



Date: August 14, 2025

To: Board of Directors

From: David Aranda, Interim General Manager

Subject: Discussion of the Operations for Fiscal Year 2025, July 1, 2024, through June 30, 2025

Recommendation

Please ask questions so that the entire board has a good understanding of the revenue, expenses and work that was done over the past fiscal year.

Background

As your IGM, I consider managing the district's operations and finances to be one of the most important aspects of the job. The attached financial and accompanying narrative for fiscal year 2025 will hopefully provide the board with insight regarding the various projects that the district worked on, those costs and the overall fiscal condition as we ended fiscal year 2025.

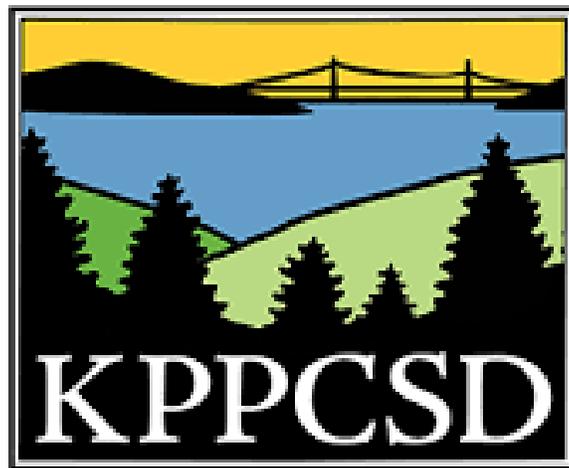
Exhibit(s)

- Monthly Financials for the Period July 1, 2024 Through June 30, 2025
- Narrative of Fiscal Year 2025 Operations

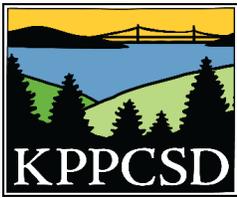
Item #12a

	FY 25			Net FY 25 Year
	FY 25 Revenues	Expenditures	FY Capital Expenses	End
Genreal Fund	2,766,154.09	659,534.17		2,106,619.92
Police	1,772,523.41	3,422,397.05	4,244.63	(1,654,118.27)
Parks	139,261.79	272,831.99	43,490.24	(177,060.44)
Waste Management	203,795.45	144,468.32		59,327.13
Total	\$ 4,881,734.74	\$ 4,499,231.53	\$ 47,734.87	\$ 334,768.34

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT



**MONTHLY FINANCIALS
FOR THE PERIOD JULY 1, 2024 THROUGH JUNE 30, 2025**

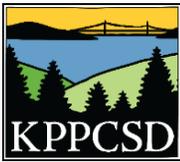


Kensington Police Protection & Community Services District
Balance Sheet Unaudited
For Period July 2024 to June 2025

Line	ASSETS	
1	Current Assets	
2	Bank Accounts	
3	100 Petty Cash	100
4	101 Five Star Checking	322,547
5	103 Five Star Saving	5,906
6	104 CLASS - KCC Capital	62,988
7	105 CLASS - KPPCSD	3,122,711
8	106 Checking FSA	2,106
9	139 LAIF-District	79,668
10	Total Bank Accounts	\$ 3,596,027
11	Other Current Assets	
12	153 Prepaid Expenses	160,154
13	Total Other Current Assets	\$ 160,154
14	Total Current Assets	\$ 3,756,181
15	Fixed Assets	
16	160 Police Fixed Assets	
17	161 Police Bldg Improvements	200,061
18	162 Patrol Cars	494,913
19	163 Patrol Cars Accessories	43,673
20	165 Personal Police Equipment	72,587
21	166 Police Traffic Equipment	19,008
22	167 Station Equipment-Police	65,694
23	168 Office Furn & Equip	11,333
24	169 Computer Equip	111,257
25	Total 160 Police Fixed Assets	\$ 1,018,526
26	170 Park/Rec Fixed Assets	196,538
27	171 Land	2,808,347
28	172 Community Center Building	2,310,260
29	173 Community Center Improvements	158,833
30	174 Park Improvements	919,380
31	178 Pk/R Furn & Fixtures	50,600
32	Total 170 Park/Rec Fixed Assets	\$ 6,443,959
33	189 Accumulated Depreciation	(1,813,387)
34	Total Fixed Assets	\$ 5,649,099
35	Other Assets	
36	190 Deferred Outflows - OPEB	420,924
37	191 Deferred Outflows - Pension	\$ 1,677,225
38	Total Other Assets	\$ 2,098,149

