of a classified "Landscaped freeway".

State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal. We are calling these provisions to your attention to avoid possible embarrassment or inconvenience to you and your supporters. Please share this information with those assisting in your campaign.

Should you have any questions, comments or need additional information, please call (916) 654-6473.

Enclosure

ODA-0027

"Provide a safe and reliable transportation network that serves all people and respects the environment"

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

**STATEMENT OF RESPONSIBILITY
FOR TEMPORARY POLITICAL SIGNS**

ODA-0027 (REV 10/2022)

Election Date: March November Other:

Candidate's Name:

Office sought or Proposition Number:

County where sign(s) will be placed:

Number of signs to be placed:

RESPONSIBLE PARTY:

Name:

Address:

Phone Number (Include Area Code):

Email (Optional):

The undersigned hereby accepts responsibility for the removal of Temporary Political Signs placed pursuant to Section 5405.3 of the Outdoor Advertising Act for the above candidate or proposition.

It is understood and agreed that any Temporary Political Signs placed sooner than ninety (90) days prior to the election and/or not removed within ten (10) days after the election, may be removed by the Department and the responsible party will be billed for any associated removal costs.

Signature of Responsible Party

Date

Mail Statement of Responsibility to:

Department of Transportation
Division of Traffic Operations
Outdoor Advertising Program
P.O. Box 942873, MS-36
Sacramento, CA 94273-0001
Email: ODA@dot.ca.gov

ATTACHMENT I - HISTORICAL VOTER TURNOUT FOR CONTRA COSTA COUNTY

Election Date	Voter Registration	Total Turn Out	% Turn Out	Total VBM Vote	% Voting By VBM	No. of Precincts
Mar. 5, 2024	710,254	269,462	37.94%	246,710	91.56%	912
Nov. 8, 2022	701,969	394,153	56.15%	358,318	90.91%	1,265
June 7, 2022	706,257	247,512	35.05%	233,194	94.22%	1,034
Sep. 14, 2021	708,753	460,273	64.94%	432,737	94.02%	958
Nov. 3, 2020	703,021	591,143	84.09%	539,451	91.26%	957
Mar. 3, 2020	657,273	330,514	50.29%	246,041	74.44%	855
Nov. 6, 2018	619,963	423,348	68.29%	290,417	68.60%	744
June 5, 2018	602,171	239,628	39.79%	168,831	70.46%	702
Nov. 8, 2016	607,515	487,355	80.22%	309,319	63.47%	656
June 7, 2016	558,523	278,127	49.80%	175,555	63.12%	656
Nov. 4, 2014	527,521	259,007	49.10%	165,617	63.94%	652
June 3, 2014	528,162	151,788	28.74%	111,836	73.68%	650
Nov. 6, 2012	556,327	442,143	79.48%	245,953	55.63%	834
June 5, 2012	520,098	192,761	37.06%	133,566	69.29%	646
Nov. 2, 2010	533,825	352,657	66.06%	200,064	56.73%	807
Jun. 8, 2010	525,992	210,417	40.00%	138,739	65.94%	628
Nov. 4, 2008	527,145	456,876	86.67%	234,043	51.23%	854
June 3, 2008	490,954	169,475	34.52%	117,766	69.49%	772
Feb. 5, 2008	475,821	318,224	66.88%	168,668	53.00%	816
Nov. 7, 2006	486,441	308,206	63.36%	161,520	52.41%	1,032
Jun. 6, 2006	489,263	185,241	37.86%	111,115	59.98%	885
Nov. 8, 2005	492,656	281,120	57.05%	125,770	44.74%	556
Nov. 2, 2004	504,505	418,335	82.92%	156,920	37.51%	921
Mar. 2, 2004	453,034	250,235	55.24%	96,358	38.51%	787
Oct. 7, 2003	444,355	320,994	72.23%	111,387	34.70%	489
Nov. 5, 2002	484,640	274,087	56.6%	93,428	34.09%	1,072
Mar. 5, 2002	478,754	187,496	39.2%	57,765	30.81%	910
Nov. 7, 2000	493,826	384,300	77.80%	116,192	30.23%	1,078
Mar. 7, 2000	458,136	276,352	60.30%	78,947	28.57%	907
Nov. 3, 1998	485,910	306,712	63.10%	94,026	30.66%	934
Jun. 2, 1998	492,730	222,717	45.20%	68,660	30.83%	877
Nov. 5, 1996	555,734	356,383	64.10%	80,819	22.68%	975
Mar. 26, 1996	510,990	216,359	42.30%	52,798	24.40%	839
Nov. 8, 1994	492,562	305,529	62.00%	67,316	22.03%	953
Jun. 7, 1994	475,884	169,670	35.70%	36,071	21.26%	821
Nov. 3, 1992	507,451	389,391	76.70%	76,624	19.68%	946
Jun. 2, 1992	452,315	216,287	47.80%	44,902	20.76%	800
Nov. 6, 1990	453,435	277,999	61.30%	58,115	20.90%	906
Jun. 5, 1990	431,802	200,263	46.40%	35,742	17.85%	791
Nov. 8, 1988	452,491	341,149	75.40%	54,424	16.00%	N/A
Jun. 7, 1988	406,769	207,140	50.90%	22,090	10.70%	N/A
Nov. 4, 1986	409,507	256,007	62.50%	24,531	9.60%	N/A
Jun. 3, 1986	391,137	161,104	41.20%	15,115	9.40%	N/A

Contact Information

Contra Costa County Registrar of Voters

555 Escobar Street
Martinez, CA 94553

Monday – Friday
8am – 5pm

Main: (925) 335-7800

Toll-free: (877) 335-7802

Email: candidate.services@vote.cccounty.us

Website: www.contracostavote.gov

Candidate Services Team

Jacob Stull, Elections Services Supervisor (925) 335-7867

Olga Hernandez, Elections Services Specialist (925) 335-7804

Jaimie McMurphy, Election Services Technician (925) 335-7811

Additional Resources:

Secretary of State (SOS)

- Elections Division (916) 657-2166 www.sos.ca.gov
- Political Reform Division (916) 653-6224

Fair Political Practices Commission (FPPC) (866) 275-3772 www.fppc.ca.gov
advice@fppc.ca.gov

Federal Election Commission (FEC) (800) 424-9530 www.fec.gov



Date: June 13, 2024
To: Board of Directors
From: David Aranda, Interim General Manager
Subject: Confirming the Assessment and Ordering the Levy for The Kensington Park Assessment District for Fiscal Year 2024/2025

Recommendation

Approval of Resolution No. 2024-06, A Resolution of the Board of Directors of the Kensington Police Protection and Community Services District, Confirming the Assessment and Ordering the Levy for The Kensington Park Assessment District for Fiscal Year 2024/2025 and direct that the signed copy of the resolution be sent to NBS.

Background

With the public hearing complete and the intention resolutions approved in May, the last part of the process for placing the Kensington Park Assessment District fee on each person in Kensington's property tax bill is to approve the attached resolution, confirming the assessment and ordering the levy to be placed on the tax rolls.

Exhibit(s)

- Resolution No. 2024-06, A Resolution of the Board of Directors of the Kensington Police Protection and Community Services District, Confirming the Assessment and Ordering the Levy for The Kensington Park Assessment District for Fiscal Year 2024/2025.
- Notice of Public Hearing – File No. 6/13 Hearing/Resolution 2024-04, West County Times #0006829082

RESOLUTION NO. 2024-06

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT,
CONFIRMING THE ASSESSMENT AND ORDERING THE LEVY FOR
THE KENSINGTON PARK ASSESSMENT DISTRICT
FOR FISCAL YEAR 2024/25**

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

WHEREAS, the Board of Directors previously completed its proceedings in accordance with and pursuant to the Landscaping and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22500) (the "Act") to establish the Kensington Park Assessment District (the "Assessment District"); and

WHEREAS, the Board of Directors has retained NBS for the purpose of assisting with the annual levy of the Assessment District, and the preparation and filing of an Engineer's Report; and

WHEREAS, the Board of Directors has, by previous resolution, declared its intention to hold a Public Hearing concerning the levy and collection of assessments within the Assessment District; and

WHEREAS, a Public Hearing has been held and concluded and notice thereof was duly given in accordance with Section 22626 of the Act; and

WHEREAS, at the time and place specified in the Resolution of Intention the Board of Directors conducted such hearing and considered all objections to the assessment.

