

Kensington Police Protection and Community Services District

To: President Deppe and Members of the Board

From: Bill Lindsay, Interim General Manager

Date: April 24, 2020

Subject: Weekly Report for the Week Ending April 24, 2020

In my previous work as city manager, I routinely prepared a weekly written report for the governing board regarding issues and activities in which members of the staff are engaged. The report is intended to be a public document that can be shared with members of the community to keep them informed as well.

This is the first such report that I have prepared for KPPCSD, and I am still coming up to speed on its many activities. As a result, some of the information may seem very basic, already well understood by the board, and (hopefully not) off base. In any case, I would appreciate your comments regarding format and content, and I invite your questions or concerns. This first report provides an update primarily on topics that Tony Constantouros outlined for me during his transition.

As a preamble to this first weekly report, I would like to offer my thanks to members of the KPPCSD Board of Directors and the staff who have helped provide me with an orientation to the organization and the community it serves.

1. Community Center Construction

On April 9th, we received word that the project manager received final inspection approval and the Building Occupancy Permit for the Community Center Renovation. I'm sure that I may speak for members of the KPPCSD board in congratulating all those that have been involved in this project.

The project team is still working to complete final items on the construction, including working through the final punch list with the contractor, KCK. Given the current shelter-in-place and group gathering restrictions, the final walk-through will only be with the contractor and the architect, Glass Associates.

I understand that there are several items left to complete within the building, and that there is additional landscaping work that needs to be completed as well. Staff will also need to receive operating procedures for ongoing maintenance of the building and the surrounding landscaping.

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2. **Public Safety Building**

I have had several conversations with Glenn Lykof, the interim general manager of the Kensington Fire Protection District with respect to 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.

As I understand it, 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 basis. Regarding future improvements to the facility, I understand that an architect has completed a “fit” analysis that has been reviewed with both Chief Simpkins and staff at the Fire District.

I understand that that a committee of two members of both the KPPCSD board and Fire District has been formed to develop a proposal for potential long-term sharing of the facility that can be reviewed by the respective full boards. At this stage, however, I am of the belief, and would recommend, that the Fire District general manager and I do some additional work on both the lease extension and the long-term plan for the Public Safety Building prior to these proposals going to this committee. I believe that Mr. Lykof concurs in this approach.

Because, irrespective of the status of a long-term lease and facility sharing with the Fire District, the extensive renovation of the Public Safety Building will necessitate the, at least temporary, vacation of the building during construction, we are beginning to examine options for other office space for KPPCSD.

3. **Possible Use of Pension Obligation Bonds**

I understand that the KPPCSD Finance Committee has been working over the past several months to examine options for effectively managing the District’s long-term pension obligations, and, in particular the unfunded PERS and OPEB (retiree medical) liabilities. I have been working with a financial consulting team, along with Finance and Business Manager Katherine Korsak, to explore the possibility of using pension obligation bonds to achieve savings in funding these obligations. At this point, our timetable is to review this option with the Finance Committee at its meeting of May 5th, with the proposal to be then reviewed by the KPPCSD board at its meeting of May 14th.

4. **New Interim Police Chief**

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While the Kensington community will certainly miss the professionalism of Interim Chief Steve Simpkins as its interim chief, Chief Simpkins will be returning in May to the Contra Costa County Sheriff's Department where he was recently appointed to the position of Assistant Sheriff. To assure a smooth transition of police leadership for KPPCSD, Chief Simpkins has been finalizing the recruitment of a new interim police chief. The schedule contemplates the KPPCSD board formally swearing in the new interim chief at its meeting of May 14th.

5. **Kensington Park Landscape Maintenance Assessment District**

Staff is currently working with NBS municipal advisors on the renewal of the Kensington Park Landscape Maintenance Assessment District. At this point, the consultant is waiting for staff to complete a draft proposed budget for the portion allocated to the parks that will serve as the basis for completing the annual engineer's report. The schedule currently has the initiation of assessment proceedings on the board agenda for review at its meeting of May 14th.

6. **FY 2020-21 Budget**

I have begun significant work with Katherine Korsak on preparing the FYF 2020-21 budget. 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.

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 week!