



## AGENDA KENSINGTON COMMUNITY SERVICES DISTRICT

### Board of Directors Meeting

Thursday, May 14, 2026

Kensington Community Center  
59 Arlington Avenue, Kensington, CA 94707

6:00 p.m. (Special Meeting-Closed Session)

7:00 p.m. (Regular Meeting)

*Director Rodney Paul will attend remotely from:  
Crown Plaza West Loop, 25 South Halsted Street, Chicago, IL 60661*

**(In Person and Hybrid)**

[www.kppcsd.org/2026-05-14-board-meeting](http://www.kppcsd.org/2026-05-14-board-meeting)

**Hybrid Access via Zoom:**

<https://us02web.zoom.us/j/81803143557?pwd=QJDja46PWe1vhsBiQaYoQ8L6uzbPqE.1>

**Webinar ID: 818 0314 3557 Passcode: 079018**

*The Board may hold hybrid meetings, where most or all of the Directors attend in person but the District offers the public the option of attending by Zoom or other teleconferencing methods. Please be advised that those participating in such meetings remotely do so at their own risk. The Board meeting will not be cancelled if any technical problems occur during the meeting.*

**6:00 p.m. (Special Meeting)**

1. **Call to Order**
2. **Roll Call**
3. **Special Meeting Agenda Item Public Comments**

*Individuals wishing to address the Board of Directors concerning the Special Meeting agenda are invited to make oral comments of up to 3 minutes. **For Zoom attendees:** Please raise your hand via Zoom. When you are called on by the Board President, you will be unmuted and you can address the Board of Directors. Please state your name clearly for the audio recording. You are requested to address your comments to the Board of Directors and not to staff and/or the audience. By state law, the Board is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the Board, please mail or email it to the Clerk of the Board at 217 Arlington Ave., Kensington, CA 94707 or [llewis@kppcsd.org](mailto:llewis@kppcsd.org). For other concerns or needs contact David Aranda at (510) 960-0716.*

4. **Convene to Closed Session**

- a. PUBLIC EMPLOYEE APPOINTMENT (Government Code Section 54957)  
Title: General Manager

**7:00 p.m. (Regular Meeting)**

1. **Call to Order**

2. **Roll Call**

3. **President's Comments**

4. **Public Comment**

*Individuals wishing to address the Board of Directors concerning any items not on the agenda may make oral comments of up to three minutes. **For Zoom attendees:** Please raise your hand via Zoom. When you are called on by the Board President, you will be unmuted and you can address the Board of Directors. Please state your name clearly for the audio recording. You are requested to address your comments to the President and Board of Directors and not to staff and/or the audience. By state law, the Board is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the Board, please mail or email it to the Clerk of the Board at 217 Arlington Ave., Kensington, CA 94707 or [llewis@kppcsd.org](mailto:llewis@kppcsd.org). For other concerns or needs contact David Aranda at (510) 960-0716.*

**Consent Calendar**

5. Approve the KCSD meeting minutes of April 9, 2026.
6. Approve bills paid and revenue received by KPPCSD and KFPD for April 2026.
7. Approve the April financials.

**Police and Fire Chief's Reports**

8. Police Chief's Monthly Report.
9. Fire Chief's Monthly Report.

**Discussion and Action**

10. Presentation on Temporary Suspension of License Plate Reader Functionality – Findings.

11. Adopt Resolution No. 2026-04 A Resolution Of The Board Of Directors Of The Kensington Community Services District Authorizing Investment Of Monies In The Local Agency Investment Fund.
12. Approve recommendations related to the approval of the annual Kensington Park Assessment District Levy and adopt three resolutions for Fiscal Year 2026/27 to collect the annual Kensington Park Assessment pursuant to the Landscaping and Lighting Act of 1972 as follows: (1) Resolution No. 2026-05 Initiating Proceedings For The Levy And Collection Of Assessments For The Kensington Park Assessment District for Fiscal Year 2026/27; (2) Resolution No. 2026-06 Approving The Engineer's Report For The Kensington Park Assessment District For Fiscal Year 2026/27; and (3) Resolution No. 2026-07 Declaring the District's Intention To Levy And Collect Assessment For The Kensington Park Assessment District for Fiscal Year 2026/27.
13. Approve the county to move forward with the Red Flag no parking restrictions resolution giving authority to KCSD for no parking restrictions on red flag days.
14. Approve the Red Flag White Paper.
15. Discussion of California Police Chiefs Accreditation Program for the Kensington Police Department.
16. Discussion of the proposed budget for Fiscal Year 2027 and approval to publish a Notice of Public Hearing for Thursday, June 11, 2026.
17. Discussion and Direction in Allowing the Friends of the Library to Use the South Room in the Annex Building to Store Their Used Books for Future Book Sales.
18. Approve spending up to \$6,500 on contracting with Kimber Communications to have the Fire Department website integrated into the Community Services District platform.
19. Moving Forward: Yes or No, A Brief Discussion and Board Direction in Addressing Assorted Items from Strategic Planning Sessions and other related material.
20. Approval of the Emergency Preparedness Committee (EPC) protocols for the EPC to meet once a month and approval of appointing Laura Westphal to the EPC as a public member.

### **Reports & Director's Comments**

21. Emergency Preparedness Coordinator's Monthly Report.
22. General Manager's Monthly Report.
23. KCSD Consultant's Monthly Report.
24. Directors' Comments.

## **Adjournment**

The next regular meeting of the KCSD is scheduled for Thursday, June 11, 2026.

## **General Information**

- All proceedings of the Open Session will be audio and video recorded if possible.
- Upon request, the Kensington Community Services District will provide written agenda materials in appropriate alternative formats or disability-related modification of disabilities to participate in public meetings. Please send written request, including your name, mailing address, phone number, and a brief description of the requested materials and preferred alternative format or auxiliary aid or service at least two days before the meeting. Requests should be sent to Kensington Community Services District at *217 Arlington Ave., Kensington, CA 94707*.
- To be added to the Board Agenda Mailing List, complete and submit the form at <https://www.kppcsd.org/agenda-mailing-list> or by notifying the Clerk of the Board at [llewis@kppcsd.org](mailto:llewis@kppcsd.org).

## **Posted Agenda**

Public Safety Building at *217 Arlington Ave. Kensington, CA 94707*; *Kiosk in the Colusa Circle*; *Arlington Kiosk*; and at [www.kppcsd.org](http://www.kppcsd.org). Complete agenda packets are available at the Public Safety Building at *217 Arlington Ave., Kensington, CA 94707*. All public records that relate to an open session item of a meeting of the Kensington Community Service District that are distributed to a majority of the Board less than 72 hours before the meeting, excluding records that are exempt from disclosure pursuant to the California Public Records Act, will be available for inspection at the District offices at *217 Arlington Ave., Kensington, CA 94707* at the same time that those records are distributed or made available to a majority of the Board.



## Kensington Community Services District Board of Directors Meeting Minutes

**Thursday, April 9, 2026**  
**Kensington Community Center**  
**59 Arlington Avenue, Kensington, CA 94707**

**6:00 p.m. (Special Meeting)**

1. **Call to Order** [[TS 17:58](#)]

President Hacaj called the special meeting to order at 6:08 p.m.

2. **Roll Call** [[TS 18:28](#)]

Present: Directors Rick Artis, Alexandra Aquino-Fike (arrived at 6:12 p.m.), Sylvia Hacaj, Sarah Gough, Daniel Levine, Danielle Madugo (attended remotely from 504 San Simeon-Monterey Creek Rd, #W209 Cambria, CA 93428), Rodney Paul, David Spath, and Jim Watt.

Staff present: Interim General Manager David Aranda, KCSD Consultant Mary Morris-Mayorga, Chief of Police Mike Gancasz, and KCSD Consultant Raychel Jackson.

3. **Special Meeting Agenda Public Comments** [[TS 18:55](#)]

None.

4. **Convene to Closed Session** [[TS 19:10](#)]

The Board convened to closed session to discuss three items.

**7:00 p.m. (Regular Meeting)**

1. **Call to Order** [TS Inaudible]

President Hacaj called the regular meeting to order at 7:06 p.m.

2. **Roll Call** [TS Inaudible]

Present: Directors Rick Artis, Alexandra Aquino-Fike, Sylvia Hacaj, Sarah Gough, Daniel Levine, Danielle Madugo (attended remotely from 504 San Simeon-Monterey Creek Rd, #W209 Cambria, CA 93428, arrived at 7:07 p.m.), Rodney Paul, David Spath, and Jim Watt.

Staff present: Interim General Manager David Aranda, KCSD Consultant Mary Morris-Mayorga, Chief of Police Mike Gancasz, and KCSD Consultant Raychel Jackson.

3. **President's Comments** [TS Inaudible]

4. **Public Comment** [TS 19:55]

- Addressing the Board: 1) Jenny Rockwell, Manager Kensington Library, announced National Library Week beginning April 19<sup>th</sup> and provided materials about the library along with information on the upcoming remodeling effort; and 2) Paul Dorroh commented that during the County's street resurfacing work, they overlooked restriping of Arlington and Sunset crosswalks and asked for an update.

**Consent Calendar** [TS 30:54]

- Director Levine made a motion, second by Director Gough, to approve the Consent Calendar, carried by roll call vote (9-0) as follows: (AYES) Directors Aquino-Fike, Artis, Gough, Hacaj, Levine, Madugo, Paul, Spath and Watt.
5. Approved the KCSD special meeting minutes of March 7, 2026 and the regular meeting minutes of March 12, 2026.
  6. Received the Treasurer's Quarterly Report for the Kensington Community Services District (January 2026 through March 2026).
  7. Approved bills paid and revenue received by KPPCSD and KFPD for March 2026.
  8. Approved the March 2026 financials.

**Police and Fire Chief's Reports**

9. **Police Chief's Monthly Report.** [TS 31:51]

Police Chief Gancasz highlighted three items from the monthly report (patrol activity log, DUI and complex recovery, and the 2026 Baker to Las Vegas Relay Race) and responded to questions from the board. KPD Volunteer Mike Logan announced the Cookies with a Cop event scheduled for April 22<sup>nd</sup> at Raxakoul Coffee & Cheese and encouraged board members to attend. Next, Chief Gancasz provided an explanation on the National Incident Based Reporting System and responded to a question about officers administering EpiPen injections and automatic external defibrillators (AEDs).

- Addressing the Board: 1) Former KPPCSD board member Cassandra Duggan supported the idea of KPD patrol cars carrying AED's and EpiPens and urged getting FLOCK cameras back online.

10. **Fire Chief's Monthly Report.** [TS 43:31]

Kensington Fire Department Battalion Chief Joe Torres announced the monthly report was filed with the agenda packet and responded to questions about Zone 0 rules and vegetation

inspections. The Board recommended inviting Fire Marshall Beckman to next month's meeting to provide clarity on the Fire Department's Zone 0 rules. There were requests from the Board to have the Zone 0 guidelines posted on the website to educate residents, for more education on the hazards of lithium/ion batteries, and for a more simplified version of the incident report.

### **Discussion and Action**

**11. First reading to rescind Ordinance No. 2017-01 Adopting A Prohibition On Unauthorized Encroachments On District Land And Adopting Procedures, Penalties And Other Remedies For Such Encroachments. [\[TS 55:42\]](#)**

IGM Aranda reported that previously adopted Ordinance No. 2017-01 conflicted with the citation Ordinance No. 2026-01 that the Board is considering, and legal counsel recommended having it rescinded.

- Director Levine made a motion, second by Director Artis, to approve the first reading to rescind Ordinance No. 2017-01 An Ordinance Of The Board Of Directors Of The Kensington Police Protection And Community Services District Prohibiting Unauthorized Encroachments On District Land And Adopting Procedures, Penalties And Other Remedies For Such Encroachments, carried by roll call vote (9-0) as follows: (AYES) Directors Aquino-Fike, Artis, Gough, Hacaj, Levine, Madugo, Paul, Spath and Watt.

**12. Proceed with the second reading and approve the summary of Ordinance No. 2026-01 of the Kensington Community Services District Establishing Procedures for Processing Code Enforcement Administrative Citations. [\[TS 58:55\]](#)**

IGM Aranda reported that on March 12<sup>th</sup> the board approved the first reading of the ordinance. The recommended action is for the second reading of the ordinance and approval of the summary of the ordinance to be published in the newspaper. Legal counsel provided the shortened version of the ordinance for reading and publishing. Once approved, the ordinance will be posted on the two websites the district maintains.

- Director Levine made a motion, second by Director Paul, to approve the second reading and to approve the summary of Ordinance No. 2026-01 of the Kensington Community Services District Establishing Procedures for Processing Code Enforcement Administrative Citations; and approve the publishing of the summary ordinance for it to take effect thirty days from the approval date; and by adopting Ordinance No 2026-01, the Board of Directors of Kensington Community Services District, (the "District") will impose administrative fines for violations of the District's ordinance; and pursuant to Ordinance No. 2026-01 the General Manager will be authorized to promulgate rules and regulations for citations and the hearing process; and the General Manager will also be authorized to contract with a private entity to process citations, collect fines, and conduct hearings for the administrative fines; and a copy of proposed Ordinance No. 2026-01 can be obtained from the General Manager and Secretary to the Board of Directors of the District, carried by roll call vote (8-1) as follows: (AYES) Directors Artis, Gough, Hacaj, Levine, Madugo, Paul, Spath and Watt; and (NOES): Director Aquino-Fike.

**13. Approval of Drawing up to \$150,000 from the CERBT Medical Retirement Fund for the Current Fiscal Year. [\[TS 1:04:38\]](#)**

IGM Aranda summarized the recommended action.

- Director Gough made a motion, second by Director Madugo, to approve drawing up to \$150,000 from the CERBT Medical Retirement Fund for the current fiscal year, carried by roll call vote (9-0) as follows: (AYES) Directors Aquino-Fike, Artis, Gough, Hacaj, Levine, Madugo, Paul, Spath and Watt.

**14. Approve a 3% Cost of Living Increase for Non-Sworn Employees of the District, Effective May 1, 2026. [\[TS 1:07:37\]](#)**

IGM Aranda summarized the recommended action.

- Director Gough made a motion, second by Director Levine, to approve a 3% Cost of Living Increase for Non-Sworn Employees of the District, Effective May 1, 2026, carried by roll call vote (9-0) as follows: (AYES) Directors Aquino-Fike, Artis, Gough, Hacaj, Levine, Madugo, Paul, Spath and Watt.

**15. Approve Finance Committee Protocols. [\[TS 1:09:37\]](#)**

IGM Aranda reported that the Finance Committee Protocols had been approved by the Finance Committee.

- Director Spath made a motion, second by Director Artis, to approve the Finance Committee Protocols which were approved by the Finance Committee on March 23, 2026, carried by roll call vote (9-0) as follows: (AYES) Directors Aquino-Fike, Artis, Gough, Hacaj, Levine, Madugo, Paul, Spath and Watt.

**Reports & Director's Comments**

**16. Emergency Preparedness Coordinator's Monthly Report. [\[TS 1:11:09\]](#)**

Emergency Preparedness Coordinator Johnny Valenzuela reported on requests for home assessments, providing information on the Hazardous Vegetation Removal Reimbursement Grant, progress on the Kensington Ember Exclusion Program, and the paper shredding event on April 11th. Director Madugo announced the Emergency Preparedness Committee (EPC) had received an application for the EPC vacancy.

**17. General Manager's Monthly Report. [\[TS 1:14:10\]](#)**

IGM Aranda noted that his report was included in the agenda packet. He recognized Lisa Carrona for her community outreach efforts for the path improvement projects and Director Paul for leading tours of the paths.

18. **Consultant's Monthly Report.** [\[TS 1:16:49\]](#)

KCSD Consultant Mary Morris-Mayorga reported that work is going well on the general manager recruitment, the Finance Committee, and the EPC.

19. **Directors' Comments.** [\[TS 1:18:22\]](#)

- Director Gough commented on Pathkeepers' great work, the valuable service provided by the EPC, and suggested the EPC revisit protocols looking to establish clear lines of authority for the board, staff and community members.
- Director Levine commented that May 8<sup>th</sup> is the first day for the food trucks event in Kensington Park and urged the board and the community to come out and support this event. This event will occur on the second Friday of each month through October.

**Adjournment** [\[TS 1:21:05\]](#)

President Hacaj adjourned the meeting at 8:05 p.m. The next regular meeting of the KCSD is scheduled for Thursday, May 14, 2026.

SUBMITTED BY:

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Lynelle M. Lewis, District Clerk of the Board

APPROVED: May 14, 2026

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David Aranda, Interim General Manager

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Sylvia Hacaj, President of the Board

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Payee	Amount	Process Date
Amazon Capital Services, Inc. Electronic Confirmation #:331	\$2,198.68	04/15/2026
AT&T Mobility Electronic Confirmation #:332	\$985.03	04/15/2026
Beyond Ledgers LLC Check Confirmation #:333	\$3,727.50	04/15/2026
CLEA Check Confirmation #:335	\$640.00	04/15/2026
Comcast Electronic Confirmation #:336	\$166.88	04/15/2026
Contra Costa County Conservation and Development Check Confirmation #:334	\$1,256.31	04/15/2026
Data Ticket Inc. Check Confirmation #:337	\$65.78	04/15/2026
Everbridge Inc. Electronic Confirmation #:353	\$3,182.70	04/15/2026
Fernando Herrera Electronic Confirmation #:338	\$1,500.00	04/15/2026
Government Leasing and Finance, Inc. Check Confirmation #:350	\$1,300.05	04/15/2026
Great America Financial Svcs. Electronic Confirmation #:340	\$221.57	04/15/2026
Greg Harman Check Confirmation #:339	\$405.80	04/15/2026
IT Management Corporation Electronic Confirmation #:352	\$318.71	04/15/2026
Lexipol LLC Check Confirmation #:341	\$3,770.73	04/15/2026
Major Alarm INC Electronic Confirmation #:342	\$71.00	04/15/2026
Mobile Modular Check Confirmation #:343	\$5,488.80	04/15/2026
PG&E Electronic Confirmation #:351	\$1,375.43	04/15/2026
R3 Consulting Group Check Confirmation #:344	\$2,055.00	04/15/2026
Ron DuPratt Ford, Inc. Electronic Confirmation #:345	\$1,152.33	04/15/2026
Streamline Electronic Confirmation #:346	\$565.60	04/15/2026
Walnut Creek Ford Check Confirmation #:347	\$399.46	04/15/2026

WEX Bank Check Confirmation #:349	\$3,686.93	04/15/2026
WEX BANK Check Confirmation #:348	\$962.41	04/15/2026
Subtotal	\$35,496.70	Primary Checking *****0780
<b>Total</b>	<b>\$35,496.70</b>	Skipped payments not included in the total.



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Payee	Amount	Process Date
AFLAC Electronic Confirmation #:354	\$809.72	04/30/2026
ASG Electronic Confirmation #:373	\$4,609.68	04/30/2026
AT&T Electronic Confirmation #:361	\$981.59	04/30/2026
Bay View Refuse & Recycling Check Confirmation #:355	\$1,160.27	04/30/2026
Best Best & Krieger LLP Electronic Confirmation #:356	\$9,596.30	04/30/2026
Bob Murray & Associates Check Confirmation #:357	\$2,000.00	04/30/2026
CCC Sheriff / LETC Check Confirmation #:379	\$1,110.00	04/30/2026
CDW Government Electronic Confirmation #:358	\$755.99	04/30/2026
City of El Cerrito Check Confirmation #:362	\$3,150.00	04/30/2026
City of San Pablo Check Confirmation #:376	\$28,650.00	04/30/2026
EBMUD Check Confirmation #:363	\$85.60	04/30/2026
EBMUD Check Confirmation #:368	\$444.66	04/30/2026
ERSIC, LLC Check Confirmation #:359	\$4,550.00	04/30/2026
Fernando Herrera Electronic Confirmation #:360	\$4,935.00	04/30/2026
Jose Rivera Check Confirmation #:370	\$300.00	04/30/2026
Mike Gancasz Check Confirmation #:374	\$500.00	04/30/2026
NeoGov Electronic Confirmation #:378	\$600.00	04/30/2026
PG&E Electronic Confirmation #:364	\$314.44	04/30/2026
Polis Solutions, Inc. Electronic Confirmation #:371	\$1,620.00	04/30/2026
Ron DuPratt Ford, Inc. Electronic Confirmation #:372	\$956.51	04/30/2026
Scott V. Deschenes Check Confirmation #:375	\$1,000.00	04/30/2026
Smile Business Prodcuts, Inc.	\$40.19	04/30/2026

Electronic  
Confirmation #:366

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Smile Business Prodcuts, Inc.	\$113.73	04/30/2026
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Electronic  
Confirmation #:369

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Special District Risk Management Authority	\$1,576.49	04/30/2026
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Check  
Confirmation #:365

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Technica Auto, Inc.	\$128.92	04/30/2026
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Check  
Confirmation #:377

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U.S Bank Corporate Payment Systems	\$6,205.41	04/30/2026
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Electronic  
Confirmation #:367

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Subtotal	\$76,194.50	Primary Checking *****0780
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<b>Total</b>	<b>\$76,194.50</b>	Skipped payments not included in the total.
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Good Morning, Karn Borisuthiratana

## Online Activity ?

Date	Status	Check number	Account	Payee & GL	Amount
4/30/2026	Accepted	N/A	Regular Checking 1550780	LexisNexis - 410	\$20.00
4/30/2026	Accepted	N/A	Regular Checking 1550780	LexisNexis - 410	\$20.00
4/30/2026	Accepted	N/A	Regular Checking 1550780	LexisNexis - 410	\$20.00
4/30/2026	Accepted	N/A	Regular Checking 1550780	BayView - 448	\$2,302.50
4/30/2026	Accepted	N/A	Regular Checking 1550780	CCC - 410	\$860.55
4/30/2026	Accepted	N/A	Regular Checking 1550780	CC - 427	\$433.50
4/30/2026	Accepted	N/A	Regular Checking 1550780	Lifeline - 427	\$300.00
4/6/2026	Accepted	N/A	Regular Checking 1550780	Data Ticket - 410	\$25.00
4/6/2026	Accepted	N/A	Regular Checking 1550780	LexisNexis - 410	\$20.00
4/6/2026	Accepted	N/A	Regular Checking 1550780	LexisNexis - 410	\$20.00
4/6/2026	Accepted	N/A	Regular Checking 1550780	LexisNexis - 410	\$20.00

Date	Status	Check number	Account	Amount
4/6/2026	Accepted	N/A	Regular Checking 1550780	\$20.00
Deposit Total:-				<b>\$4,061.55</b>



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Payee	Amount	Process Date
Amazon Electronic Confirmation #:219	\$209.12	04/17/2026
AT&T CalNet Check Confirmation #:226	\$31.91	04/16/2026
Battalion One Fire Protection Electronic Confirmation #:220	\$524.00	04/17/2026
Hassler Heating & AC, LLC Check Confirmation #:227	\$89.00	04/16/2026
HVRR - John Kramer Check Confirmation #:229	\$2,000.00	04/16/2026
John Valenzuela Electronic Confirmation #:221	\$11,346.03	04/17/2026
Mail Stream Inc. Electronic Confirmation #:225	\$1,431.43	04/17/2026
Mary Morris-Mayorga Electronic Confirmation #:222	\$9,466.49	04/17/2026
NHA Advisors Electronic Confirmation #:230	\$3,250.00	04/17/2026
Nicolay Consulting Group Check Confirmation #:228	\$6,300.00	04/16/2026
Raychel Jackson Electronic Confirmation #:223	\$4,381.40	04/17/2026
Streamline Electronic Confirmation #:224	\$415.00	04/17/2026
Subtotal	\$39,444.38	Primary Checking *****2407
<b>Total</b>	<b>\$39,444.38</b>	Skipped payments not included in the total.

**KENSINGTON COMMUNITY SERVICES DISTRICT**



**MONTHLY FINANCIALS  
FOR THE PERIOD JULY 1, 2025 THROUGH APRIL 30, 2026**



**Kensington Community Services District**  
**Balance Sheet Unaudited**  
 For Period July 1, 2025 to April 30, 2026

Line	Account	
1	<b>Current Assets</b>	
2	<b>Bank Accounts</b>	
3	100 Petty Cash	100
4	101 Five Star Checking	152,531
5	103 Five Star Saving	5,240,260
6	105 CLASS - KPPCSD	894,617
7	106 Checking FSA	4,577
8	107 CLASS - PATHS	36,008
9	139 LAIF-District	4,637,524
10	<b>Total Bank Accounts</b>	<b>\$ 10,965,616</b>
11	<b>Other Current Assets</b>	
12	153 Prepaid Expenses	109,907
13	<b>Total Other Current Assets</b>	<b>\$ 109,907</b>
14	<b>Total Current Assets</b>	<b>\$ 11,075,523</b>
15	<b>Fixed Assets</b>	
16	<b>160 Police Fixed Assets</b>	
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	<b>Total 160 Police Fixed Assets</b>	<b>\$ 1,018,526</b>
26	<b>170 Park/Rec Fixed Assets</b>	
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	188 Construction in Progress	11,817
33	<b>Total 170 Park/Rec Fixed Assets</b>	<b>\$ 6,259,238</b>
34	189 Accumulated Depreciation	(1,992,625)
35	<b>Total Fixed Assets</b>	<b>\$ 5,285,139</b>
36	<b>Other Assets</b>	
37	190 Deferred Outflows - OPEB	115,679
38	191 Deferred Outflows - Pension	1,063,572



**Kensington Community Services District**  
**Balance Sheet Unaudited**  
 For Period July 1, 2025 to April 30, 2026

Line	Account	
39	Total Other Assets	<u>\$ 1,179,251</u>
40	<b>TOTAL ASSETS</b>	<b>\$ 17,539,913</b>
41	<b>LIABILITIES AND EQUITY</b>	
42	<b>Liabilities</b>	
43	<b>Current Liabilities</b>	
44	<b>Accounts Payable</b>	
45	200 Due to Other Funds	6,953,073
46	210 Accounts Payable	77,103
47	<b>Total Accounts Payable</b>	<u>\$ 7,030,175</u>
48	<b>Other Current Liabilities</b>	
49	<b>220 Payroll Liabilities</b>	
50	225 PERS - (District Portion)	
51	231 AFLAC	39
52	<b>Total 220 Payroll Liabilities</b>	<u>\$ 39</u>
53	<b>802 FSA Liability (Lively)</b>	
54	517 FSA Liability - Police	1,669
55	806 FSA Liability - Adm	318
56	<b>Total 802 FSA Liability (Lively)</b>	<u>\$ 1,988</u>
57	<b>Total Other Current Liabilities</b>	<u>\$ 2,026</u>
58	<b>Total Current Liabilities</b>	<u>\$ 7,032,201</u>
59	<b>Long-Term Liabilities</b>	
60	<b>240 2020 Pension Obligation Bond</b>	
61	241 2020 POB - ST Portion	188,000
62	242 2020 POB - LT Portion	3,533,000
63	<b>Total 240 2020 Pension Obligation Bond</b>	<u>\$ 3,721,000</u>
64	265 Compensated Absence/Vac Buyback	166,664
65	<b>290 Community Center Loan</b>	
66	291 Community Center Loan - ST	26,318
67	292 Community Center Loan - LT	85,009
68	<b>Total 290 Community Center Loan</b>	<u>\$ 111,327</u>
69	293 Vehicle Capital Lease	146,533
70	295 Net OPEB Liability	(748,239)
71	296 Net Pension Liability	1,061,775
72	297 Deferred Inflows - OPEB	157,210
73	298 Deferred Inflows - Pension	697,377
74	<b>Total Long-Term Liabilities</b>	<u>\$ 5,313,648</u>
75	<b>Total Liabilities</b>	<b>\$ 12,345,849</b>
76	<b>Equity</b>	



**Kensington Community Services District**  
**Balance Sheet Unaudited**  
For Period July 1, 2025 to April 30, 2026

<b>Line</b>	<b>Account</b>	
77	350 Invest. in Assets	5,164,503
78	390 Retained Earnings	(522,045)
79	395 Prior Period Adjustment	(162,591)
80	Net Income	714,198
81	<b>Total Equity</b>	<b>\$ 5,194,064</b>
82	<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 17,539,913</b>



**Kensington Community Services District**  
**Fire Dept Balance Sheet Unaudited**  
 For Period July 1, 2025 to April 30, 2026

Line	Account	
1	<b>Assets</b>	
2	<b>Current Assets</b>	
3	<b>Bank Accounts</b>	
4	Capital Fund	21,425
5	KFPD Revolving Acct - Gen Fund	16,211
6	Money Market	470,324
7	Special Tax Fund	47,694
8	<b>Total for Bank Accounts</b>	<b>\$ 555,653</b>
9	<b>Accounts Receivable</b>	
10	Advance on Supplemental Taxes	95,424
11	Due From Other Funds	116
12	<b>Total for Accounts Receivable</b>	<b>\$ 95,540</b>
13	<b>Other Current Assets</b>	
14	Prepaid CERBT - Retiree Trust	802,416
15	Tax Money in KCSD accounts	6,652,331
16	<b>Total for Other Current Assets</b>	<b>\$ 7,454,747</b>
17	<b>Total for Current Assets</b>	<b>\$ 8,105,941</b>
18	<b>Fixed Assets</b>	
19	Accumulated Depreciation - Bldg	(1,410,184)
20	Accumulated Depreciation-Equip	(1,992,625)
21	Building and Improvements	12,268,543
22	<b>Current Capital Outlay</b>	
23	PSB Renovation Hard Cost	5,093
24	Temp Facilities - Decommission	28,457
25	<b>Total for Current Capital Outlay</b>	<b>\$ 33,550</b>
26	Equipment	1,976,576
27	Land	5,800
28	<b>Total for Fixed Assets</b>	<b>\$ 11,851,061</b>
29	<b>Other Assets</b>	
30	Deferred Outflow of Res. - OPEB	68,093
31	Suspense	95
32	<b>Total for Other Assets</b>	<b>\$ 68,188</b>
33	<b>Total for Assets</b>	<b>\$ 20,025,190</b>
34	<b>Liabilities and Equity</b>	
35	<b>Liabilities</b>	
36	<b>Current Liabilities</b>	
39	PSB Renovation Loan	2,160,000
40	<b>Total for Other Current Liabilities</b>	<b>\$ 2,160,000</b>



**Kensington Community Services District**  
**Fire Dept Balance Sheet Unaudited**  
For Period July 1, 2025 to April 30, 2026

<b>Line</b>	<b>Account</b>	
41	Total for Current Liabilities	<u>\$ 2,162,317</u>
42	Long-term Liabilities	
43	El Cerrito Reconciliation Liab.	153,182
44	Equity	
45	Fund Equity - Capital Projects	3,213,661
46	Fund Equity - General	3,889,496
47	Fund Equity - Gen Fixed Asset	2,222,992
48	Fund Equity - Special Revenue	109,075
49	Fund Equity	6,291,575
50	Net Income	1,982,893
51	Total for Equity	<u>\$ 17,709,691</u>
52	Total for Liabilities and Equity	<u>\$ 20,025,190</u>



**Kensington Community Services District**  
**Budget vs. Actuals: General Fund Unaudited**  
 For Period July 1, 2025 to April 30, 2026

Line	Account	Apr-26	FY26 YTD Actual	FY 26 Budget	% of Budget
1	Income				
2	400 Property Tax Revenue				
3	401 Levy Tax - Co. Prop. 1%	1,015,336	2,499,727	2,575,000	97%
4	<b>Total 400 Property Tax Revenue</b>	<b>\$ 1,015,336</b>	<b>\$ 2,499,727</b>	<b>\$ 2,575,000</b>	<b>97%</b>
5	440 Interest and Admin Charges				
6	456 Interest	35,614	130,008	75,000	173%
7	458 Other District Rev - Allocation			25,844	0%
8	<b>Total 440 Interest and Admin Charges</b>	<b>\$ 35,614</b>	<b>\$ 130,008</b>	<b>\$ 100,844</b>	<b>129%</b>
9	<b>Total Income</b>	<b>\$ 1,050,951</b>	<b>\$ 2,629,735</b>	<b>\$ 2,675,844</b>	<b>98%</b>
10	<b>Gross Profit</b>	<b>\$ 1,050,951</b>	<b>\$ 2,629,735</b>	<b>\$ 2,675,844</b>	<b>98%</b>
11	Expenses				
12	500.1 Benefits				
13	550.6 FSA Expenses	100	(1,589)		
14	<b>Total 500.1 Benefits</b>	<b>\$ 100</b>	<b>\$ (1,589)</b>		
15	800 District Expenses				
16	815 Admin Communications	5,175	11,217	10,000	112%
17	816 Office Supplies	135	6,512	4,000	163%
18	817 Printing and Postage	1,181	5,809	7,500	77%
19	818 Mileage Reimbursement		1,083	1,000	108%
20	819 Dues/Subscriptions	1,054	10,313	20,000	52%
21	820 Copier Contract	375	3,615	4,000	90%
22	825 Board Continuing Ed/Conferences			4,000	0%
23	826 Board Meetings		665		
24	831 Training and Travel Admin		8,845	15,000	59%
25	870 County Expenditures			5,000	0%
26	898 Other Expenses	1,230	4,608	5,000	92%
27	<b>Total 800 District Expenses</b>	<b>\$ 9,151</b>	<b>\$ 52,665</b>	<b>\$ 75,500</b>	<b>70%</b>
28	800.2 Salaries & Benefits				
29	807 Salaries	23,977	205,695	277,644	74%
30	808 Payroll Taxes	4,225	18,092	21,239	85%
31	<b>Total 800.2 Salaries &amp; Benefits</b>	<b>\$ 28,202</b>	<b>\$ 223,786</b>	<b>\$ 298,883</b>	<b>75%</b>
32	800.3 Professional Services				
33	830 Legal (District/Personnel)	9,596	56,043	45,000	125%
34	835 Consulting	2,000	42,779	25,000	171%
35	840 Accounting/Audit	3,728	41,224	75,000	55%
36	<b>Total 800.3 Professional Services</b>	<b>\$ 15,324</b>	<b>\$ 140,045</b>	<b>\$ 145,000</b>	<b>97%</b>
37	800.4 Insurances & LAFCO				



**Kensington Community Services District**  
**Budget vs. Actuals: General Fund Unaudited**  
 For Period July 1, 2025 to April 30, 2026

Line	Account	Apr-26	FY26 YTD Actual	FY 26 Budget	% of Budget
38	850 Insurance	4,857	48,566	56,000	87%
39	851 Workers Compensation	210	2,105	6,000	35%
40	861 LAFCO		1,850	2,000	93%
41	<b>Total 800.4 Insurances &amp; LAFCO</b>	<b>\$ 5,067</b>	<b>\$ 52,521</b>	<b>\$ 64,000</b>	<b>82%</b>
42	950 Capital Outlay				
43	969 Computer Equipment		1,879		
44	<b>Total 950 Capital Outlay</b>	<b>\$ -</b>	<b>\$ 1,879</b>		
45	997 Payroll Expense	1,078	9,180	14,000	66%
46	<b>Total Expenses</b>	<b>\$ 58,921</b>	<b>\$ 478,488</b>	<b>\$ 597,383</b>	<b>80%</b>
47	<b>Net Operating Income</b>	<b>\$ 992,030</b>	<b>\$ 2,151,247</b>	<b>\$ 2,078,461</b>	<b>104%</b>
48	<b>Net Income</b>	<b>\$ 992,030</b>	<b>\$ 2,151,247</b>	<b>\$ 2,078,461</b>	<b>104%</b>



**Kensington Community Services District**  
**Budget vs. Actuals: Police Fund Unaudited**  
 For Period July 1, 2025 to April 30, 2026

Line	Account	Apr-26	FY26 YTD Actual	FY 26 Budget	% of Budget
1	<b>Income</b>				
2	<b>400.1 Assessments</b>				
3	402 Special Tax-Police	274,416	651,738	685,500	95%
4	404 Measure G Supplemental Tax	285,777	678,721	700,000	97%
5	<b>Total 400.1 Assessments</b>	<b>\$ 560,193</b>	<b>\$ 1,330,459</b>	<b>\$ 1,385,500</b>	<b>96%</b>
6	<b>400.2 Grant Revenue</b>				
7	414 POST Reimbursement	3,342	5,994	5,000	120%
8	415 SLESF		207,033	200,000	104%
9	<b>Total 400.2 Grant Revenue</b>	<b>\$ 3,342</b>	<b>\$ 213,027</b>	<b>\$ 205,000</b>	<b>104%</b>
10	<b>400.3 Reimbursements &amp; Fees</b>				
11	410 Police Fees/Service Charges	1,162	12,961	10,000	130%
12	418 CERBT Reimbursements/Refunds		9,508	121,100	8%
13	<b>Total 400.3 Reimbursements &amp; Fees</b>	<b>\$ 1,162</b>	<b>\$ 22,470</b>	<b>\$ 131,100</b>	<b>17%</b>
14	<b>Total Income</b>	<b>\$ 564,696</b>	<b>\$ 1,565,956</b>	<b>\$ 1,721,600</b>	<b>91%</b>
15	<b>Gross Profit</b>	<b>\$ 564,696</b>	<b>\$ 1,565,956</b>	<b>\$ 1,721,600</b>	<b>91%</b>
16	<b>Expenses</b>				
17	<b>500 Police Salaries</b>				
18	<b>502 Officers Salaries</b>				
19	502.1 Officers Salary	117,856	1,127,938	1,353,586	83%
20	503 Holiday Pay	4,363	40,775	48,500	84%
21	503.4 Incentive Pay-Longevity Pay	844	8,017	7,500	107%
22	504 Incentive Pay- Education	1,350	12,667	15,000	84%
23	505 Incentive Pay- POST Certificate	4,033	34,507	30,000	115%
24	<b>Total 502 Officers Salaries</b>	<b>\$ 128,445</b>	<b>\$ 1,223,904</b>	<b>\$ 1,454,586</b>	<b>84%</b>
25	506 Overtime	12,464	120,490	75,000	161%
26	Overtime reduced by Grant Reimbursement		(25,117)		
27	<b>506 Overtime Total</b>	<b>\$ 12,464</b>	<b>\$ 95,373</b>	<b>\$ 75,000</b>	<b>127%</b>
28	508 Salary - Non-Sworn				
29	548 GASB 75 - Expense		3,200		
30	<b>Total 500 Police Salaries</b>	<b>\$ 140,909</b>	<b>\$ 1,322,477</b>	<b>\$ 1,529,586</b>	<b>86%</b>
31	<b>500.1 Benefits</b>				
32	509 Hiring Bonus		10,000	8,000	125%
33	516 Uniform Allowance	100	950	2,400	40%
34	521-A Medical/Vision/Dental-Active	35,637	213,424	240,000	89%
35	521-R Medical/Vision/Dental-Retired	14,653	88,951	121,000	74%
36	522 Officer Life Insurance	640	3,548	6,500	55%
37	<b>Total 500.1 Benefits</b>	<b>\$ 51,031</b>	<b>\$ 316,872</b>	<b>\$ 377,900</b>	<b>84%</b>



**Kensington Community Services District**  
**Budget vs. Actuals: Police Fund Unaudited**  
 For Period July 1, 2025 to April 30, 2026

Line	Account	Apr-26	FY26 YTD Actual	FY 26 Budget	% of Budget
38	<b>500.2 Taxes &amp; Worker's Comp</b>				
39	523 Medicare	1,967	18,890	20,000	94%
40	530 Workers Compensation	6,917	69,167	84,000	82%
41	<b>Total 500.2 Taxes &amp; Worker's Comp</b>	<b>\$ 8,884</b>	<b>\$ 88,057</b>	<b>\$ 104,000</b>	<b>85%</b>
42	<b>500.3 Retirement</b>				
43	527 CalPERS District Share	22,156	212,098	290,000	73%
44	529 Pension Obligation Bond Payment		259,629	330,900	78%
45	<b>Total 500.3 Retirement</b>	<b>\$ 22,156</b>	<b>\$ 471,727</b>	<b>\$ 620,900</b>	<b>76%</b>
46	<b>550 Police Operating Expenses</b>				
47	519 Axon - Body Cam/Tasers/Storage	2,429	17,712	25,000	71%
48	554 Traffic Safety/Equipment	124	6,049	15,000	40%
49	568 Evidence, Investigation, Forens	329	2,753	8,500	32%
50	571 Records, PRA, and Redaction Sof		2,626	5,000	53%
51	575 Community Safety Cameras	1,385	13,422	15,000	89%
52	576 Law, Subscriptions, and Members	1,044	9,173	3,000	306%
53	594 Community Events & Volunteer Programs	1,462	8,209	8,000	103%
54	<b>Total 550 Police Operating Expenses</b>	<b>\$ 6,772</b>	<b>\$ 59,945</b>	<b>\$ 79,500</b>	<b>75%</b>
55	<b>550.1 Buiding &amp; District Expenses</b>				
56	552 Office Supplies and Expenses	95	8,192	6,500	126%
57	567 Building Alarm, Fire, Security	427	4,203	6,500	65%
58	580 PG&E, EBMUD, and Phone	2,761	28,430	35,000	81%
59	581 Building Repairs and Maintenanc	688	3,540	6,000	59%
60	587 IT Contract City of San Pablo	29,406	41,846	50,000	84%
61	590 Janitorial		10,898	13,000	84%
62	592 Website Social Media Contracts	3,229	3,640	1,000	364%
63	597 Police Bldg. Lease	8,639	58,849	88,000	67%
64	<b>Total 550.1 Buiding &amp; District Expenses</b>	<b>\$ 45,245</b>	<b>\$ 159,598</b>	<b>\$ 206,000</b>	<b>77%</b>
65	<b>550.2 Fleet Related Expenses</b>				
66	561 Fleet Maintenance, Fuel, Toll,	9,536	76,136	55,650	137%
67	Vehicle Graphics reduced by Grant Reimbursement		(2,654)		
68	<b>Total 561 Fleet Maintenance, Fuel, Toll,</b>	<b>\$ 9,536</b>	<b>\$ 73,482</b>	<b>\$ 55,650</b>	<b>132%</b>
69	563 Vehicle Lease	1,300	26,239	15,000	175%
70	566 Radio Maintenance	874	15,382	15,000	103%
71	588 Police Fleet Cellular Contract	985	8,487	10,000	85%
72	<b>Total 550.2 Fleet Related Expenses</b>	<b>\$ 12,695</b>	<b>\$ 123,589</b>	<b>\$ 95,650</b>	<b>129%</b>
73	<b>550.3 Personnel Miscellaneous</b>				
74	553 Police Uniforms, Eqpmt, & Duty	439	14,166	15,000	94%



**Kensington Community Services District**  
**Budget vs. Actuals: Police Fund Unaudited**  
 For Period July 1, 2025 to April 30, 2026