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

- 1. Confirmation of Assessment and Diagram:** The Board of Directors hereby confirms the assessment and the diagram as is described in full detail in the Engineer's Report on file with the District Clerk of the Board.
- 2. Levy of Assessment:** Pursuant to Section 22631 of the Act, the adoption of this resolution shall constitute the levy of an assessment for the fiscal year commencing July 1, 2024 and ending June 30, 2025.
- 3. Ordering of the Levy:** The Board of Directors hereby orders NBS to prepare and submit the levy of assessments to Contra Costa County for placement on the Fiscal Year 2024/25 secured property tax roll.

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District upon motion by Director _____, seconded by Director _____, on Thursday, the 13th day of June, 2024, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAINED:

David Spath
President, Board of Directors

I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on Thursday, the 13th day of June, 2024.

Lynelle M. Lewis
District Clerk of the Board

David Aranda
Interim General Manager

West County Times

1160 Brickyard Cove
Suite 200, Rm 15
Richmond, CA 94801
(510) 262-2740

2010129

KENSINGTON POLICE DEPT.
10940 SAN PABLO AVE BLDG B
EL CERRITO, CA 94530-2387

PROOF OF PUBLICATION

FILE NO. 6/13 Hearing/Resolution 2024-04

West County Times

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter.

I am the Principal Legal Clerk of the West County Times, a newspaper of general circulation, printed and published in the City of Walnut Creek, County of Contra Costa, 94598

And which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Contra Costa, State of California, under the date of August 29, 1978. Case Number 188884.

The notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

05/17, 24 /2024

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Executed at Walnut Creek, California.
On this 17th day of May, 2024.



Signature

Legal No.

0006829082

Item #08b

NOTICE IS HEREBY GIVEN that the Board of Directors of the Kensington Police Protection and Community Services District (District) has fixed **Thursday, June 13, 2024 at 6:00 p.m.** as the time for a public hearing by the Board of Directors on the annual report of the Kensington Park Assessment District Levy for Fiscal Year 2024-25.

On May 9, 2024, the Board of Directors adopted a package of resolutions required to collect assessments for the upcoming fiscal year. These documents are available on the KPPCSD website and are available upon request at the District offices at 10940 San Pablo Ave., El Cerrito, CA 94530; telephone (510) 526- 4141.

RESOLUTION NO. 2024-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT, DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS FOR THE KENSINGTON PARK ASSESSMENT DISTRICT FOR FISCAL YEAR 2024/25

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

WHEREAS, the Board of Directors previously completed its proceedings in accordance with and pursuant to the Landscaping and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22500) (the "Act") to establish the Kensington Park Assessment District (the "Assessment District"); and

WHEREAS, the Board of Directors has retained NBS for the purpose of assisting with the annual levy of the Assessment District, and the preparation and filing of an Engineer's Report.

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

1. Intention: The Board of Directors hereby declares its intention to levy and collect assessments within the Assessment District to pay the costs of the Improvements for the fiscal year commencing July 1, 2024 and ending June 30, 2025. The Board of Directors finds that the public's best interest requires such action.

2. Improvements: The improvements within the District include, but are not limited to: the operating, maintaining and servicing of all public landscaping improvements, consisting of landscaping and grass. Operating, maintaining and servicing include, but are not limited to: personnel, materials, electrical energy and water. Services provided include all necessary service, operations, administration and maintenance required to keep the improvements in a healthy, vigorous, and satisfactory condition.

3. Assessment District Boundaries: The boundaries of the Assessment District are as shown by the assessment diagram filed in the offices of the District Clerk of the Board which map is made a part hereof by reference.

4 Engineer's Report: Reference is made to the Engineer's Report prepared by NBS, on file with the District Clerk of the Board for a full and detailed description of the improvements, the boundaries of the Assessment District and the zones therein, and the proposed assessments upon assessable lots and parcels of land within the Assessment District.

5. Notice of Public Hearing: The Board of Directors hereby declares its intention to conduct a Public Hearing concerning the levy of assessments in accordance with Section 22629 of the Act. All objections to the assessment, if any, will be considered by the Board of Directors. The Public Hearing will be held on Thursday, June 13, 2024 at 6:00 p.m. or as soon thereafter as is feasible in the meeting place of the Board of Directors located at 59 Arlington Avenue, Kensington, CA. The Board of Directors further orders the District Clerk of the Board to publish notice of this resolution in accordance with Section 22626 of the Act.

6. Increase of Assessment: The maximum assessment is not proposed to increase from the previous year above that previously approved by the property owners (as "increased assessment" is defined in Section 54954.6 of the Government Code).

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District upon motion by Director Hacaj, seconded by Director Duggan, on Thursday, the 9th day of May, 2024, by the following vote to wit:

AYES: Aquino-Fike, Duggan, Gough, Hacaj, Spath.
NOES: None.
ABSENT: None.
ABSTAINED: None.

David Spath
President, Board of Directors

I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on Thursday, the 9th day of May, 2024.

Lynelle M. Lewis
District Clerk of the Board

David Aranda
Interim General Manager

WCT 6829082 May 17, 2024

WCT 6829082 May 17, 24, 2024



Date: June 13, 2024
To: Board of Directors
From: David Aranda, Interim General Manager
Subject: Affirming the Establishment of the Appropriations Limit for Fiscal Year 2025

Recommendation

Approve and adopt Resolution No. 2024-07 A Resolution of the Board of Directors of the Kensington Police Protection and Community Services District Affirming the Establishment of the Appropriations Limit for Fiscal Year 2025.

Background

Appropriation limits are imposed on public agencies within the revenue and taxation code as a result of Proposition 4 in 1979. Its purpose is to limit property tax revenue collected in excess of actual operation costs and to limit the accumulation of certain revenues. This only applies to departments that collect and utilize property tax monies.

To determine the limit a baseline was established and then annual adjustments were made depending on changes in population and per capita cost of living changes.

For the fiscal year 2024/2025 the appropriate limit was \$5,591,161. Using the California State Department of Finance numbers for Contra Costa County the following formula was used to determine the appropriations limit for 2024/2025:

Step 1: Per Capita income converted to a ratio:

$$3.62 + 100 \text{ divided by } 100 = 1.0362$$

Step 2: Population change using Contra Costa Unincorporated number:

$$0.15 + 100 \text{ divided by } 100 = 1.0015$$

Step 3: $1.0362 \times 1.0015 = 1.03775$

Step 4: $1.03775 \times \$5,591,161 = 5,802,227$

Establishment of Appropriations Limits

June 13, 2024

Page 2 of 2

While the \$5,802,227 is the appropriation limit for the fiscal year 2025, the property tax dollars expected to be received for the fiscal year are only \$2,522,000. Thus, the district is well within the appropriation limit.

Exhibit

- Resolution No. 2024-07 A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Services District Affirming the Establishment of the Appropriations Limit for Fiscal Year 2025.

RESOLUTION NO. 2024-07

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
KENSINGTON POLICE PROTECTION AND COMMUNITY
SERVICES DISTRICT AFFIRMING THE ESTABLISHMENT OF
THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2025**

The Board of Directors of the Kensington Police Protection and Community Services District (“Board of Directors”) does find as follows:

The Board of Directors of the Kensington Police Protection and Community Services District does find as follows:

WHEREAS, in November 1979, California voters approved a ballot measure, Proposition 4 adding Article XIII B to the California Constitution, which limits the level of most appropriations from tax sources that the State and most local government entities are permitted to make in any given year; and

WHEREAS, and each year, a local government must adjust its appropriations limit based on two factors, the change in the population and the per capita personal income; and

WHEREAS, for the district the prior years Appropriations Limit is adjusted by the percentage change in California per capita personal income and the change in population for Contra Costa County; and

WHEREAS, the formula for the appropriations limit has determined that for fiscal year 2025 (July 1, 2024-June 30, 2025) will be \$5,802,227; and

WHEREAS, the Kensington Police Protection and Community Services District is well within the Appropriations limit for fiscal year 2025

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

The Appropriations Limit for Kensington Police Protection Community Services District for Fiscal Year 2025 is established at \$5,802,227.