39	TOTAL ASSETS	11,503,429
40	LIABILITIES AND EQUITY	
41	Liabilities	
42	Current Liabilities	
43	Accounts Payable	
44	210 Accounts Payable	213,279
45	Total Accounts Payable	\$ 213,279
46	Other Current Liabilities	
47	201 Accrued Payable	122,902
48	219 Accrued Payroll	67,170
49	220 Payroll Liabilities	
50	224 PEBSO	1,500
51	225 PERS - (District Portion)	10,121
52	226 PERS (Officers Portion)	7,216
53	228 PERS Service Credit	354
54	229 KPOA Dues, Legal Def., Survivor	1,690
55	Total 220 Payroll Liabilities	\$ 20,880
56	802 FSA Liability (Lively)	
57	517 FSA Liability - Police	3,092
58	806 FSA Liability - Adm	(267)
59	Total 802 FSA Liability (Lively)	\$ 2,825
60	Total Other Current Liabilities	\$ 213,778
61	Total Current Liabilities	\$ 427,057
62	Long-Term Liabilities	
63	240 2020 Pension Obligation Bond	
64	241 2020 POB - ST Portion	181,000
65	242 2020 POB - LT Portion	3,721,000
66	Total 240 2020 Pension Obligation Bond	\$ 3,902,000
67	265 Compensated Absence/Vac Buyback	81,194
68	290 Community Center Loan	
69	291 Community Center Loan - ST	25,325
70	292 Community Center Loan - LT	111,296
71	Total 290 Community Center Loan	136,621
72	293 Vehicle Capital Lease	146,533
73	295 Net OPEB Liability	(439,781)
74	296 Net Pension Liability	\$ 1,146,972
75	297 Deferred Inflows - OPEB	232,784
76	298 Deferred Inflows - Pension	903,540
77	Total Long-Term Liabilities	6,109,863
78	Total Liabilities	6,536,921
79	Equity	
80	350 Invest. in Assets	5,164,503
81	390 Retained Earnings	(395,295)
82	395 Prior Period Adjustment	(162,591)

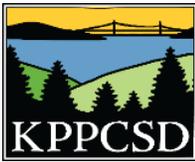
83	Net Income	<u>\$</u>	<u>359,891</u>
84	Total Equity	<u>\$</u>	<u>4,966,508</u>
85	TOTAL LIABILITIES AND EQUITY	<u>\$</u>	<u>11,503,429</u>



Kensington Police Protection & Community Services District
Budget vs. Actuals: General Fund Unaudited
 For Period July 2024 to June 2025

Line	Account	Jun-25	FY25 Actual	FY 25 Budget	% of Budget
1	Income				
2	400 Property Tax Revenue				
3	401 Levy Tax - Co. Prop. 1%	175,568	2,579,479	2,522,000	102%
4	Total 400 Property Tax Revenue	\$ 175,568	\$ 2,579,479	\$ 2,522,000	102%
5	440 Interest and Admin Charges				
6	456 Interest	11,430	117,753	30,000	393%
7	458 Other District Rev - Allocation	27,340	61,607	31,000	199%
8	Total 440 Interest and Admin Charges	\$ 38,770	\$ 179,360	\$ 61,000	294%
9	480 General Fund Rental Revenue		7,316		
10	Total Income	\$ 214,339	\$ 2,766,154	\$ 2,583,000	107%
11	Expenses				
12	550.6 FSA Expenses	100	3,339		
13	Total 500.1 Benefits	\$ 100	\$ 3,339	\$ -	
14	800 District Expenses				
15	815 Admin Communications	1,890	14,950	9,500	157%
16	816 Office Supplies	289	4,440	3,000	148%
17	817 Printing and Postage	52	2,071	2,500	83%
18	818 Mileage Reimbursement	115	1,158	1,000	116%
19	819 Dues/Subscriptions	948	14,279	18,000	79%
20	820 Copier Contract	330	4,097	3,500	117%
21	825 Board Continuing Ed/Conferences			6,000	0%
22	831 Training and Travel Admin	1,091	11,589	15,000	77%
23	860 Election		300	8,000	4%
24	870 County Expenditures			25,000	0%
25	898 Other Expenses		1,982	5,000	40%
26	Total 800 District Expenses	\$ 4,715	\$ 54,865	\$ 96,500	57%
27	800.2 Salaries & Benefits				
28	807 Salaries	28,375	228,021	273,000	84%
29	808 Payroll Taxes	2,160	17,143	19,278	89%
30	Total 800.2 Salaries & Benefits	\$ 30,535	\$ 245,165	\$ 292,278	84%
31	800.3 Professional Services				
32	830 Legal (District/Personnel)	9,351	67,909	35,000	194%
33	835 Consulting		102,009	100,000	102%
34	840 Accounting/Audit	2,105	111,761	160,000	70%
35	Total 800.3 Professional Services	\$ 11,456	\$ 281,678	\$ 295,000	95%
36	800.4 Insurances & LAFCO				
37	850 Insurance	4,609	55,308	55,000	101%