Line	Account	Apr-26	FY26 YTD Actual	FY 26 Budget	% of Budget
75	570 Training and Travel Exp	3,437	22,846	25,000	91%
76	572 Recruiting, Hiring, and Backgro	2,406	2,536	7,500	34%
77	574 Reserve Program			4,000	0%
78	598 Consulting - Bckgrnd/hiring/rec	4,550	39,348	60,000	66%
79	<b>Total 550.3 Personnel Miscellaneous</b>	<b>\$ 10,833</b>	<b>\$ 78,896</b>	<b>\$ 111,500</b>	<b>71%</b>
80	<b>550.4 Prof Services &amp; Insurance</b>				
81	591 General Liability Insurance	5,809	62,491	70,000	89%
82	595 Legal & Lexipol	625	7,946	13,000	61%
83	<b>Total 550.4 Prof Services &amp; Insurance</b>	<b>\$ 6,434</b>	<b>\$ 70,436</b>	<b>\$ 83,000</b>	<b>85%</b>
84	564 Cal-ID, ARIES, SunRidge, LEFTA	12,236	157,021	180,000	87%
85	950 Capital Outlay		118,710		
86	950 Capital Outlay reduced by Grant Reimbursement		(118,710)		
87	<b>Capital Outlay</b>	<b>\$ 12,236</b>	<b>\$ 157,021</b>	<b>\$ 180,000</b>	<b>87%</b>
88	963 Patrol Car Accessories		69,356	12,678	547%
89	967 Station Equipment		17,353	12,000	145%
90	991 Capitalized Items - Contra			50,000	0%
91	<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ 243,729</b>	<b>\$ 74,678</b>	<b>326%</b>
92	<b>Total Expenses</b>	<b>\$ 317,195</b>	<b>\$ 2,935,326</b>	<b>\$ 3,462,714</b>	<b>85%</b>
93	<b>Net Operating Income</b>	<b>\$ 247,502</b>	<b>\$ (1,369,371)</b>	<b>\$ (1,741,114)</b>	<b>79%</b>
94	<b>Net Income</b>	<b>\$ 247,502</b>	<b>\$ (1,369,371)</b>	<b>\$ (1,741,114)</b>	<b>79%</b>



**Kensington Community Services District**  
**Budget vs. Actuals: Parks Unaudited**  
 For Period July 1, 2025 to April 30, 2026

Line	Account	Apr-26	FY26 YTD Actual	FY 26 Budget	% of Budget
1	Income				
2	420 Parks Grant Revenue				
3	406 Per Capita Park Grant				
4	Total 420 Parks Grant Revenue				
5	420.1 Parks Assessments				
6	424 Special Tax-L&L Parks	18,811	44,675	49,000	91%
7	Total 420.1 Parks Assessments	\$ 18,811	\$ 44,675	\$ 49,000	91%
8	420.2 Parks Rental Revenue				
9	427 Community Center Revenue	5,657	39,330	38,000	103%
10	438 Tennis Court Revenue	268	1,438	2,500	58%
11	439 Other Community Center Revenue		1,100		
12	Total 420.2 Parks Rental Revenue	\$ 5,925	\$ 41,868	\$ 40,500	103%
13	471 KCC Annual Fees		15,249	30,000	51%
14	Total Income	\$ 24,736	\$ 101,791	\$ 119,500	85%
15	Gross Profit	\$ 24,736	\$ 101,791	\$ 119,500	85%
16	Expenses				
17	600 Park/Rec Sal & Ben				
18	601 Park & Rec Administrator	2,030	18,105	24,600	74%
19	602 Custodial Salary	1,888	27,316	43,500	63%
20	623 Social Security/Medicare - Dist	298	3,452	5,210	66%
21	Total 600 Park/Rec Sal & Ben	\$ 4,216	\$ 48,873	\$ 73,310	67%
22	635 Park/Recreation Expenses				
23	640 Parks Expenses				
24	641 General Maintenance	1,820	15,533	25,000	62%
25	642 Utilities-Community Center	997	21,524	28,000	77%
26	643 Janitorial Supplies		2,076	2,500	83%
27	644 Landscaping	3,445	26,615	36,000	74%
28	645 Workers Comp	167	1,667	4,000	42%
29	646 Community Center Repairs		5,739	10,000	57%
30	647 Legal/Consulting			3,000	0%
31	Total 640 Parks Expenses	\$ 6,429	\$ 73,154	\$ 108,500	67%
32	650 Other Park Expenses				
33	657 General Liability	1,250	12,500	15,000	83%
34	658 Levy Administration	735	7,309	9,000	81%
35	659 Other Park Expenses	258	10,670	10,000	107%
36	674 Tennis Court Maint/Repair			1,000	0%
37	Total 650 Other Park Expenses	\$ 2,243	\$ 30,479	\$ 35,000	87%



**Kensington Community Services District**  
**Budget vs. Actuals: Parks Unaudited**  
 For Period July 1, 2025 to April 30, 2026

Line	Account	Apr-26	FY26 YTD Actual	FY 26 Budget	% of Budget
38	Total 635 Park/Recreation Expenses	\$ 8,672	\$ 103,632	\$ 143,500	72%
39	950 Capital Outlay		\$ -		
40	972 Park Buildings Improvement		119,748		
41	Total 950 Capital Outlay	\$ -	\$ 119,748		
42	Total Expenses	\$ 12,888	\$ 272,254	\$ 216,810	126%
43	Net Operating Income	\$ 11,848	\$ (170,462)	\$ (97,310)	175%
44	Other Income				
45	470 KCC Reserves		60,000		
46	474 PATH Dedicated Capital Revenue		35,000	35,000	100%
47	Total Other Income	\$ -	\$ 95,000	\$ 35,000	271%
48	Other Expenses				
49	700 Bond Expense				
50	975 Community Center Loan Repayment		\$ -	\$ 30,500	0%
51	Total 700 Bond Expense	\$ -	\$ -	\$ 30,500	0%
52	976 PATHS Capital Expense	460	32,913		
53	Total Other Expenses	\$ 460	\$ 32,913	\$ (30,500)	-108%
54	Net Other Income	\$ (460)	\$ 62,087	\$ 4,500	1380%
55	Net Income	\$ 11,388	\$ (108,375)	\$ (92,810)	117%



**Kensington Community Services District**  
**Budget vs. Actuals: Waste Management Unaudited**  
 For Period July 1, 2025 to April 30, 2026

Line	Account	Apr-26	FY26 YTD Actual	FY 26 Budget	% of Budget
1	Income				
2	<b>440 Interest and Admin Charges</b>				
3	<b>448 Franchise Fees</b>	2,303	90,286	120,000	75%
4	<b>Total 440 Interest and Admin Charges</b>	<b>\$ 2,303</b>	<b>\$ 90,286</b>	<b>\$ 120,000</b>	<b>75%</b>
5	<b>Total Income</b>	<b>\$ 2,303</b>	<b>\$ 90,286</b>	<b>\$ 120,000</b>	<b>75%</b>
6	<b>Gross Profit</b>	<b>\$ 2,303</b>	<b>\$ 90,286</b>	<b>\$ 120,000</b>	<b>75%</b>
8	Expenses				
9	<b>750 Waste Management Expenses</b>				
10	<b>751 Waste Removal Franchise Fee Exp</b>	1,256	37,664	51,000	74%
11	<b>752 Waste Management Program Admin</b>			25,844	0%
12	<b>753 Other Waste Management Exp</b>		700	5,000	14%
13	<b>754 Consulting/Legal (Waste Mgmt)</b>			10,000	0%
14	<b>799 Waste Mgmt Grant Exp</b>	2,055	10,991	25,000	44%
15	<b>Total 750 Waste Management Expenses</b>	<b>\$ 3,311</b>	<b>\$ 49,356</b>	<b>\$ 116,844</b>	<b>42%</b>
16	<b>Total Expenses</b>	<b>\$ 3,311</b>	<b>\$ 49,356</b>	<b>\$ 116,844</b>	<b>42%</b>
17	<b>Net Operating Income</b>	<b>\$ (1,009)</b>	<b>\$ 40,931</b>	<b>\$ 3,156</b>	<b>1297%</b>
18	<b>Net Income</b>	<b>\$ (1,009)</b>	<b>\$ 40,931</b>	<b>\$ 3,156</b>	<b>1297%</b>



**Kensington Fire Protection District**  
**Budget vs. Actuals: Fire Dept Unaudited**  
 For Period July 1 to April 30, 2026

Line	Account	Apr-26	FY26 YTD Actual	Budget	% of Budget
1	Income				
2	CERBT Reimbursement		52,459	54,752	96%
3	Interest Income	1,543	141,559	181,979	78%
4	Miscellaneous Income			2,060	0%
5	Other Tax Income		3,031	25,000	12%
6	Property Taxes		5,640,381	5,883,985	96%
7	Special Taxes		200,802	200,802	100%
8	<b>Total Income</b>	<b>\$ 1,543</b>	<b>\$ 6,038,232</b>	<b>\$ 6,348,578</b>	<b>95%</b>
9	<b>Gross Profit</b>	<b>\$ 1,543</b>	<b>\$ 6,038,232</b>	<b>\$ 6,348,578</b>	<b>95%</b>
10	Expenses				
11	COMMUNITY SERVICE ACTIVITIES				
12	CERT Emerg Kits/Sheds/Prepared				
13	Community Sandbags		3,228	2,690	120%
14	Community Service - Other				
15	Community Shredder	900	2,014	1,800	112%
16	Hazardous Vegetation Removal Grant	2,000	39,410	41,460	95%
17	Open Houses		233	1,030	23%
18	Public Education	1,284	16,609	15,000	111%
19	Volunteer Appreciation		504		
20	<b>Total COMMUNITY SERVICE ACTIVITIES</b>	<b>\$ 4,184</b>	<b>\$ 61,998</b>	<b>\$ 61,980</b>	<b>100%</b>
21	Contingency			20,000	0%
22	Debt Service - Interest		84,523	84,523	100%
23	Debt Service - Principal		57,002	57,002	100%
24	DISTRICT ACTIVITIES				
25	Building Activities				
26	Building alarm				
27	Building Maintenance		5,132	12,683	40%
28	Gardening service		2,040	2,400	85%
29	Janitorial Service			3,240	0%
30	Medical Waste Disposal	(26)	3,464	4,494	77%
31	Miscellaneous Maint.	(156)	(5,958)	2,000	-298%
32	<b>Total Building Activities</b>	<b>\$ (182)</b>	<b>\$ 146,203</b>	<b>\$ 186,342</b>	<b>78%</b>
33	Building Utilities/Service				
34	Gas and Electric	3,526	36,373	39,230	93%
35	Other	613	2,653	1,188	223%
36	Refuse Collection				
37	Sewer Charge		304		



**Kensington Fire Protection District**  
**Budget vs. Actuals: Fire Dept Unaudited**  
 For Period July 1 to April 30, 2026

Line	Account	Apr-26	FY26 YTD Actual	Budget	% of Budget
38	Water/Sewer	718	3,790	5,027	75%
39	Total Building Utilities/Service	\$ 4,857	\$ 43,119	\$ 45,445	95%
40	Election				
41	Equipment			41,700	0%
42	Firefighter's Apparel & PPE		1,432	1,545	93%
43	Firefighters' Expenses			5,150	0%
44	Memberships	730	6,455	9,785	66%
45	Office				
46	Internet	65	2,178	2,835	77%
47	Office Equipment				
48	Office Expense		5,131	5,000	103%
49	Office Supplies	196	1,480	2,500	59%
50	Office- Other		110	70	158%
51	Telephone	200	5,724	7,231	79%
52	Total Office	\$ 1,191	\$ 22,510	\$ 17,636	128%
53	Professional Development		2,369	5,000	47%
54	Staff Appreciation			2,575	0%
55	Total DISTRICT ACTIVITIES	\$ 5,866	\$ 214,202	\$ 153,653	139%
56					
57	OUTSIDE PROFESSIONAL SERVICES				
58	Accounting		20,215	20,000	101%
59	Actuarial Valuation	6,300	9,500	3,200	297%
60	Audit		20,500	20,500	100%
61	Bank Fee	7	47	25	186%
62	Contra Costa County Expenses	44,194	45,548	42,334	108%
63	El Cerrito Contract Fee		3,421,987	4,480,522	76%
64	El Cerrito Reconciliation(s)		(17,861)	58,313	-31%
65	Emergency Prep Coordinator		85,759	114,263	75%
66	Fire Abatement Contract			5,513	0%
67	Fire Engineer Plan Review		2,855	3,090	92%
68	Fiscal Analysis Consultant			3,090	0%
69	IT Services and Equipment	(50)	20,845	5,000	417%
70	LAFCO Fees		2,555	2,555	100%
71	Legal Fees		30,657	18,000	170%
72	Long Term Financial Planner	3,250	3,250	2,000	163%
73	Nixle Fee				
74	Operational Consultant	9,466	82,885	109,730	76%



**Kensington Fire Protection District**  
**Budget vs. Actuals: Fire Dept Unaudited**  
 For Period July 1 to April 30, 2026

Line	Account	Apr-26	FY26 YTD Actual	Budget	% of Budget
75	Recruitment		16,000	16,000	100%
76	Risk Management Insurance		16,856	24,582	69%
77	Temporary Services				
78	Website Development/Maintenance	15	3,908	3,846	102%
79	Wildland Vegetation Mgmt	(1,176)	(4,234)	4,244	-100%
80	<b>Total OUTSIDE PROFESSIONAL SERVICES</b>	<b>\$ 62,006</b>	<b>\$ 3,761,271</b>	<b>\$ 4,933,717</b>	<b>76%</b>
81	<b>RETIREE MEDICAL BENEFITS</b>				
82	CalPERS Settlement				
83	Delta Dental	(442)	3,164	5,127	62%
84	PERS Medical		30,352	39,904	76%
85	Vision Care	215	1,960	2,606	75%
86	<b>Total RETIREE MEDICAL BENEFITS</b>	<b>\$ (227)</b>	<b>\$ 35,476</b>	<b>\$ 47,637</b>	<b>74%</b>
87	<b>Staff</b>				
88	Medical Insurance Contribution		3,000	6,067	49%
89	Payroll Processing		1,018	1,018	100%
90	Payroll Taxes		6,149	7,086	87%
91	Vacation Wages		11,070	11,070	100%
92	Wages		62,100	77,315	80%
93	Workers Compensation/Life Ins	(308)	1,993	3,251	61%
94	<b>Total Staff</b>	<b>\$ (308)</b>	<b>\$ 85,330</b>	<b>\$ 105,807</b>	<b>81%</b>
95	Vehicle Maintenance		125		
96	<b>Total Expenses</b>	<b>\$ 71,521</b>	<b>\$ 4,158,402</b>	<b>\$ 5,464,319</b>	<b>76%</b>
97	<b>Net Operating Income</b>	<b>\$ (69,979)</b>	<b>\$ 1,879,830</b>	<b>\$ 884,259</b>	<b>213%</b>
98	<b>Other Income</b>				
99	Unrealized Gain/Loss		(6,874)		
100	<b>Total Other Income</b>	<b>\$ -</b>	<b>\$ (6,874)</b>	<b>\$ -</b>	
101	<b>Other Expenses</b>				
102	Bad Debt	\$ (113,150)	(108,344)		
103	<b>Total Other Expenses</b>	<b>\$ (113,150)</b>	<b>\$ (108,344)</b>	<b>\$ -</b>	
104	<b>Net Other Income</b>	<b>\$ 113,150</b>	<b>\$ 101,470</b>	<b>\$ -</b>	
105	<b>Net Income</b>	<b>\$ 43,171</b>	<b>\$ 1,981,300</b>	<b>\$ 884,259</b>	<b>224%</b>



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# KENSINGTON POLICE DEPARTMENT

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## MONTHLY ACTIVITY REPORT

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**APRIL 2026**

**PREPARED BY:**  
Kensington Police Department

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**CHIEF OF POLICE:**  
Mike Gancasz

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**REPORT DATE:**  
May 1st, 2026

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This monthly report provides a comprehensive and transparent overview of the police department's activities and performance over the past month. It includes key statistical data, crime mapping, and detailed police logs to present a clear picture of enforcement activity and public safety trends. The report also features the Chief's message, offering leadership perspective and context on departmental priorities, challenges, and outcomes.

In addition, the report highlights critical programs and initiatives that support the department's mission, including community outreach efforts and specialized programs such as the Volunteer and Reserve Officer Program. Collectively, this report is designed to inform leadership and the community, ensuring visibility into operations, accountability for performance, and a well-rounded understanding of the agency's ongoing work, performance, and community engagement, while maintaining the highest professional standards.

### Patrol Operations

During the period **Apr 1 – Apr 30, 2026**, Kensington Police Department handled **1,172** total incidents, a slight decrease from **1,258** in the prior comparison period (**Mar 1 – Mar 31, 2026**). Of these, **931** were officer-initiated activity (OIA), a slight decrease from **1,061** the previous period, and **241** were dispatched calls for service. Officer-initiated activity included **120** traffic stops, **281** building/security checks, **7** vehicle/pedestrian checks.

Officers issued **105** citations and **51** warnings, a decrease from **125** in the prior period. Officers responded to **241** dispatched calls for service, a notable increase from the **197** calls handled in the prior period. The average response time for dispatched calls was **5.8 minutes** (*consistent with the average of 5.5 minutes in the prior period*). Additionally, the department authored **16** investigative reports, of which **5** were NIBRS crime reports, a notable decrease from the **21** reports filed the month prior.

Officers made **0** arrests, a significant decrease from **6** in the prior period. This included **0** felony and **0** misdemeanor arrests.



**Table 1. Patrol Data Comparison by Month**

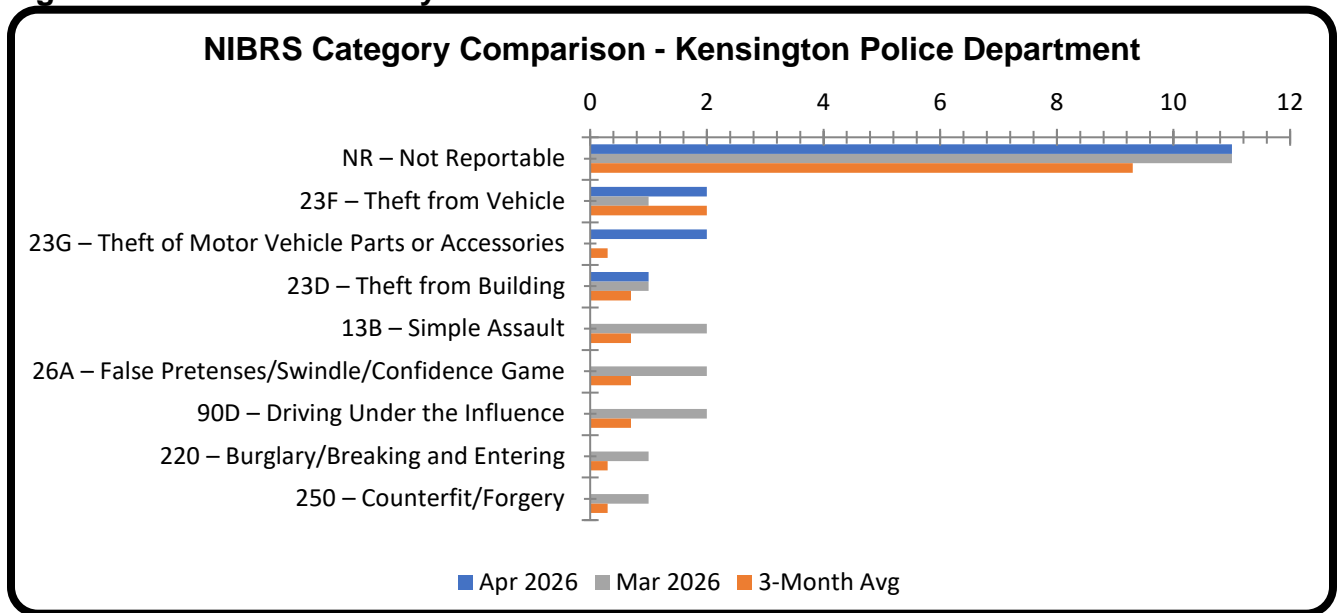
Metric	April 2025	March 2026	April 2026	Change	Z-Score
Total Incidents	23	21	16	-23.81%	-0.82
Dispatched Calls for Service	1	1,258	1,147	-8.82%	-2.26
Traffic Stops	0	234	265	+13.25%	1.39
Citations Issued	0	93	91	-2.15%	-0.15
Investigative Reports	23	21	16	-23.81%	-0.82
Misdemeanor Arrests	4	6	0	-100.00%	-2.45
Felony Arrests	1	0	0	N/A	0.00
Avg. Response Time	7 min	5.5 min	5.8 min	+0.3 min (+5.45%)	0.37

**Table 2. March 2026 NIBRS Offense Data**

NIBRS Code	Offense	Apr 2026	Mar 2026	30 Days Prior to Apr 30	Jan-Mar Avg	%Δ	Z-Score	Significance
NR	Not Reportable	11	11	11	9.3	0.0%	0.55	none
23F	Theft from Vehicle	2	1	2	2	+100.0%	0.00	none
23G	Theft of Motor Vehicle Parts or Accessories	2	0	2	0.3	+100.0%	2.89	high
23D	Theft from Building	1	1	1	0.7	0.0%	0.41	none
220	Burglary/Breaking and Entering	0	1	0	0.3	-100.0%	-0.58	none
250	Counterfeit/Forgery	0	1	0	0.3	-100.0%	-0.58	none
280	Stolen Property Offenses	0	0	0	0.3	0.0%	-0.58	none
290	Destruction/Damage/Vandalism of Property	0	0	0	1.7	0.0%	-1.29	none
13B	Simple Assault	0	2	0	0.7	-100.0%	-0.82	none
23E	Theft from Coin Operated Machine	0	0	0	0.3	0.0%	-0.58	none
23H	All Other Larceny	0	0	0	1	0.0%	-1.00	none
26A	False Pretenses/Swindle/Confidence Game	0	2	0	0.7	-100.0%	-0.82	none
26F	Identity Theft	0	0	0	0.7	0.0%	-0.82	none
90C	Disorderly Conduct	0	0	0	0.3	0.0%	-0.58	none
90D	Driving Under the Influence	0	2	0	0.7	-100.0%	-0.82	none



**Figure 1. NIBRS Past 30 Days Bar Chart**



**Table 2. Patrol Case Heat Map**



**Figure 2. Patrol Case Heat Map (Past 30 Days):** Incident locations are aggregated into a heat surface using a distance-weighted smoothing calculation over nearby points, where warmer colors indicate higher estimated activity concentration and cooler colors indicate lower concentration.



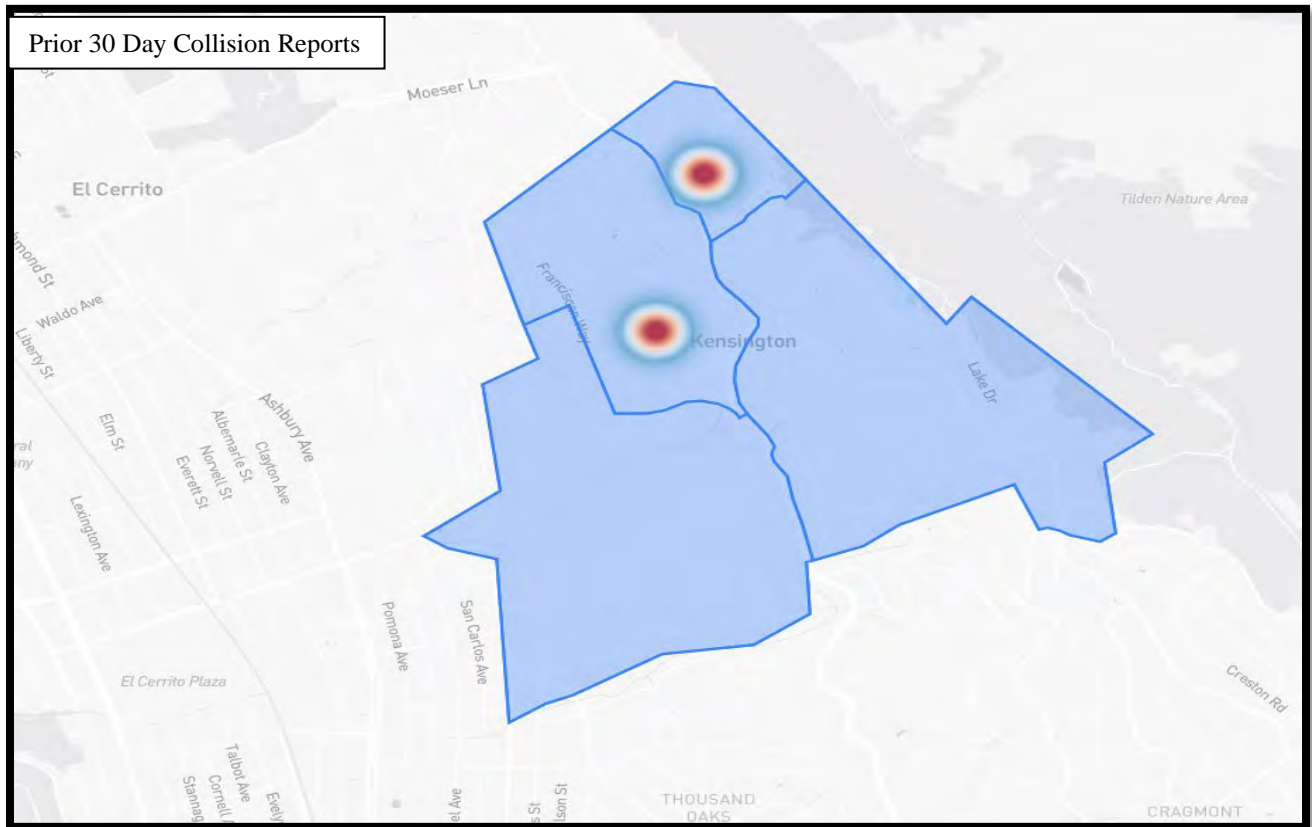
**Table 3.**

Day	00-03	03-06	06-09	09-12	12-15	15-18	18-21	21-00	TOTAL
Sun	0	0	0	0	0	1	0	0	1
Mon	0	0	0	0	0	0	0	0	0
Tue	1	0	0	0.33	0.67	0	0	0	2
Wed	1.2	0.2	0.2	1.2	0.13	0	1	0.07	4
Thu	0	0	0	1.25	1.75	1	0	0	4
Fri	0.76	0.62	0.33	0	0	0	0	0.29	2
Sat	0	1	0	0	0	1	1	0	3
<b>TOTAL</b>	<b>2.96</b>	<b>1.82</b>	<b>0.53</b>	<b>2.78</b>	<b>2.55</b>	<b>3</b>	<b>2</b>	<b>0.35</b>	<b>16</b>

**Case Temporal Heatmap (Past 30 Days):** The temporal heat map uses time-quality weighting where incidents with exact reported times count fully toward their hour, while incidents with unknown or range-based times are proportionally distributed across applicable hours, providing a more accurate representation of activity patterns by reducing the skewing effect of default midnight timestamps common in RMS data.

**Traffic Safety**

During the period **Apr 1 – Apr 30, 2026**, 2 non-injury collisions were reported, which was a significant decrease from 3 in the prior period (**Mar 1 – Mar 31, 2026**). Of these, one misdemeanor hit-and-run (CVC §20002) was reported.



Map of April 2026 Collisions



**Patrol Activity Log:**

Total: 16 | Felonies: 4 | Misdemeanors: 2 | Infractions: 0 | Arrests: 0

Date	Time	Location	Offense Statute	Offense(s)	Severity	Arrest	Summary
4/1/2026	11:30 PM	3XX COLUSA AV KENSNGTN, CA 94707	487(A) PC	Grand theft:money/labor/property - Motor vehicle parts/accessories (F)	Felony	No	A catalytic converter theft was investigated at 3XX COLUSA AV KENSNGTN, CA 94707; video evidence was obtained identifying suspects, but no further identifying information was available, resulting in case suspension due to insufficient leads.
4/3/2026	10:00 PM	2XX COLUSA AV KENSNGTN, CA 94707	487(A) PC	Grand theft:money/labor/property - From motor vehicle (F)	Felony	No	A report of catalytic converter theft was investigated at 2XX COLUSA AV, KENSNGTN, CA 94707; despite evidence collection and neighbor contacts, no leads were developed, and the case was closed with leads exhausted.
4/4/2026	04:30 AM	2XX AMHERST AV KENSNGTN, CA 94707	459 PC	Burglary - From motor vehicle (F)	Felony	No	A felony vehicle burglary investigation was conducted at 2XX AMHERST AV, KENSNGTN, CA 94707 following a reported break-in and theft from an unlocked vehicle; a neighborhood canvas yielded no witnesses or evidence, and the case remains pending.
4/5/2026	03:27 PM	2XX LOS ALTOS DR KENSNGTN, CA 94708	CASUALTY	REPORT/INVES OF AN INJURY	Administrative	No	On April 5, 2026, a report of an injury due to a fall was responded to at 2XX LOS ALTOS DR KENSNGTN, CA 94708; the injured party was assessed and transported to a medical facility with no public hazards observed, and the case was closed as no crime.
4/9/2026	11:21 AM	2XX ARLINGTON AV KENSNGTN, CA 94707	DTKPD	KPD DEA Drug Takeback	Administrative	No	On April 9, 2026, a scheduled collection and forfeiture of prescription medications was conducted at 2XX ARLINGTON AV KENSNGTN, CA 94707; the medications were secured and booked into evidence.
4/9/2026	05:00 PM	XX FRANCISCAN WY KENSNGTN, CA 94707	FNDPROP	Found Property	Administrative	No	On April 9, 2026, a set of found keys was reported and collected from the sidewalk near the XX block of Arlington Avenue at XX FRANCISCAN WY KENSNGTN, CA 94707. The keys were booked into evidence, and no further action was taken.



Date	Time	Location	Offense Statute	Offense(s)	Severity	Arrest	Summary
4/11/2026	06:20 PM	XX ARLINGTON CT KENSNGTN, CA 94707	11-82	Accident, no injuries	Administrative	No	An accident with no injuries occurred at XX ARLINGTON CT KENSNGTN, CA 94707; the case has been closed following report completion.
4/14/2026	12:00 AM	XX KERR AV KENSNGTN, CA 94708	484(A) PC	Petty theft - From building (M)	Misdemeanor	No	On April 14, 2026, a petty theft incident involving missing contents of an Amazon package was documented at XX KERR AV KENSNGTN, CA 94708; the incident is pending investigation.
4/14/2026	11:59 AM	109XX SAN PABLO AV ELCERRIT, CA 94530	DTKPD	KPD DEA Drug Takeback	Administrative	No	At 109XX SAN PABLO AV ELCERRIT, CA 94530, prescription medications were collected from the public drop box and booked into evidence as part of the scheduled drug takeback; no crime was involved.
4/15/2026	12:19 AM	2XX COLGATE AV KENSNGTN, CA 94707	IMPOUND	IMPOUND	Administrative	No	A vehicle was impounded for expired registration at 2XX COLGATE AV KENSNGTN, CA 94707 on April 14, 2026, and later released to the registered owner upon presentation of proper documentation; case closed.
4/16/2026	11:30 AM	2XX ARLINGTON AV KENSNGTN, CA 94707	DTKPD	KPD DEA Drug Takeback	Administrative	No	On April 16, 2026, prescription medications were collected and booked into evidence from the public collection box at 2XX ARLINGTON AV KENSNGTN, CA 94707 as part of the KPD DEA Drug Takeback program; case closed with no crime reported.
4/18/2026	03:00 PM	XX ARLINGTON AV KENSNGTN, CA 94707	FNDPROP	Found Property	Administrative	No	On April 18, 2026, found property in the form of a key was turned in at XX ARLINGTON AV KENSNGTN, CA 94707; the key was logged into evidence and subsequently returned to the owner, closing the case.
4/22/2026	10:17 AM	XX COWPER AV KENSNGTN, CA 94707	20002(a)(1) VC	Duty where prop damgd: locate & notify owner	Misdemeanor	No	On April 22, 2026, property damage to a fence was reported at XX COWPER AV KENSNGTN, CA 94707; an investigation was conducted, including neighbor inquiries and video evidence review, with no suspect identified, and the case status is pending.
4/22/2026	08:52 PM	2XX YALE AV KENSNGTN, CA 94708	MPAIDED	Misc. Public Aid Contacted	Administrative	No	On April 22, 2026, a firearm was found and surrendered at 2XX YALE AV KENSNGTN, CA 94708; the weapon was seized by police and forwarded



Date	Time	Location	Offense Statute	Offense(s)	Severity	Arrest	Summary
							to the appropriate authorities, with the case status pending further investigation.
4/23/2026	11:30 AM	2XX ARLINGTON AV KENSGTN, CA 94707	DTKPD	KPD DEA Drug Takeback	Administrative	No	A routine collection and forfeiture of prescription medications was conducted at 2XX Arlington Ave, Kensington, CA 94707, with no criminal activity reported. The evidence was secured and booked into police custody, and the case was closed.
Fri, Apr 24, 2026	12:00 AM	6XX COVENTRY RD KENSGTN, CA 94707	487(A) PC	Grand theft:money/labor/property - Motor vehicle parts/accessories (F)	Felony	No	A grand theft of a motor vehicle license plate was reported at 6XX COVENTRY RD KENSGTN, CA 94707, occurring between April 23 and April 29, 2026. The investigation revealed no suspects or physical evidence, no arrests were made, and the case was closed with no leads.

**Community Safety Cameras – ALPR (automatic license plate reader)**

In April, the District's CSCs remained paused in response to community concerns. This 90-day suspension aims to review these concerns and assess system performance.

**Blue Envelope Program**

The Blue Envelope Program is a voluntary, community-oriented public safety initiative designed to improve interactions between law enforcement and drivers who have autism spectrum disorder or other communication, cognitive, or sensory-processing challenges. Participants are issued a distinctive blue envelope to store their driver's license, registration, and insurance, which discreetly signals to officers that the driver may need additional time, simplified communication, and a calm, low-stress approach during a traffic stop or other enforcement contact. The program enhances officer awareness, promotes safer, more effective communication, reduces anxiety among drivers and families, and supports equitable, professional policing through proactive accommodation and mutual understanding.

During this reporting period, the following activity was recorded:

- 0 individuals requested information about the Blue Envelope Program or inquired about receiving an envelope.
- 1 individual was provided with program information and issued a Blue Envelope when officers determined it would be beneficial and appropriate.
- 0 police contacts involved the active use of the Blue Envelope Program, supporting improved communication, safety, and overall interaction outcomes.



### **Good Sam Program**

The GoodSAM Video Enhanced Video Response (EVR) program is a secure, real-time communication platform that enables law enforcement agencies to conduct live video interactions with community members for non-emergency calls, phone reports, and general exchanges, providing an effective alternative to in-person responses when physical deployment is unnecessary or undesired. By allowing officers and dispatchers to visually assess situations, clarify details, review evidence, and provide guidance in real time, GoodSAM enhances communication accuracy, efficiency, and service quality while maintaining a secure, professional, and documented engagement channel. The program supports modern, community-oriented policing by improving accessibility, reducing response times and workload, preserving patrol resources, and strengthening trust through convenient, responsive, and transparent public services.

During this reporting period, GoodSAM EVR was used **3 times** for criminal investigations and 1 time for a general citizen report.

### **Training: Professional Standards, Development & Readiness**

April training focused on developing officer's de-escalation and community engagement skills.

De-escalation vs Indecision: This training defines de-escalation as the deliberate application of tactical strategies designed to reduce the intensity of an encounter and minimize the necessity of force. It establishes a clear distinction between proactive de-escalation—which utilizes active management techniques like time, distance, and rapport-building—and hesitation, which is a failure to act when force is clearly required. Officers are trained to employ specific methods such as tactical repositioning, active listening, and showing empathy to manage situations where the threat level is manageable. The training emphasizes that while the goal is to lower the "temperature" of a situation, officers must remain prepared to transition to appropriate force if the threat to the public or themselves becomes unacceptable.

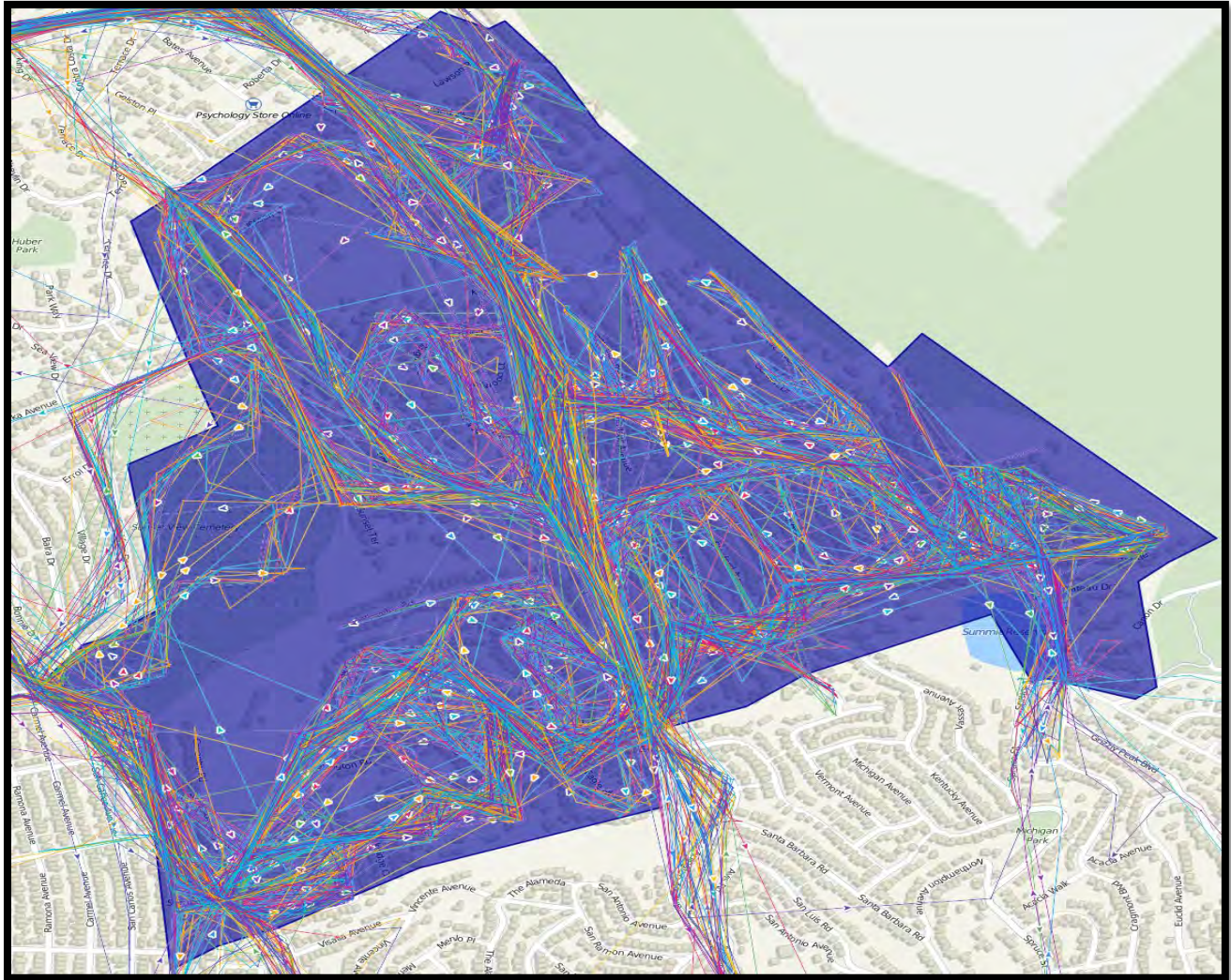
Handling Traffic Stops with Autistic Drivers: This module addresses the unique challenges of traffic stops involving autistic individuals, who may experience significant stress due to flashing lights, interrupted routines, and sensory processing difficulties. Officers are instructed to recognize potential indicators of autism, such as "puzzle piece" decals or specific behavioral cues, and to adapt their approach by maintaining a calm, patient demeanor. Key adjustments include using clear, simple commands, minimizing unnecessary stimuli, and allowing extra time for the individual to process information and comply. Additionally, the training encourages officers to assess whether interaction with a passenger is necessary, suggesting that limiting contact with those not involved in the reason for the stop can reduce anxiety and ensure a safer, more professional outcome.

DEA Pharmaceutical Handling Procedures: Guidelines on collection, safe handling, and evidentiary processing of pharmaceuticals turned over to KPD by citizens in the Kensington Drug Take Back Boxes at the Fire and Police Stations.



### Table 3. Patrol Fleet Mapping

Kensington's patrol fleet is tracked via GPS, enabling real-time mapping. The map depicts the Special District of Kensington's boundary (dark blue), and the six colored lines represent the locations of black-and-white patrol cars within the district throughout the month.



### Chief of Police – Updates and Remarks

#### FBI LEEDS (Law Enforcement Executive Development Seminar)

The Kensington Police Department is proud to announce that Lieutenant Nath recently successfully completed the FBI LEEDS (Law Enforcement Executive Development Seminar) program, an advanced executive leadership course administered by the Federal Bureau of Investigation and affiliated with the prestigious FBI National Academy. The program focuses on executive leadership, ethical decision-making, organizational management, and modern public safety strategies while bringing together select law enforcement professionals from



across the country to strengthen collaboration and leadership development. Attendance is limited to selected personnel who demonstrate strong leadership qualities, professional achievement, and forward progress within their agencies. Participation in this nationally recognized program reflects the department's ongoing commitment to professionalism, continued education, and providing the Kensington community with high-quality, forward-thinking public safety services.

### Year-Round Prescription Drug Drop-Off Program

The Kensington Police Department recently expanded its year-round prescription drug take-back program by installing permanent medication disposal boxes at both the police department and the Kensington Fire Protection District. April marked the first full month of collection operations at both locations, providing residents with safe and convenient options for disposing of unused or expired prescription medications at the police department on San Pablo Avenue in El Cerrito and the fire department on Arlington Avenue in Kensington.

During the first month of operation, officers cataloged and collected approximately **21 pounds** of prescription medications for secure destruction. The program has already proven to be a successful community resource, helping reduce improper medication disposal while improving public safety and accessibility for residents seeking a safe method to dispose of unused medications. As a reminder, prescription medication drop-offs at the fire department are available Monday through Thursday from 9:00 a.m. to 2:00 p.m. At the police department, disposal services are available Monday through Sunday from 9:00 a.m. to 5:00 p.m. If residents arrive at the police department and are unable to access the lobby, they may press the blue call box button located outside the entrance, which connects directly to dispatch. An officer will then respond to unlock the lobby doors so residents can safely dispose of their medications.





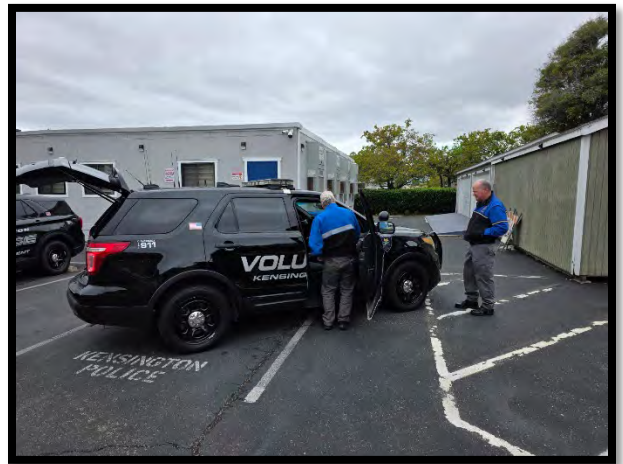
## Volunteers in Police Services VIPS – Get a Dedicated Vehicle!

Our Volunteers, Logan, Gill, and Haynes, contributed over 76.5 hours of service to the Police Department and the community. Their contributions included administrative support, fleet management, inspection of patrol fleet vehicles, and several special projects as assigned.