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District upon motion by Director Hacaj, seconded by Vice-President Gough, on Thursday, the 13th day of June, 2024, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAINED:

David Spath
President, Board of Directors

HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on Thursday, the 13th day of June, 2024.

Lynelle M. Lewis
District Clerk of the Board

David Aranda
Interim General Manger



Date: June 13, 2024
To: Board of Directors
From: David Aranda, Interim General Manager
Subject: Adoption of the Budget for Fiscal Year 2025 (July 1, 2024-June 30 2025)

Recommendation

Approve and adopt Resolution No. 2024-08 of the Board of Directors of the Kensington Police Protection and Community Services District Authorizing the Adoption of the Budget for Fiscal Year 2025 (July 1, 2024-June 30 2025).

Background

A draft budget was presented at the May Board of Directors meeting and a public hearing was held earlier this evening.

As noted there were a few changes made to the budget and the attached budget reflects those changes.

The Interim General Manager, Police Chief, Sr. Accounting Clerk and Eide Bailly all played a role in developing the attached budget for Fiscal Year 2025 which begins July 1, 2024, and ends June 30, 2025. This year staff played a larger role in developing and working on the budget and it is hoped that will continue to be the case for Fiscal Year 2026's budget work.

The budget is balanced with a slight surplus. There are no capital items planned for purchase in any department. This was not because of the available money but rather neither the Chief nor the IGM saw a need for any capital purchased in the 2025 fiscal year.

The General Fund revenue line item is where all the property tax revenue is placed. This procedure is a safety valve in providing to all, but especially to the State, that property tax is designated in the General Fund and the District's governing body determines where and how the property tax is used. Failure to use this process can result in loss of funds from the State in the form of Grants or other funding that the State from time to time designates, especially for Police Agencies.

The General Fund salaries reflect one half time General Manager and part time Clerk of the Board, Accountant, and Administrator. There are no benefits assigned to any of these positions. Last year,

Adoption of the Budget for Fiscal Year 2025

June 13, 2024

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as the 2024 budget was being developed \$50,000 was placed in the benefit line item because there was a possibility of an unemployment claim. That is not the case this year.

The line items for operational expenses reflect increases in consulting (the Geotech study and finishing the reorganization work), accounting and auditing (the actual cost for EideBailly's work will take effect starting July 1, 2024, as opposed to a fixed fee for this current year, which the district benefited from). The line item for legal fees represents a realistic dollar amount for FY 25 when considering that attorney representation at board meetings will be limited to need only, hopefully the CalPERS issues are behind us and there are no pending cases involving the district. This is an election year so money for the election that Contra Costa will bill us was placed in the budget. The payroll expenses were placed in the police department's budget, but this is more of a general fund expense as are copier costs, so they were placed in the general fund. Risk insurance in the State of California continues to go up, thus the increase of \$10,000 in the budget.

The Police Department revenue is based on specific revenue that comes in via special taxes and some State support. As noted, measure G supplemental tax does have the ability to see increases each year as noted in the engineering report on that agenda item.

Salaries and Benefits reflect a full staff as noted in the attached organization chart. It should be noted that one non-sworn position was removed from the salaries and benefits and is now under code 598, consulting. It should also be noted that there is a direct correlation between a full staff and reduced overtime as opposed to a staff shortage and increased costs for overtime. The line items in operational expenses were addressed by the Chief and I in attempting to be more transparent in what each line item represents in expenses. The Chief and I will be available to answer specific questions about those line items. Please note the one large expense line item of \$330,900 for the Pension Obligation Bond payment.

Park Revenues reflect a modest \$108,000 working revenue. Please note that the \$30,000 from KCC is restricted for capital expenditures and thus is not being considered against day-to-day operational expenses.

Salaries and benefits reflect a part time Park Administrator and a part time Janitor. The park operating expenses have been streamlined from prior years where there was duplication and confusion in placing expenses in certain line items. The expenses should reflect one year's experience of operating costs for the park. Please note the one-line item, 975 which is the annual loan repayment of \$30,500.

Solid Waste revenues simply consist of the gross amount of franchise fee money the district receives from Bay View and a grant of \$75,000 that will be discussed next month in a separate agenda item. The expenses reflect using the \$75,000 in grant money, paying the county their share of franchise fees and consulting/legal money for a study on solid waste costs and franchise fee justification. You will note that we will continue to budget an allocation fee to solid waste for the expenses that the general fund incurs overseeing that department.

Adoption of the Budget for Fiscal Year 2025

June 13, 2024

Page 3 of 3

Keep in mind that this public hearing is regarding the Fiscal Year 2024 Budget only. It is the General Manager's recommendation that a board workshop with public input be placed on a future agenda item that will discuss the District's finances for the next five to ten years.

Exhibit(s)

- Resolution No. 2024-08, A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Services District Adopting The Budget For Fiscal Year 2024 (July 1, 2024-June 30, 2025).
- Budget for Fiscal Year 2025
- KPPCSD Organization Chart

RESOLUTION NO. 2024-08

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE KENSINGTON POLICE PROTECTION
AND COMMUNITY SERVICES DISTRICT
ADOPTING THE BUDGET FOR FISCAL YEAR 2025
(July 1, 2024-June 30, 2025)**

The Board of Directors of the Kensington Police Protection and Community Services District (“Board of Directors”) does find as follows:

WHEREAS, on June 13, 2024 at 6:30 p.m. a Public Hearing was held to take any and all comments regarding the fiscal year 2025 budget as presented; and

WHEREAS on June 13, 2024 at the Regular Meeting of the Board of Directors for the Kensington Police Protection and Community Services District the General Manager prepared and submitted to the Board of Directors the proposed budget for fiscal year 2025 commencing July 1, 2024 and ending June 30, 2025; and

WHEREAS, after hearing from all interested persons, the Board has also determined that the aforesaid expenses should be paid by the combination of rates, charges, assessments and taxes set forth herein so as to equitably apportion the burden of paying for such services.

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

1. The Board of Directors hereby adopts the budget for fiscal year 2025 as presented and amended at this meeting.
2. The sums of money therein set forth are hereby appropriated from revenues of the district to the departments, functions and activities therein set forth for expenditures during the fiscal year 2024.

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District upon motion by Director _____, seconded by Director _____, on Thursday, the 13th day of June, 2024, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAINED:

David Spath
President, Board of Directors

HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on Thursday, the 13th day of June, 2024.

Lynelle M. Lewis
District Clerk of the Board

David Aranda
Interim General Manger

**Kensington Police Protection & Community Services District
Consolidated FY 2025 Budget Summary by Department**

	General Fund	Police	Parks	Solid Waste
Revenues	2,522,000	1,601,500	108,000	197,000
Operating expense	\$ (758,778)	\$ (3,267,699)	\$ (222,396)	\$ (202,000)
Allocation	31,000			
Net	\$ 1,794,222	\$ (1,666,199)	\$ (114,396)	\$ (5,000)
				\$ 8,627