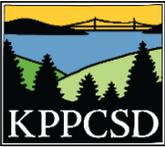
38	851 Workers Compensation	366	4,395	3,000	147%
39	861 LAFCO		1,547	2,000	77%
40	Total 800.4 Insurances & LAFCO	\$ 4,975	\$ 61,250	\$ 60,000	102%
41	997 Payroll Expense	191	13,688	15,000	91%
42	Total Expenses	\$ 51,972	\$ 659,534	\$ 758,778	87%
43	Net Operating Income	\$ 162,367	\$ 2,106,620	\$ 1,824,222	115%



Kensington Police Protection & Community Services District
Budget vs. Actuals: Police Fund Unaudited
 For Period July 2024 to June 2025

Line	Account	Jun-25	FY25 Actual	FY 25 Budget	% of Budget
1	Income				
2	400.1 Assessments				
3	402 Special Tax-Police	34,302	686,040	685,500	100%
4	404 Measure G Supplemental Tax	35,276	705,523	700,000	101%
5	Total 400.1 Assessments	\$ 69,578	\$ 1,391,563	\$ 1,385,500	100%
6	400.2 Grant Revenue				
7	414 POST Reimbursement	48	2,046	10,000	20%
8	415 SLESF		194,663	200,000	97%
9	Total 400.2 Grant Revenue	\$ 48	\$ 196,710	\$ 210,000	94%
10	400.3 Reimbursements & Fees				
11	410 Police Fees/Service Charges	1,137	13,912	6,000	232%
12	418 CERBT Reimbursements/Refunds	259	129,058		
13	Total 400.3 Reimbursements & Fees	\$ 1,396	\$ 142,970	\$ 6,000	2383%
14	422 Other PD Grants		41,000		
15	Total Income	\$ 71,022	\$ 1,772,523	\$ 1,601,500	111%
16	Gross Profit	\$ 71,022	\$ 1,772,523	\$ 1,601,500	111%
17	Expenses				
18	502.1 Officers Salary	162,075	1,270,099	1,230,532	103%
19	503 Holiday Pay	6,032	46,823	46,000	102%
20	503.4 Incentive Pay-Longevity Pay	1,205	9,644		
21	504 Incentive Pay- Education	1,872	13,720	15,000	91%
22	505 Incentive Pay- POST Certificate	4,597	32,401	26,852	121%
23	Total 502 Officers Salaries	\$ 175,781	\$ 1,372,687	\$ 1,318,384	6%
24	506 Overtime	9,435	77,746	50,000	155%
25	Total 500 Police Salaries	\$ 185,216	\$ 1,450,433	\$ 1,368,384	106%
26	500.1 Benefits				
27	509 Hiring Bonus	4,000	24,000	12,000	200%
28	516 Uniform Allowance	1,500	11,300	12,000	94%
29	520 In Lieu Health Expense				
30	521-A Medical/Vision/Dental-Active	15,173	205,382	265,243	77%
31	521-R Medical/Vision/Dental-Retired	9,555	118,274	145,445	81%
32	522 Officer Life Insurance		7,107	6,000	118%
33	Total 500.1 Benefits	\$ 30,228	\$ 366,063	\$ 440,688	83%
34	500.2 Taxes & Worker's Comp				
35	523 Medicare	2,652	21,052	19,000	111%
36	530 Workers Compensation	3,750	45,000	45,000	100%
37	Total 500.2 Taxes & Worker's Comp	\$ 6,402	\$ 66,052	\$ 64,000	103%

