

Kensington Police Protection and Community Services District

To: President Deppe and Members of the Board
From: Bill Lindsay, Interim General Manager
Date: May 22, 2020
Subject: Report for the Week Ending May 22, 2020

The following is an update on issues and projects on which staff members are working:

1. Meeting Schedule and Consideration of Pension Obligation Bonds

As you know, the Board meeting for May 28th is being cancelled and notices to that effect are being posted. The only item that could potentially have been on the agenda for Board action on that date would have been approval of documents for the proposed pension obligation bond refinancing of the CalPERS UAL. (As you recall, preparation of these documents was authorized by the Board at its meeting of May 14th.) Instead, we are planning to place on the Board agenda for June 11th all of the final documents and approvals necessary to close the POB transaction by June 18th, if that is what the Board decides. The cancellation of the May 28th meeting will make certain that we allow time for all necessary internal reviews, and will provide opportunities to respond to questions. Despite the change in the meeting schedule, we will still proceed to finalize all the documents as soon as possible, distribute them to the Board, and post them on the website as soon as they are final. We believe that this will provide an extended opportunity for thorough review of this transaction by the Board and the community at large.

2. FY 2020-21 Budget Preparation and Review Schedule

Finance and Business Manager Katherine Korsak is very busy preparing the District's budget for fiscal year 2020-21. As I informed you previously, while we expect largely a status quo budget, we are looking at some changes to the format, financial presentation, and account structure (including revisions to the chart of accounts) used in prior years. We believe that these changes will better meet the operational, financial information and financial planning needs of the board.

We are proposing the following schedule of activities for policy review and adoption of this financial plan:

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- Tuesday, June 2nd – Review of the draft FY 2020-21 budget by the Finance Committee for the purpose of formulating recommendations for consideration by the Board of Directors;
- Thursday, June 11th – Policy review of the budget by the Board of Directors. Note that the public hearing on the landscape maintenance budget will also be conducted at that meeting;
- Thursday, June 25th – Board of Directors approval of the FY 2020-21 budget, to include confirming the special police tax and approving the Gann Limit on appropriations.

Our goal will be to distribute and post to the website all documents that will be considered by the Finance Committee and Board of Directors well in advance of their respective meetings.

3. Community Center Construction

One of the very last items to complete for the Community Center renovation is a walk-through with the contractor for staff and several board members to learn about the building system operations. These systems include heating and ventilating, plumbing, lighting, door operation and keying, fire alarm, general maintenance, etc. At this time, the walk-through has not been finally scheduled pending confirmation of availability of all the necessary attendees, but should take place within the next several weeks. The walk-through will need to adhere to all restrictions regarding group gathering size and social distancing. I will advise the Board when this task has been completed.

4. Public Safety Building

I had a very good introductory phone conversation with the Kensington Fire Protection District's new general manager, Mary Morris-Mayorga. Among the topics that we discussed were finalizing a short-term lease extension for use by KPPCSD of the Public Safety Building, and development of a longer term plan for possible joint occupancy of this building by KPPCSD along with the Fire District. Both of these items will need eventual review and approval by the board of directors of each agency.

Other than the communication with the new Fire District interim general manager on these and related matters, there is really nothing new to report. The draft lease extension document is still in their court to prepare and provide to KPPCSD staff. You will recall that the Fire District Board has stated their interest in extending the current lease with KPPCSD for a three-month period, and, beyond that, on a month-to-month

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basis. Regarding future improvements to the facility, I am still awaiting a task order authorization from the architect for him to speak with the County building official regarding building code matters.

I will keep you informed of progress on this issue.

Please feel free to contact me if you have any questions regarding these items, or if you have any other questions, comments, or concerns.

Have a great Memorial Day Weekend and a great week!