

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING MINUTES Wednesday, June 5, 2024 Special Joint Meeting with KFPD (Hybrid)

Special Meeting – 6:30 p.m.

Call to Order [TS 16:56]

Kensington Fire Protection District (KFPD) President Andrew Levine called the special joint meeting to order at 6:37 p.m.

Roll Call [TS 17:30]

KPPCSD Board members: Vice-President Aquino-Fike, Director Duggan, Director Gough, Director Hacaj, and President Spath.

KFPD Board members: Director Artis, President Levine, Director Madugo, Director Stein, and Director Watt.

Staff present: KPPCSD Interim General Manager David Aranda, Consultant Mary Morris-Mayorga, KPPCSD Clerk of the Board Lynelle M. Lewis, and Executive Assistant/Board Clerk Rina Ly.

Public Comments [TS 18:07]

None.



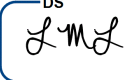
Discussion Only [TS 19:26]

1. **Discuss an Administrative Structure in A Hypothetical Combined District.**

KFPD President Levin provided an overview of the meeting's purpose. Next, KFPD Consultant Mary Morris-Mayorga presented background on the development of the Draft KFPD & KPPCSD Administrative Structure in a Hypothetical Combined District. She reviewed the current and hypothetical organization charts and functions for both agencies. She noted that this information is needed for Ridgeline Municipal Strategies to consider in its fiscal analysis. KPPCSD Interim General Manager David Aranda pointed out that this information was put together based on their respective experience.

Board members asked questions about the proposed staff, roles and reporting responsibilities, budget impacts, costs for CalPERS, technical support, and the need for redundancy.

* Note: Attached to these minutes are a copy of the presentation entitled: Draft KFPD & KPPCSD Administrative Structure in a Hypothetical Combined District.

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Public Comment [\[TS 1:23:45\]](#)

- Addressing the Board were the following persons: 1) Rob Firmin, representing the Kensington Property Owners Association, presented a perspective on the staffing challenges for the combined districts; 2) Gail Feldman commented that she would like to see an “apples to apples” comparison on the benefits of the staffing proposal for a combined district and have the fiscal analysis look at salary and benefits; 3) Paul Dorroh asked about the talent pool for recruitment of a full-time General Manager and thanked the boards for this effort; 4) David Fike commented that staff is best able to be efficient when they have clear priorities that consolidation can bring about; 5) Dmitry Semenov, Ridgeline Municipal Strategies, thanked the boards and staff in putting the effort into what the combined district would look like in the future; and 6) Linda Lipscomb commented on the philosophy and benefits of a consolidated district to the Kensington community.

Director Comments

- KFPD Director Artis commented that the fiscal analysis should leverage the community volunteer effort to provide resilience to the combined district.
- KFPD President Levine commented on his support of forwarding the proposed structure to Ridgeline Municipal Strategies.
- KPPCSD Director Duggan commented that she agrees with the new proposed structure.
- KFPD Director Stein pointed out that KPPCSD general managers are subject to CalPERS hours limitations while KFPD is not part of CalPERS. This should be considered as part of the Ridgeline costing analysis.
- KPPCSD Director Aquino-Fike thanked everyone for this conversation which brings optimism about creating a more resilient Kensington with a combined District.
- KPPCSD Spath thanked staff for putting this meeting together and for the boards coming together. He supported providing the proposed structure to Ridgeline for fiscal analysis.

Adjournment [\[TS 1:59:52\]](#)

KFPD President Levine announced that the meeting was adjourned at 8:29 p.m. The next KPPCSD regular meeting is scheduled for June 13, 2024.

SUBMITTED BY:

DocuSigned by:
Lynelle M. Lewis

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Lynelle M. Lewis, District Clerk of the Board

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APPROVED: July 11, 2024

Signed by:

David Aranda

David Aranda, Interim General Manager

DocuSigned by:

David Spath

David Spath, President of the Board

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DRAFT

KFPD & KPPCSD

Administrative Structure in a Hypothetical Combined District

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Purpose of Presentation

- ▶ KFPD & KPPCSD are currently in progress on a fiscal analysis to determine the impact of combining to form one organization
- ▶ For purposes of the fiscal analysis, the staffing requirements are needed to assess the financial impact
- ▶ The general managers for each organization identified administrative staffing needs to arrive at a combined administrative staffing structure
- ▶ This administrative staffing structure is being presented in order to gain feedback prior to providing Ridgeline with the information that is needed for the fiscal analysis

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Process - What Steps Did We Take?