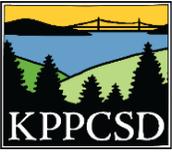
38	500.3 Retirement				
39	527 CalPERS District Share	134,832	389,640	280,227	139%
40	529 Pension Obligation Bond Payment	71,629	327,743	330,900	99%
41	Total 500.3 Retirement	\$ 206,461	\$ 717,382	\$ 611,127	117%
42	550 Police Operating Expenses				
43	519 Axon - Body Cam/Tasers/Storage	840	21,302	25,000	85%
44	554 Traffic Safety/Equipment	1,005	16,297	8,000	204%
45	568 Evidence, Investigation, Forens	895	6,678	8,000	83%
46	571 Records, PRA, and Redaction Sof	150	900	8,000	11%
47	575 Community Safety Cameras		14,899	15,000	99%
48	576 Law, Subscriptions, and Members	146	3,390	3,000	113%
49	594 Community Events & Volunteer Programs	1,489	8,071	6,000	135%
50	599 Police Taxes Administration			5,000	0%
51	Total 550 Police Operating Expenses	\$ 4,525	\$ 71,536	\$ 78,000	92%
52	550.1 Buiding & District Expenses				
53	552 Office Supplies and Expenses	136	6,399	5,000	128%
54	567 Building Alarm, Fire, Security	393	6,567	5,000	131%
55	580 PG&E, EBMUD, and Phone	4,804	35,221	35,000	101%
56	581 Building Repairs and Maintenanc		13,592	5,000	272%
57	587 IT Contract City of San Pablo		54,551	50,000	109%
58	590 Janitorial	1,190	15,150	12,000	126%
59	592 Website Social Media Contracts	43	199	7,500	3%
60	597 Police Bldg. Lease	13,978	86,665	88,000	98%
61	Total 550.1 Buiding & District Expenses	\$ 20,543	\$ 218,344	\$ 207,500	105%
62	550.2 Fleet Related Expenses				
63	561 Fleet Maintenance, Fuel, Toll,	7,022	73,115	53,000	138%
64	563 Vehicle Lease	4,610	99,993	50,000	200%
65	566 Radio Maintenance		10,488	12,000	87%
66	588 Police Fleet Cellular Contract	1,692	10,767	10,000	108%
67	Total 550.2 Fleet Related Expenses	\$ 13,324	\$ 194,362	\$ 125,000	155%
68	550.3 Personnel Miscellaneous				
69	553 Police Uniforms, Eqpmt, & Duty	1,615	22,624	15,000	151%
70	570 Training and Travel Exp	475	20,770	30,000	69%
71	572 Recruiting, Hiring, and Backgro		8,506	5,000	170%
72	572.1 Consulting - Bckgrnd/hiring/rec	8,721	61,469	70,000	88%
73	574 Reserve Program		208	3,000	7%
74	Total 572 Recruiting, Hiring, and Backgro	\$ 10,810	\$ 113,577	\$ 120,000	95%
75	550.4 Prof Services & Insurance				
76	591 General Liability Insurance	5,417	66,000	65,000	102%
77	595 Legal & Lexipol	1,872	14,450	15,000	96%
78	Total 550.4 Prof Services & Insurance	\$ 7,289	\$ 80,450	\$ 80,000	101%
79	564 Cal-ID, ARIES, SunRidge, LEFTA	1,216	140,306	170,000	83%
80	589 Police Misc Expense	549	3,891		
81	950 Capital Outlay				



Kensington Police Protection & Community Services District
Budget vs. Actuals: Parks Unaudited
 For Period July 2024 to June 2025