The Kensington Police Department is proud to announce the addition of a dedicated volunteer vehicle to support the department's Volunteer Program and its continued community outreach efforts. The vehicle, a former police patrol vehicle repurposed as a volunteer support vehicle, will assist volunteers as they support department operations, coordinate and set up community events, and provide logistical assistance throughout the year. Department volunteers are integral members of many community events, including the Colusa Circle 5K, Kensington Fall Picnic, Halloween Harvest Celebration, Holiday Fair, Kensington Parade, and National Night Out, while also planning and hosting community-focused programs such as Cookies with the Cops, Coffee with the Cops, Pizza with the Police, and Police in the Park.

The addition of this vehicle further enhances the program's ability to support community engagement initiatives and operational needs throughout Kensington. If you see volunteers driving the vehicle around town, feel free to wave them down — they are always happy to speak with residents, answer questions about the program, and showcase the department's newest volunteer resource.





**VOLUNTEERS  
IN POLICE SERVICE**

★  
STRONGER TOGETHER.  
SAFER TOGETHER.

SUPPORT OUR COMMUNITY

BUILD TRUST & RELATIONSHIPS

MAKE A DIFFERENCE

📍 KENSINGTON, CALIFORNIA  
OUR COMMUNITY. OUR COMMITMENT.



## Cookies with The Cops

A community engagement event was held on Wednesday, April 22nd, generously sponsored by Raxakoul Coffee and Cheese. The event drew a strong turnout from community members and created a welcoming atmosphere for connection and conversation. Our staff had the opportunity to engage with numerous residents, exchanging information, asking questions, and participating in thoughtful, meaningful dialogue. These interactions continue strengthening the bond between the department and the community we proudly serve.

We sincerely thank Raxakoul Coffee and Cheese for their hospitality and support. Events like these are essential to fostering transparency, trust, and mutual respect, and we look forward to continuing this vital work together.

Join us for our next community event — **Coffee with the Cops at Semifreddi's Bakery on Wednesday, May 27th, from 8:30 a.m. to 10:30 a.m.** Stop by, grab a cup of coffee, meet your Kensington Police Department personnel and volunteers, and take the opportunity to chat with us in a relaxed community setting. We look forward to connecting with residents, answering questions, and continuing to strengthen our partnership with the community.

We hope to see you there!

**COFFEE WITH THE COPS**

Building community relationships over a cup of coffee

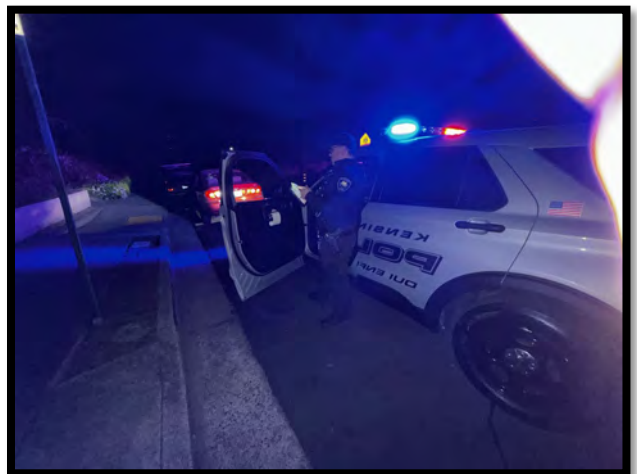
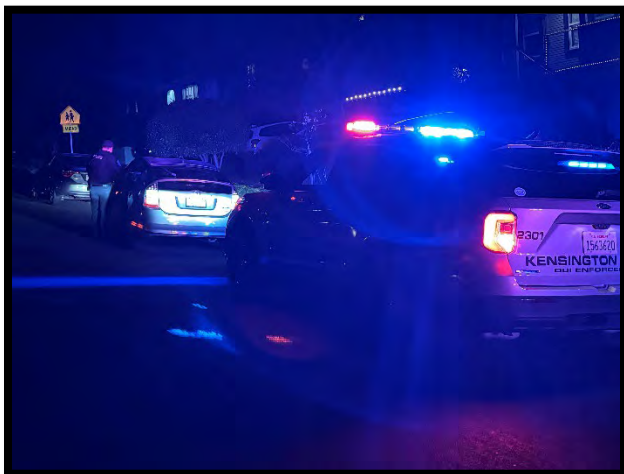
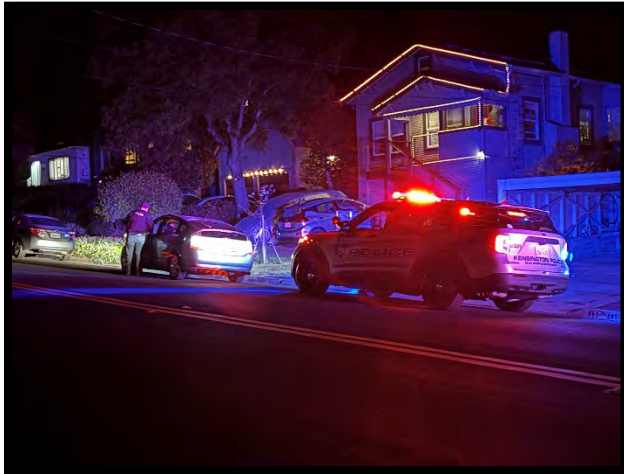
**WEDNESDAY, MAY 27**  
8:30am-10:30am  
**Semifreddi's Bakery Cafe**  
372 Colusa Ave, Kensington CA 94707

The poster features a central image of a white cup of latte with a heart-shaped leaf design, surrounded by coffee beans. A small inset photo shows the entrance to Semifreddi's Bakery with an 'OPEN' sign. Logos for the Kensington Police Department and Semifreddi's Bakery are also present.



### CHP DUI/DUID Grant Activity

KPD officers conducted the 13<sup>th</sup> and 14<sup>th</sup> of 15 scheduled DUI saturation patrols under the CHP DUI/DUID grant program. These operations resulted in 41 traffic stops, leading to 12 warnings and 15 citations for various vehicle code violations. The team deployed the newly acquired, grant-funded patrol vehicles during these operations.





## Lake Drive Safety Meeting

Sergeant Rivera and Officer Thota attended the Lake Drive Community Safety Meeting at the invitation of neighborhood residents. During the meeting, Department personnel engaged with attendees regarding current public safety concerns, recent police-related activity, community safety initiatives, evacuation planning, and available communication resources. The meeting provided an opportunity for positive community engagement, open dialogue with residents, and strengthened relationships between the Department and the neighborhood.

Residents interested in hosting a neighborhood safety meeting or community informational session are encouraged to contact the Department, as personnel are available to assist with coordination and outreach.



## Mutual Aid to City of Pinole for DUI Enforcement Operation

The Kensington Police Department has continued leading the charge on the California Highway Patrol DUI grant operations and DUI enforcement initiatives throughout Contra Costa County. Through the department's proactive involvement and operational success, Kensington personnel have assisted several surrounding agencies by providing guidance, program information, and training related to DUI enforcement operations and grant management practices that have proven successful for multiple agencies within the county.

This success is directly tied to the department's emphasis on advanced training and operational readiness. Kensington personnel assigned to these operations are fully trained and certified in SFST (Standardized Field Sobriety Testing) as well as ARIDE (Advanced Roadside Impaired Driving Enforcement), ensuring department personnel maintain a high level of proficiency in impaired driving detection and enforcement.

As a result of this reputation and expertise, Kensington has regularly been requested to participate in and assist with DUI grant operations and DUI enforcement activities throughout Contra Costa County. Most recently, the department deployed one sergeant, two officers, and one reserve officer to assist the City of Pinole during a DUI enforcement operation. Kensington



personnel assisted with checkpoint line operations and other key operational assignments throughout the event and ultimately assisted in DUI-related arrests made during the operation. These collaborative efforts continue to strengthen regional partnerships, enhance roadway safety throughout the county, and reinforce Kensington's commitment to professional, proactive, and highly trained DUI enforcement operations.

# TOGETHER, WE CAN PREVENT DUI.

★

Our communities. Our families.  
Our responsibility.

**MAKE THE RIGHT CHOICE.  
DRIVE SOBER. ARRIVE SAFE.**

**PINOLE**  
POLICE DEPARTMENT

**KENSINGTON**  
POLICE DEPARTMENT

Every decision behind the wheel  
impacts more than just you.  
**Let's keep our roads safe —  
together.**

CARE FOR  
ONE ANOTHER

PROTECT OUR  
COMMUNITIES

BUILD A SAFER  
TOMORROW

★ SAFE DRIVING IS EVERYONE'S RESPONSIBILITY. ★



# EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue ▪ El Cerrito ▪ CA ▪ 94530  
(510) 215-4450 ▪ FAX (510) 232-4917  
[www.el-cerrito.org](http://www.el-cerrito.org)

**DATE:** May 8, 2026  
**TO:** David Aranda: General Manager  
**FROM:** Eric Saylor: Fire Chief  
**RE:** **Fire Chief's Report for the May 2026 Kensington Community Services District**

## Training

The Fire Department is preparing for its annual pre-summer wildland fire drill focused on protecting the residents of Kensington, El Cerrito, and Berkeley from a potential wildfire originating in the parklands east of our communities.

The exercise emphasizes regional coordination and response between the El Cerrito–Kensington Fire Department, Berkeley Fire Department, Oakland Fire Department, Richmond Fire Department, and Albany Fire Department. By training together as one coordinated response system, agencies strengthen their ability to either rapidly contain a wildfire or conduct safe and organized evacuations if conditions require it.

This drill is conducted every year, and each year improves our collective ability to work together, understand the operational challenges of the East Bay Hills, and ensure the safety and resilience of our communities.



## Administration



# EL CERRITO-KENSINGTON FIRE DEPARTMENT



10900 San Pablo Avenue ▪ El Cerrito ▪ CA ▪ 94530  
(510) 215-4450 ▪ FAX (510) 232-4917  
[www.el-cerrito.org](http://www.el-cerrito.org)

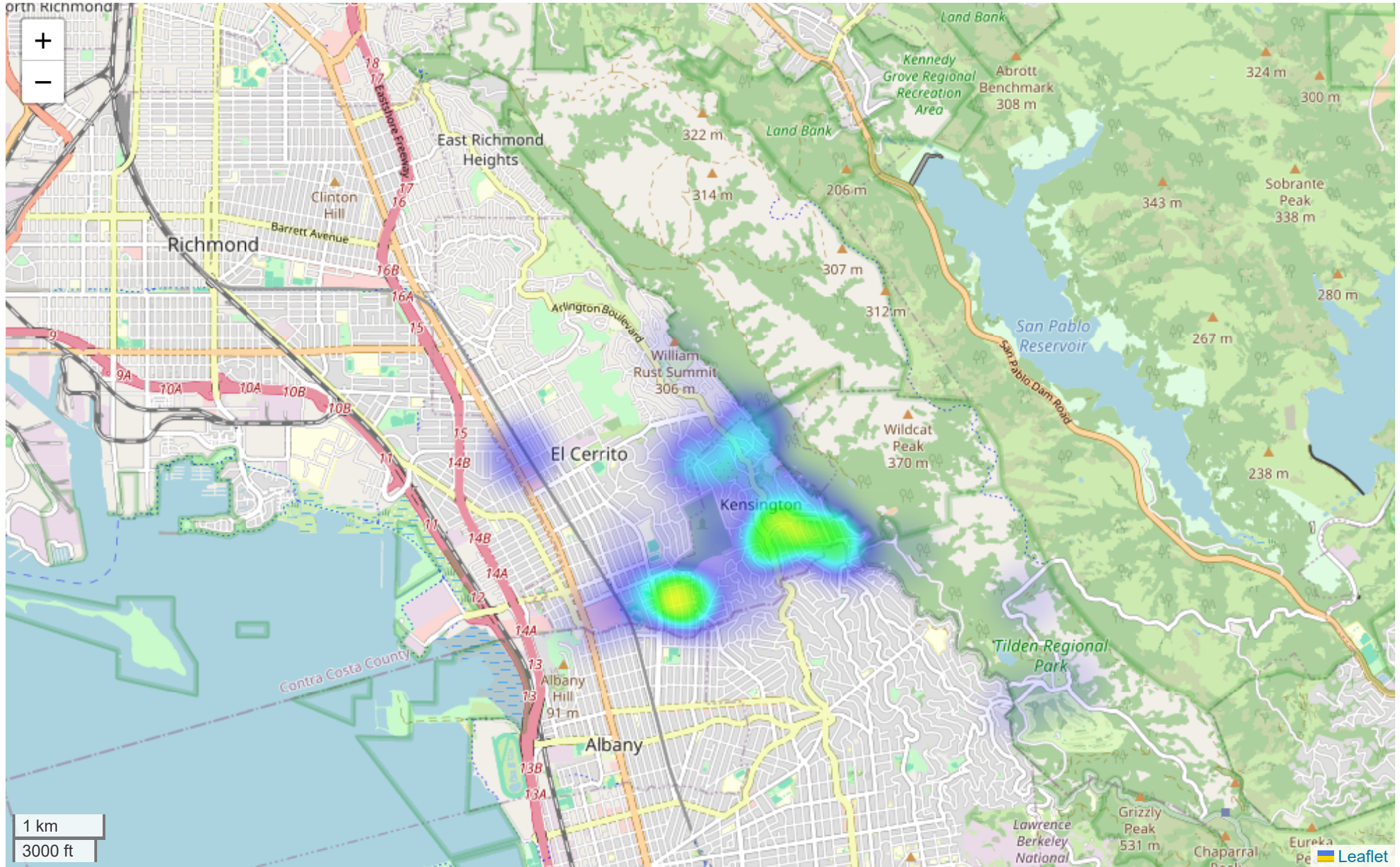
El Cerrito Fire Captain Damian Carrion and Administrative Assistant Veronica Ceja graduated from the Contra Costa County Leadership Academy last month, continuing their proud journey of developing leadership skills in service to the Fire Department and the community.

The Contra Costa County Leadership Academy partners with local governments throughout the county to develop emerging leaders by enhancing their leadership skills and professional capabilities while supporting long-term succession planning efforts within participating agencies.



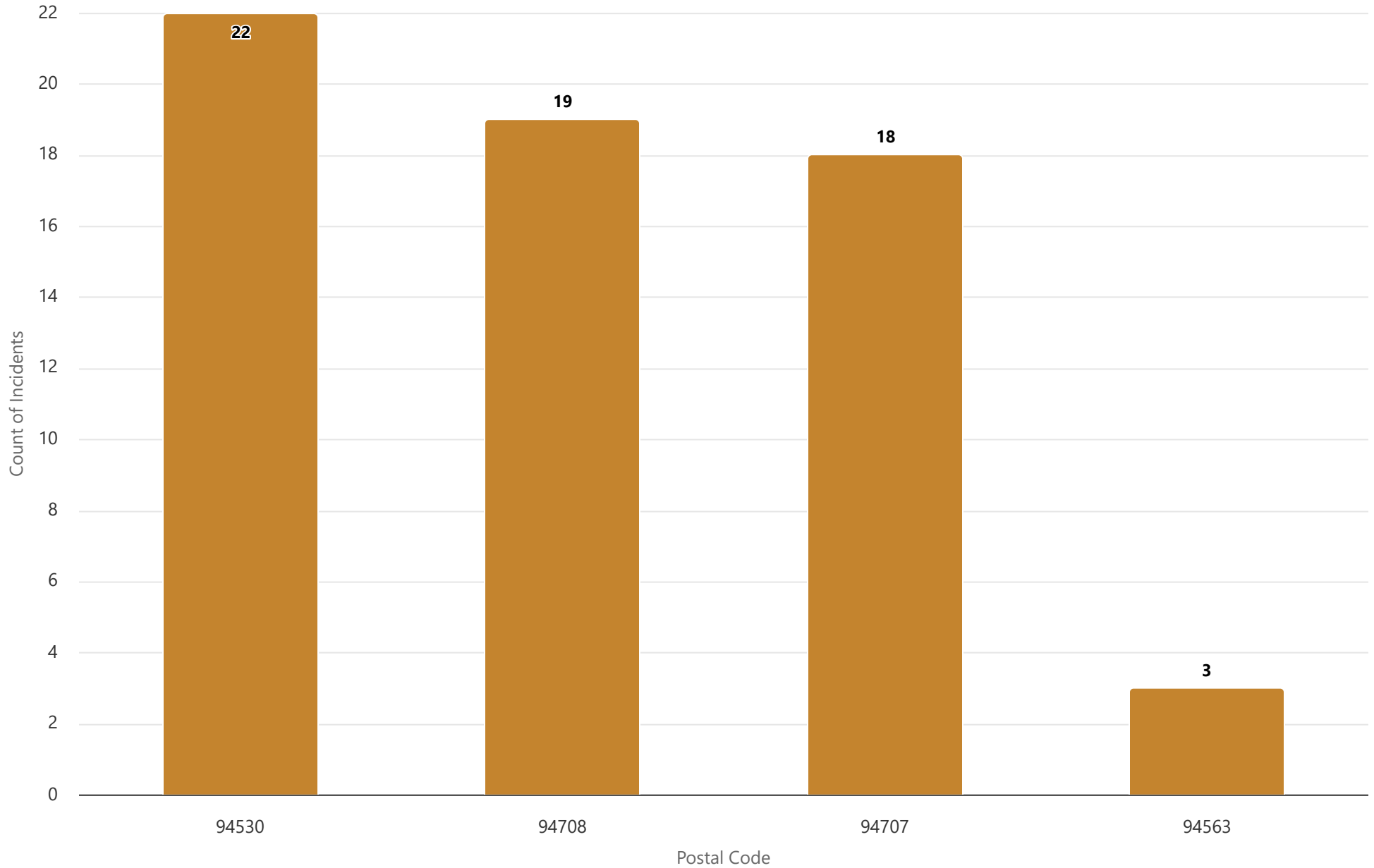
### Scene Locations of Fire Incidents

N = 62 Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM



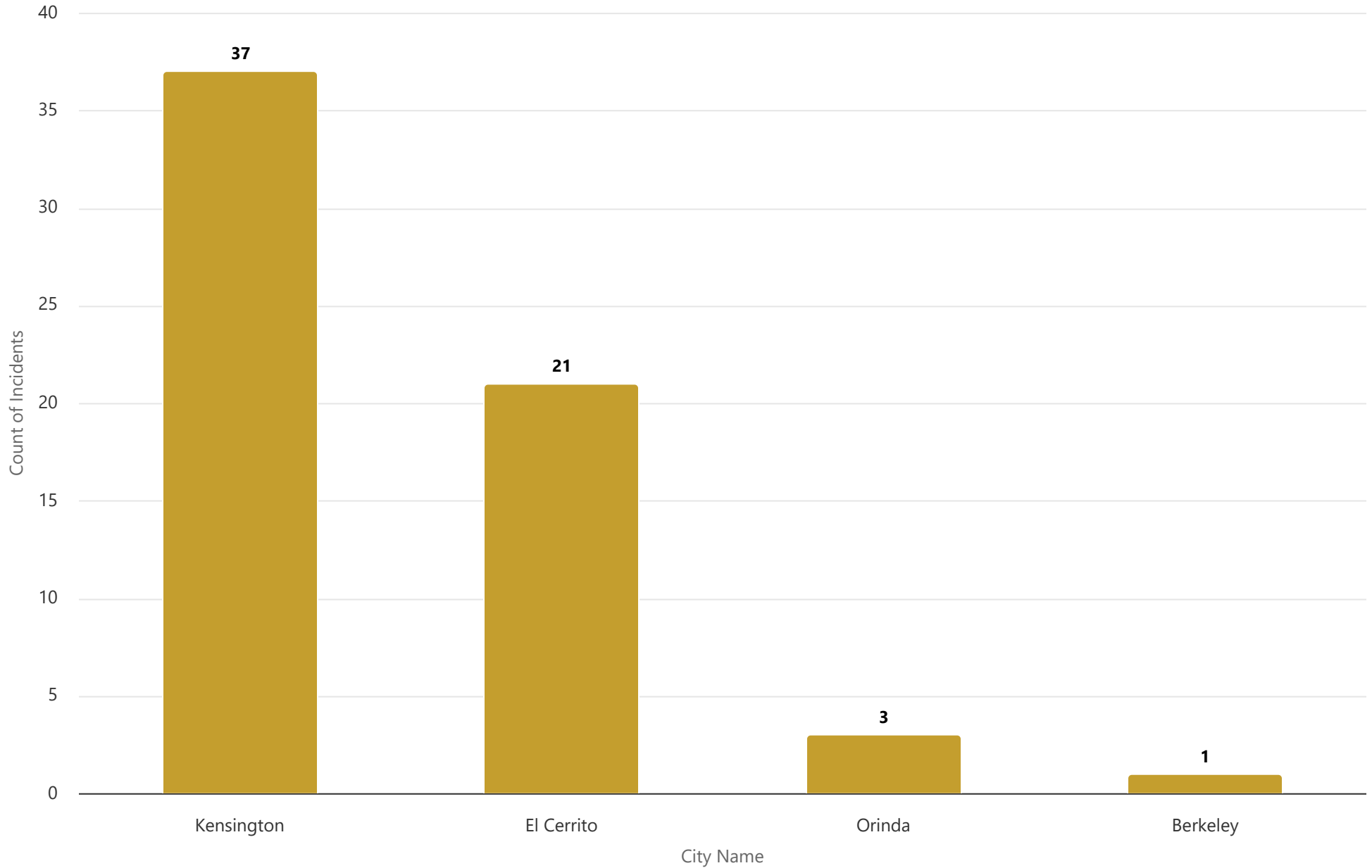
### Incidents by Postal Code

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM



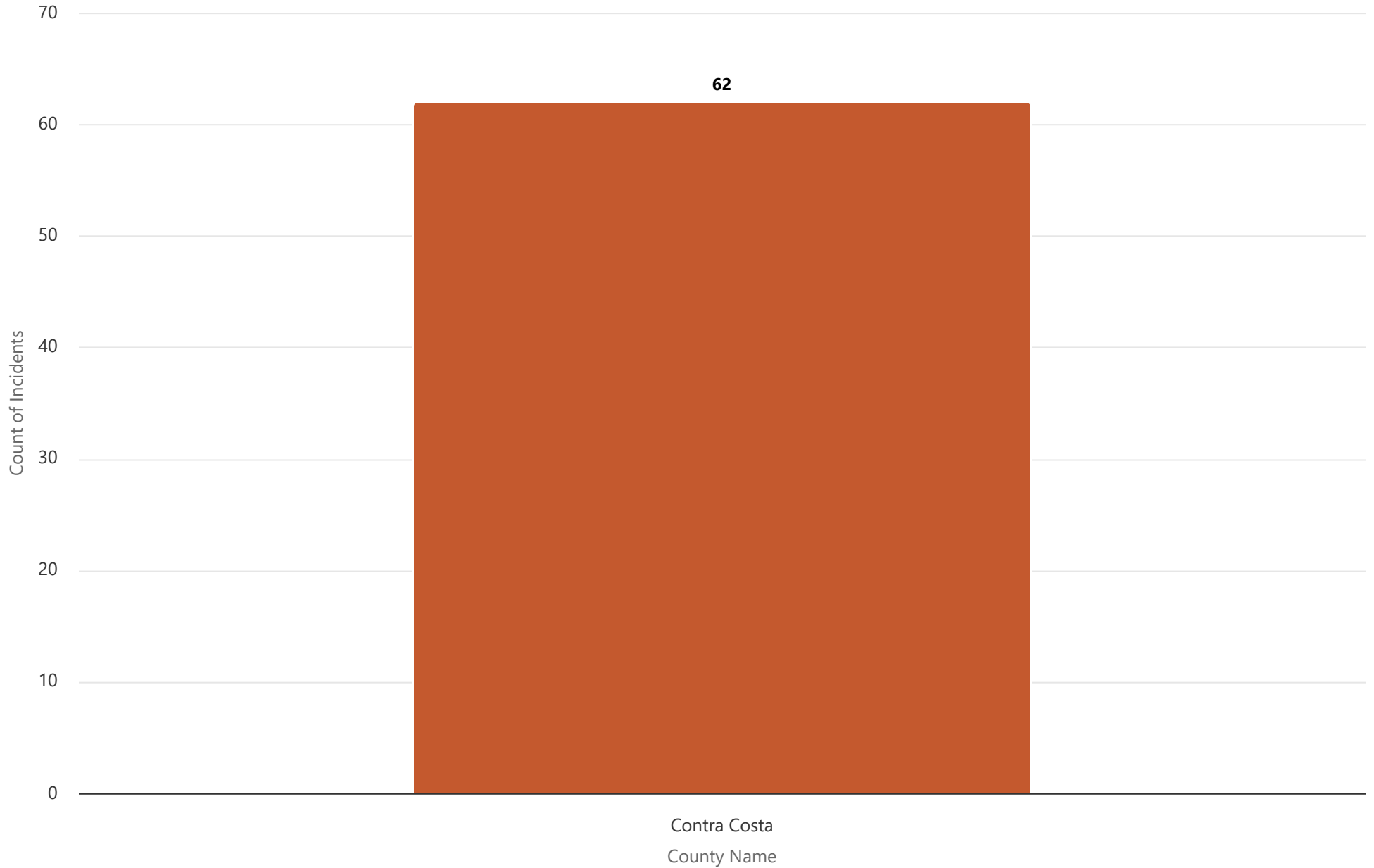
### Incidents by City Name (Top 15)

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM



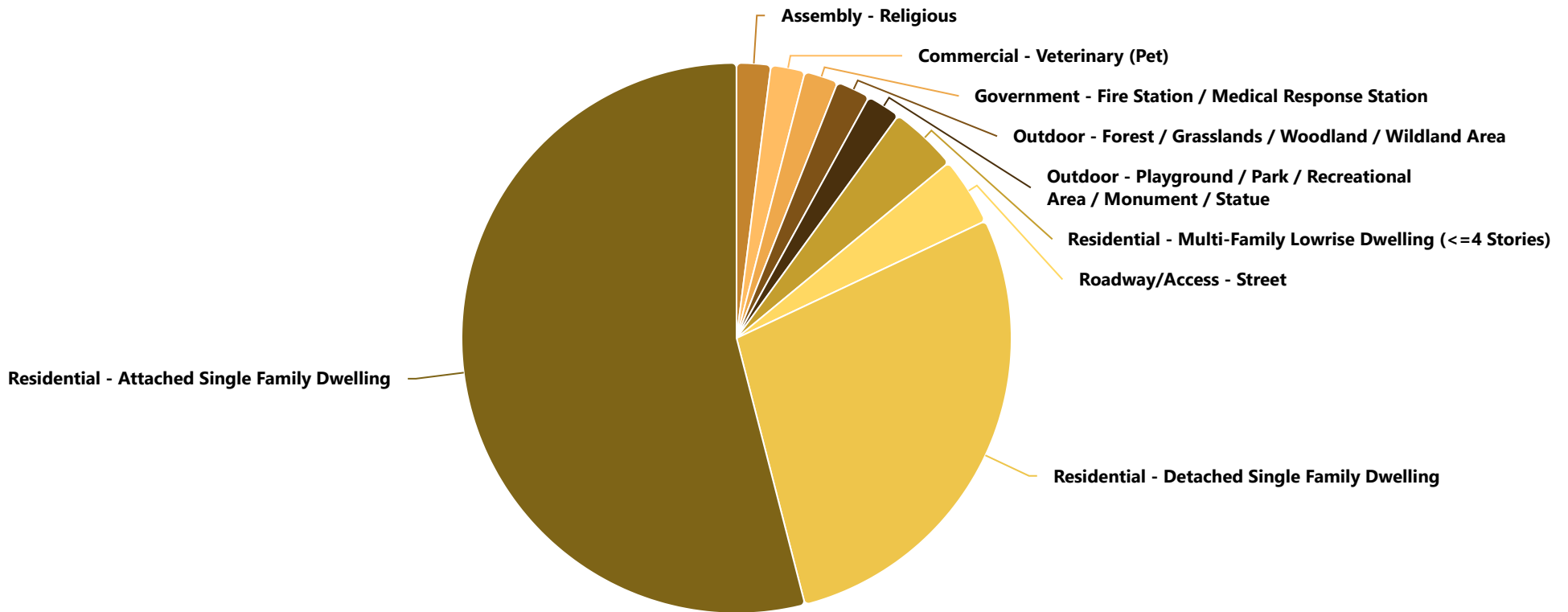
### Incidents by County Name (Top 15)

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM



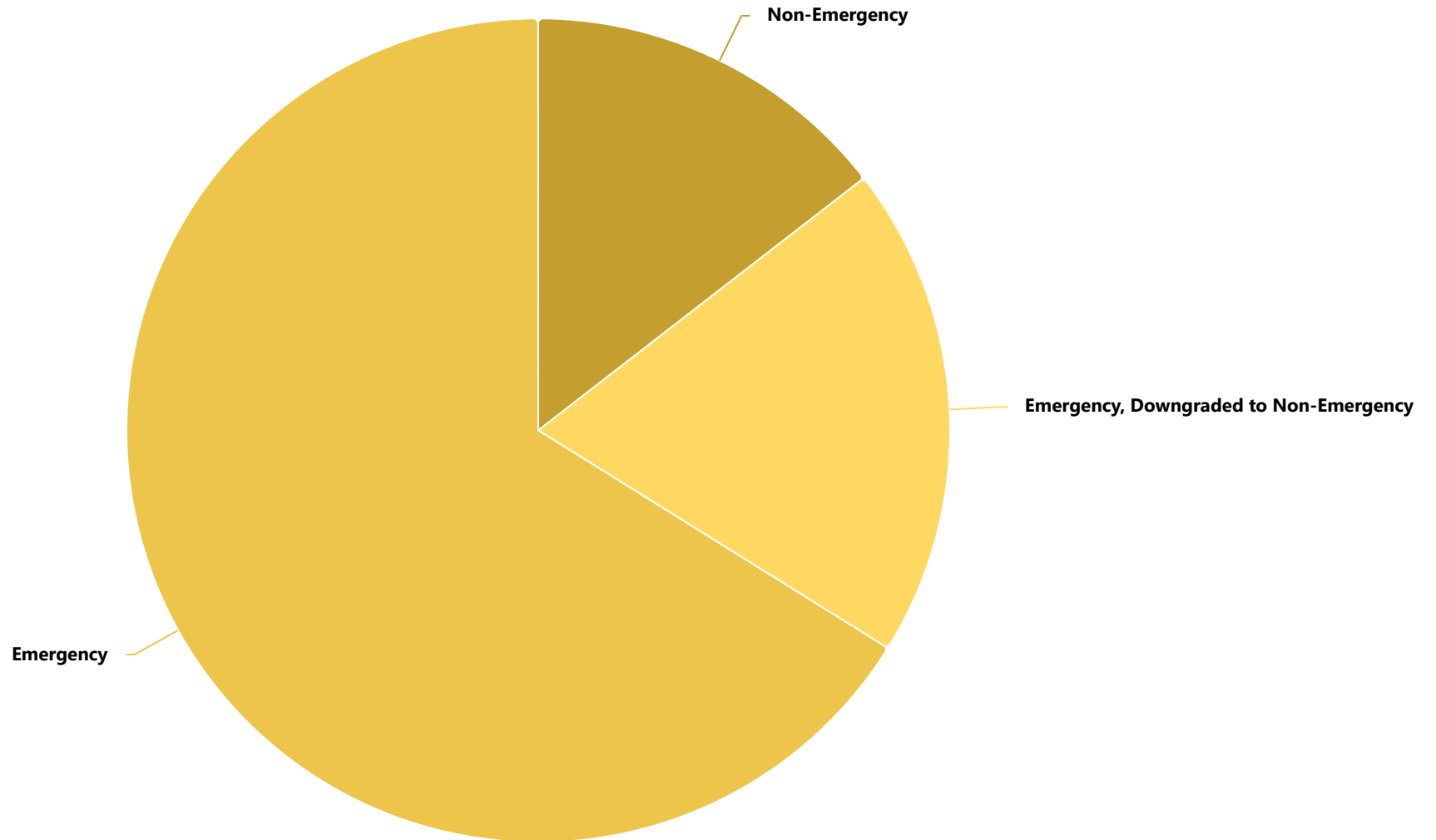
# Incidents by Location Use Category

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM



## Incidents by Response Mode To Scene

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM



## Incidents by District/Zone

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM

Values

There are no results to display

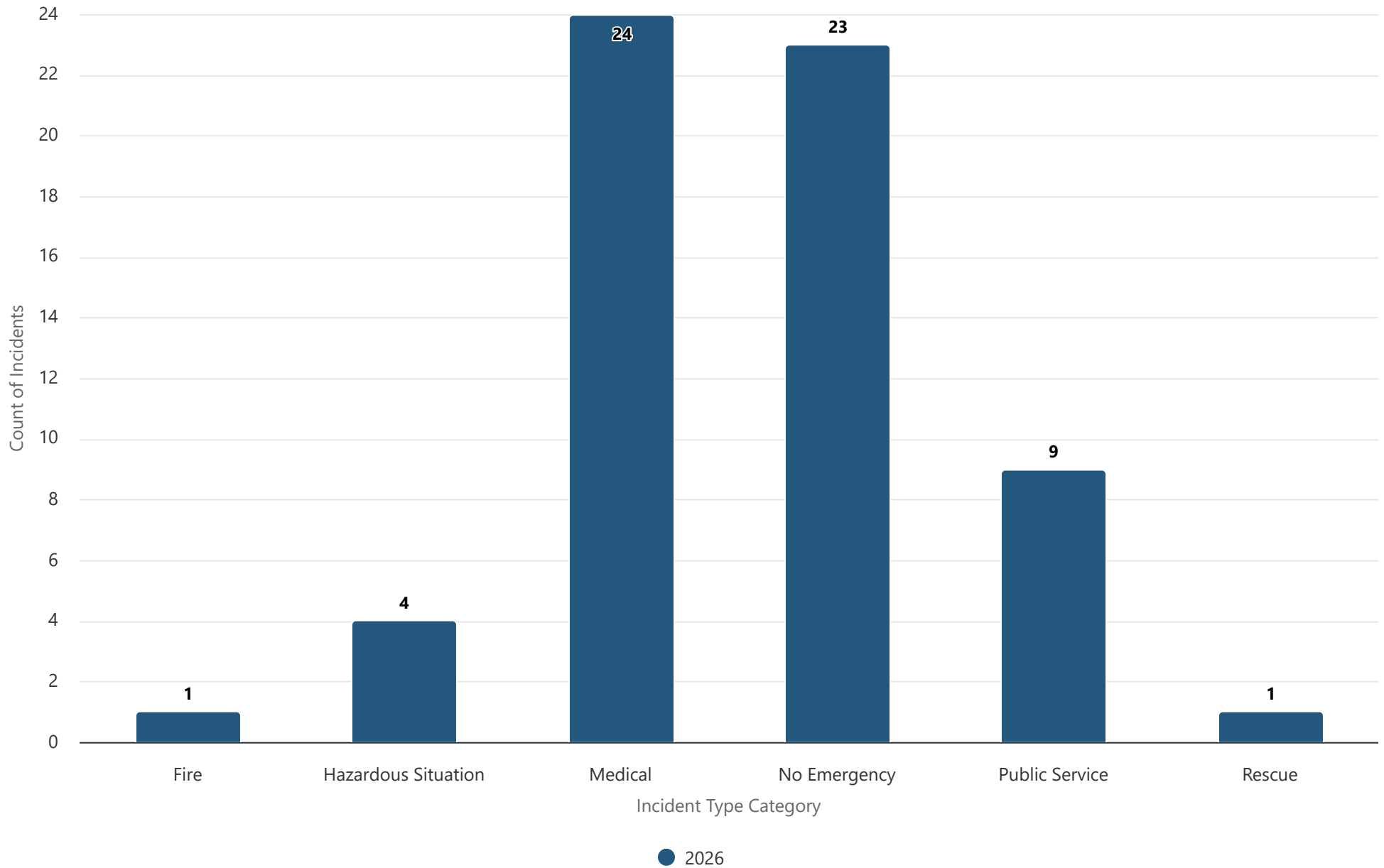
### Incidents by District/Zone and Month

Jan 01, 2025 12:00 AM to Apr 30, 2026 11:59 PM

Incident Location Zone Number (itfilincident.008)	2026				2026		2025		YTD % Change
	Jan	Feb	Mar	Apr	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
51	0	1	0	0	1	20%	0	N/A	N/A
55	0	2	2	0	4	80%	0	N/A	N/A
<b>Grand Total</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>5</b>	<b>100%</b>	<b>0</b>	<b>100%</b>	<b>N/A</b>

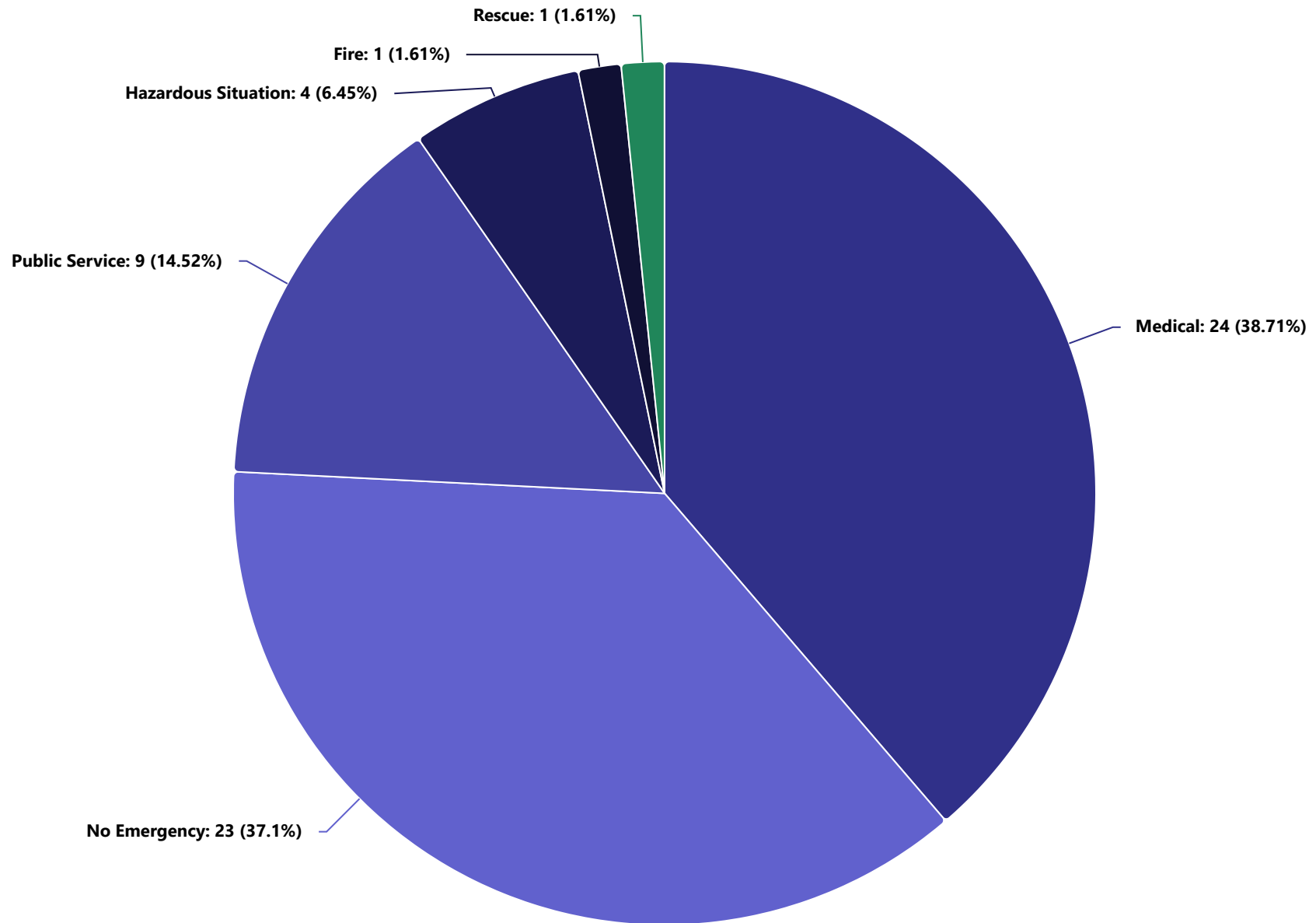
### Incidents by Category and Year

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM



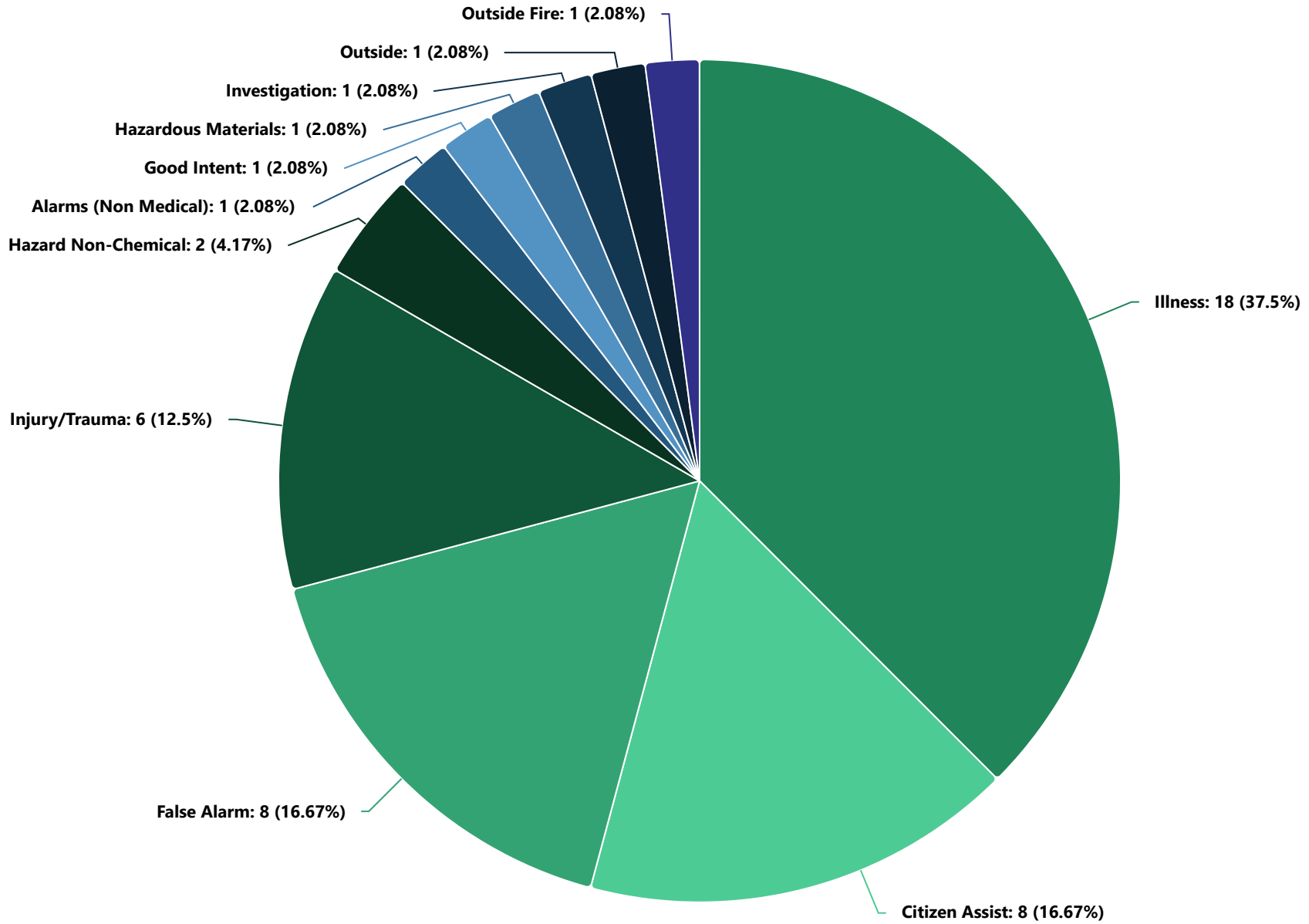
### Incidents by Category

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM



### Incidents by Type

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM



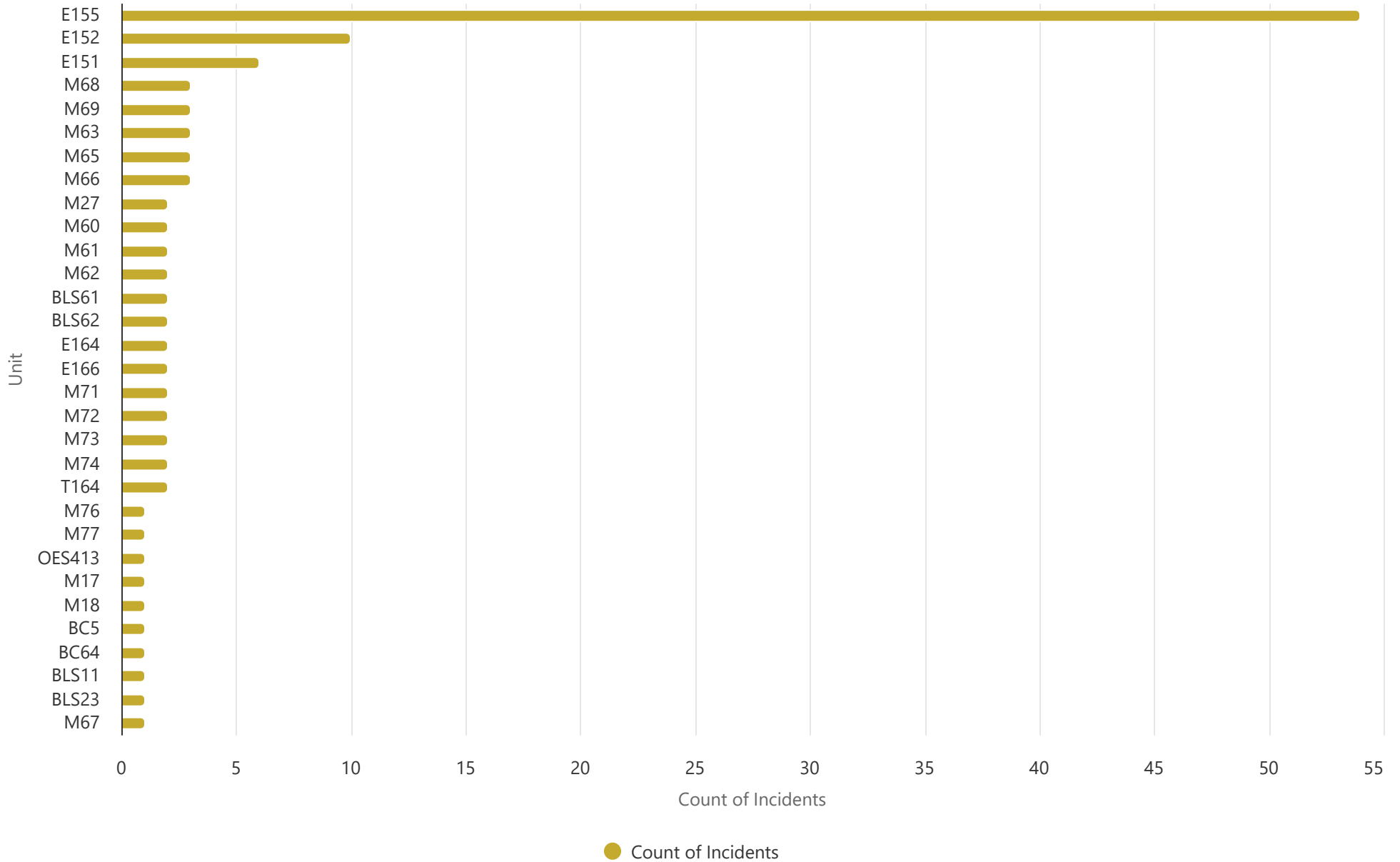
### Incidents by Category and Month

Jan 01, 2025 12:00 AM to Apr 30, 2026 11:59 PM

Incident Type Primary Category 1 (filIncident.03)	2026				2026		2025		YTD % Change
	Jan	Feb	Mar	Apr	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
fire	0	1	2	1	4	2%	0	N/A	N/A
hazardous situation	0	2	4	4	10	5%	0	N/A	N/A
medical	0	27	31	24	82	45%	0	N/A	N/A
no emergency	0	17	13	23	53	29%	0	N/A	N/A
public service	0	6	17	9	32	17%	0	N/A	N/A
rescue	0	1	0	1	2	1%	0	N/A	N/A
<b>Grand Total</b>	<b>0</b>	<b>54</b>	<b>67</b>	<b>62</b>	<b>183</b>	<b>100%</b>	<b>0</b>	<b>100%</b>	<b>N/A</b>