**Kensington Police Protection & Community Services District
FY 2024-25
GENERAL FUND**

Acct #		FY 23 Actual Results	FY 24 YTD Results	FY 24 Adopted Budget	FY 25 Proposed Budget	\$ Budget Change	% Budget Change
1	Revenue						
2	401 Levy Tax - Co. Prop 1%	2,381,352	2,433,755	2,400,000	2,522,000	122,000	5%
3	456 Interest	15,414	-	-	-	-	0%
4	458 Other District Revenue	19,204	24,341	68,500	-	(68,500)	-100%
5	480 Rental Revenue	26,824	12,193	29,300	-	(29,300)	-100%
6	TOTAL REVENUE	2,442,794	2,470,289	2,497,800	2,522,000	24,200	1%
7	EXPENSE						
8	Salaries and Benefits						
9	807 Salaries	356,999	173,631	259,400	273,000	13,600	5%
10	808 Payroll Taxes	45,609	2,343	19,800	19,278	(522)	-3%
11	809 Benefits / Unemployment	-	-	50,000	-	(50,000)	-100%
12	Total Salaries & Benefits	402,608	175,974	329,200	292,278	(36,922)	-11%
13	Operations & Admin Expenses						
14	815 Admin Communications	8,270	4,769	7,500	9,500	2,000	27%
15	816 Office Supplies	8,767	1,758	2,000	3,000	1,000	50%
16	817 Postage	748	1,361	-	2,500	2,500	0%
17	818 Mileage Reimbursement	553	712	-	1,000	1,000	0%
18	819 Dues/Subscriptions	7,671	15,451	11,000	18,000	7,000	64%
19	820 Copier Contract	5,524	-	-	3,500	3,500	0%
20	825 Board Continuing Ed/Conferences	282	5,065	8,000	6,000	(2,000)	-25%
21	830 Legal (District/Personnel)	189,833	64,296	25,000	35,000	10,000	40%
22	831 Training and Travel Admin	20,284	12,374	18,700	15,000	(3,700)	-20%
23	835 Consulting	44,287	11,750	50,000	100,000	50,000	100%
24	840 Accounting/Audit	290,523	42,695	95,000	160,000	65,000	68%
25	850 Insurance	36,595	45,000	45,000	55,000	10,000	22%
26	851 Workers Compensation	13,178	1,569	1,500	3,000	1,500	100%
27	860 Election	7,630	-	-	8,000	8,000	0%
28	861 LAFCO	1,505	1,455	2,000	2,000	-	0%
29	870 County Expenditures	22,435	7,271	25,000	25,000	-	0%
30	898 Other Expenses	27,143	8,839	5,000	5,000	-	0%
31	997 Payroll Expense	603	2,721	-	15,000	15,000	0%
32	Total Operations & Admin Expenses	685,832	227,086	295,700	466,500	170,800	58%
33	TOTAL EXPENSE	1,088,440	403,060	624,900	758,778	133,878	21%
	NET REVENUE / (EXPENSE)	1,354,354	2,067,229	1,872,900	1,763,222	(109,678)	-6%
34	Administration allocation revenue from Solid Waste				31,000		

Kensington Police Protection & Community Services District
FY 2024-25
POLICE

Acct #		FY 23 Actual Results	FY 24 YTD Results	FY 24 Adopted Budget	FY 25 Proposed Budget	\$ Budget Change	% Budget Change
1	Revenue						
2	402 Special Tax-Police	685,470	685,470	685,000	685,500	500	0%
3	404 Measure G Supplemental Tax	651,974	679,346	660,000	700,000	40,000	6%
4	410 Police Fees/Service Charges	14,670	4,898	5,000	6,000	1,000	20%
5	414 POST Reimbursement	13,065		10,000	10,000		
6	415 SLESF	217,383		195,000	200,000		
7	418 Reimbursements/Refunds	-	8,535	-	-	-	0%
8	TOTAL REVENUE	1,582,563	1,378,249	1,555,000	1,601,500	41,500	3%
9	EXPENSE						
10	Salaries and Benefits						
11	502 Officers Salaries	1,070,630	584,346	1,141,400	1,230,532	89,132	8%
12	503 Holiday Pay	-	24,098	50,100	46,000	(4,100)	-8%
13	504 Incentive Pay- Education	-	6,409	4,100	15,000	10,900	266%
14	505 Incentive Pay- POST Certificate	-	25,633	34,600	26,852	(7,748)	-22%
15	506 Overtime	131,152	103,544	120,000	50,000	(70,000)	-58%
16	508 Non-Sworn Salaries	63,043	42,252	53,900	-	(53,900)	-100%
17	509 Hiring Bonus	25,000	24,063	20,000	12,000	(8,000)	-40%
18	510 Vacation Cash Out	-	-	20,600	-	(20,600)	-100%
19	516 Uniform Allowance	9,576	5,700	10,800	12,000	1,200	11%
20	520 In Lieu Health Expense	6,000	500	500	-	(500)	-100%
21	522 Officer Life Insurance	4,724	4,037	8,500	6,000	(2,500)	-29%
22	523 Medicare	23,071	12,042	20,300	19,000	(1,300)	-6%
23	524 Social Security / Medicare	3,716	2,620	4,100	-	(4,100)	-100%
24	527 CalPERS District Share	209,627	143,671	269,700	280,227	10,527	4%
25	528 CalPERS Officers Share	(5,493)	5,493	-	-	-	0%
26	529 Pension Obligation Bond Payment	-	330,926	330,900	330,900	-	0%
27	530 Workers Compensation	39,533	38,000	38,000	45,000	7,000	18%
28	531 Unemployment	-	6,750	52,000	-	(52,000)	-100%
29	Total Salaries & Benefits	1,580,577	1,360,084	2,179,500	2,073,511	(105,989)	-5%
30	Operations & Admin Expenses						
31	552 Office Supplies And Expenses	14,690	5,782	21,400	5,000	(16,400)	-77%
32	553 Police Uniforms, Equipment, and Duty Gear	26,432	29,811	30,000	15,000	(15,000)	-50%
33	554 Traffic Safety/Equipment	14,792	54,984	25,000	8,000	(17,000)	-68%
34	561 Fleet Maintenance, Fuel, Toll, Transportation	44,888	24,916	17,000	53,000	36,000	212%
35	563 Vehicle Lease	4,090	44,775	86,500	50,000	(36,500)	-42%
36	564 Cal-ID, ARIES, SunRidge, LEFTA	227,092	143,248	160,000	170,000	10,000	6%
37	566 Radio Maintenance	-	17,546	37,800	12,000	(25,800)	-68%
38	567 Building Alarm, Fire, Security, and Maintenance	-	3,998	4,000	5,000	1,000	25%
39	568 Evidence, Investigation, Forensic Services	24,795	7,870	7,500	8,000	500	7%
40	569 Emergency Preparedness	-	-	3,000	-	(3,000)	-100%
41	570 Training And Travel Expense	32,621	21,558	30,000	30,000	-	0%
42	571 Records, PRA, and Redaction Software	300	9,295	38,800	8,000	(30,800)	-79%
43	572 Recruiting, Hiring, and Backgrounds	11,885	12,608	25,000	5,000	(20,000)	-80%
44	574 Reserve Program	270	430	-	3,000	3,000	0%
45	576 Law, Subscriptions, and Memberships	6,678	1,690	7,000	3,000	(4,000)	-57%
46	578 POST - Reimburse	-	-	-	-	-	0%
47	580 PG&E, EBMUD, and Phone	17,217	25,657	27,000	35,000	8,000	30%
48	581 Building Repairs and Maintenance	437	9,406	10,000	5,000	(5,000)	-50%
49	587 Rubicon IT Contract	591	41,061	43,300	50,000	6,700	15%
50	588 Police Fleet Cellular Contract	21,467	14,906	10,000	10,000	-	0%
51	590 Janitorial	-	-	-	12,000	12,000	0%
52	591 General Liability Insurance	40,177	55,288	55,000	65,000	10,000	18%
53	592 Website Social Media Contracts	417	20	5,000	7,500	2,500	50%
54	593 Volunteer Programs	1,542	1,454	7,500	2,000	(5,500)	-73%
55	594 Police & Community Events	2,189	3,781	7,500	4,000	(3,500)	-47%
56	595 Legal & Lexipol	29,134	14,053	9,000	15,000	6,000	67%
57	596 CAL I.D.	-	-	-	-	-	0%
58	597 Police Building Lease	66,719	64,385	66,000	88,000	22,000	33%
59	597.1 Building Maintenance and Repair	4,303	24	10,000	-	(10,000)	-100%
60	598 Consulting - Background/hiring/records	-	-	-	70,000	70,000	0%
61	599 Police Taxes Administration	1,049	-	5,000	5,000	-	0%
62	820 Copier Contract	5,524	3,010	-	-	-	0%
63	963 Patrol Car Accessories	29,956	68,922	-	-	-	0%
64	967 Station Equipment	50,880	(136)	-	-	-	0%
65	968 Office Furniture/Equipment	31,497	(690)	-	-	-	0%
66	521-A Medical/Vision/Dental (Active)	128,113	119,323	183,700	265,243	81,543	44%

