



Item #6

Date: September 8, 2022
To: Board of Directors
From: Anthony Constantouros, Interim General Manager
Subject: General Manager's Report

The following is an update on issues that are not on the agenda but may be of general interest to the Board of Directors and members of the public.

1. General Manager Recruitment

At the August 13, 2020 meeting, the Board of Directors approved a contract with CPS HR Consulting to provide consulting services for the recruitment of a General Manager for a total cost of \$25,000. This selection was made after a successful Request for Proposal (RFP) was broadly distributed to qualified firms for executive search services. Six firms submitted proposals.

Since the General Manager that was recruited did not stay for a full year, CPS HR Consulting is committed to conducting another recruitment for the District at no additional fee. I reviewed the previous selection process for a recruiter and the proposals that were submitted. If the District wished to consider a new recruiting firm, it would likely include most of the same firms and similar proposals that were previously submitted. There would also be an additional fee if a different firm was selected.

In follow-up discussions with the current recruiter, I believe that they are fully dedicated to finding strong candidates for the Board to consider. They will be proceeding with a new recruiting effort and an updated brochure. The recruitment timeframe should provide candidates for Board consideration after the November 8 election has been completed and the Board of Directors have been seated.

2. Strategic Plan

I have spoken with Marty Rauch who has facilitated the strategic planning process for the District. The Board of Directors held a Strategic Planning session on January 27, 2022. Mr. Rauch developed a draft plan and had reviewed the draft plan with previous Interim General Manager, Rick Benson.

Mr. Rauch provided me with a copy of the draft plan for my information. Mr. Rauch and I have had an opportunity to review and discuss the plan. Mr. Rauch has indicated that the next step should be the preparation of a draft implementation plan that is included as part of the document. The implementation plan would be based on the comments and priorities discussed by the Board at the January 27th Strategic Planning session. The entire draft plan would be subject to review by the Board. Strategic plans that lack an implementation plan can end up as communication exercises without addressing the issues and goals identified by the Board.

Simple implementation ideas with generic objectives, such as doing a study or delegating the issue can readily fill a strategic plan. The process of developing a draft implementation plan that is realistic, specific, understandable and achievable requires research and scrutiny. This can be a challenging and deliberate process, particularly when there are other District projects that may need expeditious resolution. Progress has been made on an implementation plan, but the plan requires further editing. Our goal is to get a completed draft plan to the Board by the October 13th Board Meeting. These plans should be regularly reviewed and updated. The Board should consider another Strategic Planning session in the Spring of 2023 or later, after a year from the original session in 2022.

3. Office Relocation

At the May 12, 2022 meeting the Board approved temporarily locating the KPPCSD administrative and police operations to 10940 San Pablo Avenue, Unit B, in El Cerrito. Despite delays from Mobile Modular, materials were delivered in August and interior construction work began in earnest. The work has been progressing well due to several personnel who have watched over the project schedule like a hawk (special mention to Chief Gancasz, Sgt. Nath and Jason Haynes). Due to these efforts, it appears that construction will be completed in two weeks and move in can commence in three weeks. These projects are complex and depend on the follow-through of other private and public organizations. Project setbacks are still possible, but everything at this point seems to be going well and on target for a move in at the end of this month.

4. Highgate Drainage Inlet

This relates to a long-standing problem related to a sink hole at the drainage inlet located at 92 Highland Drive. A more detailed update on this project was sent to the Board in a separate email. A survey was completed, and it shows that this area is located on both the KPPCSD and West Contra Costa Unified School District properties. Repairs have been initiated by FJ&I Engineering and some additional repairs have been identified. Most prominently the underground drainage pipe system is ruined and requires an additional \$15,625 to repair.

We contacted the School District and recommended that the two Districts share in the cost for the repair. The School District has been a good partner in resolving this issue and it appears likely that the KPPCSD and School District will share in the cost.

5. Employee Contracts and Salaries

The KPOA Memorandum of Understanding has been deferred for Board action until the October 12, 2022 meeting. A short timeframe did not allow sufficient review time and an opportunity to ask questions related to the document. The contract for the Police Chief and salary adjustments for the administrative staff will also be presented for consideration at that time.

6. Budget Review

A Fiscal Year 2022/2023 budget review and update is scheduled for the October 13, 2021, Board Meeting. Subsequent quarterly reviews are scheduled for January 2023 (midyear), April 2023, and July 2023 (end of year). The Board can consider budget adjustments at any of these updates when more current information becomes available.

7. Ballot Measure (Measure I)

The Kensington Police Protection and Community Services District (KPPCSD) Board of Directors adopted the Resolution No. 2022-18 at its regular meeting on Thursday, July 14, 2022 to order and call an election to be held in the District on Tuesday, November 8, 2022 on the following issue:

"Shall the appropriations limit of the Kensington Police Protection and Community Services District for Fiscal Year 2022-2023 be established at \$5,399,362.00 and the limit for Fiscal Year 2022-2023 (i.e., \$5,399,362.00) be used to determine the limits for Fiscal Years 2023-2024 through 2026-2027?"

All required information was submitted to the Contra Costa County Elections Office. An Argument Against Measure I was subsequently filed by the Libertarian Party of Contra Costa County. The Board subcommittee filed a rebuttal to this filing.

8. Police Recruitment

The Police Chief has had another major success with a new Sergeant who will start work on September 12. Additional details will be forthcoming.