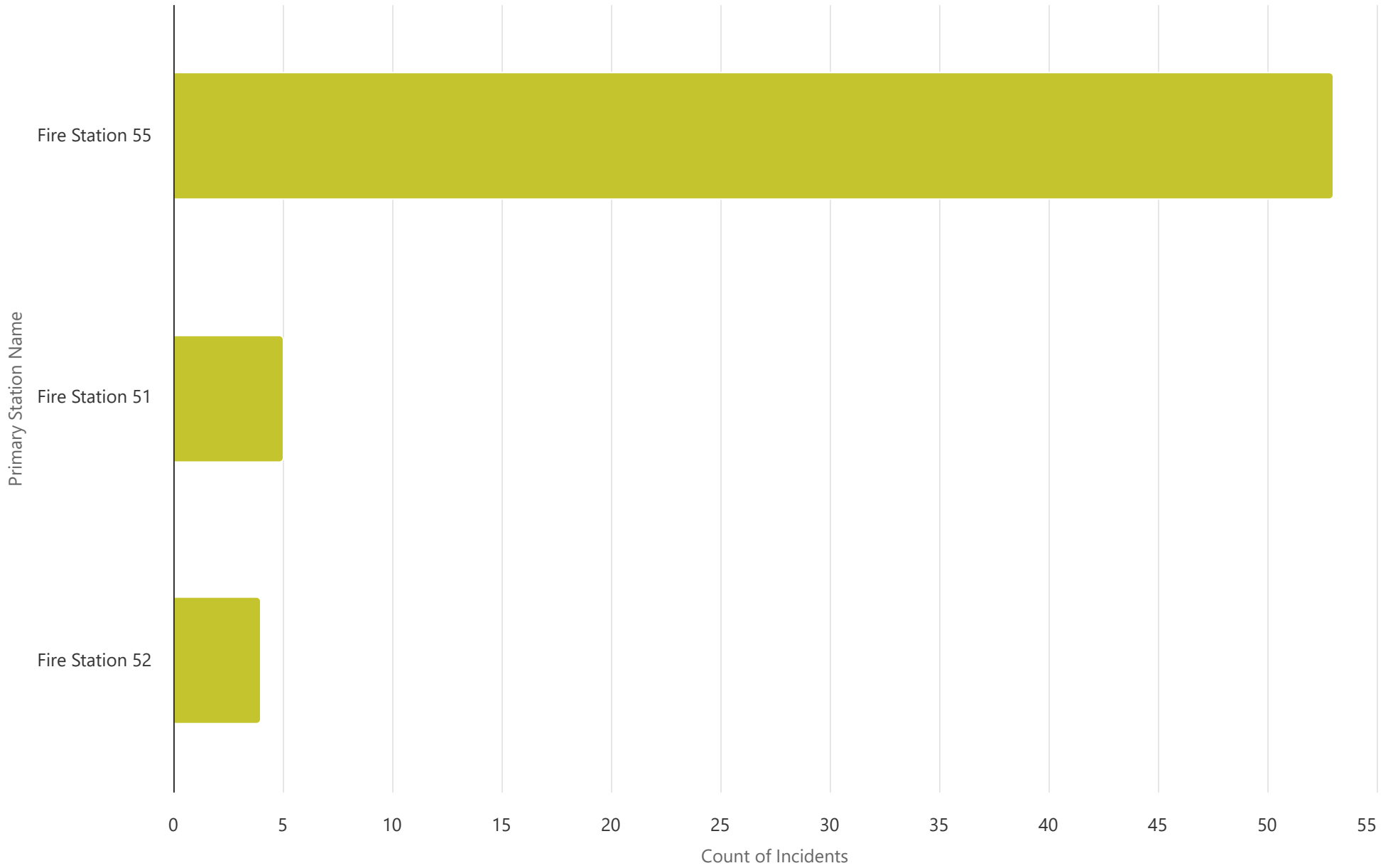
### Incidents by Apparatus Resource ID (Top 40)

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM



### Incidents by Primary Station Name

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM



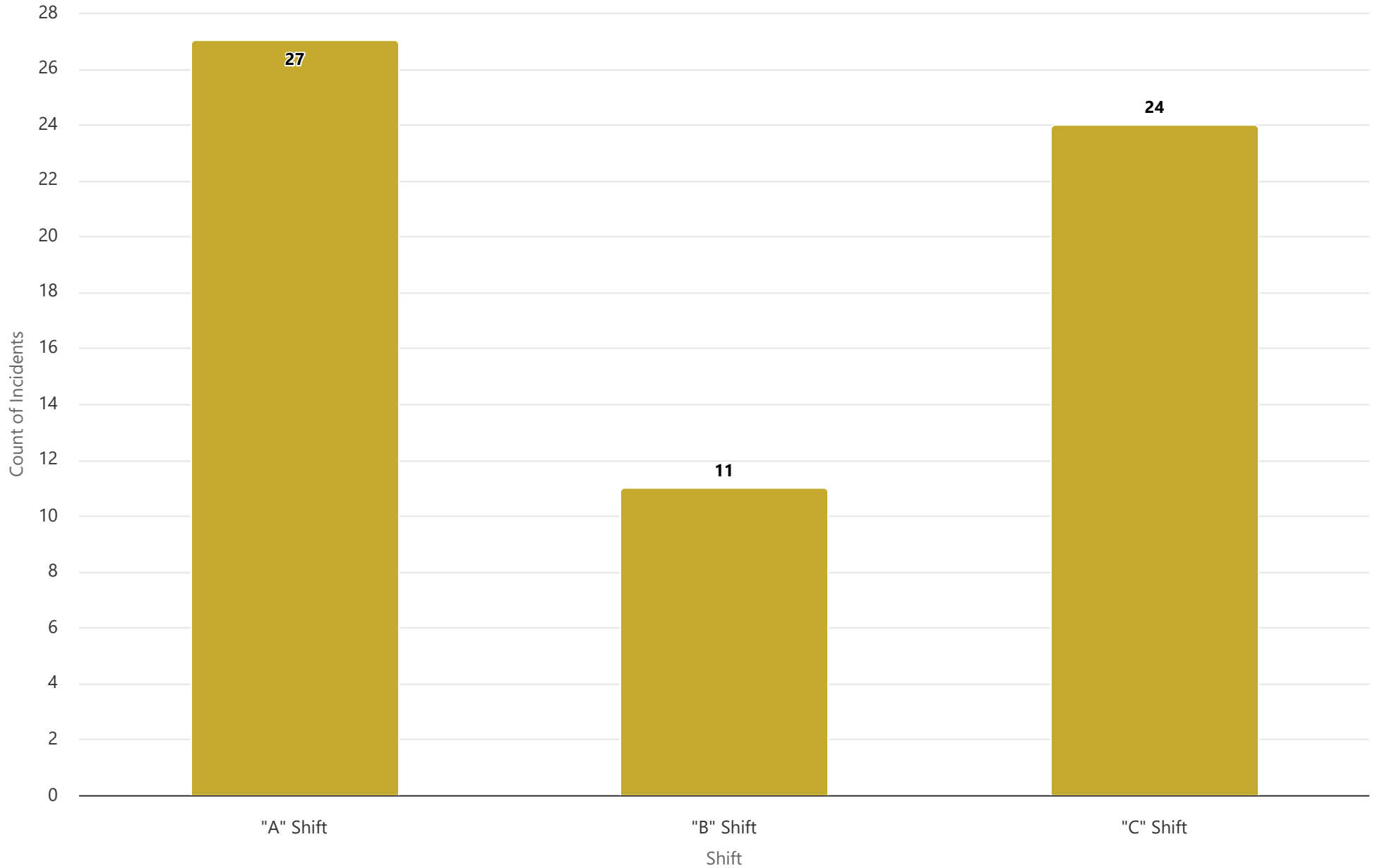
## Station Summary Report

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM

Station	EMS Incidents	Fire Incidents	Other Incidents	Total Incidents	% of Total Incidents	Station Reliability	90th Percentile Response Time (PSAP to Arrival)
Fire Station 55	24	0	29	53	85.48%	84.91%	00:18:44
Fire Station 52	0	1	3	4	6.45%	100%	00:07:00
Fire Station 51	0	0	5	5	8.06%	100%	00:07:37
<b>Overall</b>	<b>24</b>	<b>1</b>	<b>37</b>	<b>62</b>	<b>100%</b>	<b>87.10%</b>	<b>00:18:43</b>

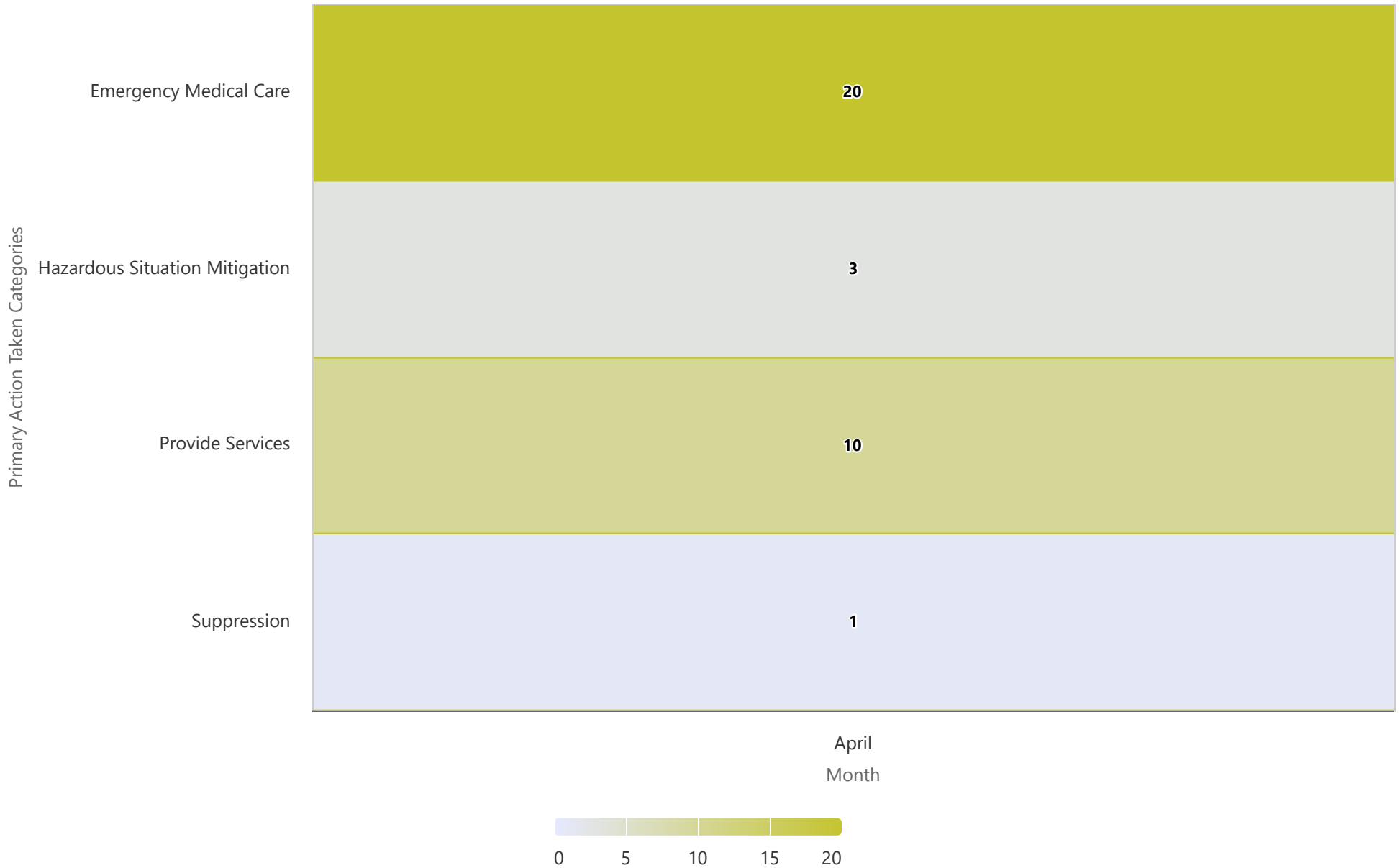
### Incidents by Shift

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM



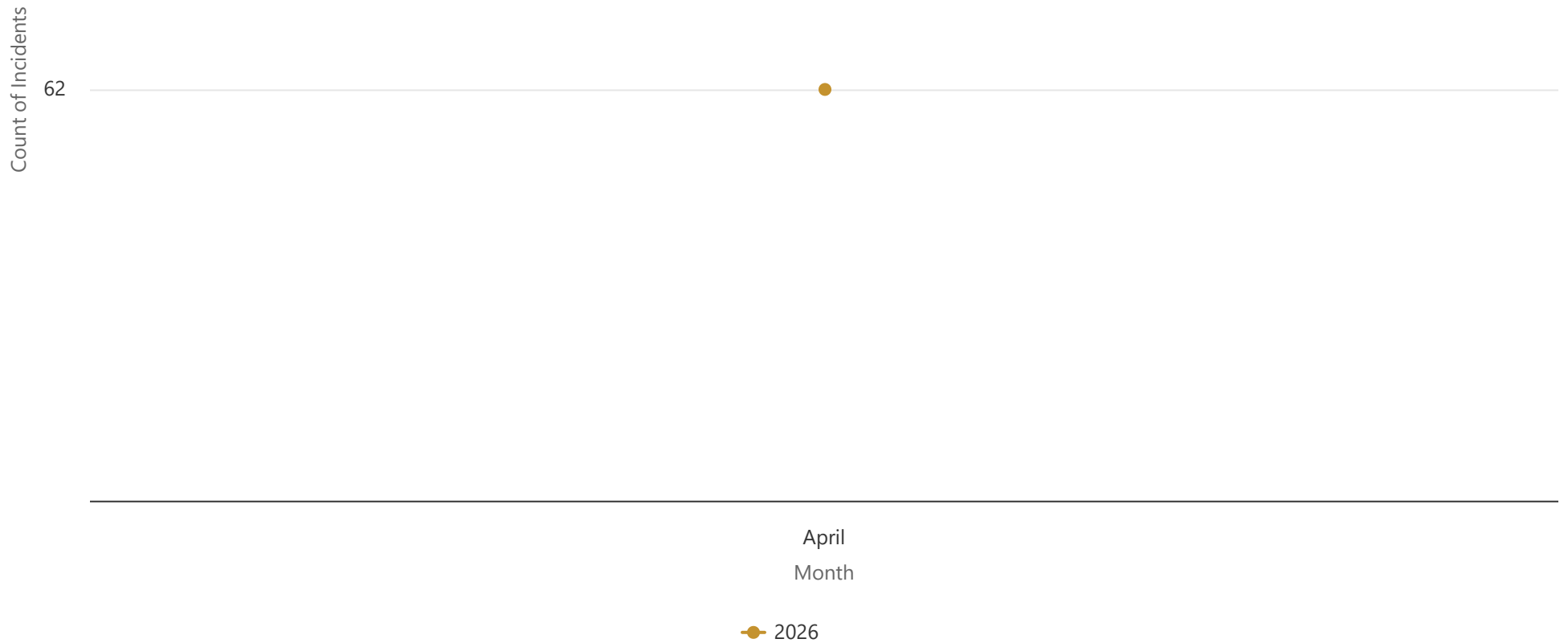
### Primary Action Taken Categories by Month

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM



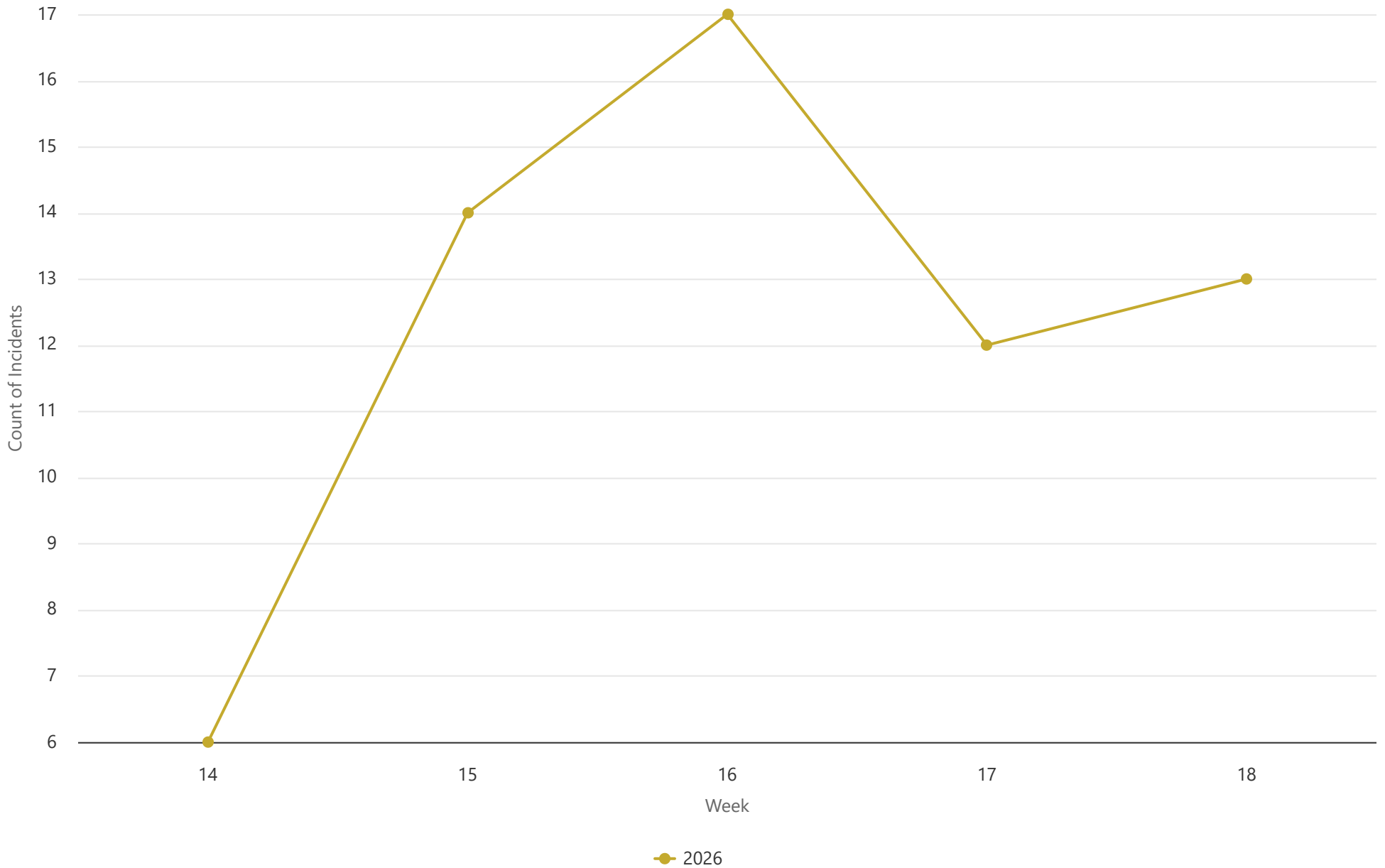
# Fire Call Volume by Month

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM



### Fire Call Volume by Week

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM



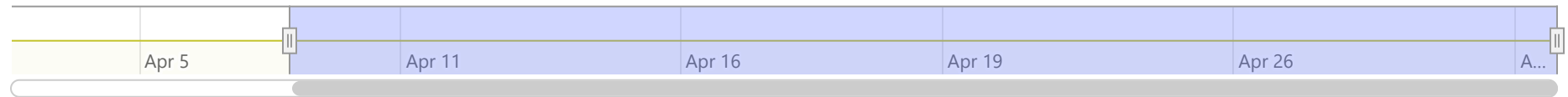
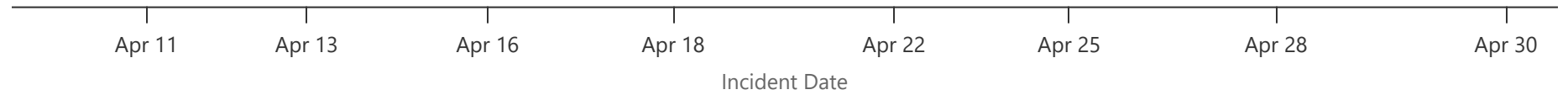
### Fire Call Volume by Day

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM

Upper Control/Average/Lower Control

Incident Count

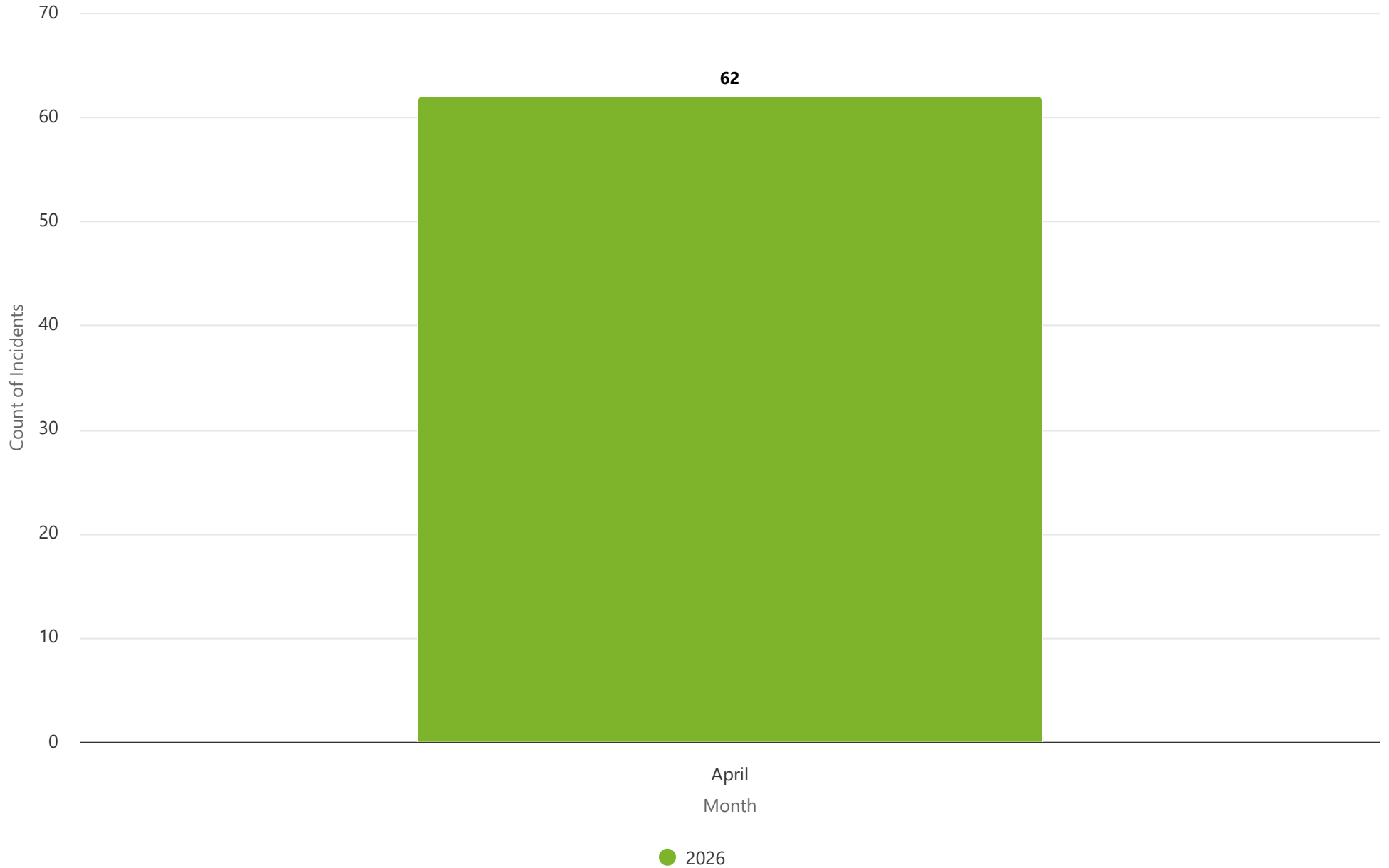
0



Series 1

### Incidents by Month

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM



### Incidents by Day and Hour

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM

Day of Week	0000	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300
Sunday	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1	1	0	0	0	0	0	0
Monday	0	0	0	0	0	0	0	0	0	1	0	2	0	0	2	1	0	1	0	0	0	0	0	0
Tuesday	0	1	0	0	0	0	1	0	0	0	1	0	2	0	0	0	0	0	0	1	0	0	1	0
Wednesday	0	1	1	0	0	0	0	0	0	0	0	2	0	1	0	0	0	0	1	1	1	0	0	0
Thursday	0	0	0	0	0	0	0	0	1	1	1	0	0	1	3	0	1	1	0	0	0	1	0	0
Friday	0	0	0	0	1	0	0	0	0	1	1	0	2	0	1	0	0	4	0	1	0	1	0	0
Saturday	0	1	0	0	0	0	0	0	0	0	1	1	0	1	1	2	0	1	2	2	0	0	0	1

### Monthly Call Volume Year over Year

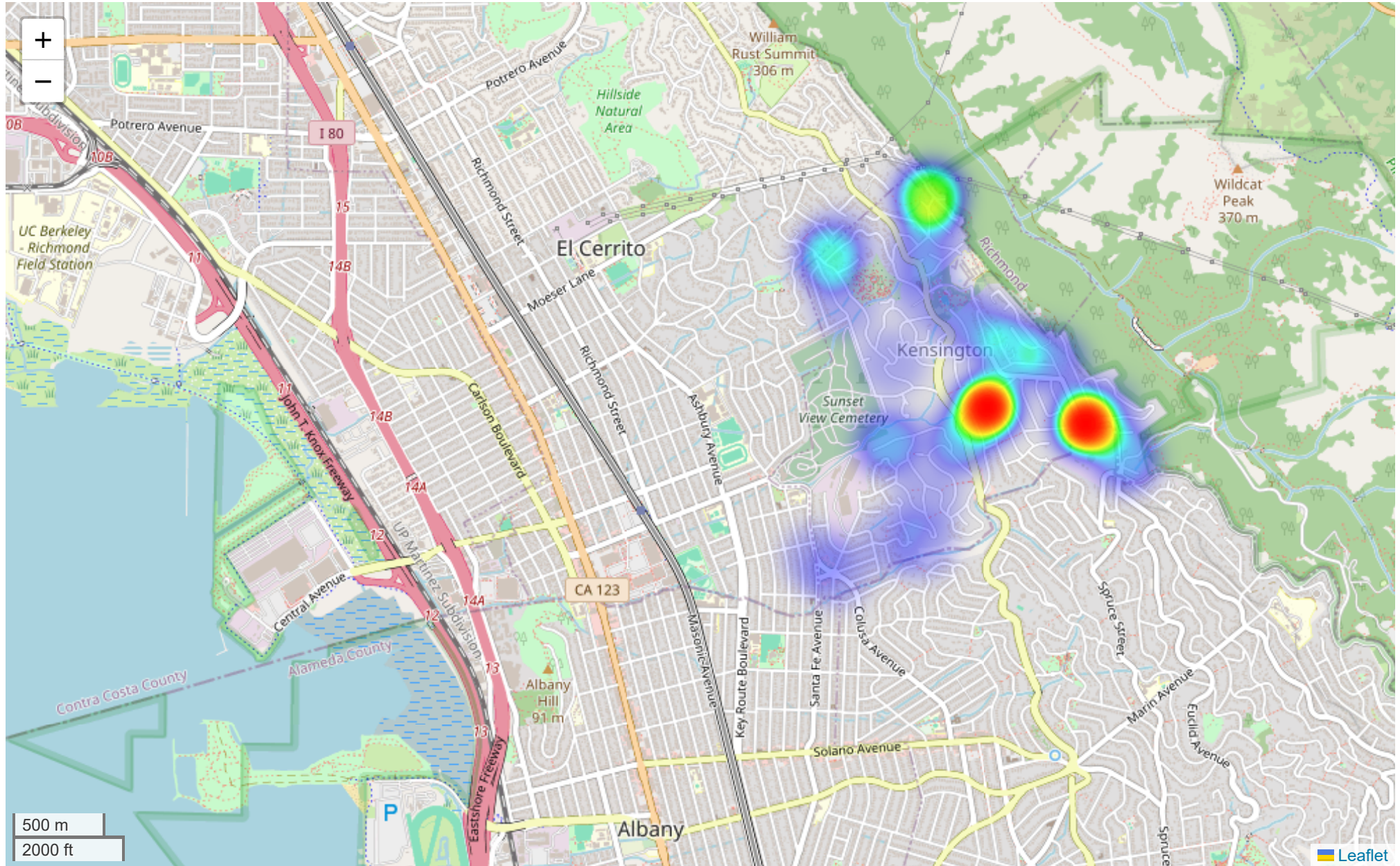
Jan 01, 2025 12:00 AM to Apr 30, 2026 11:59 PM

Incident Month Name	2026		2025		YTD % Change
	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
february	54	30%	0		N/A
march	67	37%	0		N/A
april	62	34%	0	N/A	N/A
<b>Grand Total</b>	<b>183</b>	<b>100%</b>	<b>0</b>	<b>100%</b>	<b>N/A</b>

Pin Color Legend

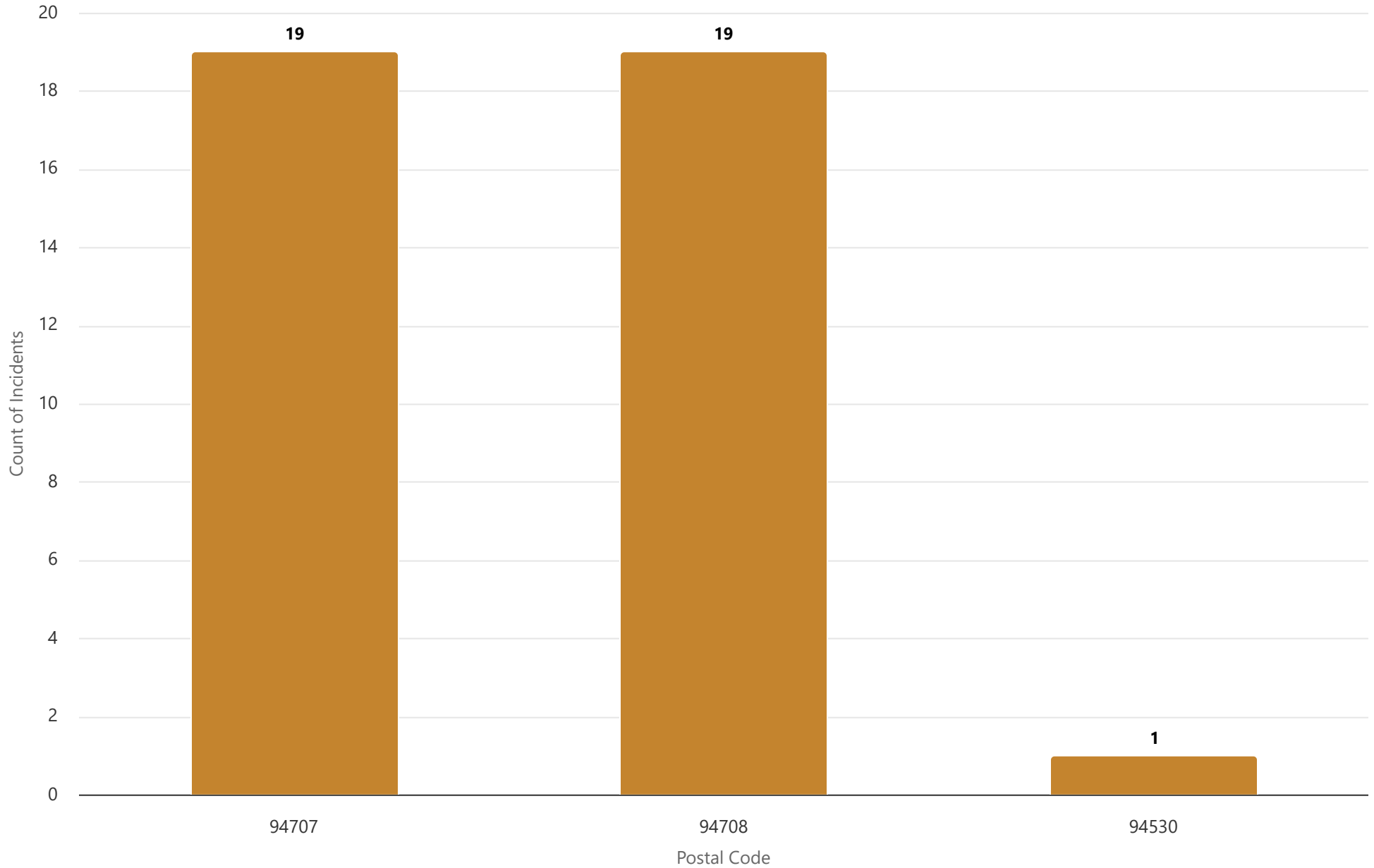
### Scene Locations of Fire Incidents

N = 39 Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM



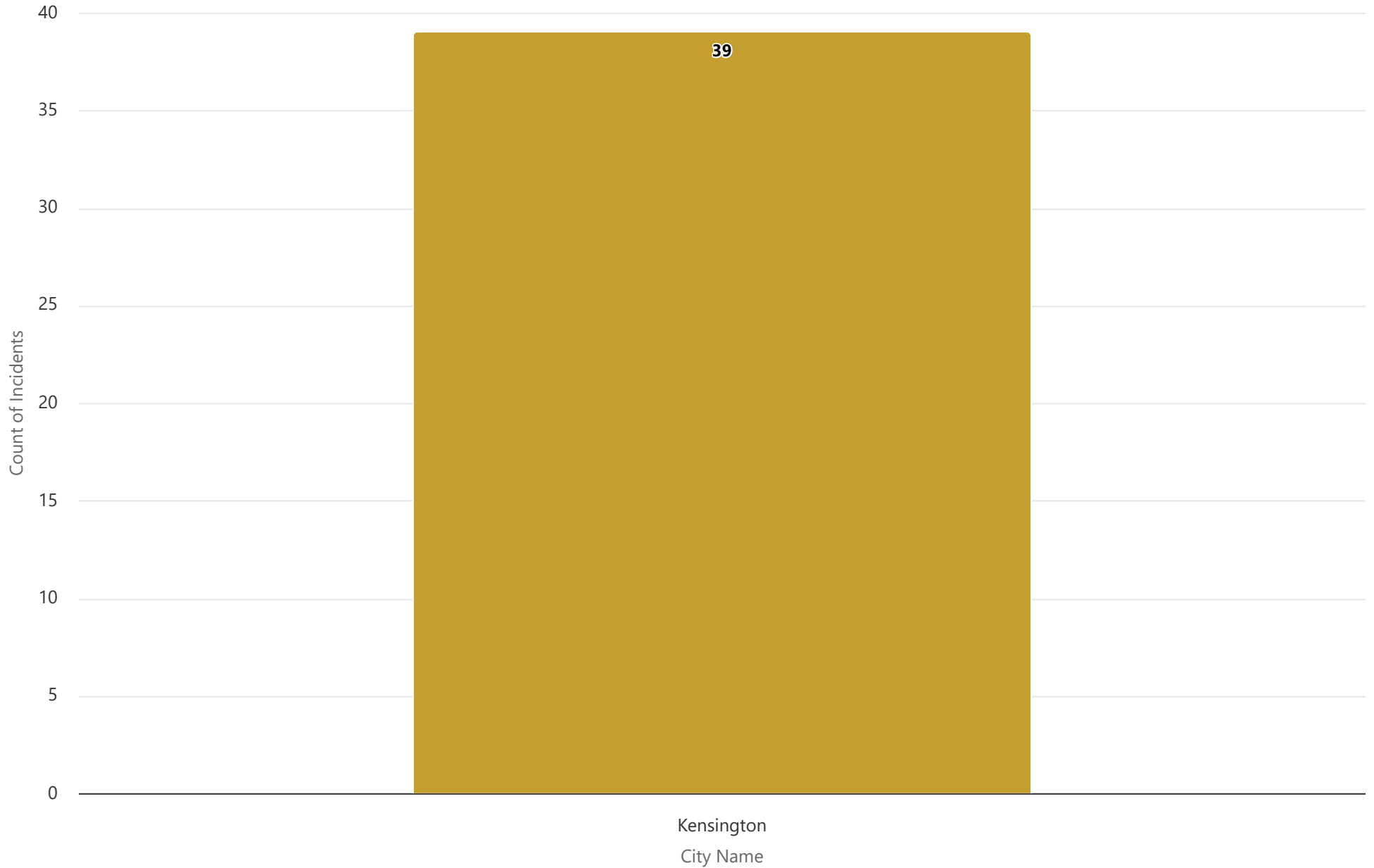
### Incidents by Postal Code

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM



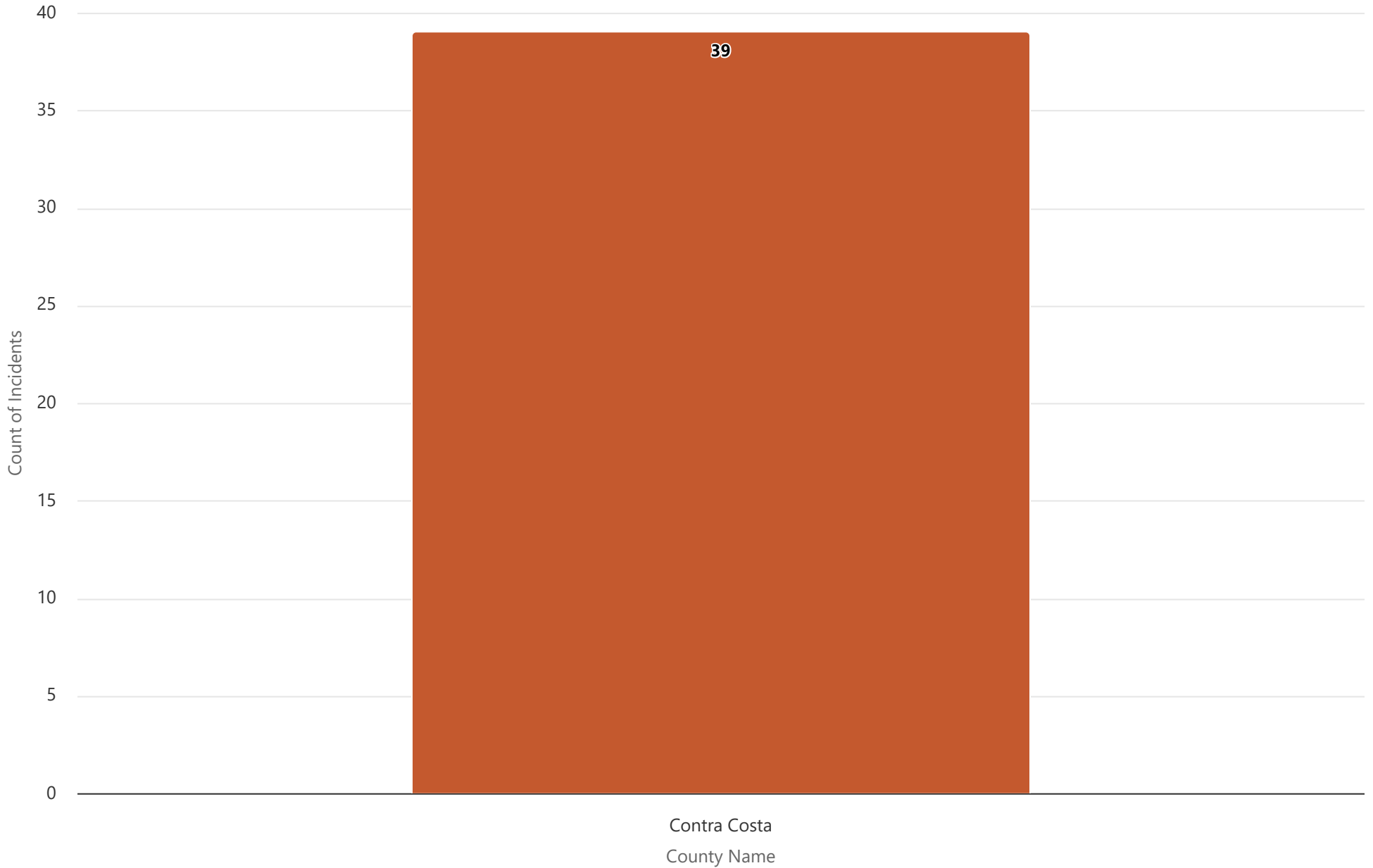
### Incidents by City Name (Top 15)