Kensington Police Protection & Community Services District
FY 2024-25
POLICE

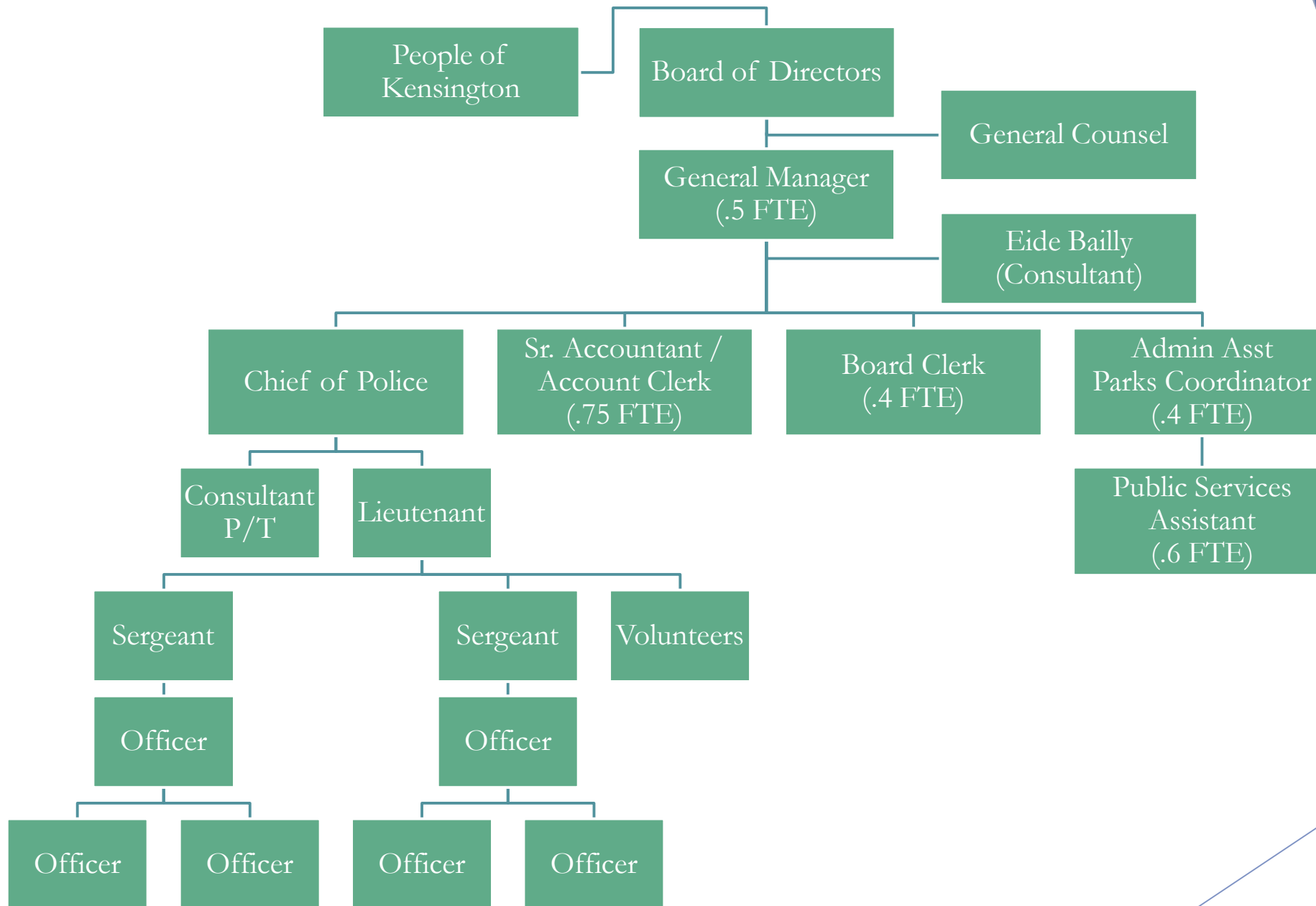
Acct #		FY 23 Actual Results	FY 24 YTD Results	FY 24 Adopted Budget	FY 25 Proposed Budget	\$ Budget Change	% Budget Change	
67	521-R	155,643	105,289	145,400	145,445	45	0%	
68	589	-	-	-	25,000	25,000	0%	
69	575	-	-	-	15,000	15,000	0%	
70	Total Operations & Admin Expenses		995,389	904,264	1,077,400	1,194,188	116,788	11%
71	TOTAL EXPENSE		2,575,966	2,264,348	3,256,900	3,267,699	10,799	0%
72	NET REVENUE / (EXPENSE)		(993,403)	(886,099)	(1,701,900)	(1,666,199)	30,701	-2%

Kensington Police Protection & Community Services District
FY 2024-25
PARKS

Acct #		FY 23 Actual Results	FY 24 YTD Results	FY 24 Adopted Budget	FY 25 Proposed Budget	\$ Budget Change	% Budget Change
1	Revenue						
2	406 Per Capita Park Grant	-	181,055	180,000	-	(180,000)	-100%
3	424 Special Tax-Landscape and Learning Parks	44,359	46,719	46,000	47,000	1,000	2%
4	425 KCC Reserves	-	-	-	-	-	0%
5	426 KCC Annual Fees	-	-	-	29,000	29,000	0%
6	427 Community Center Revenue	61,573	43,479	50,000	30,000	(20,000)	-40%
7	438 Tennis Court Revenue	1,435	1,357	1,000	2,000	1,000	100%
8	439 Other Community Center Revenue	456	31,321	-	-	-	0%
9	TOTAL REVENUE	107,823	303,931	277,000	108,000	(169,000)	-61%
10	EXPENSE						
11	Salaries and Benefits						
13	601 Parks & Rec Admin Salary	32,298	17,522	86,000	21,000	(65,000)	-76%
14	602 Janitor Salary	17,746	(20)	12,000	43,000	31,000	258%
15	623 Social Security / Medicare	-	-	6,600	4,896	(1,704)	-26%
16	Total Salaries & Benefits		17,502	104,600	68,896	(35,704)	-34%
17	Operations & Admin Expenses						
18	640 Parks Expenses	64	4,088	-	-	-	0%
19	641 General Maintenance	28,595	1,528	2,500	25,000	22,500	900%
20	642 Utilities	14,004	8,053	13,000	25,000	12,000	92%
21	643 Janitorial Supplies	1,933	1,815	1,500	2,500	1,000	67%
22	644 Landscaping	29,430	21,700	30,000	34,000	4,000	13%
23	645 Workers Compensation	9,390	1,362	1,400	3,000	1,600	114%
24	646 Community Center Repairs	5,104	463	10,000	4,000	(6,000)	-60%
25	647 Legal/Consulting	6,768	1,162	-	5,000	5,000	0%
26	699 Community Center Expenses - Other	-	-	-	-	-	0%
27	657 General Liability	9,390	12,000	12,000	15,000	3,000	25%
28	658 Levy Administration	10,003	6,200	10,000	7,500	(2,500)	-25%
29	659 Other Park Expenses	-	-	-	1,000	1,000	0%
30	674 Tennis Court Maintenance and Repair	2,124	351	-	1,000	1,000	0%
31	974 Other Park Improvements	99,715	46,009	80,000	-	(80,000)	-100%
32	975 Community Center Loan Repayment	-	-	30,500	30,500	-	0%
33	978 Park Furniture and Equipment	21,946	1,323	-	-	-	0%
34	Total Operations & Admin Expenses	238,467	106,054	190,900	153,500	(37,400)	-20%
35	TOTAL EXPENSE	238,467	1,323	6,600	4,896	(1,704)	-26%
36	NET REVENUE / (EXPENSE)	(130,645)	29,998	(6,600)	(4,896)	1,704	-26%
37	Dedicated Capital Revenue				30,000		