Line	Account	Jun-25	FY25 Actual	FY 25 Budget	% of Budget
1	Income				
2	420.1 Parks Assessments				
3	424 Special Tax-L&L Parks	2,286	45,716	47,000	97%
4	Total 420.1 Parks Assessments	\$ 2,286	\$ 45,716	\$ 47,000	97%
5	420.2 Parks Rental Revenue		0		
6	427 Community Center Revenue	1,960	46,964	30,000	157%
7	438 Tennis Court Revenue	82	2,770	2,000	138%
8	439 Other Community Center Revenue		13,715		
9	Total 420.2 Parks Rental Revenue	\$ 2,042	\$ 63,450	\$ 32,000	198%
10	471 KCC Annual Fees	15,249	30,097	29,000	104%
11	Total Income	\$ 19,576	\$ 139,262	\$ 108,000	129%
12	Expenses				
13	600 Park/Rec Sal & Ben				
14	601 Park & Rec Administrator	2,683	19,475	21,000	93%
15	602 Custodial Salary	4,428	34,887	43,000	81%
16	623 Social Security/Medicare - Dist	538	4,360	4,896	89%
17	Total 600 Park/Rec Sal & Ben	\$ 7,648	\$ 58,722	\$ 68,896	85%
18	640 Parks Expenses				
19	641 General Maintenance	5,209	31,800	25,000	127%
20	642 Utilities-Community Center	7,217	32,945	25,000	132%
21	643 Janitorial Supplies	753	2,524	2,500	101%
22	644 Landscaping	4,580	40,825	34,000	120%
23	645 Workers Comp	250	3,000	3,000	100%
24	646 Community Center Repairs		8,367	4,000	209%
25	647 Legal/Consulting		2,225	5,000	44%
26	Total 640 Parks Expenses	\$ 18,009	\$ 121,685	\$ 98,500	124%
27	650 Other Park Expenses				
28	657 General Liability	1,250	15,000	15,000	100%
29	658 Levy Administration	574	9,247	7,500	123%
30	659 Other Park Expenses	28,066	67,978	1,000	6798%
31	674 Tennis Court Maint/Repair		200	1,000	20%
32	Total 650 Other Park Expenses	\$ 29,890	\$ 92,425	\$ 24,500	377%
33	974 Other Park Improvements	11,817	11,817		
34	975 Community Center Loan Repayment		30,517	30,500	100%
35	978 Pk/Rec Furn/Eq		1,157		
36	Total 950 Capital Outlay	\$ 11,817	\$ 43,490	\$ 30,500	
37	Total Expenses	\$ 67,364	\$ 316,322	\$ 222,396	142%

38	Net Operating Income	\$ (47,788)	\$ (177,060)	\$ (114,396)	155%
39	Other Income				
40	470 KCC Reserves		30,000	30,000	100%



Kensington Police Protection & Community Services District
Budget vs. Actuals: Waste Management Unaudited
 For Period July 2024 to June 2025

Line	Account	Jun-25	FY25 Actual	FY 25 Budget	% of Budget
1	Income				
2	440 Interest and Admin Charges				
3	448 Franchise Fees	32,662	128,795	120,000	107%
4	Total 440 Interest and Admin Charges	\$ 32,662	\$ 128,795	\$ 120,000	107%
5	460 Waste Removal Revenue				
6	455 Waste Management Interest			2,000	0%
7	Total 460 Waste Removal Revenue	\$ -	\$ -	\$ 2,000	0%
8	481 Waste Management Grant		75,000	75,000	100%
9	Total Income	\$ 32,662	\$ 203,795	\$ 197,000	103%
10	Gross Profit	\$ 32,662	\$ 203,795	\$ 197,000	103%
11	Expenses				
12	751 Waste Removal Franchise Fee Exp	13,998	54,509	51,000	107%
13	752 Waste Management Program Admin	24,362	24,362	31,000	79%
14	753 Other Waste Management Exp	700	2,714	5,000	54%
15	754 Consulting/Legal (Waste Mgmt)		5,849	40,000	15%
16	799 Waste Mgmt Grant Exp	3,758	57,035	75,000	76%
17	Total 750 Waste Management Expenses	\$ 42,818	\$ 144,468	\$ 202,000	72%
18	Total Expenses	\$ 42,818	\$ 144,468	\$ 202,000	72%
19	Net Operating Income	\$ (10,156)	\$ 59,327	\$ (5,000)	-1187%

A NARRATIVE OF FISCAL YEAR 2025 OPERATIONS

GENERAL FUND:

Revenue: The overall revenue the District received that was credited to the General Fund operations was \$183,154 greater than budgeted. This was due to interest exceeding expectations. The line item 458 mis/allocation monies included the 5% allocation from waste operations revenue to cover administrative costs. That line item also included \$8500 in workers compensation refunds, \$15,000 from the Fire District for their share of the Ridgeline project and \$2977 of solid waste money for the work Rosa and I did on the grant project.