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM



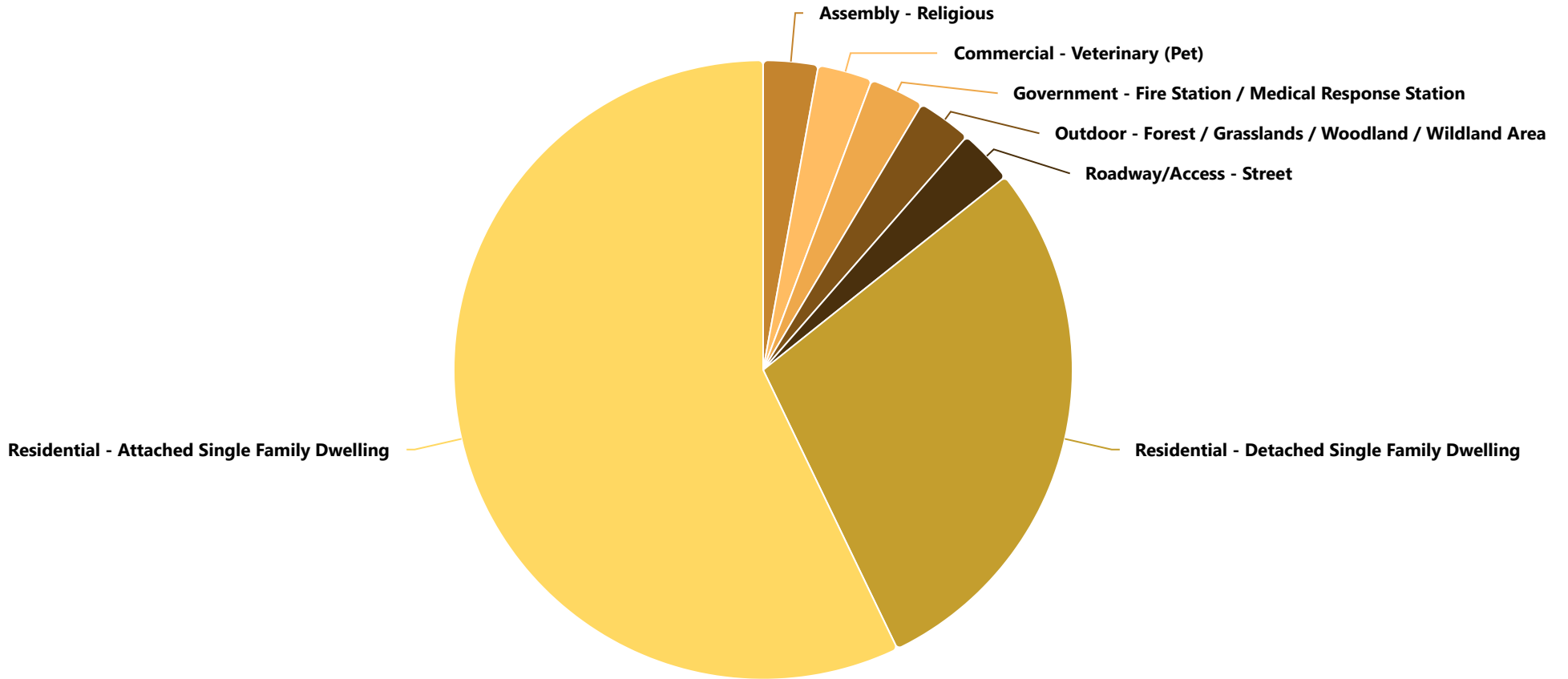
### Incidents by County Name (Top 15)

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM



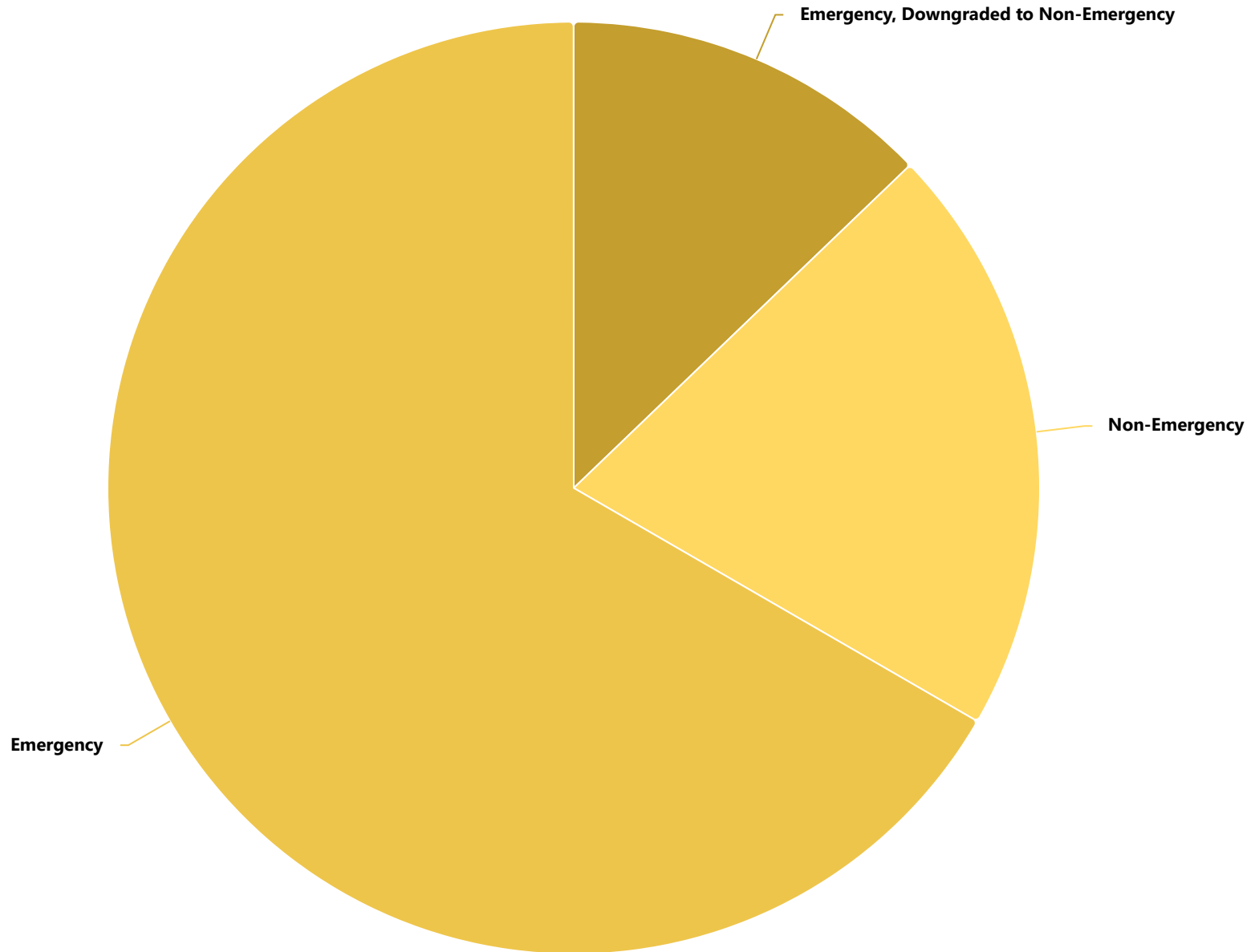
# Incidents by Location Use Category

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM



# Incidents by Response Mode To Scene

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM



## Incidents by District/Zone

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM

Values

There are no results to display

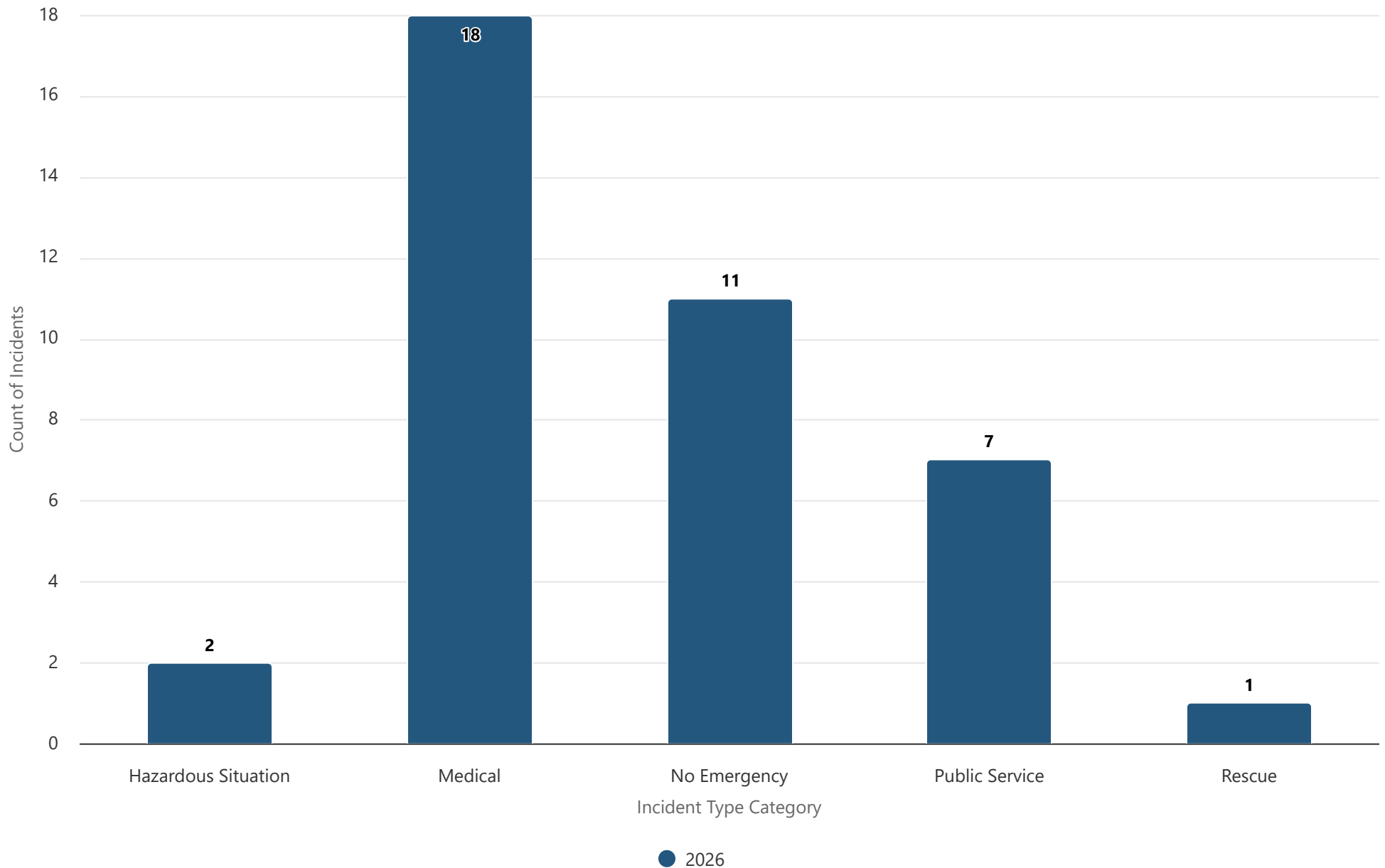
### Incidents by District/Zone and Month

Jan 01, 2025 12:00 AM to Apr 30, 2026 11:59 PM

Incident Location Zone Number (itfilincident.008)	2026				2026		2025		YTD % Change
	Jan	Feb	Mar	Apr	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
55	0	2	0	0	2	100%	0	N/A	N/A
<b>Grand Total</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>100%</b>	<b>0</b>	<b>100%</b>	<b>N/A</b>

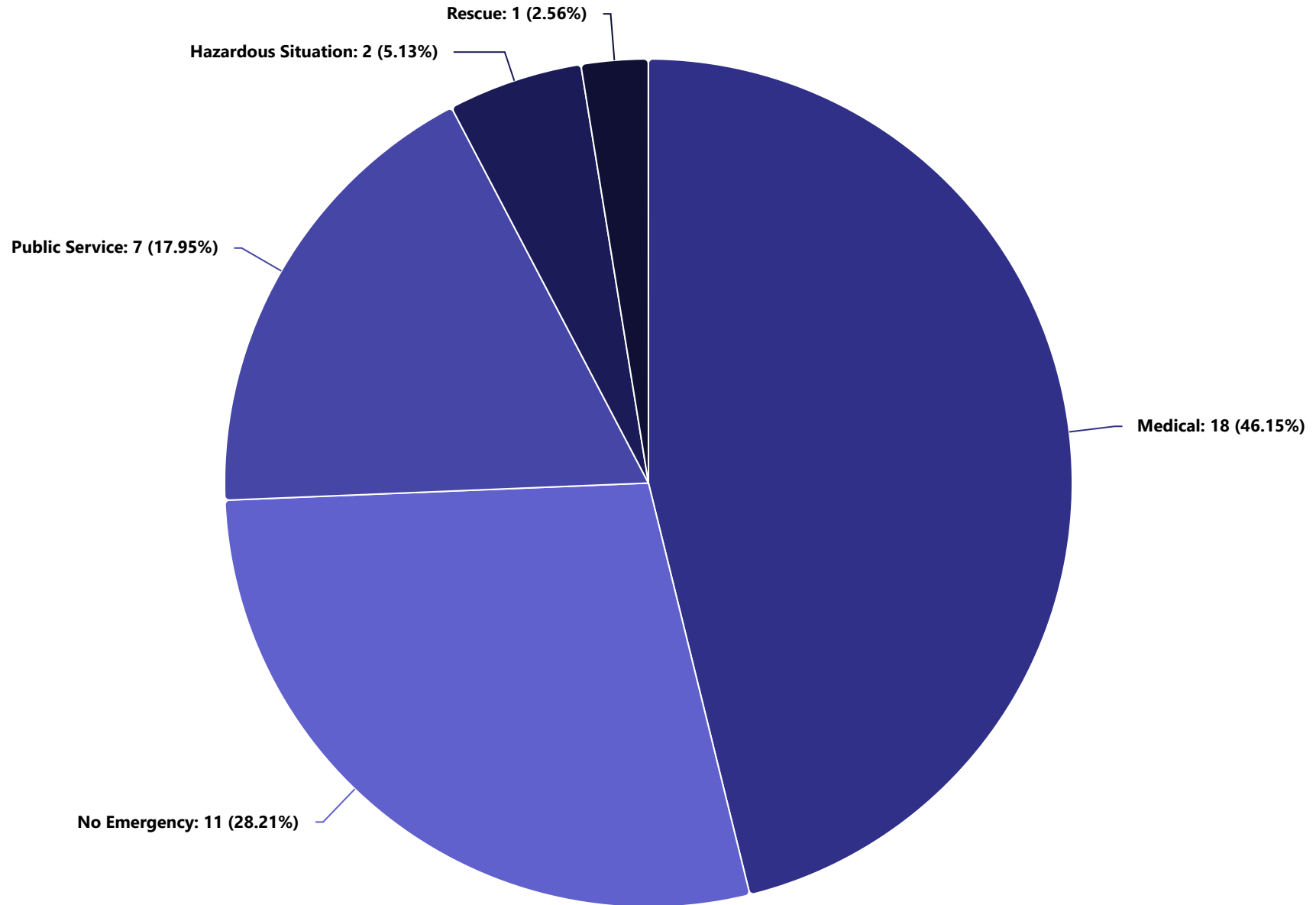
### Incidents by Category and Year

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM



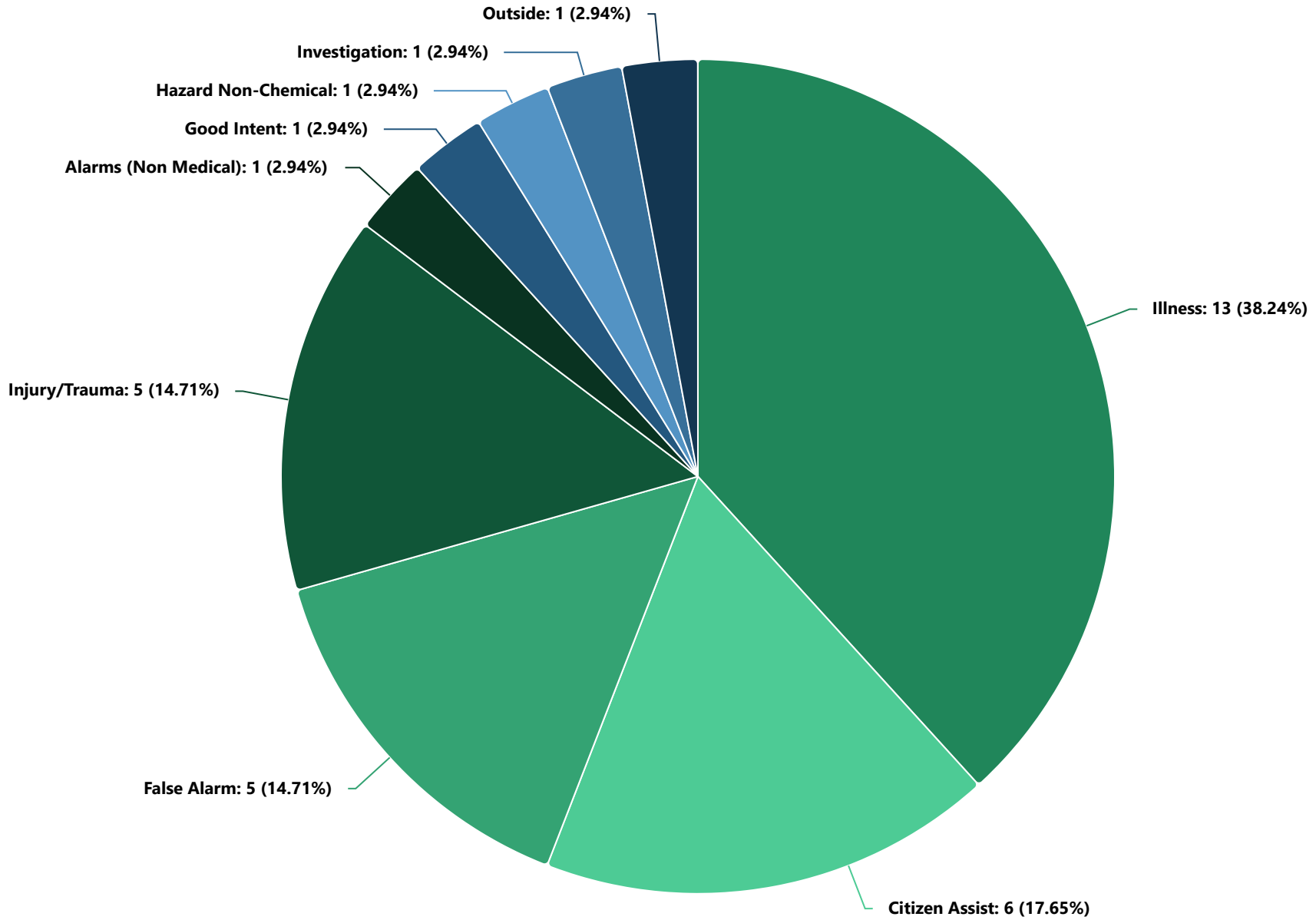
### Incidents by Category

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM



### Incidents by Type

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM



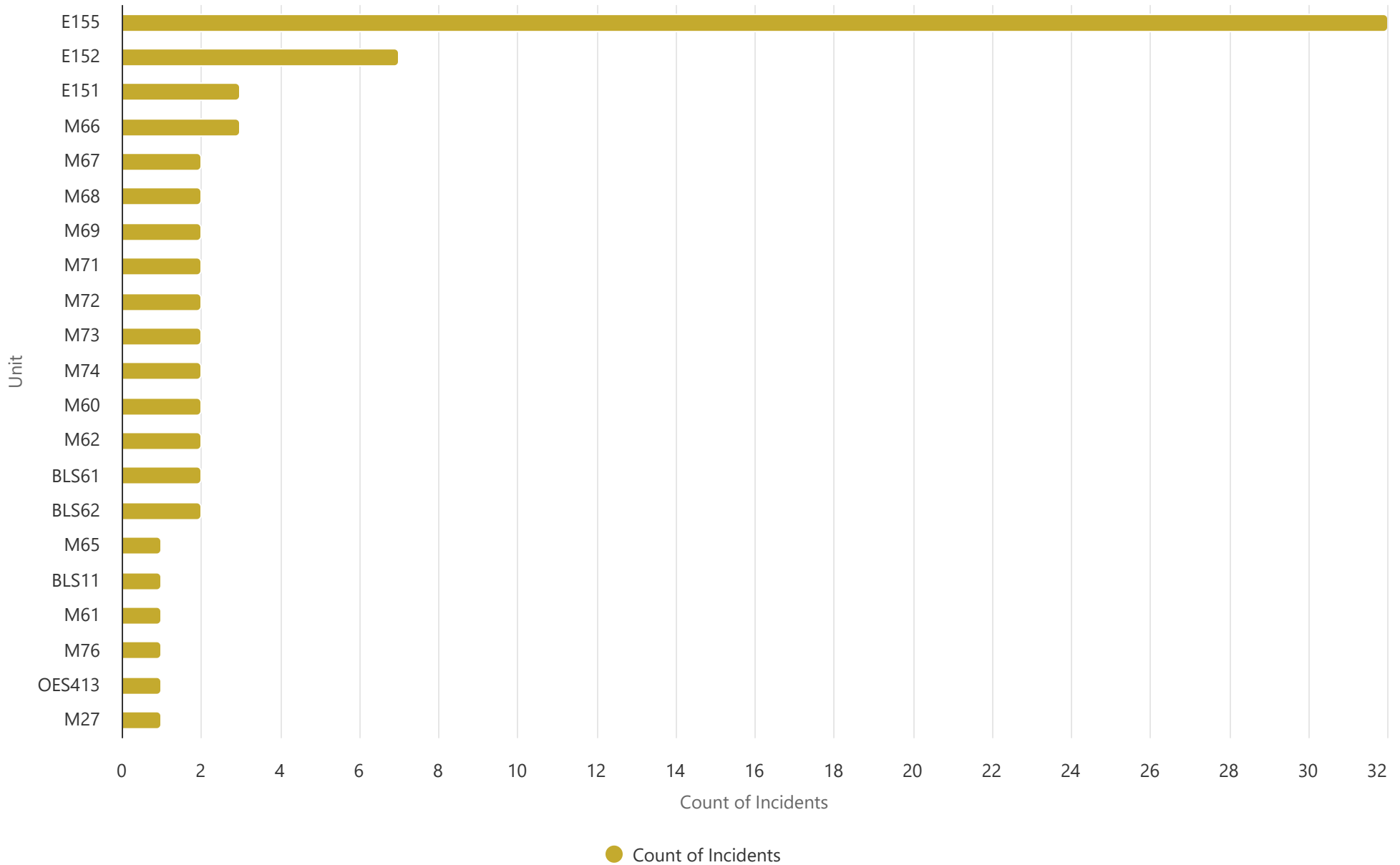
### Incidents by Category and Month

Jan 01, 2025 12:00 AM to Apr 30, 2026 11:59 PM

Incident Type Primary Category 1 (filIncident.03)	2026				2026		2025		YTD % Change
	Jan	Feb	Mar	Apr	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
hazardous situation	0	2	5	2	9	8%	0	N/A	N/A
medical	0	16	16	18	50	45%	0	N/A	N/A
no emergency	0	5	7	11	23	21%	0	N/A	N/A
public service	0	6	15	7	28	25%	0	N/A	N/A
rescue	0	1	0	1	2	2%	0	N/A	N/A
<b>Grand Total</b>	<b>0</b>	<b>30</b>	<b>43</b>	<b>39</b>	<b>112</b>	<b>100%</b>	<b>0</b>	<b>100%</b>	<b>N/A</b>

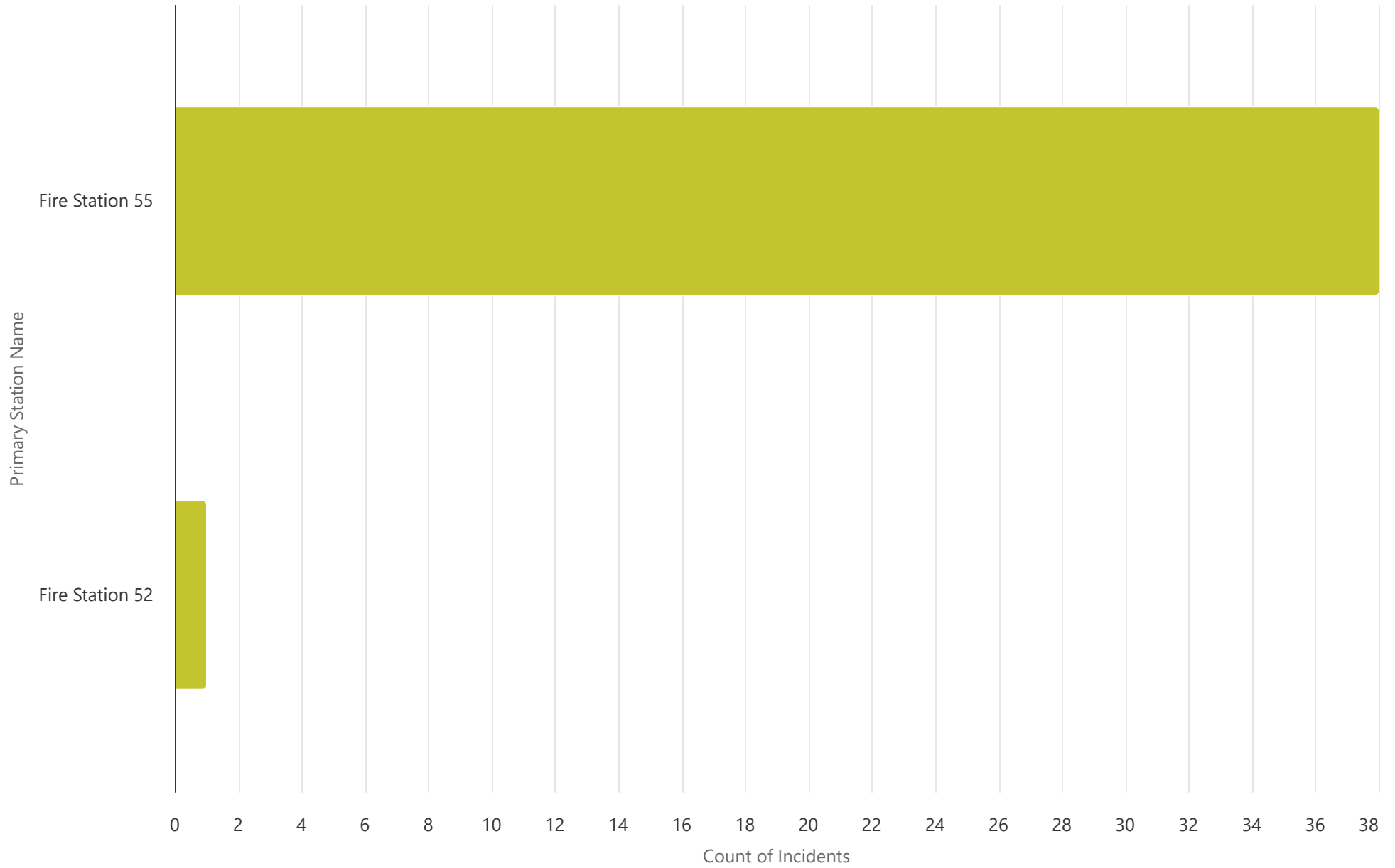
### Incidents by Apparatus Resource ID (Top 40)

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM



### Incidents by Primary Station Name

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM



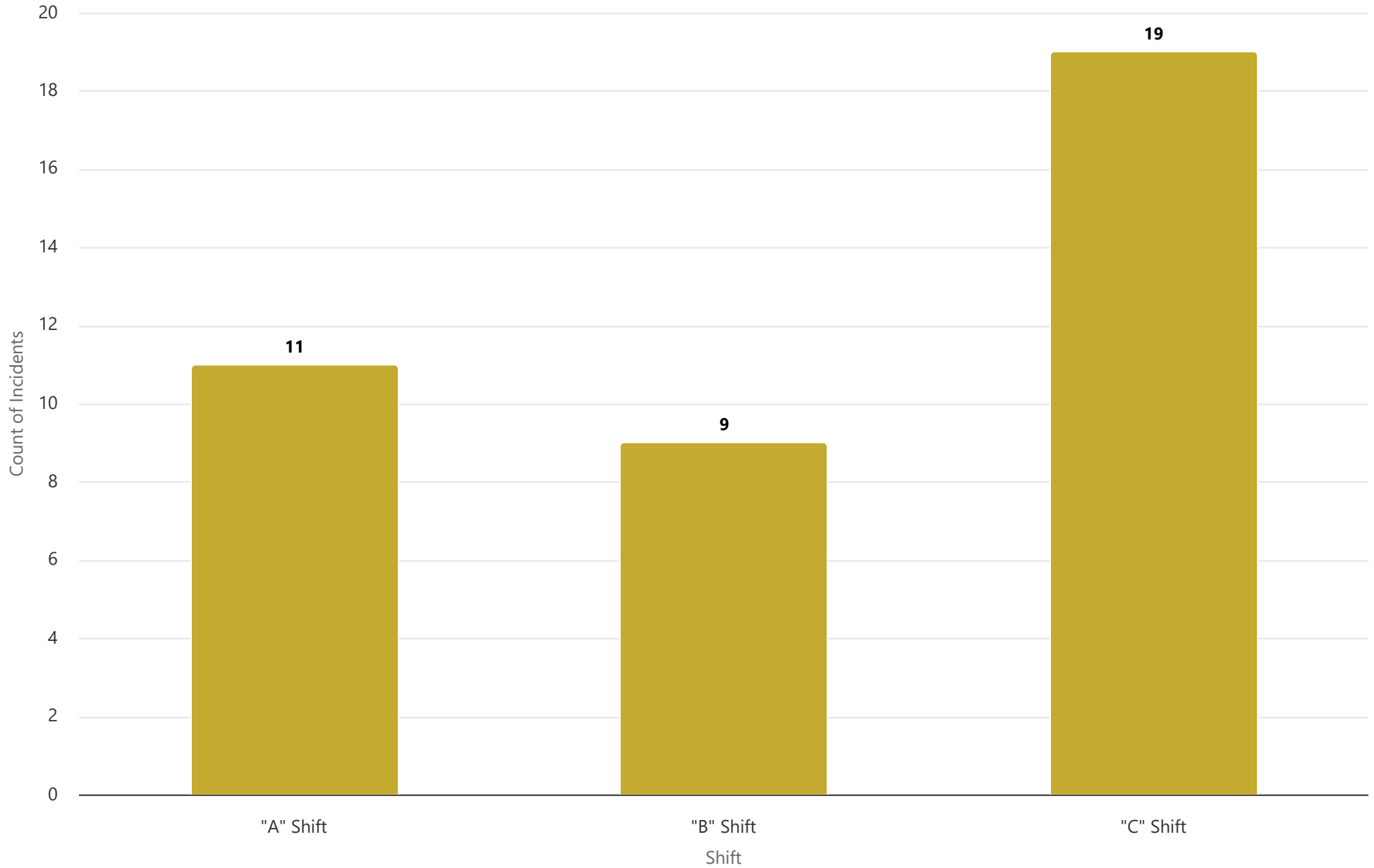
### Station Summary Report

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM

Station	EMS Incidents	Fire Incidents	Other Incidents	Total Incidents	% of Total Incidents	Station Reliability	90th Percentile Response Time (PSAP to Arrival)
Fire Station 55	18	0	20	38	97.44%	81.58%	00:13:28
Fire Station 52	0	0	1	1	2.56%	100%	00:00:00
<b>Overall</b>	<b>18</b>	<b>0</b>	<b>21</b>	<b>39</b>	<b>100%</b>	<b>82.05%</b>	<b>00:13:28</b>

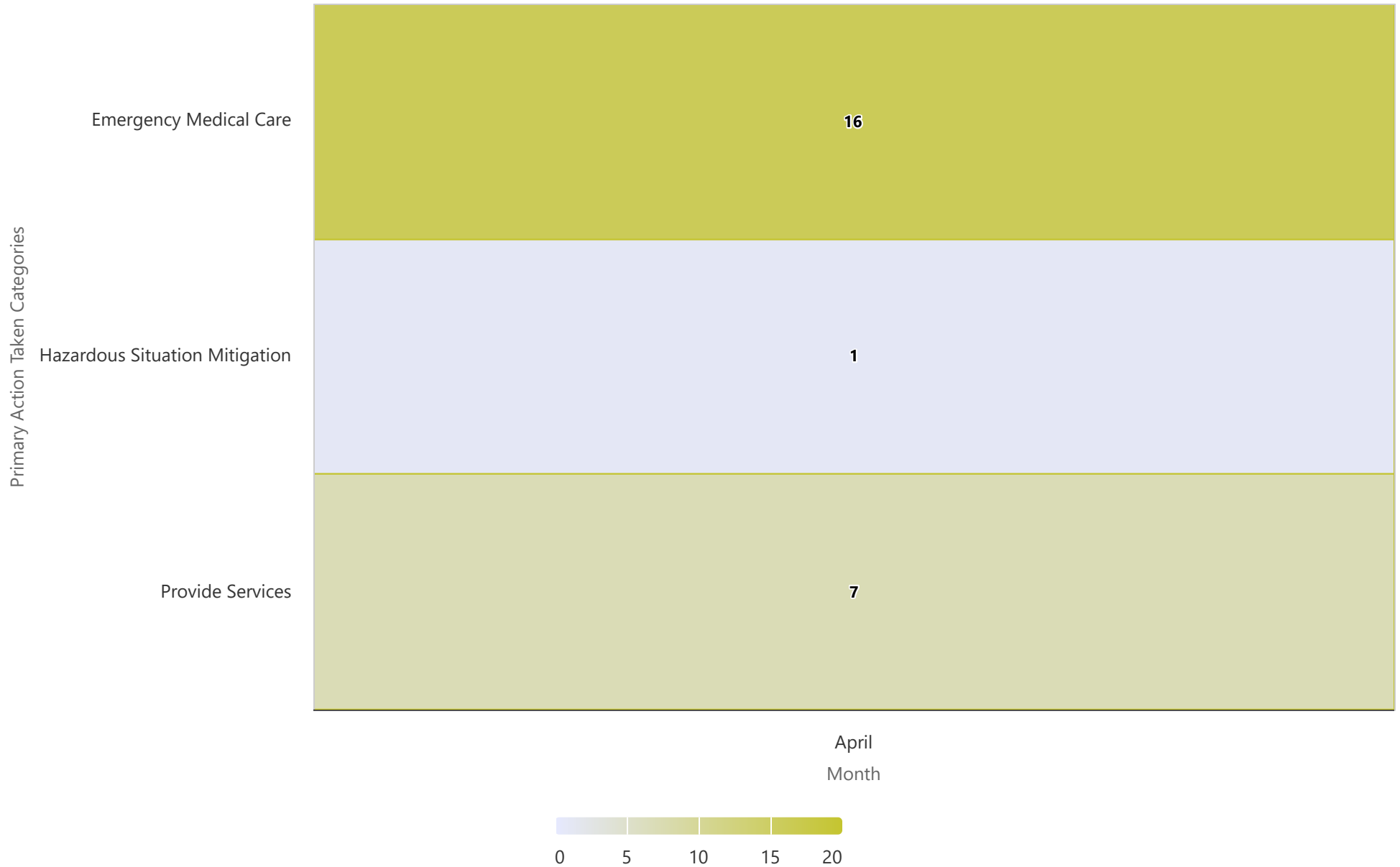
### Incidents by Shift

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM



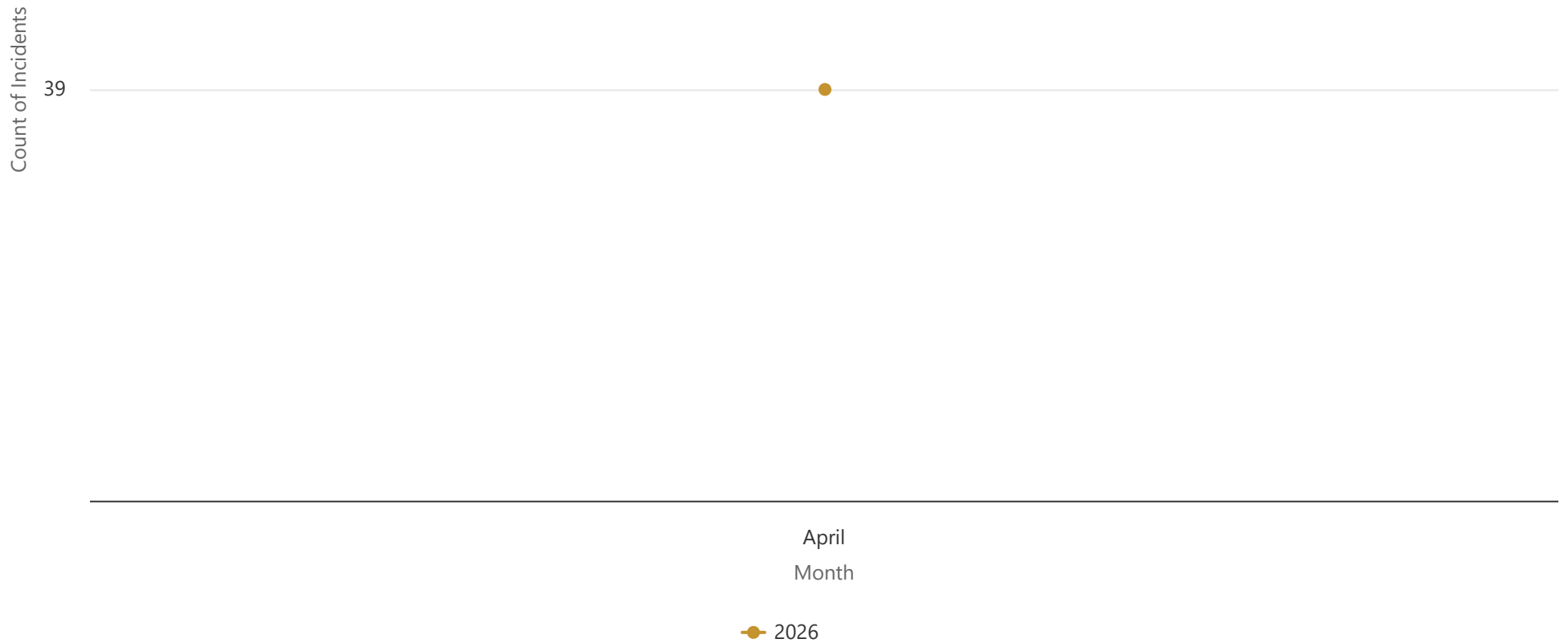
### Primary Action Taken Categories by Month