**Kensington Police Protection & Community Services District
FY 2024-25
WASTE MANAGEMENT**

Acct #		FY 23 Actual Results	FY 24 YTD Results	FY 24 Adopted Budget	FY 25 Proposed Budget	\$ Budget Change	% Budget Change
1	Revenue						
2	448 Franchise Fees	#NAME?	-	-	120,000	120,000	0%
3	461 Waste Removal Franchise Fee	-	-	120,000	-	(120,000)	-100%
	480 Waste Management Grant	#NAME?	-	-	75,000	75,000	0%
4	456 Interest	#NAME?	-	-	2,000	2,000	0%
5	TOTAL REVENUE	#NAME?	-	120,000	197,000	77,000	64%
6	EXPENSE						
7	Operations & Admin Expenses						
8	751 Waste Removal Franchise Fee Expense	#NAME?	35,540	51,400	51,000	(400)	-1%
9	752 Waste Management Program Admin	#NAME?	-	68,490	31,000	(37,490)	-55%
10	753 Other Waste Management Expense	#NAME?	8,627	3,040	5,000	1,960	64%
11	462 Waste Management Grants	-	-	-	-	-	0%
12	730 Legal (Waste Management)	-	-	-	40,000	40,000	0%
13	799 Waste Management grant expenses	-	-	-	75,000	75,000	0%
14	Total Operations & Admin Expenses	#NAME?	44,167	122,930	202,000	79,070	64%
15	TOTAL EXPENSE	#NAME?	44,167	122,930	202,000	79,070	64%
16	NET REVENUE / (EXPENSE)	#NAME?	(44,167)	(2,930)	(5,000)	(2,070)	71%



Organization Chart - KPPCSD



Date: June 13, 2024
To: Board of Directors
From: David Aranda, Interim General Manager
Subject: Establishing the Annual Supplemental Special Tax For Police Protection

Recommendation

Approve Resolution No. 2024-09, A Resolution of the Board of Directors of the Kensington Police Protection and Community Services District Establishing the Annual Supplemental Special Tax For Police Protection and direct that a signed copy of the Resolution be sent to NBS for the placement of the Supplemental Special Tax to be placed on the tax rolls.

Background

As noted in the resolution the voters approved a supplemental special tax in 2010 and each year the company NBS prepares the supplemental special tax to be placed on the County tax rolls for Kensington Residents by determining the CPI and reviewing the tax rolls of Kensington Residents.

Exhibit(s)

- Resolution No. 2024-09, A Resolution of the Board of Directors of the Kensington Police Protection and Community Services District Establishing The Annual Supplemental Special Tax For Police Protection and Direct that a Signed Copy of the Resolution be sent to NBS for the Placement of the Supplemental Special Tax be placed on the tax rolls.

RESOLUTION NO. 2024-09
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT
ESTABLISHING THE ANNUAL SUPPLEMENTAL SPECIAL TAX FOR POLICE PROTECTION

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

WHEREAS, in 2010, the voters of the Kensington Police Protection and Community Services District (the “District”) approved a supplemental special tax (the “Supplemental Special Tax”) in the amount of \$200 per year for single family residential parcels, with amounts for properties in other use categories identified in Ordinance No. 2010-01, to provide a source of funding for police protection services.

WHEREAS, for Fiscal Year 2024/25, the maximum annual amount of the Supplemental Special Tax for each category of property shall be determined by multiplying the preceding fiscal year’s maximum special tax by an inflation factor in an amount not to exceed the increase in the Consumer Price Index as published by the U.S. Department of Labor for the April to April San Francisco-Oakland-Hayward area (the “Consumer Price Index”). The following table shows the maximum Supplemental Special Tax for Fiscal Year 2023/24 and Fiscal Year 2024/25. The increase in the Consumer Price Index from Fiscal Year 2023/24 to Fiscal Year 2024/25 is 3.767%.

Class of Improvement or Use*	2023/24 Maximum Tax	2024/25 Maximum Tax
Single Family Residential	\$297.32 per parcel	\$308.52 per parcel
Multiple Unit Residential	445.98 per parcel	462.78 per parcel
Commercial and Institutional	445.98 per parcel	462.78 per parcel
Miscellaneous Improved Property	297.32 per parcel	308.52 per parcel
Unimproved Property	89.19 per parcel	92.55 per parcel

*Class of Improvement or Use will be determined annually based on data from the Contra Costa County Assessor.

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

- The Board of Directors hereby declares its intention to levy the Supplemental Special Tax for the Fiscal Year, July 1, 2024 through June 30, 2025 in the following amounts.

Class of Improvement or Use*	2024/25 Supplemental Tax
Single Family Residential	\$308.52 per parcel
Multiple Unit Residential	462.78 per parcel
Commercial and Institutional	462.78 per parcel
Miscellaneous Improved Property	308.52 per parcel
Unimproved Property	92.55 per parcel

*Class of Improvement or Use will be determined annually based on data from the Contra Costa County Assessor.

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District upon motion by Director _____, seconded by Director _____, on Thursday, the 13th day of June, 2024, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAINED:

David Spath
President, Board of Directors

I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on Thursday, the 13th day of June, 2024.

Lynelle M. Lewis
District Clerk of the Board

David Aranda
Interim General Manager



KENSINGTON POLICE DEPARTMENT

10940 San Pablo Avenue ▪ El Cerrito ▪ CA ▪ 94530

(510) 526-4141

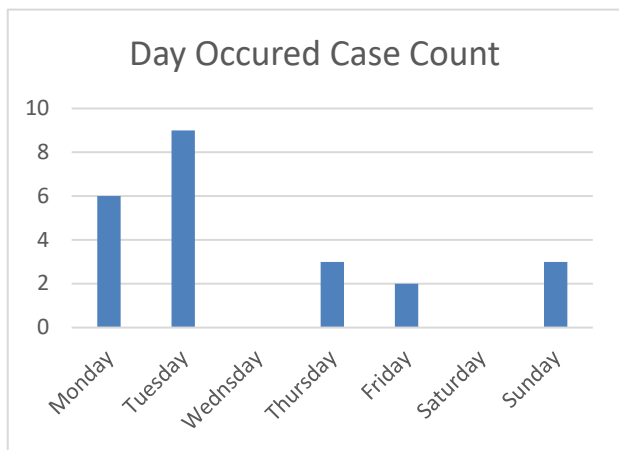
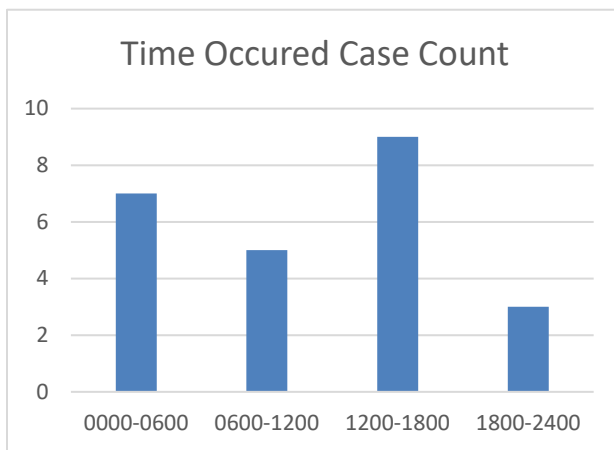
www.kppcsd.org

DATE: May 31st, 2024
TO: David Aranda: General Manager
FROM: M. Gancasz, Chief of Police
RE: Police Chief’s Monthly Report, May 2024