- ▶ January - Board Presidents and General Managers from Districts met to review the fiscal analysis project for timing (data, report, Board Meetings)
- ▶ General Managers reviewed ideas on the administrative structure that would be needed for staffing requirements (other areas are easier to define - utilities, supplies, etc.)
- ▶ Board Presidents provided initial feedback and General Managers continued work on over the next few months
- ▶ A hypothetical administrative structure has been drafted in the form of an organizational chart

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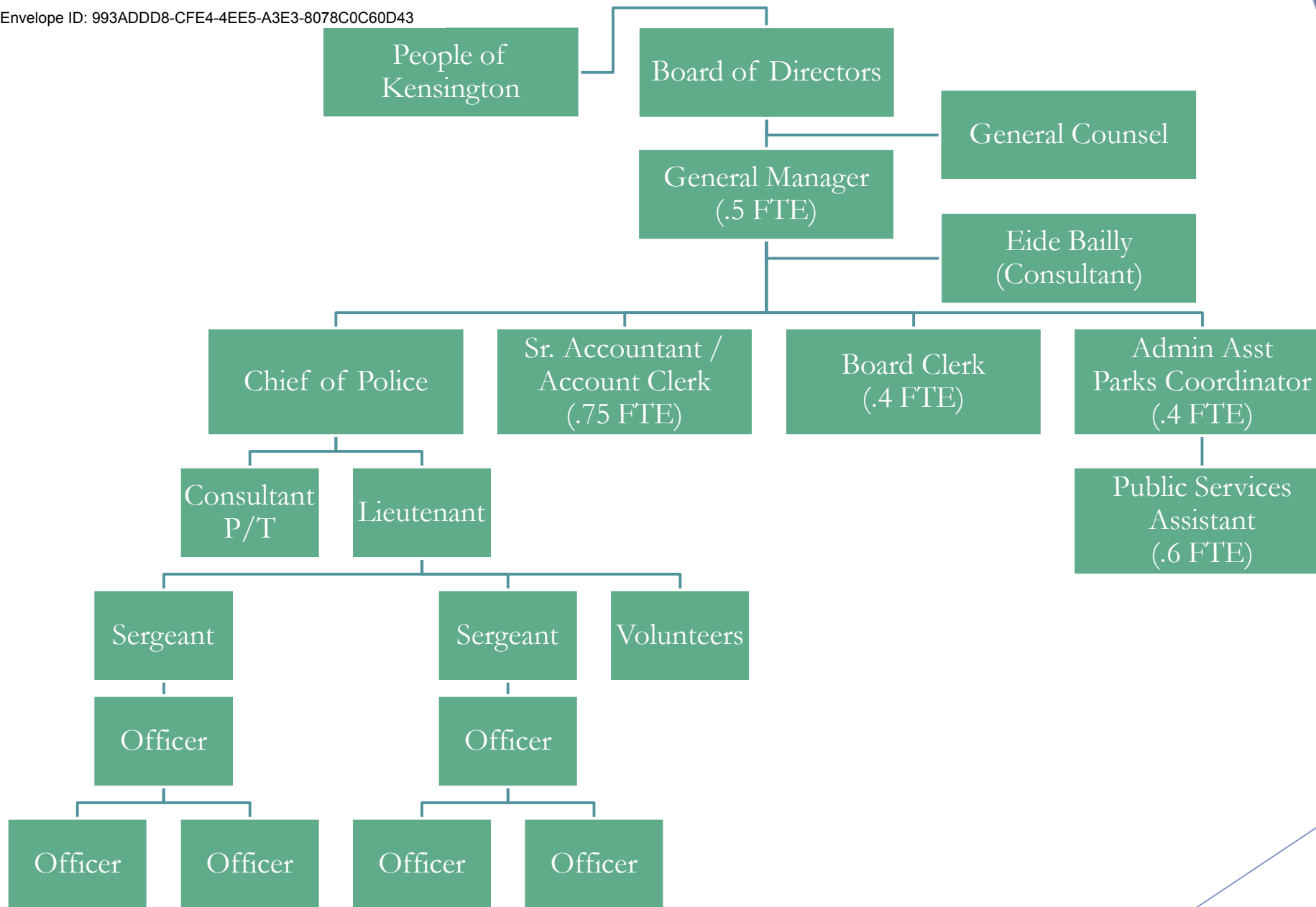