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM



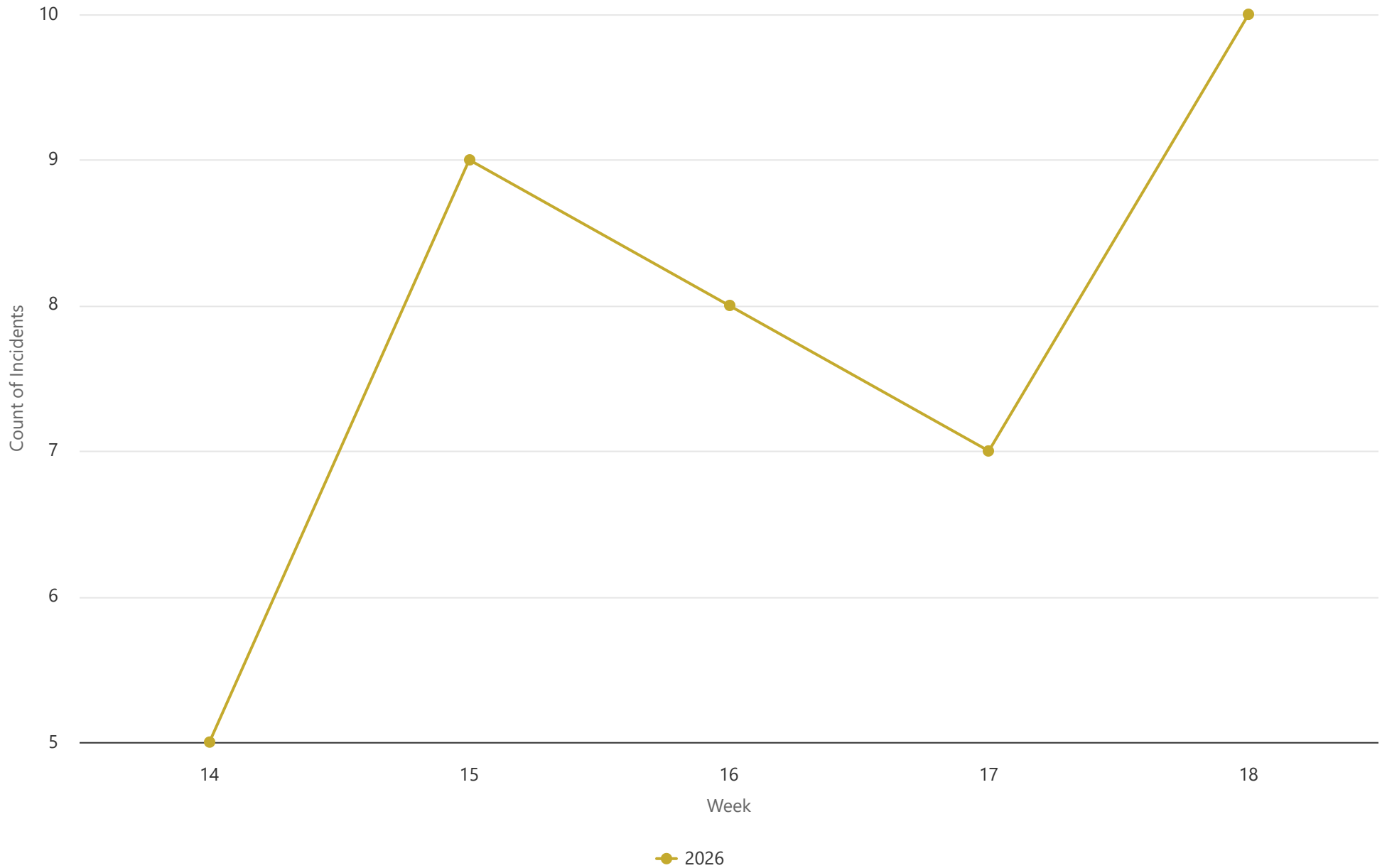
# Fire Call Volume by Month

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM



### Fire Call Volume by Week

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM



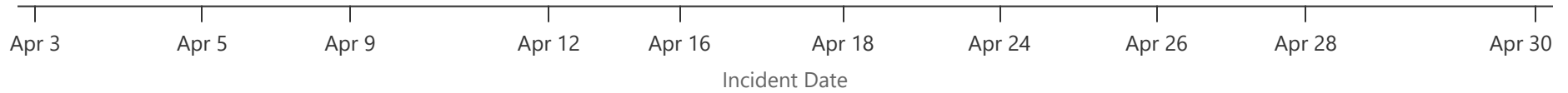
### Fire Call Volume by Day

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM

Upper Control/Average/Lower Control

Incident Count

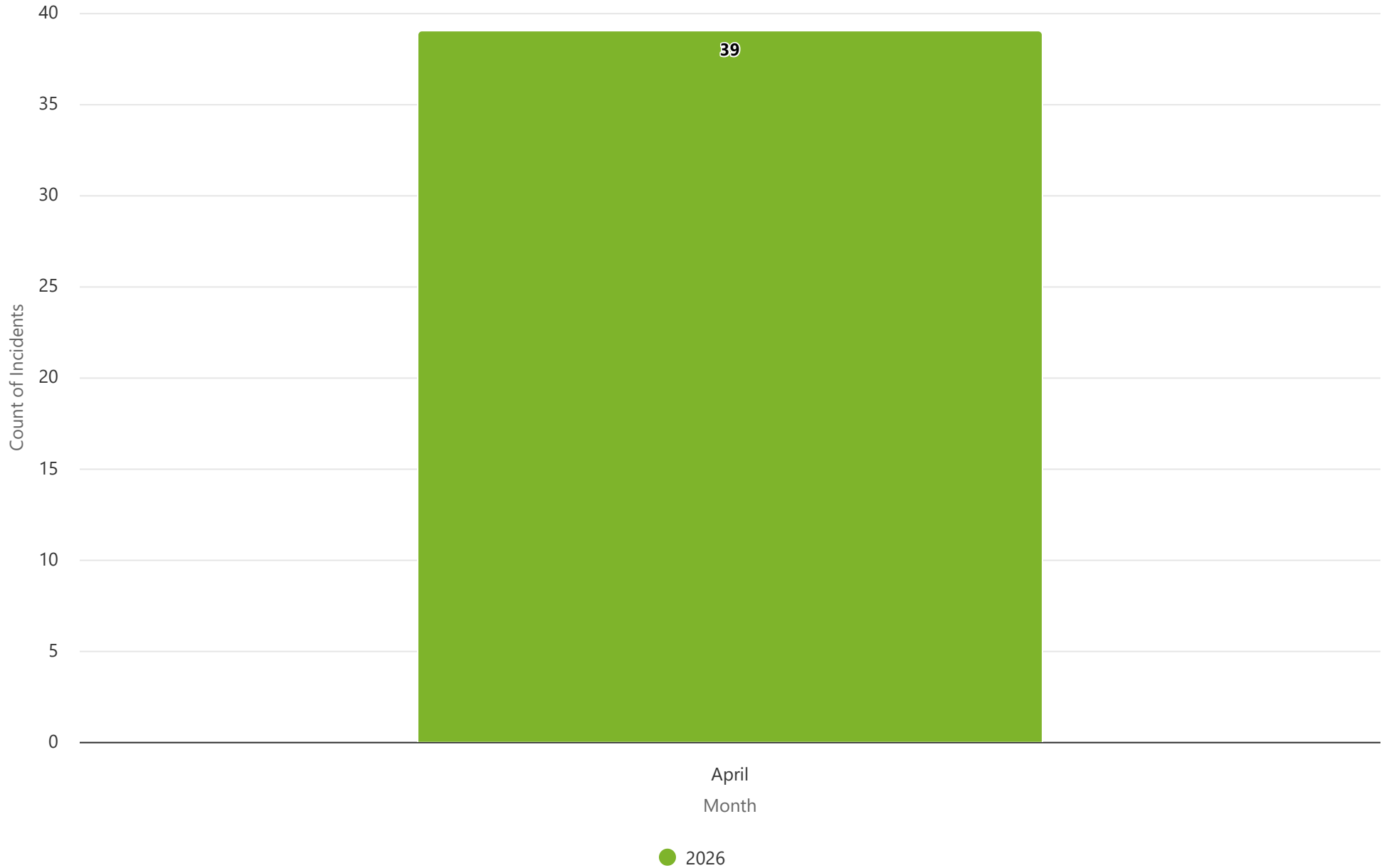
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— Series 1

### Incidents by Month

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM



### Incidents by Day and Hour

Apr 01, 2026 12:00 AM to Apr 30, 2026 11:59 PM

Day of Week	0000	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300
Sunday	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	0	0	0	0	0	0
Monday	0	0	0	0	0	0	0	0	0	1	0	0	0	0	2	1	0	1	0	0	0	0	0	0
Tuesday	0	1	0	0	0	0	1	0	0	0	1	0	1	0	0	0	0	0	0	1	0	0	1	0
Wednesday	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	1	0	0	0	0
Thursday	0	0	0	0	0	0	0	0	1	1	0	0	0	2	3	0	0	0	0	0	0	1	0	0
Friday	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	2	0	1	0	1	0	0
Saturday	0	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	1	1	2	0	0	0	0

### Monthly Call Volume Year over Year

Jan 01, 2025 12:00 AM to Apr 30, 2026 11:59 PM

Incident Month Name	2026		2025		YTD % Change
	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
february	30	27%	0		N/A
march	43	38%	0		N/A
april	39	35%	0	N/A	N/A
<b>Grand Total</b>	<b>112</b>	<b>100%</b>	<b>0</b>	<b>100%</b>	<b>N/A</b>

Pin Color Legend



## Kensington Community Services District

DATE: May 14, 2026

TO: Board of Directors

FROM: David Aranda, Interim General Manager (IGM)

Submitted by: Mike Gancasz, Chief of Police

Presented by: Mike Gancasz, Chief of Police

SUBJECT: Presentation on Temporary Suspension of License Plate Reader Functionality – Findings

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### RECOMMENDATION:

The findings and related materials, including the adopted contract and approved ALPR policy are incorporated. Any future direction or Board action related to the program would return as a separate agenda item.

In the interest of time, please submit questions in advance to the General Manager. The Chief will incorporate them in his overview or answer them directly in a timely manner during our meeting.

### BACKGROUND:

Chief Gancasz will provide an overview of the Police Department's 90-day evaluation of the District's Automatic License Plate Reader (ALPR) functionality, which was temporarily paused in February 2026 to review system governance, safeguards, legal compliance, and operational integrity in the interest of transparency and public trust. That decision was not taken lightly by the Chief.

### EXHIBIT(S):

- Temporary Suspension of License Plate Reader Functionality – Findings



## **KENSINGTON POLICE COMMUNITY MESSAGE**

# **Temporary Suspension of License Plate Reader Functionality – Findings**

**Date:** May 1, 2026

On February 12, 2026, the Kensington Police Department (KPD) suspended operation of its Automated License Plate Reader (ALPR) system following reports of unauthorized or improper access to ALPR data in other jurisdictions. Concerns regarding potential federal-agency access to ALPR networks also contributed to the decision. \*There were no incidents that prompted this review that involved the KPD, and no policy or legal violations associated with the ALPR were identified at KPD before or during this review.

The 90-day suspension was implemented to examine the safeguards KPD employs, the program's technological relevance and value, and to ensure public confidence in the Department's use of public safety technology.

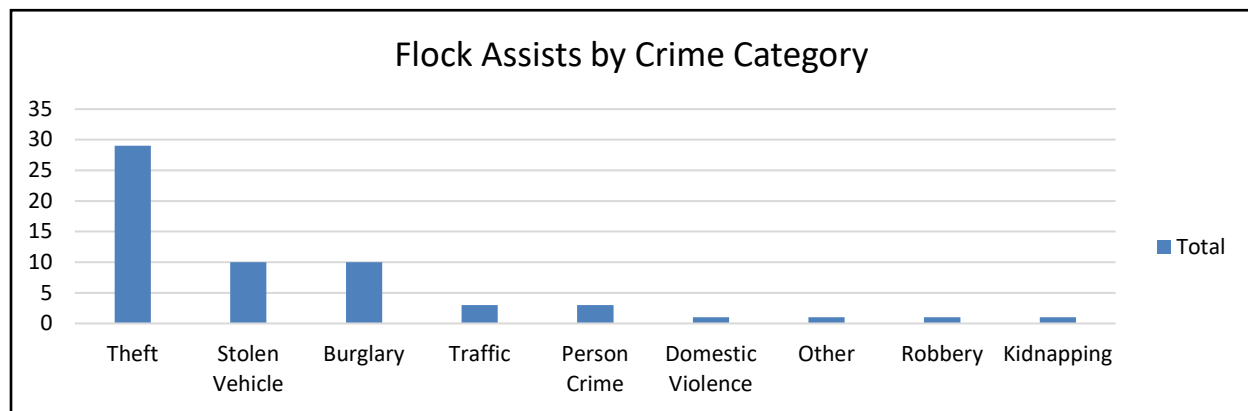
This report presents the findings of the Kensington Police Department's (KPD) 90-day evaluation of its ALPR program.

# Findings

## 1. Technological value and relevance

Since program inception, the ALPR exceeded expectations as an investigative/crime-fighting tool, contributing to criminal arrests, stolen-vehicle recoveries, warrant issuance, case development, and case closure. The system enhanced real-time officer awareness and post-incident investigative capabilities, particularly by identifying suspect vehicles and investigative leads that are not otherwise obtainable through traditional methods. Some of the successes directly attributed to the ALPR include:

- Two stolen vehicles recovered
- Fourteen arrests
- Thirty-nine investigations advanced or were successfully resolved
- Six search and arrest warrants issued by the Superior Court
- Nine cases involving the recovery of stolen property and seizure of narcotics
- Two handguns taken off the street, including one unsterilized ghost gun
- Twenty-three mutual-aid investigative hand-offs to our local police departments
- Identification of thirty-eight suspect vehicles and ten suspects who fled crime scenes
- Resolution of two hit-and-run investigations where witnesses could not provide a lead
- Detention and arrest of a suspect wanted in a stabbing
- locating a suspect and his vehicle associated with a kidnapping



The data showed clear and measurable investigative value by enhancing the Department's ability to identify suspect vehicles, develop investigative leads, support timely follow-up investigations, and improve regional information sharing. This technology, as intended, strengthens the Police Department's ability to respond timely and effectively to criminal activity, sometimes before a crime occurs, and it enhances our officers' safety and protects the community.

### 1(a) Adverse operational impact

During the suspension of the ALPR system, officers reverted to traditional legacy policing methods, relying primarily on manual observation, witness statements, notes, and reduced in-field investigative resources.

While these methods are an important component of law enforcement operations, the absence of ALPR technology resulted in a measurable reduction in the officers' ability to rapidly identify suspect vehicles, generate actionable investigative leads, and conduct timely follow-up work on open cases.

### **Investigations Adversely Impacted**

- A vehicle theft investigation stalled after officers lost the ability to conduct follow-up ALPR queries that may have identified suspect vehicles or associated locations.
- A hit-and-run investigation was significantly hindered because officers were unable to use ALPR data to identify or locate the suspect vehicle involved in the collision.
- Two separate auto burglary investigations were unable to progress due to the loss of access to Kensington and allied agency camera networks that could have provided investigative leads or suspect vehicle identification.
- A package theft investigation could not be effectively developed despite officers having estimated travel timing through areas covered by camera systems, limiting the Department's ability to identify potential suspect vehicles.
- Officers lost access to regional ALPR information-sharing and analytical tools that identify vehicles linked to crimes throughout the state, including missing or at-risk persons.
- Investigative leads, historical vehicle data, and evidentiary information were permanently lost once applicable data retention periods expired during the suspension of the system.

The pause underscored the operational value of the system as a modern force multiplier, enhancing investigative efficiency, supporting retrospective case analysis, strengthening regional information sharing among state law enforcement agencies, and improving both officer and community safety in Kensington. This cannot be understated for a small force like Kensington's

### **2. System Access Controls and Auditing Procedures**

Access to the system has remained tightly controlled through multi-factor authentication and defined user roles. All queries are logged at the system level, with access logs retained for accountability.

A system administrator conducts monthly audits of all queries, including a review of any external agency-related activity. Department policy requires every query to include a case or incident number in addition to a legitimate law enforcement purpose. Additional documentation is required for all mutual-aid-related queries.

The review established that there was no misuse or policy violations identified since the system was put in place.

### **3. Data Retention and Sharing Protocols**

ALPR data is retained for a period of thirty days to support legitimate investigative needs while balancing privacy and data-minimization considerations. System access logs are separately maintained for accountability, oversight, and audit purposes. After that, all captured data is automatically purged. Retained data is purged daily based on capture date. Thirty days after the system's pause, there was no data in Kensington's secure database. This was completely automatic by design. And as of the completion of this report, the database remains empty. This establishes that the purge process established by policy is functioning as designed.

Data sharing with the ALPR is conducted on a controlled and reciprocal basis with a limited number of regional law enforcement partners, and the Department does not provide open, unrestricted, or public access to the system. All external data-sharing requests are subject to mandatory oversight and auditing processes pursuant to policy designed to ensure that access is lawful, appropriately documented, and limited to legitimate law enforcement purposes. There were no issues identified here.

Historical records proved the department has never authorized or permitted access to the system by federal immigration authorities. Consistent with Department policy and the Flock Transparency Portal, prohibited uses include immigration enforcement, harassment or intimidation, monitoring based solely on protected-class status, personal or non-law-enforcement use, monitoring of First Amendment-protected activity, and any use related to reproductive-health activities or services. The Kensington system is set up so that outside queries must be formally requested and then access granted or denied by a supervisor. Data retention and sharing practices are deliberate and carefully controlled, balancing investigative needs with responsible data stewardship. The measures employed are tightly controlled and regulated.

### **4. Policy and Oversight**

Kensington Police use ALPR technology under the oversight of KPD Policy 426, which is a thoughtfully tailored, KPPCSD board-modified and approved policy outlining stricter controls, specific retention language, and oversight standards. This policy was reviewed and adopted by the KPPCSD board in January, 2025, six months before the ALPR system was officially turned on. Training records show that during the six months before the cameras were installed, every officer and supervisor was required to complete training on the system, its use, the rules governing sharing and accessing information, and to read, understand, and individually sign and acknowledge the new board-approved policy.

The policy has been publicly available on the Kensington Community Services District website and referenced in the Flock Transparency Portal from program inception (Feb 2025). The complete policy, produced by Lexipol, defines standards for authorized use, access controls, documentation, supervisory review, and audit procedures. Program oversight is maintained at the command level, with policies and operational safeguards routinely reviewed to ensure compliance, transparency, and accountable use of the system.

\*Oversight and safeguards are further reinforced through annual audits of the program. The Department's first ALPR audit, covering the period from August 1, 2024, through August 1, 2025, was completed and publicly posted on the District's website in August 2025.

This further demonstrates the Department's commitment to transparency, accountability, and adherence to Policy 426. There were no issues identified here.

## **5. Alignment with Current Legal Standards and Best Practices**

The Department assessed its ALPR program against widely recognized law enforcement best practices. Program controls include restricted access, audit logging, defined retention periods, structured documentation requirements, supervisory oversight, and limitations on system use. These elements reflect established standards for the responsible use of investigative technology. The Department's internal controls are designed not only to support investigations but also to ensure that all system use is purpose-driven, documented, and reviewable. If anything, Kennington's ALPR policy 426, with added language, heightens our standards and adds a layer of security.

## **6. Community Feedback: ALPR technology in Kensington**

Community feedback given during the evaluation period reflected general support for the Department's use of ALPR technology as a public safety tool within Kensington, particularly regarding its ability to assist criminal investigations and support crime prevention efforts. Some expressed disappointment that the system was turned off without community input. Citizens have regularly engaged officers and supervisors in constructive discussions regarding the technology and how it's used.

During community outreach events, like National Night Out, ALPR technology and related privacy protections were frequent topics of discussion. Most expressed support for the system, particularly when informed of the Department's enhanced policy controls, auditing procedures, restricted access protocols, and transparency measures. Community members commonly voiced the expectation that modern law enforcement agencies utilize available technology responsibly to improve public safety while maintaining appropriate safeguards to protect privacy and civil liberties. Overall, feedback during National Night Out and other events like coffee with a cop reflected a mutual understanding that the Department's use of ALPR technology, when governed by good policy and oversight, serves as a valuable investigative and crime prevention tool for the community.

## **7. Officer Safety**

An important and often overlooked benefit of ALPR technology is that it provides officers with timely and actionable information that enhances situational awareness during traffic stops, field contacts, suspicious vehicle investigations, and ongoing criminal investigations. The system supported officers in identifying vehicles potentially associated with criminal activity, locating linked incidents, and developing critical context before officers contacted vehicle occupants. This advanced awareness capability supports safer, more informed decision-making in rapidly evolving field situations.

During the temporary suspension of the system, officers conducted patrol operations without access to this critical real-time information, resulting in a heightened operational risk environment.

While traditional policing methods are effective, the absence of ALPR technology reduces both the immediacy and depth of investigative and situational information available to officers. As a result, they were at times required to make enforcement and contact decisions without the benefit of alerts, associated vehicle history, or critical regional intelligence that may have identified elevated risks connected to serious or violent criminal activity.

When operational, ALPR technology supports a more informed, deliberate, and coordinated approach to patrol and investigative functions. Access to reliable and timely information improves workflow efficiency, enhances investigative effectiveness, strengthens officer confidence in decision-making, and increases the Department's ability to appropriately assess risk, allocate resources, and respond effectively to public safety threats.

Another benefit lost during the suspension of the ALPR system was the real-time alerts when vehicles associated with criminal activity enter Kensington. These alerts allow officers to respond proactively by locating the vehicle's last known area and increasing patrol presence before a crime occurs. For example, a vehicle associated with a robbery or other serious offense in a neighboring jurisdiction may enter Kensington and be identified near a commercial or residential area through the ALPR network. In these situations, the alert allows officers to respond immediately, often resulting in the vehicle leaving the area before additional criminal activity can occur. This proactive capability enhances crime prevention efforts, increases officer awareness, and strengthens the Department's ability to deter criminal activity.

## Summary

The 90-day evaluation confirms that the KPD ALPR program is:

- Operationally effective, secure, and working exactly as intended
- Governed by strong access controls and auditing procedures
- Managed through deliberate and controlled data practices
- Supported by clear policy and command-level oversight
- Aligned with established best practices
- Responsive to community expectations and concerns
- Provides an added layer of officer safety

Thank you for your continued partnership and trust.



**Mike Gancasz**  
Chief of Police  
Kensington Police Department



Date: December 11, 2024  
To: Board of Directors  
Submitted by: David Aranda, IGM  
Presented by: Mike Gancasz, Police Chief  
Subject: Approval of purchasing FLOCK software

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### **Recommendation**

The General Manager recommends purchasing and entering into a two-year agreement with FLOCK at a price of \$ 18, 250 the first year. This dollar amount was not budgeted but will not impact the overall police budget.

### **Background**

This item was presented at a Board of Directors meeting a few months ago and it was decided to bring it back to the board in conjunction with a policy that would cover license plate reading with cameras for the District. Agenda Item 08 will address the policy aspect of this new tool for Kensington Police Department.

The world is becoming more dangerous and the need to assist law enforcement in stopping crimes from happening and in locating those who commit violations is important. The idea of FLOCK being present in the community will hopefully deter crime and the software/cameras will assist Kensington Police in tracking those who break the law.

The Chief and Sergeant will be present to answer any questions.

### **Exhibits**

- Flock Safety + CA + Kensington PD Agreement

## **Flock Safety + CA - Kensington PD**

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Flock Group Inc.  
1170 Howell Mill Rd, Suite 210  
Atlanta, GA 30318

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**MAIN CONTACT:**  
Jake Sherman  
jake.sherman@flocksafety.com  
8187467444



**EXHIBIT A**  
**ORDER FORM**

Customer: CA - Kensington PD  
 Legal Entity Name: CA - Kensington PD  
 Accounts Payable Email: mgonzalez@keystonepacific.com  
 Address: 217 Arlington Ave Berkeley, California 94707

Initial Term: 24 Months  
 Renewal Term: 24 Months  
 Payment Terms: Net 30  
 Billing Frequency: Annual Plan - First Year Invoiced at Signing.  
 Retention Period: 30 Days

**Hardware and Software Products**

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
<b>Flock Safety Platform</b>			<b>\$15,000.00</b>
<b>Flock Safety Flock OS</b>			
FlockOS™	Included	1	Included
<b>Flock Safety LPR Products</b>			
Flock Safety Falcon®	Included	5	Included

**Professional Services and One Time Purchases**

Item	Cost	Quantity	Total
<b>One Time Fees</b>			
<b>Flock Safety Professional Services</b>			
Professional Services - Standard Implementation Fee	\$650.00	5	\$3,250.00
		<b>Subtotal Year 1:</b>	\$18,250.00
		<b>Annual Recurring Subtotal:</b>	\$15,000.00
		<b>Estimated Tax:</b>	\$0.00
		<b>Contract Total:</b>	\$33,250.00

*Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This Agreement will automatically renew for successive renewal terms of the greater of one year or the length set forth on the Order Form (each, a "Renewal Term") unless either Party gives the other Party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.*

## Billing Schedule

Billing Schedule	Amount (USD)
<b>Year 1</b>	
At Contract Signing	\$18,250.00
<b>Annual Recurring after Year 1</b>	\$15,000.00
<b>Contract Total</b>	\$33,250.00

\*Tax not included

## Product and Services Description

Flock Safety Platform Items	Product Description	Terms
Flock Safety Falcon ®	An infrastructure-free license plate reader camera that utilizes Vehicle Fingerprint® technology to capture vehicular attributes.	The Term shall commence upon first installation and validation of Flock Hardware.

One-Time Fees	Service Description
Installation on existing infrastructure	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Advanced Implementation Fee	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.

## FlockOS Features & Description

### Package: Essentials

FlockOS Features	Description
Community Cameras (Full Access)	Access to all privately owned Flock devices within your jurisdiction that have been shared with you.
Unlimited Users	Unlimited users for FlockOS
State Network (LP Lookup Only)	Allows agencies to look up license plates on all cameras opted in to the statewide Flock network.
Nationwide Network (LP Lookup Only)	Allows agencies to look up license plates on all cameras opted in to the nationwide Flock network.
Direct Share - Surrounding Jurisdiction (Full Access)	Access to all Flock devices owned by law enforcement that have been directly shared with you. Have ability to search by vehicle fingerprint, receive hot list alerts, and view devices on the map.
Time & Location Based Search	Search full, partial, and temporary plates by time at particular device locations
License Plate Lookup	Look up specific license plate location history captured on Flock devices
Vehicle Fingerprint Search	Search footage using Vehicle Fingerprint™ technology. Access vehicle type, make, color, license plate state, missing / covered plates, and other unique features like bumper stickers, decals, and roof racks.
Flock Insights/Analytics page	Reporting tool to help administrators manage their LPR program with device performance data, user and network audits, plate read reports, hot list alert reports, event logs, and outcome reports.
ESRI Based Map Interface	Flock Safety's maps are powered by ESRI, which offers the ability for 3D visualization, viewing of floor plans, and layering of external GIS data, such as City infrastructure (i.e., public facilities, transit systems, utilities), Boundary mapping (i.e., precincts, county lines, beat maps), and Interior floor plans (i.e., hospitals, corporate campuses, universities)
Real-Time NCIC Alerts on Flock ALPR Cameras	Alert sent when a vehicle entered into the NCIC crime database passes by a Flock camera
Unlimited Custom Hot Lists	Ability to add a suspect's license plate to a custom list and get alerted when it passes by a Flock camera

**By executing this Order Form, Customer represents and warrants that it has read and agrees to all of the terms and conditions contained in the Master Services Agreement attached.** The Parties have executed this Agreement as of the dates set forth below.

**FLOCK GROUP, INC.**

**Customer: CA - Kensington PD**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

PO Number: \_\_\_\_\_

## Master Services Agreement

This Master Services Agreement (this “*Agreement*”) is entered into by and between Flock Group, Inc. with a place of business at 1170 Howell Mill Road NW Suite 210, Atlanta, GA 30318 (“*Flock*”) and the entity identified in the signature block (“*Customer*”) (each a “*Party*,” and together, the “*Parties*”) on this the 29 day of September 2023. This Agreement is effective on the date of mutual execution (“*Effective Date*”). Parties will sign an Order Form (“*Order Form*”) which will describe the Flock Services to be performed and the period for performance, attached hereto as **Exhibit A**. The Parties agree as follows:

### RECITALS

**WHEREAS**, Flock offers a software and hardware situational awareness solution through Flock’s technology platform that upon detection is capable of capturing audio, video, image, and recording data and provide notifications to Customer (“*Notifications*”);

**WHEREAS**, Customer desires access to the Flock Services (defined below) on existing devices, provided by Customer, or Flock provided Flock Hardware (as defined below) in order to create, view, search and archive Footage and receive Notifications, via the Flock Services;

**WHEREAS**, Customer shall have access to the Footage in Flock Services. Pursuant to Flock’s standard Retention Period (defined below) Flock deletes all Footage on a rolling thirty (30) day basis, except as otherwise stated on the *Order Form*. Customer shall be responsible for extracting, downloading and archiving Footage from the Flock Services on its own storage devices; and

**WHEREAS**, Flock desires to provide Customer the Flock Services and any access thereto, subject to the terms and conditions of this Agreement, solely for the awareness, prevention, and prosecution of crime, bona fide investigations and evidence gathering for law enforcement purposes, (“*Permitted Purpose*”).

## AGREEMENT

**NOW, THEREFORE,** Flock and Customer agree that this Agreement, and any Order Form, purchase orders, statements of work, product addenda, or the like, attached hereto as exhibits and incorporated by reference, constitute the complete and exclusive statement of the Agreement of the Parties with respect to the subject matter of this Agreement, and replace and supersede all prior agreements, term sheets, purchase orders, correspondence, oral or written communications and negotiations by and between the Parties.

### 1. DEFINITIONS

Certain capitalized terms, not otherwise defined herein, have the meanings set forth or cross-referenced in this Section 1.

1.1 “**Anonymized Data**” means Customer Data permanently stripped of identifying details and any potential personally identifiable information, by commercially available standards which irreversibly alters data in such a way that a data subject (i.e., individual person or entity) can no longer be identified directly or indirectly.

1.2 “**Authorized End User(s)**” means any individual employees, agents, or contractors of Customer accessing or using the Services, under the rights granted to Customer pursuant to this Agreement.

1.3 “**Customer Data**” means the data, media and content provided by Customer through the Services. For the avoidance of doubt, the Customer Data will include the Footage.

1.4. “**Customer Hardware**” means the third-party camera owned or provided by Customer and any other physical elements that interact with the Embedded Software and the Web Interface to provide the Services.

1.5 “**Embedded Software**” means the Flock proprietary software and/or firmware integrated with or installed on the Flock Hardware or Customer Hardware.

1.6 “**Flock Hardware**” means the Flock device(s), which may include the pole, clamps, solar panel, installation components, and any other physical elements that interact with the Embedded Software and the Web Interface, to provide the Flock Services as specifically set forth in the applicable product addenda.

1.7 “**Flock IP**” means the Services, the Embedded Software, and any intellectual property or proprietary information therein or otherwise provided to Customer and/or its Authorized End Users. Flock IP does not include Footage (as defined below).

1.8 “**Flock Network End User(s)**” means any user of the Flock Services that Customer authorizes access to or receives data from, pursuant to the licenses granted herein.

1.9 “**Flock Services**” means the provision of Flock’s software and hardware situational awareness solution, via the Web Interface, for automatic license plate detection, alerts, audio detection, searching image records, video and sharing Footage.

1.10 “**Footage**” means still images, video, audio and other data captured by the Flock Hardware or Customer Hardware in the course of and provided via the Flock Services.

1.11 “**Hotlist(s)**” means a digital file containing alphanumeric license plate related information pertaining to vehicles of interest, which may include stolen vehicles, stolen vehicle license plates, vehicles owned or associated with wanted or missing person(s), vehicles suspected of being involved with criminal or terrorist activities, and other legitimate law enforcement purposes. Hotlist also includes, but is not limited to, national data (i.e., NCIC) for similar categories, license plates associated with AMBER Alerts or Missing Persons/Vulnerable Adult Alerts, and includes manually entered license plate information associated with crimes that have occurred in any local jurisdiction.

1.12 “**Installation Services**” means the services provided by Flock for installation of Flock Services.

1.13 “**Retention Period**” means the time period that the Customer Data is stored within the cloud storage, as specified in the product addenda.

1.14 “**Vehicle Fingerprint™**” means the unique vehicular attributes captured through Services such as: type, make, color, state registration, missing/covered plates, bumper stickers, decals, roof racks, and bike racks.

1.15 “**Web Interface**” means the website(s) or application(s) through which Customer and its Authorized End Users can access the Services.

## 2. SERVICES AND SUPPORT

**2.1 Provision of Access.** Flock hereby grants to Customer a non-exclusive, non-transferable right to access the features and functions of the Flock Services via the Web Interface during the Term, solely for the Authorized End Users. The Footage will be available for Authorized End Users to access and download via the Web Interface for the data retention time defined on the Order Form (“*Retention Period*”). Authorized End Users will be required to sign up for an account and select a password and username (“*User ID*”). Customer shall be responsible for all acts and omissions of Authorized End Users, and any act or omission by an Authorized End User which, including any acts or omissions of authorized End user which would constitute a breach of this agreement if undertaken by customer. Customer shall undertake reasonable efforts to make all Authorized End Users aware of all applicable provisions of this Agreement and shall cause Authorized End Users to comply with such provisions. Flock may use the services of one or more third parties to deliver any part of the Flock Services, (such as using a third party to host the Web Interface for cloud storage or a cell phone provider for wireless cellular coverage).

**2.2 Embedded Software License.** Flock grants Customer a limited, non-exclusive, non-transferable, non-sublicensable (except to the Authorized End Users), revocable right to use the Embedded Software as it pertains to Flock Services, solely as necessary for Customer to use the Flock Services.

**2.3 Support Services.** Flock shall monitor the Flock Services, and any applicable device health, in order to improve performance and functionality. Flock will use commercially reasonable efforts to respond to requests for support within seventy-two (72) hours. Flock will provide Customer with reasonable technical and on-site support and maintenance services in-person, via phone or by email at [support@flocksafety.com](mailto:support@flocksafety.com) (such services collectively referred to as “*Support Services*”).

**2.4 Upgrades to Platform.** Flock may make any upgrades to system or platform that it deems necessary or useful to (i) maintain or enhance the quality or delivery of Flock’s products or services to its agencies, the competitive strength of, or market for, Flock’s products or services, such platform or system’s cost efficiency or performance, or (ii) to comply with applicable law. Parties understand that such upgrades are necessary from time to time and will not diminish the quality of the services or materially change any terms or conditions within this Agreement.

**2.5 Service Interruption.** Services may be interrupted in the event that: (a) Flock’s provision of the Services to Customer or any Authorized End User is prohibited by applicable law; (b) any third-party services required for Services are interrupted; (c) if Flock reasonably believe Services are being used for malicious, unlawful, or otherwise unauthorized use; (d) there is a threat or attack on any of the Flock IP by a third party; or (e) scheduled or emergency maintenance (“**Service Interruption**”). Flock will make commercially reasonable efforts to provide written notice of any Service Interruption to Customer, to provide updates, and to resume providing access to Flock Services as soon as reasonably possible after the event giving rise to the Service Interruption is cured. Flock will have no liability for any damage, liabilities, losses (including any loss of data or profits), or any other consequences that Customer or any Authorized End User may incur as a result of a Service Interruption. To the extent that the Service Interruption is not caused by Customer’s direct actions or by the actions of parties associated with the Customer, the time will be tolled by the duration of the Service Interruption (for any continuous suspension lasting at least one full day). For example, in the event of a Service Interruption lasting five (5) continuous days, Customer will receive a credit for five (5) free days at the end of the Term.

**2.6 Service Suspension.** Flock may temporarily suspend Customer’s and any Authorized End User’s access to any portion or all of the Flock IP or Flock Service if (a) there is a threat or attack on any of the Flock IP by Customer; (b) Customer’s or any Authorized End User’s use of the Flock IP disrupts or poses a security risk to the Flock IP or any other customer or vendor of Flock; (c) Customer or any Authorized End User is/are using the Flock IP for fraudulent or illegal activities; (d) Customer has violated any term of this provision, including, but not limited to, utilizing Flock Services for anything other than the Permitted Purpose; or (e) any unauthorized access to Flock Services through Customer’s account (“**Service Suspension**”). Customer shall not be entitled to any remedy for the Service Suspension period, including any reimbursement, tolling, or credit. If the Service Suspension was not caused by Customer, the Term will be tolled by the duration of the Service Suspension.

**2.7 Hazardous Conditions.** Flock Services do not contemplate hazardous materials, or other hazardous conditions, including, without limit, asbestos, lead, toxic or flammable substances. In the event any such hazardous materials are discovered in the designated locations in which Flock is to perform services under this Agreement, Flock shall have the right to cease work immediately.

### 3. CUSTOMER OBLIGATIONS

**3.1 Customer Obligations.** Flock will assist Customer Authorized End Users in the creation of a User ID. Authorized End Users agree to provide Flock with accurate, complete, and updated registration information. Authorized End Users may not select as their User ID, a name that they do not have the right to use, or any other name with the intent of impersonation. Customer and Authorized End Users may not transfer their account to anyone else without prior written permission of Flock. Authorized End Users shall not share their account username or password information and must protect the security of the username and password. Unless otherwise stated and defined in this Agreement, Customer shall not designate Authorized End Users for persons who are not officers, employees, or agents of Customer. Authorized End Users shall only use Customer-issued email addresses for the creation of their User ID. Customer is responsible for any Authorized End User activity associated with its account. Customer shall ensure that Customer provides Flock with up to date contact information at all times during the Term of this agreement. Customer shall be responsible for obtaining and maintaining any equipment and ancillary services needed to connect to, access or otherwise use the Flock Services. Customer shall (at its own expense) provide Flock with reasonable access and use of Customer facilities and Customer personnel in order to enable Flock to perform Services (such obligations of Customer are collectively defined as “*Customer Obligations*”).

**3.2 Customer Representations and Warranties.** Customer represents, covenants, and warrants that Customer shall use Flock Services only in compliance with this Agreement and all applicable laws and regulations, including but not limited to any laws relating to the recording or sharing of data, video, photo, or audio content.

### 4. DATA USE AND LICENSING

**4.1 Customer Data.** As between Flock and Customer, all right, title and interest in the Customer Data, belong to and are retained solely by Customer. Customer hereby grants to Flock a limited, non-exclusive, royalty-free, irrevocable, worldwide license to use the Customer Data and perform all acts as may be necessary for Flock to provide the Flock Services to Customer. Flock does not own and shall not sell Customer Data.

**4.2 Customer Generated Data.** Flock may provide Customer with the opportunity to post, upload, display, publish, distribute, transmit, broadcast, or otherwise make available, messages,

text, illustrations, files, images, graphics, photos, comments, sounds, music, videos, information, content, ratings, reviews, data, questions, suggestions, or other information or materials produced by Customer (“**Customer Generated Data**”). Customer shall retain whatever legally cognizable right, title, and interest in Customer Generated Data. Customer understands and acknowledges that Flock has no obligation to monitor or enforce Customer’s intellectual property rights of Customer Generated Data. Customer grants Flock a non-exclusive, irrevocable, worldwide, royalty-free, license to use the Customer Generated Data for the purpose of providing Flock Services. Flock does not own and shall not sell Customer Generated Data.

**4.3 Anonymized Data.** Flock shall have the right to collect, analyze, and anonymize Customer Data and Customer Generated Data to the extent such anonymization renders the data non-identifiable to create Anonymized Data to use and perform the Services and related systems and technologies, including the training of machine learning algorithms. Customer hereby grants Flock a non-exclusive, worldwide, perpetual, royalty-free right to use and distribute such Anonymized Data to improve and enhance the Services and for other development, diagnostic and corrective purposes, and other Flock offerings. Parties understand that the aforementioned license is required for continuity of Services. Flock does not own and shall not sell Anonymized Data.

## **5. CONFIDENTIALITY; DISCLOSURES**

**5.1 Confidentiality.** To the extent required by any applicable public records requests, each Party (the “**Receiving Party**”) understands that the other Party (the “**Disclosing Party**”) has disclosed or may disclose business, technical or financial information relating to the Disclosing Party’s business (hereinafter referred to as “**Proprietary Information**” of the Disclosing Party). Proprietary Information of Flock includes non-public information regarding features, functionality and performance of the Services. Proprietary Information of Customer includes non-public data provided by Customer to Flock or collected by Flock via Flock Services, which includes but is not limited to geolocation information and environmental data collected by sensors. The Receiving Party agrees: (i) to take the same security precautions to protect against disclosure or unauthorized use of such Proprietary Information that the Party takes with its own proprietary information, but in no event less than commercially reasonable precautions, and (ii) not to use (except in performance of the Services or as otherwise permitted herein) or divulge to any third person any

such Proprietary Information. The Disclosing Party agrees that the foregoing shall not apply with respect to any information that the Receiving Party can document (a) is or becomes generally available to the public; or (b) was in its possession or known by it prior to receipt from the Disclosing Party; or (c) was rightfully disclosed to it without restriction by a third party; or (d) was independently developed without use of any Proprietary Information of the Disclosing Party. Nothing in this Agreement will prevent the Receiving Party from disclosing the Proprietary Information pursuant to any judicial or governmental order, provided that the Receiving Party gives the Disclosing Party reasonable prior notice of such disclosure to contest such order. At the termination of this Agreement, all Proprietary Information will be returned to the Disclosing Party, destroyed or erased (if recorded on an erasable storage medium), together with any copies thereof, when no longer needed for the purposes above, or upon request from the Disclosing Party, and in any case upon termination of the Agreement. Notwithstanding any termination, all confidentiality obligations of Proprietary Information that is trade secret shall continue in perpetuity or until such information is no longer trade secret.

**5.2 Usage Restrictions on Flock IP.** Flock and its licensors retain all right, title and interest in and to the Flock IP and its components, and Customer acknowledges that it neither owns nor acquires any additional rights in and to the foregoing not expressly granted by this Agreement. Customer further acknowledges that Flock retains the right to use the foregoing for any purpose in Flock's sole discretion. Customer and Authorized End Users shall not: (i) copy or duplicate any of the Flock IP; (ii) decompile, disassemble, reverse engineer, or otherwise attempt to obtain or perceive the source code from which any software component of any of the Flock IP is compiled or interpreted, or apply any other process or procedure to derive the source code of any software included in the Flock IP; (iii) attempt to modify, alter, tamper with or repair any of the Flock IP, or attempt to create any derivative product from any of the foregoing; (iv) interfere or attempt to interfere in any manner with the functionality or proper working of any of the Flock IP; (v) remove, obscure, or alter any notice of any intellectual property or proprietary right appearing on or contained within the Flock Services or Flock IP; (vi) use the Flock Services for anything other than the Permitted Purpose; or (vii) assign, sublicense, sell, resell, lease, rent, or otherwise transfer, convey, pledge as security, or otherwise encumber, Customer's rights. There are no implied rights.

**5.3 Disclosure of Footage.** Subject to and during the Retention Period, Flock may access, use, preserve and/or disclose the Footage to law enforcement authorities, government officials, and/or third parties, if legally required to do so or if Flock has a good faith belief that such access, use, preservation or disclosure is reasonably necessary to comply with a legal process, enforce this Agreement, or detect, prevent or otherwise address security, privacy, fraud or technical issues, or emergency situations.

## **6. PAYMENT OF FEES**

**6.1 Billing and Payment of Fees.** Customer shall pay the fees set forth in the applicable Order Form based on the billing structure and payment terms as indicated in the Order Form. If Customer believes that Flock has billed Customer incorrectly, Customer must contact Flock no later than thirty (30) days after the closing date on the first invoice in which the error or problem appeared to receive an adjustment or credit. Customer acknowledges and agrees that a failure to contact Flock within this period will serve as a waiver of any claim. If any undisputed fee is more than thirty (30) days overdue, Flock may, without limiting its other rights and remedies, suspend delivery of its service until such undisputed invoice is paid in full. Flock shall provide at least thirty (30) days' prior written notice to Customer of the payment delinquency before exercising any suspension right.

**6.2 Notice of Changes to Fees.** Flock reserves the right to change the fees for subsequent Renewal Terms by providing sixty (60) days' notice (which may be sent by email) prior to the end of the Initial Term or Renewal Term (as applicable).

**6.3 Late Fees.** If payment is not issued to Flock by the due date of the invoice, an interest penalty of 1.0% of any unpaid amount may be added for each month or fraction thereafter, until final payment is made.

**6.4 Taxes.** Customer is responsible for all taxes, levies, or duties, excluding only taxes based on Flock's net income, imposed by taxing authorities associated with the order. If Flock has the legal obligation to pay or collect taxes, including amount subsequently assessed by a taxing authority, for which Customer is responsible, the appropriate amount shall be invoice to and paid by Customer unless Customer provides Flock a legally sufficient tax exemption certificate and Flock shall not charge customer any taxes from which it is exempt. If any deduction or

withholding is required by law, Customer shall notify Flock and shall pay Flock any additional amounts necessary to ensure that the net amount that Flock receives, after any deduction and withholding, equals the amount Flock would have received if no deduction or withholding had been required.