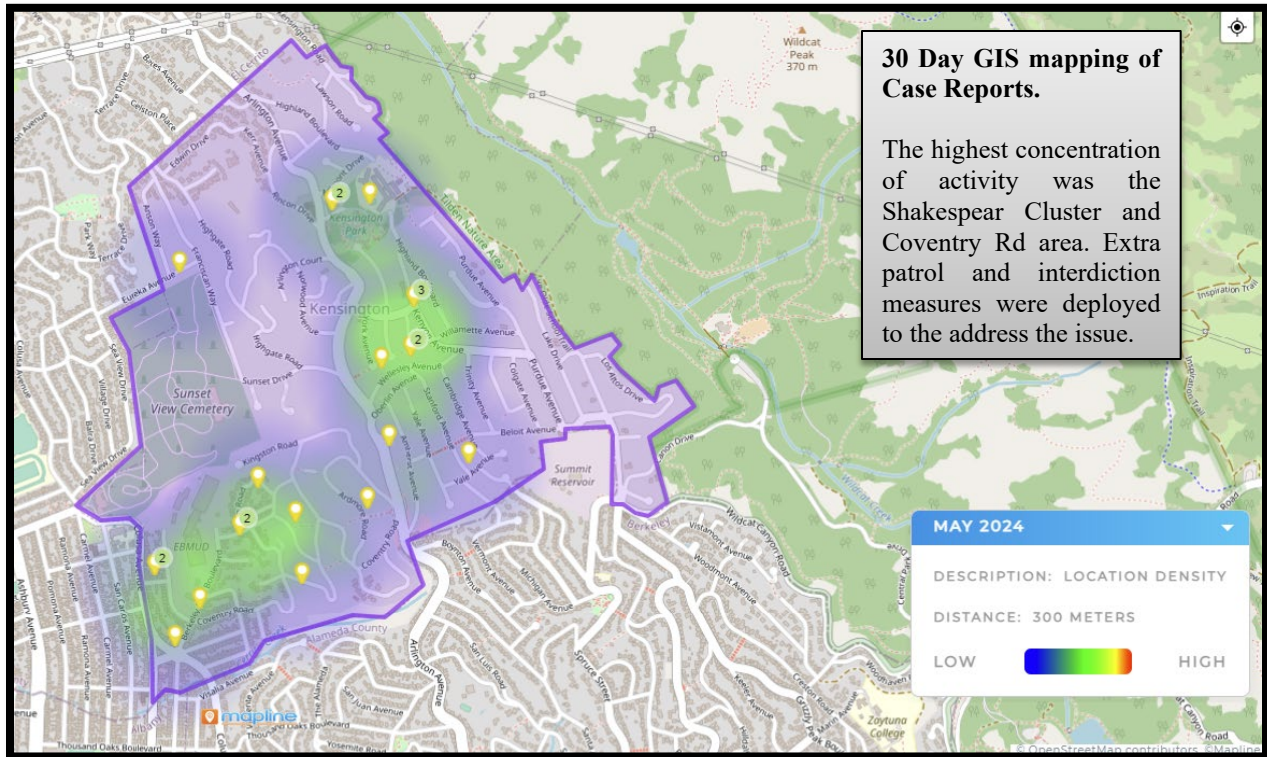
Patrol Operations

In May, the Kensington Police Department handled a total of 1,226 incidents, which is an increase from 1217 incidents in the prior month. Out of the total number of incidents, 906 were initiated by officers, including 97 traffic enforcement stops, resulting in 42 citations. This is an increase from 94 traffic enforcement stops and a decrease from 47 citations in the prior month. Additionally, the officers responded to 320 dispatched calls for service, which is an increase from 230 in the prior month. They also took 25 reports, which is an increase from 19 reports in April. No arrests were made. The officers investigated one case each of stalking, criminal threats, a burglary from a motor vehicle, a grand theft, a death investigation, and a psychiatric hold. Additionally, there were two incidents of someone tampering with vehicles and two identity theft investigations.

The average response time of the officers decreased from 4.1 minutes to 3.8 minutes.



Crime Trend Mapping May 1-31, 2024



Activity Log

- On Friday, May 3rd, officers responded to Wellesley Avenue for a report of vehicle vandalism and tampering. There are no witnesses or leads but the investigation remains ongoing.
- On Sunday, May 5th, officers responded to Avon Road for a report of an unreported auto burglary that occurred in April. The matter is being investigated.
- On Wednesday, May 8th, officers took a phone report of stalking. A report was taken, and the matter is being investigated.
- On Wednesday, May 8th, officers responded to a report of petty theft on Wellesley Ave.
- On Thursday, May 9th, officers responded to a report of a vehicle vandalism on Colusa Avenue.
- On Thursday, May 9th, officers responded to a report of a grand theft from a vehicle on Arlington Avenue.
- On Monday, May 13th, officers were dispatched to Highland Boulevard for a report of someone brandishing a firearm. The alleged suspect and alleged victim fled from the scene

prior to police arrival. During the investigation officers were unable to establish (identify) a victim or a suspect. A detailed report was completed to document the incident.

- On Monday, May 13th, officers responded to a report of a hit and run collision of parked vehicles near Stratford Road. Traffic collision reports were authored for both incidents.
- On Thursday, May 16th, officers responded to Arlington Avenue for a report of vandalism inside the Kensington Community Park restrooms. Officers located graffiti inside the restrooms, contacted the Kensington maintenance personnel for clean-up, and authored a report. The investigation into this incident remains ongoing.
- On Monday, May 21st, officers responded to Hilltop Elementary School for a report of criminal threats. This incident was documented and is followed up by school officials in conjunction with the West Contra Costa County Unified School District.
- On Monday, May 21st, officers responded to Ardmore Road for a medical emergency.
- On Tuesday, May 21st, officers responded to a non-injury traffic collision near Wellesley Avenue and Stanford Avenue. A report was taken.
- On Wednesday, May 22nd, officers responded to the Kensington Library for a report of a stolen wallet. The wallet was later located and returned to the owner. A report was authored to document the incident.
- On Tuesday, May 25th, officers responded to a non-injury traffic collision near Wellesley Avenue and Stanford Avenue. A report was taken.
- On Sunday, May 26th, officers responded to Westminster Avenue for a fraud report. A report was authored, resources were provided, and the investigation is ongoing.
- On Sunday, May 26th, officers responded to Yale Avenue for an identity theft report. A report was authored, resources were provided, and the investigation is ongoing.
- On Monday, May 27th, officers responded to a non-injury traffic collision near Westminster Avenue and Kenyon Avenue. A report was taken.
- On Tuesday, May 28th, officers responded to Stratford Road for a deceased adult. No foul play is suspected, and the investigation is closed.



Community Safety Cameras Three (3) community safety cameras were installed in May. Two more will be installed in June, completing the project. As the cameras are being installed, supervisors are monitoring the captured data for function, frequency, and accuracy before fully implementing the program to patrol officers.

May Data Captured – three (3) cameras		
Type	Stolen Plates	Stolen Vehicle
Count	60	1

Police Radios

On October 12th, 2020, the California Department Of Justice (DOJ) announced new standards for police departments whenever officers broadcast citizen information over their radios. This standard required police departments to update and encrypt their radios. Kensington successfully updated and encrypted its radio inventory in May, bringing the police department into compliance with the DOJ requirements. Kensington is the first agency in Contra Costa County to comply with this requirement.

Training



The police department once again prioritized de-escalation training and crisis intervention strategies. Sergeant Lande provided Active Listening Skills (ASL) and Crisis Communications training for Officers Thota and De Santiago. Ofc. De Santiago and Sgt. Lande attended training on the use of de-escalation/less lethal impact platforms to include the 40mm sponge round and the bean bag round. The training included an emphasis on system handling, marksmanship, implementation as part of a crisis response team, case law, policy, and scenarios. The training was conducted in

conjunction with the El Cerrito Police Department’s Advanced Officer Training program. Sgt. Lande, Ofc. Gill, and Ofc. De Santiago attended the Sacramento County Sheriff’s Office Building Entry and Search course in Elk Grove to improve officer safety when entering a building. Sgt. Lande completed an additional course on advanced reporting for DUI investigations. Safe traffic enforcement stop procedures training was completed with members of the El Cerrito Police Department. Officers received more than forty (40) hours of in-service perishable skills training.

Traffic Safety

Two misdemeanor hit and run investigations and two non-injury collision investigations were handled this month. One of the collisions involved four vehicles on Berkeley Park Blvd between Coventry and Ocean View.

On May 11th, Kensington and El Cerrito Officers conducted a joint directed speed enforcement operation in both Kensington and El Cerrito focused on speeding motorists on both Moeser Ave and Colusa Ave. The operation involved the use of Radar and Lidar. Officers continue to identify opportunities to leverage interagency coordination and resources to improve traffic safety in Kensington.