Expenses: Salaries were less than projected, primarily because of the overall operations becoming more streamlined and in order. Account 815 was overbudget because that is where the expenses have gone for the newsletter that the District has been sending out four times per year in conjunction with the Bay View billing.

It is worth noting a few things about the professional services line items. Legal again exceeded the budget primarily because the CalPERS audit has been ongoing and is an expensive but necessary item in attempting to meet CalPERS' requests. Consulting exceeded budget but there were expenses that included the LAFCO fees for consolidation, there were additional costs involving the work on a potential building site on Arlington by the library. It should also be noted that some of the mis. Revenue is payback by the Fire District on the joint consulting work done and thus offsets some of the consulting expenses. Finally, I would like to address the accounting auditing line item, account 840, the move from Eddie Bailly to Melissa has not only saved the district a great amount of money but has also improved the timeliness of reports and the accuracy of payroll and payments being coded to the correct line item. Melissa has taken Kensington as her own and, in working with Karn, has built up a talented team in overseeing the district finances.

POLICE DEPARTMENT.

Revenue: The line items were in step with the budget except for the POST reimbursement which we have no control over. POST reimburses on a willy, nilly basis.

Expenses: If you take the actual costs for payroll line items and benefits and compare that to the budgeted line items for the same, the police department ended up with about \$9000 over budget. Keep in mind that a portion of the \$41,000 received in grant money was to cover some overtime expenses.

You will also note that account 554 was over budget but that line item also involved purchasing equipment that a portion of the \$41,000 offset.

Building repairs and maintenance is over budget but the modular that the police will be in over the next few years went through several improvements which included outside painting, some landscaping, bars on the windows and improving light fixtures inside the modular.

Under fleet related expenses the district expended more than budgeted on vehicle repairs and fuel, something we should have expected with more usage of the vehicles based on full staffing. You will also note that vehicle lease costs exceeded the budget. This was because the District paid off early one of the leased vehicles.

Line item 527, which is monies the district pays to CalPERS for retirement, was under budget until we received the underfunded calculation from CalPERS which was double from last year.

PARKS.

Revenue: Actual revenue exceeded budgeted amounts by \$31,000. This was primarily due to the excellent job Rosa did in handling the reservations for rentals of park facilities.

Expenses: Payroll came in at \$10,000 under budget. The operations for the park experienced several unexpected costs. This included a new roof for the recreation building (\$27,820), numerous tree removal projects (totaling \$18,000), we were able to obtain electric landscaping equipment (\$16,000 with the Tuff Shed for storage) with the aid of some grant provision that reduced the price but there was still an out-of-pocket cost. As your IGM, I have taken the position of immediately addressing repair and safety needs in the park, knowing that the overall finances of the district are stable. Some of these expenses for the past year included replacing a water heater, a heater, handrail replacement, repairing the Nana walls in the Community Center and a through cleaning of the Annex Building.

WASTE MANAGEMENT.

Revenue. The amount received was in line with the budget.

Expenses: A few notes. The consulting line-item projected expenses to complete the Bay View contract. The expenses were minimal because Bay View did the bulk of the drafting of the contract and our legal team just needed to provide input. Also, the thought was that the district might attempt to do a cost study with Bay View, but the board decided that it was not necessary at this time. One other note, please understand that the District received \$75,000 in grant money for the FY25 but expended \$57,035 for the year. The District will need to spend the remaining \$17,969 in the current fiscal year or the money must be returned to the State.

When the audit is completed the “surplus” money from this fiscal year will need to be placed in a restricted savings account, noted for solid waste future expenses only.

In summary, the District accomplished a lot and was \$\$334,768 in the black.