## 7. TERM AND TERMINATION

7.1 **Term.** The initial term of this Agreement shall be for the period of time set forth on the Order Form (the “**Term**”). Following the Term, unless otherwise indicated on the Order Form, this Agreement will automatically renew for successive renewal terms of the greater of one year or the length set forth on the Order Form (each, a “**Renewal Term**”) unless either Party gives the other Party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.

7.2 **Termination.** Upon termination or expiration of this Agreement, Flock will remove any applicable Flock Hardware at a commercially reasonable time period. In the event of any material breach of this Agreement, the non-breaching Party may terminate this Agreement prior to the end of the Term by giving thirty (30) days prior written notice to the breaching Party; provided, however, that this Agreement will not terminate if the breaching Party has cured the breach prior to the expiration of such thirty (30) day period (“**Cure Period**”). Either Party may terminate this Agreement (i) upon the institution by or against the other Party of insolvency, receivership or bankruptcy proceedings, (ii) upon the other Party's making an assignment for the benefit of creditors, or (iii) upon the other Party's dissolution or ceasing to do business. In the event of a material breach by Flock, and Flock is unable to cure within the **Cure Period**, Flock will refund Customer a pro-rata portion of the pre-paid fees for Services not received due to such termination.

7.3 **Survival.** The following Sections will survive termination: 1, 3, 5, 6, 7, 8.3, 8.4, 9, 11.1 and 11.6.

## 8. REMEDY FOR DEFECT; WARRANTY AND DISCLAIMER

8.1 **Manufacturer Defect.** Upon a malfunction or failure of Flock Hardware or Embedded Software (a “*Defect*”), Customer must notify Flock’s technical support team. In the event of a Defect, Flock shall make a commercially reasonable attempt to repair or replace the defective Flock Hardware at no additional cost to the Customer. Flock reserves the right, in its sole discretion, to repair or replace such Defect, provided that Flock shall conduct inspection or testing within a commercially reasonable time, but no longer than seven (7) business days after Customer gives notice to Flock.

8.2 **Replacements.** In the event that Flock Hardware is lost, stolen, or damaged, Customer may request a replacement of Flock Hardware at a fee according to the reinstall fee schedule (<https://www.flocksafety.com/reinstall-fee-schedule>). In the event that Customer chooses not to replace lost, damaged, or stolen Flock Hardware, Customer understands and agrees that (1) Flock Services will be materially affected, and (2) that Flock shall have no liability to Customer regarding such affected Flock Services, nor shall Customer receive a refund for the lost, damaged, or stolen Flock Hardware.

8.3 **Warranty.** Flock shall use reasonable efforts consistent with prevailing industry standards to maintain the Services in a manner which minimizes errors and interruptions in the Services and shall perform the Installation Services in a professional and workmanlike manner. Services may be temporarily unavailable for scheduled maintenance or for unscheduled emergency maintenance, either by Flock or by third-party providers, or because of other causes beyond Flock’s reasonable control, but Flock shall use reasonable efforts to provide advance notice in writing or by e-mail of any scheduled service disruption.

8.4 **Disclaimer.** THE REMEDY DESCRIBED IN SECTION 8.1 ABOVE IS CUSTOMER’S SOLE REMEDY, AND FLOCK’S SOLE LIABILITY, WITH RESPECT TO DEFECTS. FLOCK DOES NOT WARRANT THAT THE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE; NOR DOES IT MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SERVICES. EXCEPT AS EXPRESSLY SET FORTH IN THIS SECTION, THE SERVICES ARE PROVIDED “AS IS” AND FLOCK DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A

PARTICULAR PURPOSE AND NON-INFRINGEMENT. THIS DISCLAIMER ONLY APPLIES TO THE EXTENT ALLOWED BY THE GOVERNING LAW OF THE STATE MENTIONED IN SECTION 11.6.

8.5 **Insurance.** Flock will maintain commercial general liability policies as stated in Exhibit B.

8.6 **Force Majeure.** Parties are not responsible or liable for any delays or failures in performance from any cause beyond their control, including, but not limited to acts of God, changes to law or regulations, embargoes, war, terrorist acts, pandemics (including the spread of variants), issues of national security, acts or omissions of third-party technology providers, riots, fires, earthquakes, floods, power blackouts, strikes, supply chain shortages of equipment or supplies, financial institution crisis, weather conditions or acts of hackers, internet service providers or any other third party acts or omissions.

## 9. LIMITATION OF LIABILITY; INDEMNITY

9.1 **Limitation of Liability.** NOTWITHSTANDING ANYTHING TO THE CONTRARY, FLOCK, ITS OFFICERS, AFFILIATES, REPRESENTATIVES, CONTRACTORS AND EMPLOYEES SHALL NOT BE RESPONSIBLE OR LIABLE WITH RESPECT TO ANY SUBJECT MATTER OF THIS AGREEMENT OR TERMS AND CONDITIONS RELATED THERETO UNDER ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY, PRODUCT LIABILITY, OR OTHER THEORY: (A) FOR LOSS OF REVENUE, BUSINESS OR BUSINESS INTERRUPTION; (B) INCOMPLETE, CORRUPT, OR INACCURATE DATA; (C) COST OF PROCUREMENT OF SUBSTITUTE GOODS, SERVICES OR TECHNOLOGY; (D) FOR ANY INDIRECT, EXEMPLARY, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES; (E) FOR ANY MATTER BEYOND FLOCK'S ACTUAL KNOWLEDGE OR REASONABLE CONTROL INCLUDING REPEAT CRIMINAL ACTIVITY OR INABILITY TO CAPTURE FOOTAGE; OR (F) FOR ANY AMOUNTS THAT, TOGETHER WITH AMOUNTS ASSOCIATED WITH ALL OTHER CLAIMS, EXCEED THE FEES PAID AND/OR PAYABLE BY CUSTOMER TO FLOCK FOR THE SERVICES UNDER THIS AGREEMENT IN THE TWELVE (12) MONTHS PRIOR TO THE ACT OR OMISSION THAT GAVE RISE TO THE LIABILITY, IN EACH CASE, WHETHER OR NOT FLOCK HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THIS LIMITATION OF

LIABILITY OF SECTION ONLY APPLIES TO THE EXTENT ALLOWED BY THE GOVERNING LAW OF THE STATE REFERENCED IN SECTION 10.6.

NOTWITHSTANDING ANYTHING TO THE CONTRARY, THE FOREGOING LIMITATIONS OF LIABILITY SHALL NOT APPLY (I) IN THE EVENT OF GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, OR (II) INDEMNIFICATION OBLIGATIONS.

**9.2 Responsibility.** Each Party to this Agreement shall assume the responsibility and liability for the acts and omissions of its own employees, officers, or agents, in connection with the performance of their official duties under this Agreement. Each Party to this Agreement shall be liable for the torts of its own officers, agents, or employees.

**9.3 Flock Indemnity.** Flock shall indemnify and hold harmless Customer, its agents and employees, from liability of any kind, including claims, costs (including defense) and expenses, on account of: (i) any copyrighted material, patented or unpatented invention, articles, device or appliance manufactured or used in the performance of this Agreement; or (ii) any damage or injury to property or person directly caused by Flock's installation of Flock Hardware, except for where such damage or injury was caused solely by the negligence of the Customer or its agents, officers or employees. Flock's performance of this indemnity obligation shall not exceed the fees paid and/or payable for the services rendered under this Agreement in the preceding twelve (12) months.

## 10. INSTALLATION SERVICES AND OBLIGATIONS

**10.1 Ownership of Hardware.** Flock Hardware is owned and shall remain the exclusive property of Flock. Title to any Flock Hardware shall not pass to Customer upon execution of this Agreement, except as otherwise specifically set forth in this Agreement. Except as otherwise expressly stated in this Agreement, Customer is not permitted to remove, reposition, re-install, tamper with, alter, adjust or otherwise take possession or control of Flock Hardware. Customer agrees and understands that in the event Customer is found to engage in any of the foregoing restricted actions, all warranties herein shall be null and void, and this Agreement shall be subject to immediate termination for material breach by Customer. Customer shall not perform any acts which would interfere with the retention of title of the Flock Hardware by Flock. Should Customer default on any payment of the Flock Services, Flock may remove Flock Hardware at

Flock's discretion. Such removal, if made by Flock, shall not be deemed a waiver of Flock's rights to any damages Flock may sustain as a result of Customer's default and Flock shall have the right to enforce any other legal remedy or right.

**10.2 Deployment Plan.** Flock shall advise Customer on the location and positioning of the Flock Hardware for optimal product functionality, as conditions and locations allow. Flock will collaborate with Customer to design the strategic geographic mapping of the location(s) and implementation of Flock Hardware to create a deployment plan ("***Deployment Plan***"). In the event that Flock determines that Flock Hardware will not achieve optimal functionality at a designated location, Flock shall have final discretion to veto a specific location, and will provide alternative options to Customer.

**10.3 Changes to Deployment Plan.** After installation of Flock Hardware, any subsequent requested changes to the Deployment Plan, including, but not limited to, relocating, re-positioning, adjusting of the mounting, removing foliage, replacement, changes to heights of poles will incur a fee according to the reinstall fee schedule located at (<https://www.flocksafety.com/reinstall-fee-schedule>). Customer will receive prior notice and confirm approval of any such fees.

**10.4 Customer Installation Obligations.** Customer is responsible for any applicable supplementary cost as described in the Customer Implementation Guide, attached hereto as Exhibit C ("***Customer Obligations***"). Customer represents and warrants that it has, or shall lawfully obtain, all necessary right title and authority and hereby authorizes Flock to install the Flock Hardware at the designated locations and to make any necessary inspections or maintenance in connection with such installation.

**10.5 Flock's Obligations.** Installation of any Flock Hardware shall be installed in a professional manner within a commercially reasonable time from the Effective Date of this Agreement. Upon removal of Flock Hardware, Flock shall restore the location to its original condition, ordinary wear and tear excepted. Flock will continue to monitor the performance of Flock Hardware for the length of the Term. Flock may use a subcontractor or third party to perform certain obligations under this agreement, provided that Flock's use of such subcontractor or third party shall not release Flock from any duty or liability to fulfill Flock's obligations under this Agreement.

## 11. MISCELLANEOUS

**11.1 Compliance With Laws.** Parties shall comply with all applicable local, state and federal laws, regulations, policies and ordinances and their associated record retention schedules, including responding to any subpoena request(s).

**11.2 Severability.** If any provision of this Agreement is found to be unenforceable or invalid, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect.

**11.3 Assignment.** This Agreement is not assignable, transferable or sublicensable by either Party, without prior consent. Notwithstanding the foregoing, either Party may assign this Agreement, without the other Party's consent, (i) to any parent, subsidiary, or affiliate entity, or (ii) to any purchaser of all or substantially all of such Party's assets or to any successor by way of merger, consolidation or similar transaction.

**11.4 Entire Agreement.** This Agreement, together with the Order Form(s), the reinstall fee schedule (<https://www.flocksafety.com/reinstall-fee-schedule>), and any attached exhibits are the complete and exclusive statement of the mutual understanding of the Parties and supersedes and cancels all previous or contemporaneous negotiations, discussions or agreements, whether written and oral, communications and other understandings relating to the subject matter of this Agreement, and that all waivers and modifications must be in a writing signed by both Parties, except as otherwise provided herein. None of Customer's purchase orders, authorizations or similar documents will alter the terms of this Agreement, and any such conflicting terms are expressly rejected. Any mutually agreed upon future purchase order is subject to these legal terms and does not alter the rights and obligations under this Agreement, except that future purchase orders may outline additional products, services, quantities and billing terms to be mutually accepted by Parties. In the event of any conflict of terms found in this Agreement or any other terms and conditions, the terms of this Agreement shall prevail. Customer agrees that Customer's purchase is neither contingent upon the delivery of any future functionality or features nor dependent upon any oral or written comments made by Flock with respect to future functionality or feature.

**11.5 Relationship.** No agency, partnership, joint venture, or employment is created as a result of this Agreement and Parties do not have any authority of any kind to bind each other in any respect whatsoever. Flock shall at all times be and act as an independent contractor to Customer.

**11.6 Governing Law; Venue.** This Agreement shall be governed by the laws of the state in which the Customer is located. The Parties hereto agree that venue would be proper in the chosen courts of the State of which the Customer is located. The Parties agree that the United Nations Convention for the International Sale of Goods is excluded in its entirety from this Agreement.

**11.7 Special Terms.** Flock may offer certain special terms which are indicated in the proposal and will become part of this Agreement, upon Customer's prior written consent and the mutual execution by authorized representatives ("*Special Terms*"). To the extent that any terms of this Agreement are inconsistent or conflict with the Special Terms, the Special Terms shall control.

**11.8 Publicity.** Flock has the right to reference and use Customer's name and trademarks and disclose the nature of the Services in business and development and marketing efforts.

**11.9 Feedback.** If Customer or Authorized End User provides any suggestions, ideas, enhancement requests, feedback, recommendations or other information relating to the subject matter hereunder, Agency or Authorized End User hereby assigns to Flock all right, title and interest (including intellectual property rights) with respect to or resulting from any of the foregoing.

**11.10 Export.** Customer may not remove or export from the United States or allow the export or re-export of the Flock IP or anything related thereto, or any direct product thereof in violation of any restrictions, laws or regulations of the United States Department of Commerce, the United States Department of Treasury Office of Foreign Assets Control, or any other United States or foreign Customer or authority. As defined in Federal Acquisition Regulation ("FAR"), section 2.101, the Services, the Flock Hardware and Documentation are "commercial items" and according to the Department of Defense Federal Acquisition Regulation ("DFAR") section 252.2277014(a)(1) and are deemed to be "commercial computer software" and "commercial computer software documentation." Flock is compliant with FAR Section 889 and does not contract or do business with, use any equipment, system, or service that uses the enumerated banned Chinese telecommunication companies, equipment or services as a substantial or essential component of any system, or as critical technology as part of any Flock system. Consistent with DFAR section 227.7202 and FAR section 12.212, any use, modification, reproduction, release, performance, display, or disclosure of such commercial software or commercial software documentation by the U.S. Government will be governed solely by the terms of this Agreement and will be prohibited except to the extent expressly permitted by the terms of this Agreement.

11.11 **Headings.** The headings are merely for organization and should not be construed as adding meaning to the Agreement or interpreting the associated sections.

11.12 **Authority.** Each of the below signers of this Agreement represent that they understand this Agreement and have the authority to sign on behalf of and bind the Parties they are representing.

11.13 **Conflict.** In the event there is a conflict between this Agreement and any applicable statement of work, or Customer purchase order, this Agreement controls unless explicitly stated otherwise.

11.14 **Morality.** In the event Customer or its agents become the subject of an indictment, contempt, scandal, crime of moral turpitude or similar event that would negatively impact or tarnish Flock's reputation, Flock shall have the option to terminate this Agreement upon prior written notice to Customer.

11.15 **Notices.** All notices under this Agreement will be in writing and will be deemed to have been duly given when received, if personally delivered; when receipt is electronically confirmed, if transmitted by email; the day after it is sent, if sent for next day delivery by recognized overnight delivery service; and upon receipt to the address listed on the Order Form (or, if different, below), if sent by certified or registered mail, return receipt requested.

11.16 **Non-Appropriation.** Notwithstanding any other provision of this Agreement, all obligations of the Customer under this Agreement which require the expenditure of funds are conditioned on the availability of funds appropriated for that purpose. Customer shall have the right to terminate this Agreement for non appropriation with thirty (30) days written notice without penalty or other cost.

FLOCK NOTICES ADDRESS:

1170 HOWELL MILL ROAD, NW SUITE 210

ATLANTA, GA 30318

ATTN: LEGAL DEPARTMENT

EMAIL: [legal@flocksafety.com](mailto:legal@flocksafety.com)

Customer NOTICES ADDRESS:

ADDRESS:

ATTN:

EMAIL:

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EXHIBIT B  
**INSURANCE**

**Required Coverage.** Flock shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the services under this Agreement and the results of that work by Flock or its agents, representatives, employees or subcontractors. Insurance shall be placed with insurers with a current A. M. Best rating of no less than “A” and “VII”. Flock shall obtain and, during the term of this Agreement, shall maintain policies of professional liability (errors and omissions), automobile liability, and general liability insurance for insurable amounts of not less than the limits listed herein. The insurance policies shall provide that the policies shall remain in full force during the life of the Agreement. Flock shall procure and shall maintain during the life of this Agreement Worker's Compensation insurance as required by applicable State law for all Flock employees.

**Types and Amounts Required.** Flock shall maintain, at minimum, the following insurance coverage for the duration of this Agreement:

- (i) **Commercial General Liability** insurance written on an occurrence basis with minimum limits of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate for bodily injury, death, and property damage, including personal injury, contractual liability, independent contractors, broad-form property damage, and product and completed operations coverage;
- (ii) **Umbrella or Excess Liability** insurance written on an occurrence basis with minimum limits of Ten Million Dollars (\$10,000,000) per occurrence and Ten Million Dollars (\$10,000,000) in the aggregate;
- (iii) **Professional Liability/Errors and Omissions** insurance with minimum limits of Five Million Dollars (\$5,000,000) per occurrence and Five Million Dollars (\$5,000,000) in the aggregate;
- (iv) **Commercial Automobile Liability** insurance with a minimum combined single limit of One Million Dollars (\$1,000,000) per occurrence for bodily injury, death, and property coverage, including owned and non-owned and hired automobile coverage; and

(v) **Cyber Liability** insurance written on an occurrence basis with minimum limits of Five Million Dollars (\$5,000,000).



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Date: February 8, 2024  
To: Board of Directors  
From: David Aranda, Interim General Manager  
Subject: Approval of the Automated License Plate Reader Policy

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### **Recommendation**

Approval of the Automated License Plate Readers Policy (ALPRs).

### **Background**

At the January 11, 2024, Board of Directors meeting, the agenda consisted of purchasing a software program that allows license plate reading to assist the Police Department in dealing with various potential crimes in the community. The Board approved the purchase with a company called FLOCK, subject to the proper contract wording as presented by legal. FLOCK agreed to using the contract wording presented and the contract has been executed.

The Board also requested a policy to address this software and the use and distribution of what the software generates. The motion that was approved in January was to make some changes to the policy that was presented and to bring the policy back to the Board. Below is the motion that was made in January noting the changes that staff was directed to make.

- Motion by Director Hacaj, seconded by Director Duggan, that the Board of Directors adopted the policy before us with the following modifications which we will need to see back before us and those modifications are a correction on Section 426.3.1 outlined by Vice-President Aquino-Fike which is to strike the second sentence and turn the third sentence into a new subsection F and renumber F to G to clarify the first paragraph on page 5 that begins with all "ALPR data downloaded to the server" in particular to understand which server they are referring to, and lastly to reference the civil code for the records release and maintenance policy under 426.6, carried (5-0) by the following roll call vote: AYES (Aquino-Fike, Duggan, Gough, Hacaj and Spath); NOES (None); ABSTAINED (none); ABSENT (none).

The attached draft policy highlights those changes in yellow.

### **Exhibit(s)**

- Automated License Plate Readers Policy 426

## Automated License Plate Readers (ALPRs)

### 426.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology.

### 426.2 DEFINITIONS

- Automated License Plate Reader (ALPR) : A device that uses cameras and computer technology to compare digital images to lists of known information of interest.
- ALPR Operator : Trained Department members who may utilize ALPR system/equipment. ALPR operators may be assigned to any position within the Department, and the ALPR Administrator may order the deployment of the ALPR systems for use in various efforts.
- ALPR Administrator : The Chief of Police or their designee, serve as the ALPR Administrator for the Department.
- Hot List : A list of license plates associated with vehicles of interest compiled from one or more databases including, but not limited to, NCIC, CA DMV, Local BOLO's, etc.
- Vehicles of Interest : Including, but not limited to vehicles which are reported as stolen; display stolen license plates or tags; vehicles linked to missing and/or wanted persons and vehicles flagged by the Department of Motor Vehicle Administration or law enforcement agencies.
- Detection : Data obtained by an ALPR of an image (such as a license plate) within public view that was read by the device, including potential images (such as the plate and description of vehicle on which it was displayed), and information regarding the location of the ALPR system at the time of the ALPR's read.
- Hit : Alert from the ALPR system that a scanned license plate number may be in the National Crime Information Center (NCIC) or other law enforcement database for a specific reason including, but not limited to, being related to a stolen car, wanted person, missing person, domestic violation protective order or terrorist-related activity.

### 426.3 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates along with the vehicle make, model, color and unique identifiers through the Kensington Police Department's ALPR's system and the vendor's vehicle identification technology. The technology is used by the Kensington Police Department to convert data associated with vehicle license plates and vehicle descriptions for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, suspect interdiction and stolen property recovery.

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Chief of Police who will assign members under his/her

# Kensington Police Department

## Kensington Police Department Policy Manual

### *Automated License Plate Readers (ALPRs)*

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command to administer the day-to-day operation of the ALPR equipment and data.

#### **426.3.1 ALPR ADMINISTRATOR**

The Chief of Police shall be responsible for compliance with the requirements of Civil Code § 1798.90.5 et seq. This includes, but is not limited to (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) Only properly trained sworn officers, crime analysts, communication operators, records clerks and police assistants are allowed access to the ALPR system or to collect ALPR information.
- (b) Ensuring that training requirements are completed for authorized users.
- (c) ALPR system monitoring to ensure the security of the information and compliance with applicable privacy laws.
- (d) Ensuring that procedures are followed for system operators and to maintain records of access in compliance with Civil Code § 1798.90.52.
- (e) The title and name of the current designee in overseeing the ALPR operation is maintained.
- (f) Continually working with the Custodian of Records on the retention and destruction of ALPR data.
- (g) Ensuring this policy and related procedures are conspicuously posted on the department's website.

#### **426.4 OPERATIONS**

Use of an ALPR is restricted to the purposes outlined below. Department members shall not use, or allow others to use the equipment or database records for any unauthorized purpose (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

- (a) An ALPR shall only be used for official law enforcement business.
- (b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
- (c) Partial license plates and unique vehicle descriptions reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) The officer should verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) or dispatch before taking enforcement action based solely on an ALPR alert. Because the ALPR alert may relate to a vehicle and may not relate to the person operating the vehicle, officers are reminded that they need to have reasonable suspicion and/or probable cause to make an enforcement stop of any vehicle. (For example, if a vehicle is entered into the system because of its association with a wanted individual, Officers should attempt to visually match the

# Kensington Police Department

## Kensington Police Department Policy Manual

### *Automated License Plate Readers (ALPRs)*

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driver to the description of the wanted subject prior to making the stop or should have another legal basis for making the stop.

- (e) Designation of hot lists to be utilized by the ALPR system shall be made by the Chief of Police or their designee. Hot lists shall be obtained or compiled from sources as may be consistent with the purposes of the ALPR system set forth in this policy. Hot lists utilized by the Department's ALPR system may be updated by agency sources more frequently than the Department may be uploading them and thus the Department's ALPR system will not have access to real time data. Occasionally, there may be errors in the ALPR system's read of a license plate, therefore an alert alone shall not be a basis for a police action (other than following the vehicle of interest).

Prior to initiation of a stop of a vehicle or other intervention based on an alert, Department members shall undertake the following:

- (a) Verification of status on a hot list; An officer must receive confirmation, from a Police Department Communications Dispatcher or other Department computer device, that the license plate is still stolen, wanted, or otherwise of interest before proceeding (absent exigent circumstances).
- (b) Visual verification of license plate number; Officers shall visually verify that the license plate of interest matches the image of the license plate number captured (read) by the ALPR, including both the alphanumeric characters of the license plate, state of issue, and vehicle descriptors before proceeding. Department members alerted to the fact that an observed motor vehicle's license plate is entered as a hot plate (hit) in a specific BOLO (be on the lookout) list are required to make a reasonable effort to confirm that a wanted person is actually in the vehicle and/or that a reasonable basis exists before a Department member would have a lawful basis to stop the vehicle.

Department members will clear all stops from hot list alerts by indicating the positive ALPR hit, i.e., with an arrest or other enforcement action. If it is not obvious in the text of the call as to the correlation of the ALPR hit and the arrest, then the Department member shall update with the Communications Dispatcher and original person and/or a crime analyst inputting the vehicle in the hot list (hit).

General hot lists (SVS, SFR, and SLR) will be automatically downloaded into the ALPR system a minimum of once a day with the most current data overwriting the old data.

- (a) All entries and updates of specific hot lists within the ALPR system will be documented by the requesting Department member within the appropriate general offense report. As such, specific hot lists shall be approved by the ALPR Administrator (Lieutenant or Chief of Police designee) before initial entry within the ALPR system. The updating of such a list within the ALPR system shall thereafter be accomplished pursuant to the approval of the Department member's immediate supervisor. The hits from these data sources should be viewed as informational; created solely to bring the officers attention to specific vehicles that have been associated with criminal activity.

All hot plates and suspect information entered into the ALPR system will contain the following information as a minimum:

- (a) Entering Department member's name

# Kensington Police Department

Kensington Police Department Policy Manual

## Automated License Plate Readers (ALPRs)

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- (b) Related case number.
- (c) Short synopsis describing the nature of the originating call.

### Login/Log-Out Procedure.

- (a) To ensure proper operation and facilitate oversight of the ALPR system, all users will be required to have individual credentials for access and use of the systems and/or data, which has the ability to be fully audited.

### Permitted/Impermissible Uses.

- (a) The ALPR system, and all data collected, is the property of the Kensington Police Department. Department personnel may only access and use the ALPR system for official and legitimate law enforcement purposes consistent with this policy. The following uses of the ALPR system are specifically prohibited:
  1. Invasion of Privacy: Except when done pursuant to a court order such as a search warrant, it is a violation of this policy to utilize the ALPR to record license plates except those of vehicles that are exposed to public view (e.g., vehicles on a public road or street, or that are on private property but whose license plate(s) are visible from a public road, street, or a place to which members of the public have access, such as the parking lot of a shop or other business establishment).
  2. Harassment or Intimidation: It is a violation of this policy to use the ALPR system to harass and/or intimidate any individual or group.
  3. Use Based on a Protected Characteristic: It is a violation of this policy to use the ALPR system or associated scan files or hot lists solely because of a person's, or group's race, gender, religion, political affiliation, nationality, ethnicity, sexual orientation, disability, or other classification protected by law.
  4. Personal Use: It is a violation of this policy to use the ALPR system or associated scan files or hot lists for any personal purpose.
  5. First Amendment Rights: It is a violation of this policy to use the ALPR system or associated scan files or hot lists for the purpose or known effect of infringing upon First Amendment rights.

Anyone who engages in an impermissible use of the ALPR system or associated scan files or hot lists may be subject to:

- (a) criminal prosecution,
- (b) civil liability, and/or
- (c) administrative sanctions, up to and including termination, pursuant to and consistent with the relevant collective bargaining agreements and Department policies

### **426.5 DATA RETENTION AND COLLECTION**

The Chief of Police is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with Department procedures.

# Kensington Police Department

Kensington Police Department Policy Manual

## *Automated License Plate Readers (ALPRs)*

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In the event ALPR data must be downloaded from the Flock server to the police department server for an ongoing criminal investigation, it shall be stored for no longer than one year in accordance with the established records retention schedule. Thereafter, all ALPR data shall be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances, the applicable data shall be downloaded from the police department server onto a separate secure media device and placed into evidence.

The ALPR vendor, Flock Safety, will store all captured KPD data on their servers and ensure proper maintenance and security of the information is kept. Flock Safety shall purge all KPD data at the end of the 30 days of storage.

Restrictions on use of ALPR data:

- (a) Information gathered or collected, and records retained by Flock Safety cameras or any other Department ALPR system will not be sold, accessed, or used for any purpose other than legitimate law enforcement or public safety purposes.

### **426.6 ACCOUNTABILITY AND SAFEGUARDS**

All data will be closely safeguarded and protected by both procedural and technological means. The Kensington Police Department will observe the following safeguards regarding access to and use of stored data (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) All non-law enforcement requests for access to stored ALPR data shall be processed in accordance with applicable law.
- (b) All ALPR data downloaded to the mobile workstation shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date, and time.
- (c) Persons approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or Department related civil or administrative action.
- (d) Such ALPR data may be released to other authorized and verified law enforcement officials and agencies for legitimate law enforcement purposes.
- (e) Every ALPR detection browsing inquiry must be documented by either the associated Kensington Police case number or incident number, and/or a reason for the inquiry.

For security or data breaches, see the Records Release and Maintenance Policy.

### **426.7 POLICY**

The policy of the Kensington Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public. All data and images gathered by the ALPR are for the official use of this Department. Because such data may contain confidential information, it is not open to public review.

# Kensington Police Department

## Kensington Police Department Policy Manual

### *Automated License Plate Readers (ALPRs)*

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The Kensington Police Department does not permit the sharing of ALPR data gathered by the KPPCSD or its contractors/subcontractors for purpose of federal immigration enforcement, pursuant to the California Values (Government Code § 7282.5; Government Code § 7284.2 et seq) – these federal immigration agencies include Immigrations and Customs Enforcement (ICE) and Customs and Border Patrol.

#### **426.8 ALPR DATA DETECTION BROWSING AUDITS**

It is the responsibility of the Chief of Police to ensure that an audit is conducted of ALPR detection browsing inquiries at least once during each calendar year. The Department will audit a sampling of the ALPR system utilization from the prior 12-month period to verify proper use in accordance with the above authorized uses. The audit shall randomly select at least 10 detection browsing inquiries conducted by Department employees during the preceding six-month period and determine if each inquiry meets the requirements established in policy section 462.6(e).

The audit shall be documented in the form of an internal Department memorandum to the Chief of Police. The memorandum shall include any data errors found so that such errors can be corrected. After review by the Chief of Police, the memorandum and any associated documentation shall be filed and retained by PSD.

#### **426.9 RELEASING ALPR DATA**

The ALPR data may be shared only with other law enforcement or prosecutorial agencies when there is a need to know, a right to know or legal obligation to provide the information.

The agency request for the ALPR data must be in writing and include:

- (a) The name of the agency.
- (b) The name of the person requesting.
- (c) The intended purpose of obtaining the information.

The request is should be reviewed and approved by the Chief of Police or the authorized designee before the request is fulfilled.

The Chief of Police will consider the California Values Act (Government Code § 7282.5; Government Code § 7284.2 et seq), before approving the release of ALPR data. The Kensington Police Department does not permit the sharing of ALPR data gathered by the KPPCSD or its contractors/subcontractors for purpose of federal immigration enforcement, these federal immigration agencies include Immigrations and Customs Enforcement (ICE) and Customs and Border Patrol (CPB).

The Chief of Police will also consider the California Reproductive Privacy Act (Health and Safety Code § 123460 - § 123469) before approving the sharing of ALPR data for the purpose of investigating any person seeking to exercise their reproductive health care rights within California. The Kensington Police Department does not permit the sharing of ALPR data gathered by the District or its contractors/subcontractors for the purpose of prosecuting, investigating or initiating

# Kensington Police Department

Kensington Police Department Policy Manual

## *Automated License Plate Readers (ALPRs)*

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any legal proceeding against any person for the exercise of reproductive health care rights as defined by California law.

The approved request is retained on file. Requests for ALPR data by non-law enforcement or nonprosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy (Civil Code § 1798.90.55).

Agencies outside of California that request to access ALPR data through Flock Safety Portal must agree to abide by all applicable Federal and California State Laws as well as Department policy.

- (a) The Department will send a data sharing request to the agency which must be completed and returned prior to the granting of access
- (b) The ALPR Administrator (Lieutenant or Chief of Police designee) will maintain these documents for the entirety of the shared data agreement
- (c) Access to KPD ALPR data can be stopped at anytime by authorized KPD Command Staff.

### **426.10 TRAINING**

The Training Sergeant should ensure that members receive department-approved training for those authorized to use or access the ALPR system (Civil Code § 1798.90.51; Civil Code §1798.90.53).

No member of this Department shall operate ALPR equipment or access ALPR data without first completing Department-approved training.



# KENSINGTON POLICE COMMUNITY MESSAGE

## Temporary Suspension of License Plate Reader Functionality

**Date:** February 12, 2026

The Kensington Police Department temporarily suspended the Automatic License Plate Reader (ALPR) functionality associated with the District's community safety camera system for a 90-day evaluation period. This pause began on February 12, 2026, and will remain in place through approximately May 12, 2026.

This decision was not made lightly.

The ALPR system has proven to be a valuable public/officer safety tool. It assisted in identifying stolen vehicles, locating vehicles associated with crimes, and enhancing officer awareness during field contacts and investigations. Our personnel have used this technology responsibly, ethically, and in accordance with established policy.

However, recent reports involving alleged unauthorized access to camera data in other jurisdictions have raised concerns. While those reports do not involve Kensington and there has been no evidence of misuse within our system, public confidence is foundational to any public safety program. Out of an abundance of caution — and in recognition of the public's interest — we believe it is appropriate to conduct a thorough review.

### What We Are Evaluating

During these 90 days, the Department will:

- Re-examine technological value & relevance for Kensington
- Review system access controls and auditing procedures
- Re-examine data retention and sharing protocols
- Evaluate policy language and oversight mechanisms
- Ensure alignment with current legal standards and best practices
- Assess community feedback and questions regarding privacy, transparency, and retention

This evaluation is focused on governance and safeguards, not on the operational integrity of the equipment itself.

## **Commitment to Transparency and Public Trust**

Technology in policing must be both effective and trusted. The Kensington Police Department remains committed to:

- Ethical collection and analysis of data
- Compliance with all applicable laws
- Strong internal oversight and accountability
- Clear communication with the community we serve

We recognize that misinformation contributes to confusion about how license plate reader technology functions and how data is controlled. As part of this review, we will ensure that our policies and safeguards are clearly explained and accessible to the public.

## **Officer Safety and Public Safety Considerations**

While the ALPR alert functionality is paused, officers will continue to rely on traditional investigative methods and heightened situational awareness during traffic stops and field contacts. We remain vigilant in our mission to protect the community and ensure officer safety.

## **What Happens Next**

At the conclusion of the 90-day review, a determination will be made regarding the reinstatement of the ALPR functionality. That decision will be guided by:

- The results of our policy and systems evaluation
- Any recommended enhancements to safeguards
- Our confidence in maintaining both effectiveness and public trust

Public safety initiatives must balance innovation, accountability, and community confidence. This temporary pause reflects our commitment to getting that balance right.

We appreciate the professionalism of our officers, the engagement of our community, and the importance of thoughtful dialogue regarding the use of technology in policing.

Thank you for your continued partnership and trust.



**Mike Gancasz**  
Chief of Police  
Kensington Police Department



## Kensington Community Services District

DATE: May 14, 2026

TO: Board of Directors

FROM: David Aranda, Interim General Manager (IGM)

SUBJECT: Adopt Resolution No. 2026-04, A Resolution of the Board of Directors of the Kensington Community Services District Authorizing Invest of Monies in the Local Agency Investment Fund (LAIF)

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### RECOMMENDATION:

Adopt Resolution No. 2026-04, A Resolution of the Board of Directors of the Kensington Community Services District Authorizing Invest of Monies in the Local Agency Investment Fund.

### BACKGROUND:

The KPPCSD and the KFPD both used LAIF as an investment tool in earning interest in funds that might not be readily needed but were liquid enough to obtain on short notice.

The agenda item is to meet the requirements with LAIF in changing the account to Kensington Community Services District and changing the address to the Arlington Public Safety Building address. There will be one account.

As the Treasurer for the District, it is prudent to have money in various accounts. The district has monies in Five Star Bank, both checking and savings, CLASS, savings and LAIF, savings. These all meet the guidelines of the investment policy for KCSD and the State of California.

### EXHIBIT(S):

- Resolution No. 2026-04, A Resolution of the Board of Directors of the Kensington Community Services District Authorizing Invest of Monies in the Local Agency Investment Fund

**RESOLUTION NO. 2026-04**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
KENSINGTON COMMUNITY SERVICES DISTRICT AUTHORIZING INVESTMENT OF  
MONIES IN THE LOCAL AGENCY INVESTMENT FUND (LAIF)

**WHEREAS**, The Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

**WHEREAS**, the Kensington Community Services District hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interests of the Kensington Community Services District;

**NOW THEREFORE, BE IT RESOLVED**, that the Kensington Community Services District hereby authorizes the deposit and withdrawal of Kensington Community Services District monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein.

**BE IT FURTHER RESOLVED**, as follows:

Section 1. The following Kensington Community Services District officers holding the title(s) specified hereinbelow **or their successors in office** are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

_____	_____	_____
(NAME)	(NAME)	(NAME)
_____	_____	_____
(TITLE)	(TITLE)	(TITLE)
_____	_____	_____
(SIGNATURE)	(SIGNATURE)	(SIGNATURE)

Section 2. This resolution shall remain in full force and effect until rescinded by Kensington Community Services District Board of Directors by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer’s Office.

PASSED AND ADOPTED by the Board of Directors of the Kensington Community Services District of Contra Costa County State of California upon motion by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, on \_\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_, 2026, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAINED:

\_\_\_\_\_  
Sylvia Hacaj, President  
Board of Directors

\_\_\_\_\_  
Daniel Levine, Vice-President  
Board of Directors

HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Community Services District at the regular meeting of said Board held on \_\_\_\_\_, the \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Lynelle M. Lewis  
Clerk of the Board

\_\_\_\_\_  
David Aranda  
Interim General Manger



Date: May 14, 2026  
To: Board of Directors  
From: David Aranda, Interim General Manager  
Subject: Annual Approval of the Kensington Park Assessment District Levy

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### **Recommendation**

Approval to adopt three resolutions (one at a time) for Fiscal Year 2026-27 to collect the Kensington Park Assessment pursuant to the Landscaping Act of 1972 including: (1) Resolution No. 2026-05, Initiating Proceedings For The Levy And Collection Of Assessments For The Kensington Park Assessment District for Fiscal Year 2026/27; (2) Resolution No. 2026-06, Approving The Engineer's Report For The Kensington Park Assessment District For Fiscal Year 2026/27; and (3) Resolution No. 2026-07 Declaring Its Intention To Levy And Collect Assessment For The Kensington Park Assessment District for Fiscal Year for 2026/27.

### **Background**

The Kensington Park Assessment District is a Landscape and Lighting District that provides a means to bring revenue into Kensington via a process outlined in the Landscaping and Lighting Act of 1972. That Act requires a certain process each year in order to continue to assess each parcel in the Kensington community.

The process involves: 1) approving a resolution to initiate proceedings for the levy and collection of assessments, 2) approving the Annual Engineer's Report that NBS provides each year (copy attached) and, 3) approving a resolution declaring the District's intention to levy and collect assessment for the Kensington Park Assessment District for Fiscal Year 2026-27.

The monies used from this assessment go toward park operations. The budget outlines the total cost of park operations and the amount that this assessment collects.

### **Exhibit(s)**

- Fiscal Year 2026/27 Engineer's Report for Kensington Park Assessment District, April 2026.
- Notice of Public Hearing
- Resolution No. 2026-05 – A Resolution Of The Board Of Directors Of The Kensington Community Services District Initiating Proceedings For The Levy And Collection Of Assessments For The Kensington Park Assessment District For Fiscal Year 2026/27.

Kensington Park Assessment District Levy

May 14, 2026

Page 2 of 2

- Resolution No. 2026-06 – A Resolution Of The Board Of Directors Of The Kensington Community Services District Approving The Engineers Report For The Kensington Park Assessment District For Fiscal Year 2026/27.
- Resolution No. 2026-07 – A Resolution Of The Board Of Directors Of The Kensington Community Services District Declaring Its Intention To Levy And Collect Assessment For The Kensington Park Assessment District for Fiscal Year 2026/27.

# **KENSINGTON COMMUNITY SERVICES DISTRICT**

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*Fiscal Year 2026/27 Engineer's Report For:*

**Kensington Park Assessment District**

**April 2026**

# TABLE OF CONTENTS

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<b>1. EXECUTIVE SUMMARY .....</b>	<b>1</b>
<b>2. OVERVIEW.....</b>	<b>2</b>
2.1 Introduction.....	2
2.2 Effect of Proposition 218.....	2
2.3 Description of District and Services .....	2
<b>3. ESTIMATE OF COSTS .....</b>	<b>3</b>
3.1 Description of Budget Items.....	3
3.2 Kensington Park Budget .....	3
<b>4. METHOD OF APPORTIONMENT.....</b>	<b>4</b>
4.1 Method of Apportionment.....	4
4.2 Land Use Benefit Factors.....	4
4.3 Balance To Levy .....	4
4.4 Total Assessment Per EDU .....	5
4.5 Historical Maximum Assessment Per EDU .....	5
4.6 Sample Calculations .....	6
<b>5. ASSESSMENT DIAGRAM.....</b>	<b>7</b>
<b>6. ASSESSMENT ROLL.....</b>	<b>8</b>

# 1. EXECUTIVE SUMMARY

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The Board of Directors of the Kensington Community Services District (“KCS D”), within the State of California, has directed NBS, to prepare and file a report presenting plans and specifications describing the general nature, location, and extent of the improvements to be maintained and an estimate of the costs of the maintenance and operations and servicing of the improvements for the Kensington Park Assessment District (the “District”) for Fiscal Year 2026/27 pursuant to the provisions of the *Landscape and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22500)* (hereafter referred to as the “Act”).

The report includes a diagram of the District, showing the area and properties proposed to be assessed, an assessment of the estimated costs of the maintenance, operations and servicing the improvements, and the net amount levied upon all assessable lots and/or parcels within the District in proportion to the special benefit received.

The assessment rate and the annual rate escalation factor of the annual San Francisco Bay Area CPI were approved by property owners through the assessment balloting procedures set forth in Section 4 of Article XIII D of the California Constitution following a public hearing on May 28, 1997.

The assessment summarized below covers a portion of the estimated costs of maintenance, operation, and servicing of said improvements to be paid by the assessable real property within the District in proportion to the special benefit received.

## SUMMARY OF ASSESSMENT

DESCRIPTION	AMOUNT
Balance to Levy <sup>(1)</sup>	\$50,369.46
Total Equivalent Dwelling Units	2,262.752
Total Assessment Per Equivalent Dwelling Unit <sup>(1)</sup>	\$22.26
Total Parcels to be Assessed	2,190

(1) Actual levy amount may vary due to even cent rounding for placement on the Contra Costa County tax roll.

## 2. OVERVIEW

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### 2.1 Introduction

On December 6, 1994, KCSD formed the District for the purpose of providing improvements which benefit parcels in the District. Since that time, the KCSD has been levying and collecting special assessments to pay for maintaining and servicing those improvements.

This annual Engineer's Report (the "Report") describes the District and the proposed charge per Equivalent Dwelling Unit (EDU) for Fiscal Year 2026/27 based on the historical and estimated costs to maintain the improvements and to provide the services that benefit parcels within the District. Maintenance and operation of the facilities provides a healthy alternative for youth and adult activities while protecting the capital investments that have been made within the District.

The word "parcel," for the purposes of this Report, refers to an individual property assigned its own Assessor's Parcel Number by the Contra Costa County Assessor's Office. The Contra Costa County Auditor/Controller uses Assessor's Parcel Numbers and specific Fund Numbers to identify on the tax roll properties assessed for special district benefit assessments.

Following consideration of public comments at a noticed public hearing, the Board of Directors of the KCSD may confirm the diagram and may order the levy and collection of assessments for Fiscal Year 2026/27. If approved, the assessment information shall be submitted to the Contra Costa County Auditor/Controller and included on the property tax roll for each benefiting parcel for Fiscal Year 2026/27.