Organization Chart - KFPD

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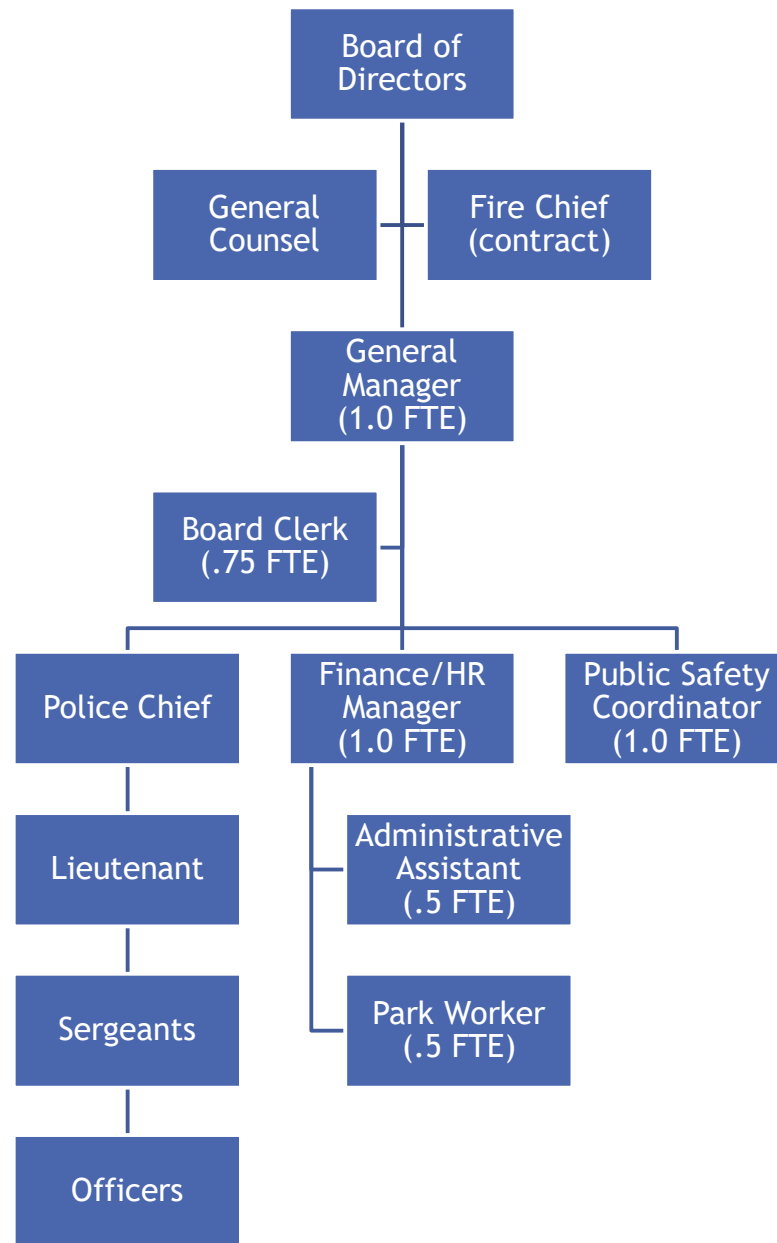


Organization Chart - KPPCSD

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Organization Chart (hypothetical) KFPD & KPPCSD Combined Agency

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Administrative Structure Functions

- ▶ Board of Directors - combined, reduces in conjunction with terms
- ▶ General Counsel - combined, no significant impact on needs
- ▶ Administration - changes to staffing and consulting needs
- ▶ Fire (contract) - no change
- ▶ Police - no change

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Administration - Staffing

- ▶ General Manager
 - ▶ 1.0 FTE - some workload shifted to Finance/HR Manager
- ▶ Board Clerk
 - ▶ .75 FTE - some workload shifted to Administrative Assistant
- ▶ Finance/HR Manager
 - ▶ 1.0 FTE - eliminates consulting services, workload from GM
- ▶ Administrative Assistant
 - ▶ .50 FTE - workload from Board Clerk
- ▶ Park Worker
 - ▶ .50 FTE - building/grounds janitorial, converts from contract to allow flexibility cleaning up after events
- ▶ Public Safety Coordinator
 - ▶ 1.0 FTE - converts from consulting, manages grants, assists GM

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