Kensington PD will be conducting its final Grant Funded DUI Enforcement operation on Friday June 7th from 2:00pm to midnight. Officers will focus their attention on impaired drivers as well as educating the public about the dangers of driving while impaired.

Chief of Police



On Thursday, May 9, four officers were officially sworn in and took the oath of office during the monthly Board of Directors meeting. These officers have an outstanding background, demonstrating exceptional skills and dedication, making them ideal additions to the Kensington Police Department. With their expertise and commitment to serving the community, they are poised to uphold the department's mission and contribute to ensuring public safety and security in

Kensington. Their induction marks a significant step forward in achieving a full staff, reinforcing the department's capabilities, and enhancing its customer service theme while furthering our ability to address the evolving challenges of law enforcement. Many families and friends were present to enjoy the ceremony.

From left to right

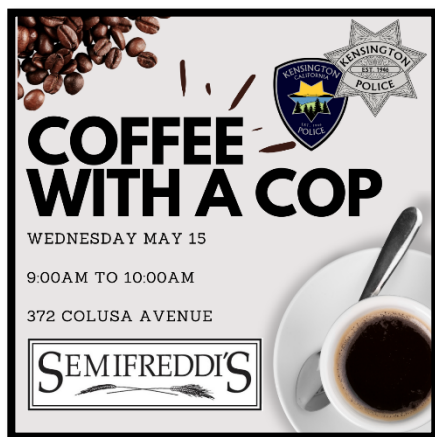
- Officer Vijayram Thota
- Officer Harjot Gill
- Officer Jesse De Santiago
- Reserve Officer Michael Tranate

I had the privilege of attending the California Police Chiefs Conference held in southern California, which boasted a robust turnout of chiefs and participants from across the state. I extended a conditional offer of employment to a highly qualified police applicant. Pending the successful completion of a thorough background check, their appointment will bring our esteemed police department to its full staff complement of nine (9) officers. Additionally, I presented the Police Department's personnel and operating budget for the fiscal year 2024/2025 to the General Manager for comprehensive review. Collaborating closely with the finance department, we made significant strides in finalizing the payroll tool with our vendors. Anticipated testing of the refined product is set to commence on June 15th or potentially sooner. Upon implementation, we expect a substantial reduction in the time spent processing payroll each month, thereby streamlining operations and enhancing efficiency across the district. Additionally, I signed an MOU with the Contra Costa District Attorneys Office related to peace officer files and transparency.

I had the privilege of meeting with Chief of Police J. Geisberger from Albany to discuss a potential extension of our existing dispatch contract. We are diligently working towards having the contract ready for review by late June or early July, ensuring continued seamless collaboration and service delivery.

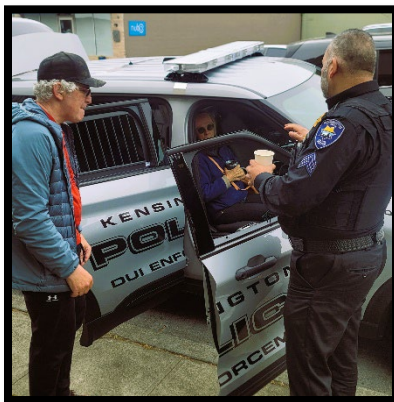
Consultant Jason Haynes authored and submitted two (2) federal grant proposals on behalf of the police department. 1) a COPS grant to fund a police officer position and 2) a micro grant to promote community outreach, transparency, and accountability within the department. These grant proposals underscore Jason's proactive approach to securing resources that directly benefit the police department and the community it serves. The COPS grant (\$90,000) aims to bolster the department's personnel, enabling it to enhance its operational capacity and better respond to public safety needs. Meanwhile, the micro grant (\$170,000) underscores the department's commitment to fostering positive relationships with the community by promoting transparency and accountability initiatives. If successful, these grants will not only strengthen the department's capabilities but also reinforce its dedication to serving and engaging with the community in meaningful ways.

Community



On May 15th at 9:00 am, Coffee with A COP made a triumphant return to Kensington, generously hosted by Semi Freddi's Bakery. Attendees were treated to a delightful spread of coffee and pastries while engaging in lively conversations with officers and Volunteer, Mike Logan. The highlight of the event was the unveiling of the department's new patrol car, made possible through grant funding. Sergeant Nath and Volunteer Logan led informative tours of the vehicle, showcasing its innovative features and design elements. Enthusiastic discussions ensued about the car's colors, graphics, and advanced technology. The success of this event sets the stage for our upcoming Pizza with Police event, graciously hosted by Benchmark Pizzeria on

Wednesday, June 15th, from 11:30 am to 1:30 pm. We look forward to another opportunity to connect with our community over delicious food and meaningful dialogue. For more information about upcoming events, visit KPPCSD.org or our Facebook page.



Hilltop Elementary School Carnival



Officers Gill and De Santiago exemplified the Kensington Police Department's commitment to community engagement by participating in the annual Kensington Hilltop Elementary School Carnival. With warmth and professionalism, they fielded inquiries, offered informative tours of patrol vehicles, and distributed stickers to eager attendees. Their presence at this event underscored the department's dedication to fostering positive relationships with local schools and nurturing trust within the community.

Volunteers in Policing (VIPS)



In Kensington, our community thrives thanks to the dedicated efforts of our invaluable volunteers who generously contribute their time and expertise. In May, these volunteers collectively donated twenty-nine (29) hours of service to both the District and the wider community. Their contributions encompass a range of essential tasks, including fleet maintenance, technology integration, and active participation in various community events. Under the capable supervision of Sergeant A. Nath, our volunteer program operates seamlessly, with Sergeant Nath overseeing daily communications and task assignments. As evidenced by its growing success, the program continues to evolve, demonstrating its pivotal role in enhancing

police and district operations while fostering community well-being. Looking ahead, we are excited to expand our volunteer base this summer, confident that their dedication will further elevate our collective efforts in serving and enriching our community.

Swearing In Ceremony





Date: June 13, 2024

To: Board of Directors

Submitted by: David Aranda, Interim General Manager

Subject: General Manager's Report May 4, 2024 Through June 5, 2024

The following items were addressed by the IGM:

- Worked on developing the fiscal year 2025 budget for presentation at the June 13, 2024 Board of Directors meeting.
- Meetings with Ridgeline involving numerous questions and requests for financial data and in following up on the workshop the board held on May 9th.
- Reviewing the hazard mitigation plan with President Spath and the County and their contractor.
- Coordination and follow-up on agreement with Mr. Kropp regarding the Geotech study at Arlington.
- Zoom meetings with EdieBailly on a variety of issues, i.e., financial statements, county revenue check, CalPERS issues.
- In-person meeting with KPOA representatives to discuss the upcoming budget, pension obligations and operations and the status of reorganization.
- Correspondence with various individuals.



Kensington Police Protection & Community Services District

Date: June 13, 2024

To: Board of Directors

From: Rosa Ruiz

Subject: Parks Report

The District Office will be closed on Wednesday, June 19, 2024, in observance of Juneteenth.

Community Center Events:

Private events at the center have been consistent throughout June, with school graduation celebrations, birthdays, and so on. The following are community events, and encourage everyone to attend and get to know others in the community.

1. Vitalant Blood Donation occurred at the center on Tuesday, June 4, 2024, from 10 AM to 2:30 PM. This event will also take place in November 2024.
2. Conservation Ambassadors' Wild Thing will visit the community center on Tuesday, June 25, 2024, from 6 PM to 10 PM. They will showcase an educational presentation and meet different mammals.
3. Life Line Screening will also visit the center on Saturday, June 22, 2024, from 8 AM to 5 PM. It is a privately-run prevention and wellness company that operates community-based health screening services for adults over 40. The screening is simple and painless; it can detect early Stroke, Cardiovascular Disease, and other conditions.

Park:

4. The KAROECHO groups will host ARRL's National Field Day on Saturday, June 22, 2024, from 8 AM to 4:30 PM. It will take place at the park grounds near the tennis court. Encourage residents to attend and observe how fellow residents use emergency radios when a disaster emergency arises.
5. Reservations at the picnic site and the upkeep of the park grounds have been consistent as the hot weather rolls in.