### 2.2 Effect of Proposition 218

On November 5, 1996, California voters approved Proposition 218 by a margin of 56.5% to 43.5%. The provisions of the Proposition, now California Constitutional Articles XIII C and XIII D, adds substantive and procedural requirements to assessments, which affect the KCSD maintenance assessments.

The assessment rate and the annual rate escalation factor of the annual San Francisco Bay Area CPI were approved by property owners through the assessment balloting procedures set forth in Section 4 of Proposition 218 following a public hearing on May 28, 1997. The San Francisco Bay Area CPI increase for the period ending February 2026 was 2.4769%.

### 2.3 Description of District and Services

The KCSD operates, services, and maintains the following improvements within the District: landscaping and grass, water and electric services, equipment and supplies, repair or replacement of existing improvements, and addition of future improvements (if determined to be necessary).

The District consists of a residential area, generally located north of the Contra Costa County line, east of Santa Fe Avenue, west of Kensington Road, and south of Gelston Place.

### 3. ESTIMATE OF COSTS

#### 3.1 Description of Budget Items

Operations & Maintenance - Includes the following:

- Tree Pruning/Removal – Includes the costs for trimming trees and removal of debris.
- Utilities – Includes the costs for water to irrigate the landscaping and the costs for electricity for street lighting.
- Miscellaneous Services/Equipment – Includes the costs for maintaining and replenishing equipment and supplies.
- Miscellaneous Repairs – Includes costs for any infrastructure repair on property within the District, including repairs to buildings.

Incidental Expenses - Includes the following:

- Administrative Services – Includes services necessary for District maintenance, including preparation of the Annual Engineer’s Report and expenses for the services of KCSD personnel.
- Levy Fees – Includes the County of Contra Costa parcel charges to collect the assessments on the County Tax Roll.

#### 3.2 Kensington Park Budget

The proposed budget for Fiscal Year 2026/27 is as follows:

ACCOUNT DESCRIPTION	FISCAL YEAR 2026/27 PROPOSED BUDGET
Maintenance Contract <sup>(1)</sup>	\$62,000
Staff Custodian	70,000
Utilities	35,000
Capital Improvement Repairs	70,000
Misc. Maintenance Services and Supplies	30,000
<b>Operations &amp; Maintenance Total:</b>	<b>\$267,000</b>
Administrative Services	\$7,000
Levy Fees	2,000
Incidental Expenses	2,000
<b>Expenses Total:</b>	<b>\$11,000</b>
<b>Total Costs</b>	<b>\$278,000</b>

(1) Includes maintenance contracts and maintenance repairs.

## 4. METHOD OF APPORTIONMENT

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### 4.1 Method of Apportionment

Pursuant to the Act, the costs of the District may be apportioned by any formula or method which fairly distributes the net amount to be assessed among all assessable parcels in proportion to the estimated special benefit to be received by each such parcel from the maintenance, servicing, and operation of the improvements. The formula used for the District reflects the composition of the parcels and the improvements and services provided to fairly apportion the costs based on the estimated benefits to each parcel.

The benefit was determined to be equal for all Equivalent Dwelling Units (EDU) within the District.

Kensington Park Assessment District

The method used to calculate the assessments within the District is as follows:

$$\text{Total Balance to Levy} / \text{Total EDU} = \text{Levy per EDU}$$

To determine the EDU for assessable parcels, the Benefit Unit Factor (B.U.F.) is multiplied by the number of developed residential units on the parcel. Undeveloped and non-residential parcels are not assessed. The CPI Rate Escalation Factor is applied to the Levy per EDU each year.

The operations and maintenance activities for the District are of special benefit to those parcels in the District. The benefit derived by the community at large is negligible and is considered a general benefit.

### 4.2 Land Use Benefit Factors

PROPERTY TYPE/ LAND USE CODE	B.U.F. PER UNIT
Single-Family Residential Parcels	1.000
Multi-Family Residential Parcels	0.768
Vacant Residential Parcels	0.000
Non-Assessable Parcels	0.000

### 4.3 Balance To Levy

*Total District Costs* – Includes Operations and Maintenance costs, in addition to any Incidental Expenses determined in Section 3 of this Report.

*Other Funding Sources* – This is the amount of surplus or deficit funds resulting from the collection of the previous year's assessments. This can also include funds designated for use by the District that are not from District assessments. These funds are added to or subtracted from the District account and assessments are adjusted accordingly.

*Balance to Levy* – This is the total amount to be levied and collected through assessments for the current fiscal year. The Balance to Levy represents the sum of the Operations and Maintenance, Incidental

Expenses, Beginning Balance, (deficit or surplus from last year) and Other Funding Sources less installment rounding.

DESCRIPTION	AMOUNT
Total District Costs	\$278,000.00
Beginning Balance	0.00
Other Funding Sources <sup>(1)</sup>	(227,630.54)
<b>Total Balance to Levy <sup>(2)</sup></b>	<b>\$50,369.46</b>

(1) Revenue from the KCSD General Fund.

(2) Actual levy amount may vary due to even cent rounding for placement on the Contra Costa County tax roll.

#### 4.4 Total Assessment Per EDU

The following table summarizes the total assessment and number of EDUs.

DESCRIPTION	AMOUNT
Balance to Levy <sup>(1)</sup>	\$50,369.46
Total District EDU	2,262.752
<b>Total Assessment Per EDU <sup>(1)</sup></b>	<b>\$22.26</b>

(1) Actual levy amount may vary due to even cent rounding for placement on the Contra Costa County tax roll.

#### 4.5 Historical Maximum Assessment Per EDU

The following table lists the prior five years of historical assessment rates per EDU.

FISCAL YEAR	ASSESSMENT RATE <sup>(1)</sup>
2022/2023	19.62
2023/2024	20.66
2024/2025	21.15
2025/2026	21.72
2026/2027	22.26

(1) Actual levy amount may vary due to even cent rounding for placement on the Contra Costa County tax roll.

## 4.6 Sample Calculations

The following table describes the calculation of a parcel's charge based on the property type.

PROPERTY LAND USE	B.U.F. X UNITS = EDU	PARCEL EDU X LEVY PER EDU = PARCEL CHARGE	PARCEL CHARGE <sup>(1)</sup>
Single-Family Residential	1.000 X 1 Unit	1.000 X \$22.2659	\$22.26
Multi-Family Residential (with 2 units)	0.768 X 2 Units	1.536 X 22.2659	34.20
Vacant Residential	0.000 X 0 Units	0.000 X 22.2659	0.00
Non-Assessable	0.000 X 0 Units	0.000 X 22.2659	0.00

(1) Actual levy amount may vary due to even cent rounding for placement on the Contra Costa County tax roll.

## 5. ASSESSMENT DIAGRAM

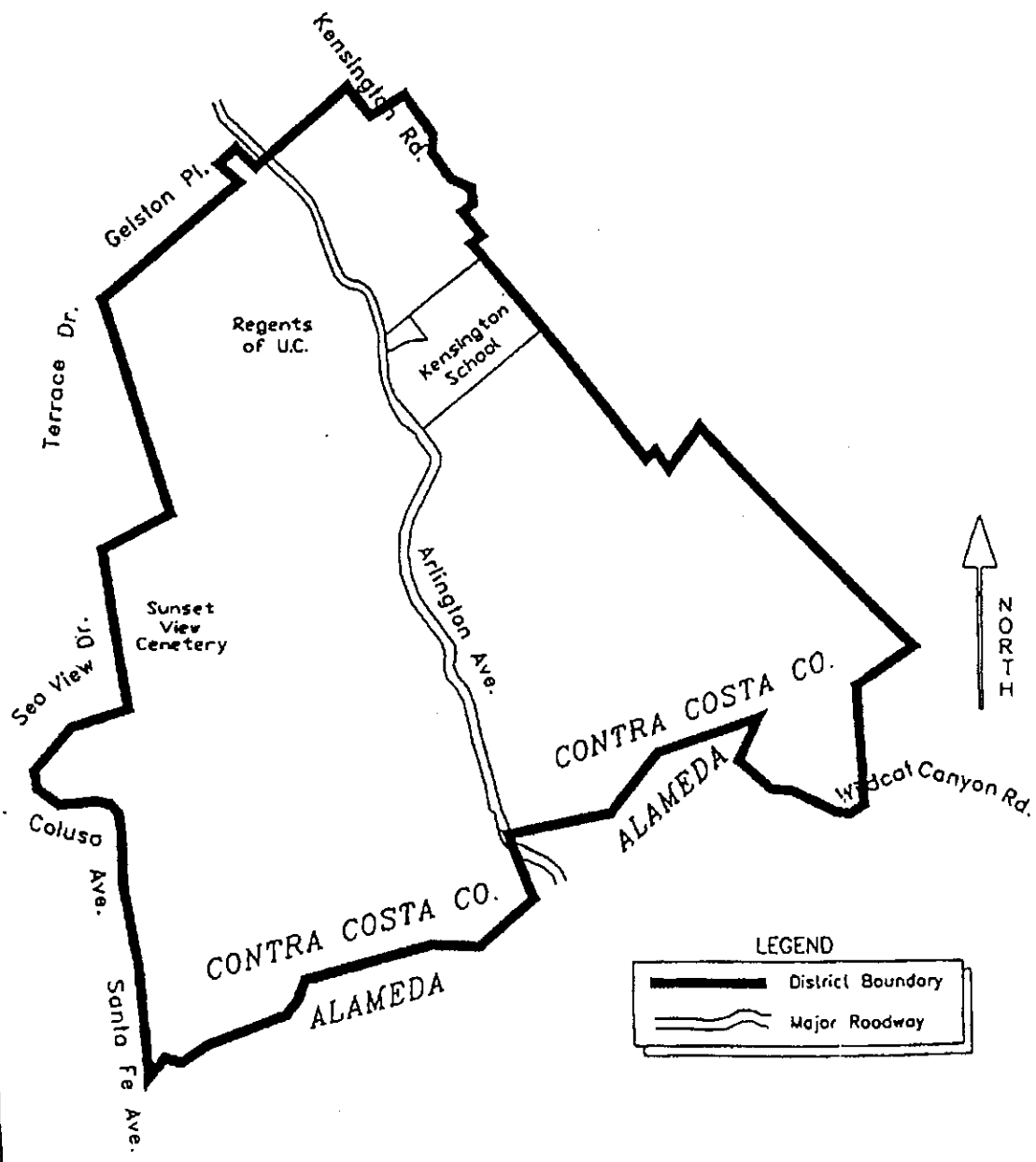
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The following page shows a copy of the Assessment Diagram for the District. The lines and dimensions shown on the maps of the Contra Costa County Assessor for the current year are incorporated by reference herein and made part of this Report.

ASSESSMENT DIAGRAM  
 Kensington Park Assessment District  
 Kensington Police Protection and Community Services District  
 Contra Costa County, California

Filed in the office of the District Secretary of the Kensington Police Protection and Community Services District this \_\_\_\_\_ day of \_\_\_\_\_

Diana Jones, District Secretary of the Kensington Police Protection and Community Services District  
 County of Contra Costa, State of California



## 6. ASSESSMENT ROLL

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Assessor's parcel identification, for each lot or parcel within the District, shall be based on the Contra Costa County Assessor's secured roll data for the applicable year in which this Report is prepared and is incorporated herein by reference.

A listing of assessor's parcels assessed within the District for Fiscal Year 2026/27, along with the assessment amounts, is on file in the office of the District Clerk and incorporated herein by reference. Based on the Contra Costa County Assessor's secured roll data, current assessor's parcels, including corrected and/or new assessor's parcels, will be submitted and/or resubmitted to the County Auditor/Controller. The annual assessment amount to be levied and collected for the resubmitted parcel(s) shall be determined in accordance with the method of apportionment and assessment rate approved in this Report. Therefore, if a single assessor's parcel has a status change in development, other land use change, or subdivides into multiple assessor's parcels, the assessment amounts applied to each of the new assessor's parcels shall be recalculated and applied according to the approved method of apportionment and assessment rate rather than a proportionate share of the original assessment amount.

**NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the Board of Directors of the Kensington Community Services District (District) has fixed **Thursday, June 11, 2026, at 7:00 p.m.** as the time for a public hearing by the Board of Directors on the annual report of the Kensington Park Assessment District Levy for Fiscal Year 2026-27. On May 14, 2026, the Board of Directors adopted a package of resolutions required to collect assessments for the upcoming fiscal year. These documents are available on the KCSD website and are available upon request at the District office located at 217 Arlington Ave., Kensington, CA 94707 telephone (510) 526-4141.

**RESOLUTION NO. 2026-05  
A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT, INITIATING  
PROCEEDINGS FOR THE LEVY AND COLLECTION OF ASSESSMENTS FOR THE KENSINGTON  
PARK ASSESSMENT DISTRICT  
FOR FISCAL YEAR 2026/27**

The Board of Directors of the Kensington Community Services District (hereafter referred to as the "Board of Directors") does resolve as follows:

**WHEREAS**, the Board of Directors previously completed its proceedings in accordance with and pursuant to the Landscaping and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22500) (the "Act") to establish the Kensington Park Assessment District (the "Assessment District"); and

**WHEREAS**, the Board of Directors has retained NBS for the purpose of assisting with the annual levy of the Assessment District, and the preparation and filing of an Engineer's Report.

**NOW, THEREFORE BE IT RESOLVED, DETERMINED, AND ORDERED BY THE BOARD OF DIRECTORS, AS FOLLOWS:**

- 1. Engineer's Report:** The Board of Directors hereby orders NBS to prepare and file with the District Clerk of the Board the Engineer's Report concerning the levy and collection of assessments within the Assessment District for the fiscal year commencing July 1, 2026 and ending June 30, 2027.
- 2. New Improvements or Changes to Existing Improvements:** There are no changes to existing improvements nor are there any items being added to the list of improvements previously approved at the formation of the Assessment District.

PASSED AND ADOPTED by the Board of Directors of the Kensington Community Services District upon motion by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, on Thursday, the 14<sup>th</sup> day of May 2026, by the following vote to wit: AYES (\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_; NOES (\_\_\_\_); ABSENT (\_\_\_\_); ABSTAINED (\_\_\_\_\_).

Notice of Public Hearing for  
Resolution No. 2026-05  
May 14, 2026  
Page 2 of 2

/s/  
David Aranda, Interim General Manager

/s/  
Sylvia Hacaj, President of the Board

/s/  
Lynelle M. Lewis, Clerk of the Board

**RESOLUTION NO. 2026-05**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE KENSINGTON COMMUNITY SERVICES DISTRICT  
INITIATING PROCEEDINGS FOR THE LEVY AND COLLECTION OF ASSESSMENTS FOR  
THE KENSINGTON PARK ASSESSMENT DISTRICT  
FOR FISCAL YEAR 2026/27**

The Board of Directors of the Kensington Community Services District (hereafter referred to as the “Board of Directors”) does resolve as follows:

**WHEREAS**, the Board of Directors previously completed its proceedings in accordance with and pursuant to the Landscaping and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22500) (the “Act”) to establish the Kensington Park Assessment District (the “Assessment District”); and

**WHEREAS**, the Board of Directors has retained NBS for the purpose of assisting with the annual levy of the Assessment District, and the preparation and filing of an Engineer’s Report.

**NOW, THEREFORE BE IT RESOLVED, DETERMINED, AND ORDERED BY THE BOARD OF DIRECTORS, AS FOLLOWS:**

1. **Engineer’s Report:** The Board of Directors hereby orders NBS to prepare and file with the District Clerk of the Board the Engineer’s Report concerning the levy and collection of assessments within the Assessment District for the fiscal year commencing July 1, 2026 and ending June 30, 2027.
2. **New Improvements or Changes to Existing Improvements:** There are no changes to existing improvements nor are there any items being added to the list of improvements previously approved at the formation of the Assessment District.

PASSED AND ADOPTED by the Board of Directors of the Kensington Community Services District upon motion by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, on Thursday, the 14<sup>th</sup> day of May, 2026, by the following vote to wit:

AYES: Directors \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_

NOES: None

ABSENT: None

ABSTAINED: None

\_\_\_\_\_  
Sylvia Hacaj  
President, Board of Directors

I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Community Services District at the regular meeting of said Board held on Thursday, the 14<sup>th</sup> day of May, 2026.

\_\_\_\_\_  
Lynelle Lewis  
District Clerk of the Board

\_\_\_\_\_  
David Aranda  
Interim General Manager

**RESOLUTION NO. 2026-06**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE KENSINGTON COMMUNITY SERVICES DISTRICT  
APPROVING THE ENGINEER’S REPORT FOR  
THE KENSINGTON PARK ASSESSMENT DISTRICT  
FOR FISCAL YEAR 2026/27**

The Board of Directors of the Kensington Community Services District (hereafter referred to as the “Board of Directors”) does resolve as follows:

**WHEREAS**, the Board of Directors previously completed its proceedings in accordance with and pursuant to the Landscaping and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22600) (the “Act”) to establish the Kensington Park Assessment District (the “Assessment District”); and

**WHEREAS**, the Board of Directors has retained NBS for the purpose of assisting with the annual levy of the Assessment District, and the preparation and filing of an Engineer’s Report; and

**WHEREAS**, the Board of Directors has, by previous resolution, ordered NBS to prepare and file such Engineer’s Report; and

**WHEREAS**, NBS has prepared and filed such Engineer’s Report with the District Clerk of the Board.

**NOW, THEREFORE BE IT RESOLVED, DETERMINED, AND ORDERED BY THE BOARD OF DIRECTORS, AS FOLLOWS:**

- 1. Approval of Report:** The Board of Directors hereby approves the Engineer’s Report concerning the levy of assessments as submitted by NBS for the fiscal year commencing July 1, 2026 and ending June 30, 2027.

PASSED AND ADOPTED by the Board of Directors of the Kensington Community Services District upon motion by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, on Thursday, the 14<sup>th</sup> day of May, 2026, by the following vote to wit:

AYES: Directors \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_

NOES: None

ABSENT: None

ABSTAINED: None

\_\_\_\_\_  
Sylvia Hacaj  
President, Board of Directors

I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Community Services District at the regular meeting of said Board held on Thursday, the 14<sup>th</sup> day of May, 2026.

\_\_\_\_\_  
Lynelle Lewis  
District Clerk of the Board

\_\_\_\_\_  
David Aranda  
Interim General Manager

**RESOLUTION NO. 2026-07**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE KENSINGTON COMMUNITY SERVICES DISTRICT  
DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS FOR  
THE KENSINGTON PARK ASSESSMENT DISTRICT  
FOR FISCAL YEAR 2026/27**

The Board of Directors of the Kensington Community Services District (hereafter referred to as the “Board of Directors”) does resolve as follows:

**WHEREAS**, the Board of Directors previously completed its proceedings in accordance with and pursuant to the Landscaping and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22600) (the “Act”) to establish the Kensington Park Assessment District (the “Assessment District”); and

**WHEREAS**, the Board of Directors has retained NBS for the purpose of assisting with the annual levy of the Assessment District, and the preparation and filing of an Engineer’s Report.

**NOW, THEREFORE BE IT RESOLVED, DETERMINED, AND ORDERED BY THE BOARD OF DIRECTORS, AS FOLLOWS:**

1. **Intention:** The Board of Directors hereby declares its intention to levy and collect assessments within the Assessment District to pay the costs of the Improvements for the fiscal year commencing July 1, 2026 and ending June 30, 2027. The Board of Directors finds that the public’s best interest requires such action.
2. **Improvements:** The improvements within the District include, but are not limited to: the operating, maintaining and servicing of all public landscaping improvements, consisting of landscaping and grass. Operating, maintaining and servicing include, but are not limited to: personnel, materials, electrical energy and water. Services provided include all necessary service, operations, administration and maintenance required to keep the improvements in a healthy, vigorous, and satisfactory condition.
3. **Assessment District Boundaries:** The boundaries of the Assessment District are as shown by the assessment diagram filed in the offices of the District Clerk of the Board which map is made a part hereof by reference.
4. **Engineer’s Report:** Reference is made to the Engineer’s Report prepared by NBS, on file with the District Clerk of the Board for a full and detailed description of the improvements, the boundaries of the Assessment District and the zones therein, and the proposed assessments upon assessable lots and parcels of land within the Assessment District.
5. **Notice of Public Hearing:** The Board of Directors hereby declares its intention to conduct a Public Hearing concerning the levy of assessments in accordance with Section 22629 of the Act. All objections to the assessment, if any, will be considered by the Board of Directors. The Public Hearing will be held on **Thursday, June 11, 2026 at 6:00 pm** or as soon thereafter as is feasible in the meeting place of the Board of Directors located at 52 Arlington Avenue, Kensington, CA. The Board of Directors further orders the District Clerk of the Board to publish notice of this resolution in accordance with Section 22626 of the Act.
6. **Increase of Assessment:** The maximum assessment is not proposed to increase from the previous year above that previously approved by the property owners (as “increased assessment” is defined in Section 54954.6 of the Government Code).

PASSED AND ADOPTED by the Board of Directors of the Kensington Community Services District upon motion by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, on Thursday, the 14<sup>th</sup> day of May, 2026, by the following vote to wit:

AYES: Directors \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_

NOES: None

ABSENT: None

ABSTAINED: None

\_\_\_\_\_  
Sylvia Hacaj  
President, Board of Directors

I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Community Services District at the regular meeting of said Board held on Thursday, the 14<sup>th</sup> day of May, 2026.

\_\_\_\_\_  
Lynelle Lewis  
District Clerk of the Board

\_\_\_\_\_  
David Aranda  
Interim General Manager



## Kensington Community Services District

DATE: May 14, 2026

TO: Board of Directors

FROM: David Aranda, Interim General Manager (IGM)

SUBJECT: Approve the County Moving Forward with the Red Flag No Parking Restrictions Resolution Giving Authority to the KCSD For No Parking Restrictions for Certain Streets on Red Flag Days

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### RECOMMENDATION:

Board approval supporting the red flag no parking restrictions, enforced by the Kensington Police Department, and supporting the Resolution that will be presented to the County Board of Supervisors giving such authority to KCSD.

### BACKGROUND:

Over the years there has been much discussion and some action (not legal) in attempting to restrict parking on certain streets. The desire to restrict parking stems from two critical issues. First, the ability for fire trucks and other emergency vehicles to access roads in Kensington as those vehicles respond to an emergency. Second, the distinct possibility of residents heading in the opposite direction evacuating a site in Kensington.

A Zoom meeting held a few weeks ago that included Supervisor Gioia, Fire Chief Saylor, Police Chief Gancasz and personnel from the Contra Costa Public Works Department yielded a legal and practical procedure to restrict parking on certain designated streets in Kensington when the National Weather Service declares a red flag day in Kensington.

The Board of Supervisors would approve a resolution (draft will be provided prior to the meeting) granting designated streets to be declared as no parking streets on red flag days. The streets were designated by the Kensington Fire Chief. The resolution would give authority to the Police Chief to enforce the no parking restrictions.

Attached is a draft outline from the Police Chief that describes the process involved as a red flag day is predicated to be forecasted for Kensington. Please also find attached the letter from the fire chief and from the IGM that was hand delivered to all residents in Purdue, Kenyon, and Westminster.

### EXHIBIT(S):

- KCSD Police Department Proposed Red Flag Procedures
- Fire Chief Memo on Red Flag Day 2026\_0428
- Red Flag Letter to Residents\_2026\_0428
- Mary Selkirk Letter 04.30.2026



# Red Flag Event Parking Restriction Program

## Public Notification, Staffing, and Enforcement Framework

*Kensington Community Services District – Police Department*

### 1 PURPOSE

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The purpose of this program is to enhance public safety during periods of extreme fire danger by ensuring roadway access for emergency responders, reducing traffic congestion, and supporting evacuation readiness.

This document outlines the Police Department's procedures for staffing, public notification, and enforcement during Red Flag Warning events issued by the National Weather Service.

### 2 RED FLAG EVENT DEFINITION

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A Red Flag Event is declared when the National Weather Service identifies critical fire weather conditions, typically including:

- High temperatures
- Low humidity
- Strong winds

These conditions significantly increase wildfire risk and require heightened readiness from public safety agencies.

### 3 PROGRAM OVERVIEW

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Upon issuance of a Red Flag Warning affecting the District, the following actions will occur:

#### 4 1. ADVANCE PUBLIC AWARENESS (PRE-SEASON AND PRE-ORDINANCE)

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- Written notices will be distributed to residents on streets designated for potential parking restrictions.
- Notices will be delivered directly to residences to ensure awareness of the ordinance and its requirements.

## **5 2. PRE-EVENT NOTIFICATION (BEFORE RED FLAG ACTIVATION)**

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Before the start of a Red Flag Event, the District will issue targeted notifications advising residents to remove vehicles from restricted streets.

Notification methods may include:

- Nixle emergency alert system
- District website alerts and banner notifications
- Official social media channels
- Email distribution lists
- In-person outreach (staffing and volunteer availability dependent)

The goal is early voluntary compliance before enforcement begins.

## **6 3. RED FLAG EVENT ACTIVATION (DURING EVENT)**

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Final Field Notifications:

- Officers, volunteers, or authorized personnel may provide last-contact warnings to vehicle owners when feasible.

Public Messaging Continues:

- Ongoing updates may be issued through available communication platforms.
- Messaging will emphasize urgency, safety, and compliance.

## **7 4. END-OF-EVENT NOTIFICATION**

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When the Red Flag Warning expires:

- The District will notify the public that parking restrictions are lifted.
- Notifications will be disseminated through the same communication platforms used during activation.

## **8 POLICE DEPARTMENT STAFFING DURING RED FLAG EVENTS**

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- Additional officer shifts may be deployed during peak risk periods
- Overtime staffing is authorized
- Supervisors assess conditions and determine deployment levels
- Officers are assigned to:
  - High-visibility patrols
  - Traffic flow and choke point management

- Emergency access route monitoring
- Support to fire and allied agencies

## **9 ENFORCEMENT APPROACH**

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Primary Objective: Voluntary Compliance

- Residents are given multiple opportunities to comply through advance and real-time notifications.

Enforcement Actions (When Necessary):

1. Warnings (when feasible)
2. Citations
3. Vehicle Removal (Towing)

Enforcement actions will be taken when:

- Vehicles obstruct emergency access routes
- Traffic congestion creates safety hazards
- Compliance is not achieved after notification

## **10 OPERATIONAL PRIORITIES**

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- Maintain clear roadways for emergency vehicles
- Reduce traffic bottlenecks in high-risk areas
- Improve evacuation readiness
- Enhance overall community safety during wildfire conditions

## **11 CONCLUSION**

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The Red Flag Event Parking Restriction Program reflects a coordinated effort between public safety operations and community cooperation. The Police Department's approach emphasizes:

- Early and repeated notification
- Visible staffing and readiness
- Fair and progressive enforcement

Adoption of this ordinance will provide a critical tool to protect life, property, and access during periods of extreme fire danger.



# EL CERRITO-KENSINGTON FIRE DEPARTMENT



10900 San Pablo Avenue ▪ El Cerrito ▪ CA ▪ 94530  
 (510) 215-4450 ▪ FAX (510) 232-4917  
[www.el-cerrito.org](http://www.el-cerrito.org)

**DATE:** April 28, 2026  
**TO:** Residents of Westminster Ave., Kenyon Ave., and Purdue Ave.  
**FROM:** Eric Saylor, Fire Chief  
**RE:** Red Flag Parking

## Why Restricted Parking on Red Flag Days in Kensington Is Critical to Public Safety

In Kensington, restricted parking on Red Flag Days is not a minor traffic inconvenience; it is a core public-safety measure. A Red Flag Warning means critical fire weather is occurring or imminent; strong winds, low humidity, and warm temperatures that can drive extreme fire behavior and allow new fires to spread quickly. The fire department treats these days seriously and it adds additional units and staffing at Station 55 when available. When conditions make minutes matter, keeping streets clear is one of the few immediate protections the community can control.

This matters even more because Kensington's street network is unusually constrained. The local roads serve both as emergency access and as evacuation routes; however, many of them are narrow and steep. To reiterate this point, The Kensington Evacuation Research Project recommended removing some on-street parking or restricting parking on red flag days, especially on suggested evacuation routes, roads that need two-lane functionality, and tight or critical intersections where turning radii and staging space are essential for first responders. Local fire-access standards are also built around a minimum unobstructed width of 20 feet for fire apparatus roadways. In a hillside community with many pinch points, parked cars can turn a marginally passable street into a choke point for engines and residents at the worst possible time.

The evacuation side of the problem is equally clear. On Red Flag Days, residents should park off-street and back vehicles into driveways or garages, specifically to leave streets clear for emergency vehicles. Any delay in evacuations due to street parking contributes to traffic jams and puts neighbors and first responders at risk. Every minute counts during evacuations. In the 2022 Kensington evacuation drill residents reported that parking-orientation changes were needed. Traffic can quickly concentrate onto a few routes, and even a handful of curbside vehicles at bends, intersections, or narrow segments can delay both evacuation and response.

Restricted parking is also essential for fire department access to critical control points in Kensington. Fire equipment, police vehicles, and/or community officials need priority access into Kensington on Red Flag days. Removing parking near tight or critical intersections will improve turning radii and create staging areas for first responders. The clear streets in critical areas allow resources to quickly extinguish wildland fires when they are much smaller. The purpose of the Red Flag program is to improve emergency access, reduce street congestion, and enhance evacuation routes. In practical terms, parking restrictions help ensure that access to Arlington,

Sunset, cemetery entry points, and other narrow hillside streets remains as unrestricted and rapid as possible when responders need to get in immediately.

For all of these reasons, restricted parking on Red Flag Days in Kensington is a sensible and necessary life-safety policy. It is not just about cleaner streets or easier driving; it is about preserving evacuation capacity, maintaining turning room at critical intersections, and allowing fire personnel to reach threatened areas without delay. Kensington's own fire-preparedness guidance, evacuation research, and evacuation drill findings all point in the same direction: on the highest fire-danger days, keeping streets clear can save time, and in a fast-moving wildfire, saved time saves lives.



April 28, 2026

Dear Resident:

We are delivering this important message from the Fire Chief because the street you live on will be impacted with no parking regulation when the National Weather Service declares a red flag day in Kensington. It would be very much appreciated if you would do the following:

1. Read over the Fire Chiefs letter that is attached.
2. Contact me should you have any questions or concerns. [daranda@kppcsd.org](mailto:daranda@kppcsd.org) is my email address.
3. Plan to attend the board meeting on May 14, 2026. This agenda item should be addressed at approximately 7:30 p.m.

Last year there were no Red Flag days declared for Kensington and in the past years it occurs typically two times per year. We do understand that when a red flag day is declared in Kensington it will be an inconvenience for you, but we are hopeful that you understand the importance of leaving Westminster Ave, Kenyon Ave. and Purdue Ave., open for emergency vehicles responding to an emergency as vehicles evacuating may be going the other direction.

Protocols will be developed and communicated to residents impacted by red flags and no parking regulations soon.

Thank you for helping make Kensington a safer place for all residents.

Sincerely,

*David Aranda*

David Aranda  
Interim General Manager

April 30, 2026

Board of Directors  
Kensington Community Services District  
%David Arenda, Interim General Manager  
10940 San Pablo Avenue  
El Cerrito, CA 94530

Dear KCSD Board members,

I just learned that the KCSD Board is considering a Red Flag “No Parking” Program, to be enforced on days of high fire risks. I strongly support this program. It is essential that certain streets at the top of the ridge be free of cars to enable easier evacuation for those who live on or near the ridge.

I would also respectfully request that the Board consider adding Beloit Avenue below Grizzly Peak to the list streets for the proposed fire risk parking restrictions. On any ordinary day driving up and down Beloit is a hazard because of parked cars on one side and deep drainage gullies on the other. Evacuation down Beloit during a fire emergency could be even more hazardous.

I urge to Board to approve this proposal.

Sincerely,

Mary Selkirk  
255 Grizzly Peak Blvd  
Kensington, CA 94708  
510-967-6183



## Kensington Community Services District

DATE: May 14, 2026  
TO: Board of Directors  
FROM: David Aranda, Interim General Manager (IGM)  
SUBJECT: Approval of the Red Flag White Paper

---

### RECOMMENDATION:

Approve the Red Flag White Paper.

### BACKGROUND:

For many years, the district has been receiving inquiries from individuals, businesses and organizations looking for directions on what to do when the fire danger in Kensington is at an elevated level. A recent meeting with the police chief and the fire chief and the Emergency Preparedness Committee members produced information that your IGM is recommending be captured by the board for future reference regarding fire danger in Kensington.

This document is not a policy but rather a document that current staff and future staff can provide to anyone who inquiries about what to do when the fire danger is high. The document explains what a red flag day is, determines those days for Kensington and recommendations on how individuals, businesses and organizations should address those days for their personal/group decision making.

The document along with additional material will provide individuals with contact information and provide information on what the KCSD will do on red flag days.

Please note that the red flag parking restriction program is a separate agenda item but includes some of the information that will be available for individuals, businesses, and organizations.

The CERT program is a separate item. In a conversation with the fire chief, individuals are moving along with a 501©3 organization that would cover an El Cerrito-Kensington CERT. That group would be a stand-alone group that would take directions from emergency services (Fire, Police, Incident Command) to perform various tasks, as needed. The district would not be directly involved with those volunteers.

The need for more evacuation information will be addressed soon.

### EXHIBIT:

- Board Approved Recommendations for Red Flag Days in Kensington
- KCSD Police Department Proposed Red Flag Procedures



## Kensington Community Services District

### BOARD APPROVED RECOMMENDATIONS FOR RED FLAG DAYS IN KENSINGTON

Introduction: The community of Kensington, California is susceptible to wildfires. The wildlands east of Kensington and the hilly, narrow streets, while quaint and beautiful, can be extremely dangerous with the right conditions.

Areas east of Highgate Rd. and Arlington Ave. have been designated moderate, high, and extremely high [Fire Hazard Severity Zones](#) by the California State Fire Marshal. In the event of a wildfire, fierce winds can carry embers for miles. Due to its location on a Wildland-Urban Interface, all of Kensington is potentially at risk in the event of a wildfire.

This document, approved by the Kensington Community Services District (KCSD) Board of Directors and created with input from the Kensington Police Chief and the El Cerrito/Kensington Fire Chief along with the Board's Emergency Preparedness Committee, is intended to assist in providing guidance when the National Weather Service declares a Red Flag Day in Kensington.

Historically, Red Flag Days are rarely proclaimed for Kensington due to the fog and moisture typically generated by its proximity to the ocean.

## **FREQUENTLY ASKED QUESTIONS REGARDING RED FLAG DAYS IN KENSINGTON, CA**

Q: What is a Red Flag Day?

A: It is a Fire Weather Watch and a Red Flag Warning when dry fuels, plus dangerous weather like high winds, extremely low humidity, dry thunderstorms, lightning, or dry frontal passage increase the chances for a severe fire to occur.

The National Weather Service (NWS) Weather Forecast Office issues them 18-96 hours in advance.

They are declared to give fire agencies time to staff up, reposition resources, and prepare for potential rapid-fire growth. This notice can be of benefit to all residents, businesses, and other operations involving group activities.

Q: What is a PDS?

A: PDS stands for Particularly Dangerous Situation. The National Weather Service will place this wording inside a Red Flag Warning to highlight an exceptional and especially dangerous possible fire-weather event for the benefit of first responders and the community.

Q: What is recommended for schools, churches, organizations hosting youth activities, sports, and or public gatherings when a Red Flag Day is forecasted?

A: All organizations should have a person designated to monitor weather forecasts and who understands the degrees of severity of Red Flag Days. Based on the severity of the weather forecast, the person in charge of said organization may decide to remain closed for the day or to close early. Other less drastic measures may include prohibiting smoking, open flames, and any ignition source. Additional prudent measures which can become crucial during an emergency include maintaining proper staffing levels, training staff in evacuation readiness, and ensuring all emergency exits, alarms, and PA systems are functional.

For PDS (Particular Dangerous Situation) declarations with sustained winds exceeding forty-five miles per hour it is recommended that public buildings close and activities be cancelled/suspended.

Q: How will Kensington Fire Department, Kensington Police Department and Kensington Community Services District respond to the National Weather Service calling a Red Flag Day in Kensington?

A: The Kensington Fire Department, in conjunction with the California Governor's Office of Emergency Services (Cal OES), will staff accordingly based on the risk profile.

The Kensington Police Department will increase its patrol staff from the usual two officers to three.

Q: Why are parking restrictions recommended on certain streets when the NWS calls a Red Flag Day for Kensington?

A: Parking restrictions are necessary for certain streets in the event of a Red Flag Day in Kensington to support access for first responders in case of a fire emergency. In the event of an evacuation, emergency vehicles would typically be going in the opposite direction of residents leaving the area. Parking restrictions ensure these streets are clear for emergency vehicle access and potentially for evacuation as well.

Q: How will parking restrictions be communicated and enforced?

A: The Board of Supervisors is delegating control of the streets in Kensington for red flag parking restrictions. The fire chief will note streets for red flag no parking; the police chief will oversee the enforcement of those streets on declared red flag days. Please see the attached document that outlines how the police department with their volunteers will notify residents prior to a declared red flag day and during a declared red flag day. As noted in the memo from the police chief, limitations on notifications in person may be limited so all residents are encouraged to sign up for the Nixle app.



# Red Flag Event Parking Restriction Program

## Public Notification, Staffing, and Enforcement Framework

*Kensington Community Services District – Police Department*

### 1 PURPOSE

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The purpose of this program is to enhance public safety during periods of extreme fire danger by ensuring roadway access for emergency responders, reducing traffic congestion, and supporting evacuation readiness.

This document outlines the Police Department's procedures for staffing, public notification, and enforcement during Red Flag Warning events issued by the National Weather Service.

### 2 RED FLAG EVENT DEFINITION

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A Red Flag Event is declared when the National Weather Service identifies critical fire weather conditions, typically including:

- High temperatures
- Low humidity
- Strong winds

These conditions significantly increase wildfire risk and require heightened readiness from public safety agencies.

### 3 PROGRAM OVERVIEW

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Upon issuance of a Red Flag Warning affecting the District, the following actions will occur:

#### 4 1. ADVANCE PUBLIC AWARENESS (PRE-SEASON AND PRE-ORDINANCE)

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- Written notices will be distributed to residents on streets designated for potential parking restrictions.
- Notices will be delivered directly to residences to ensure awareness of the ordinance and its requirements.

## **5 2. PRE-EVENT NOTIFICATION (BEFORE RED FLAG ACTIVATION)**

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Before the start of a Red Flag Event, the District will issue targeted notifications advising residents to remove vehicles from restricted streets.

Notification methods may include:

- Nixle emergency alert system
- District website alerts and banner notifications
- Official social media channels
- Email distribution lists
- In-person outreach (staffing and volunteer availability dependent)

The goal is early voluntary compliance before enforcement begins.

## **6 3. RED FLAG EVENT ACTIVATION (DURING EVENT)**

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Final Field Notifications:

- Officers, volunteers, or authorized personnel may provide last-contact warnings to vehicle owners when feasible.

Public Messaging Continues:

- Ongoing updates may be issued through available communication platforms.
- Messaging will emphasize urgency, safety, and compliance.

## **7 4. END-OF-EVENT NOTIFICATION**

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When the Red Flag Warning expires:

- The District will notify the public that parking restrictions are lifted.
- Notifications will be disseminated through the same communication platforms used during activation.

## **8 POLICE DEPARTMENT STAFFING DURING RED FLAG EVENTS**

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- Additional officer shifts may be deployed during peak risk periods
- Overtime staffing is authorized
- Supervisors assess conditions and determine deployment levels
- Officers are assigned to:
  - High-visibility patrols
  - Traffic flow and choke point management

- Emergency access route monitoring
- Support to fire and allied agencies

## **9 ENFORCEMENT APPROACH**

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Primary Objective: Voluntary Compliance

- Residents are given multiple opportunities to comply through advance and real-time notifications.

Enforcement Actions (When Necessary):

1. Warnings (when feasible)
2. Citations
3. Vehicle Removal (Towing)

Enforcement actions will be taken when:

- Vehicles obstruct emergency access routes
- Traffic congestion creates safety hazards
- Compliance is not achieved after notification

## **10 OPERATIONAL PRIORITIES**

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- Maintain clear roadways for emergency vehicles
- Reduce traffic bottlenecks in high-risk areas
- Improve evacuation readiness
- Enhance overall community safety during wildfire conditions

## **11 CONCLUSION**

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The Red Flag Event Parking Restriction Program reflects a coordinated effort between public safety operations and community cooperation. The Police Department's approach emphasizes:

- Early and repeated notification
- Visible staffing and readiness
- Fair and progressive enforcement

Adoption of this ordinance will provide a critical tool to protect life, property, and access during periods of extreme fire danger.



## Kensington Community Services District

DATE: May 14, 2026

TO: Board of Directors

SUBMITTED BY: Chief Gancasz, Chief of Police

PRESENTED BY: Amit Nath, Lieutenant

FROM: David Aranda, Interim General Manager (IGM)

SUBJECT: Presentation of the California Police Chiefs Association Accreditation Program (CAPS) that would benefit the Kensington Police Department

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### RECOMMENDATION:

This is a presentation which welcomes questions. This is not a board action agenda item.

### BACKGROUND:

The professionalism that now exists with the Kensington Police Department is something all directors and residents want to see continue, even when management changes and new officers are recruited.

This presentation emphasizes the benefits of this program which ensures the highest standards of professionalism for the Kensington Police Department well into the future.

### EXHIBIT(S):

- California Police Chief's Accreditation Program (CAPS)

# CALIFORNIA POLICE CHIEFS ACCREDITATION PROGRAM

# CAPS

*A Program of the California Police Chiefs Association*

PREPARED BY

## KENSINGTON POLICE DEPARTMENT

*Committed to Excellence, Professionalism,  
and Continuous Improvement*



*Professional Standards ★ Public Trust ★ Accountability ★ Excellence*



The California Police Chiefs Association CAPS Accreditation Program - **California Accreditation for Professional Standards** - is a newly established statewide initiative designed to elevate professionalism, accountability, and transparency across law enforcement agencies.

CAPS provides a formal, standards-based accreditation framework that verifies agencies operating in alignment with recognized best practices. Unlike internal reviews, CAPS requires documented compliance and independent validation, ensuring that policies are not only established but consistently applied.

The Kensington Police Department has been selected for the inaugural cohort, with only 14 agencies statewide participating in the initial rollout. This places Kensington in a leadership position, helping to shape and define accreditation standards across California.

### **Program Structure**

CAPS is built on a structured, standards-driven model that governs all major areas of law enforcement operations.

### **Key components include**

- **Standards Framework:**  
A comprehensive set of professional standards defining best practices across agency operations.
- **Policy Alignment:**  
Required review and alignment of all agency policies to meet CAPS standards and current legal requirements.
- **Proof of Compliance:**  
Agencies must provide verifiable documentation demonstrating that policies are actively implemented, followed, and reinforced.
- **Phased Accreditation Process:**  
A structured progression including onboarding, gap analysis, implementation, internal assessment, and external review.
- **Continuous Compliance:**  
Accreditation requires ongoing maintenance through periodic review, updates, and sustained documentation.

### **Operational Scope**

CAPS accreditation evaluates and standardizes critical operational areas, including:

- Use of Force
- Training and Professional Development
- Supervision and Accountability
- Personnel Practices
- Records and Reporting
- Community Engagement



This comprehensive scope ensures agencies operate with consistency, clarity, and accountability across all functions.

### **Technology Platform: PowerDMS (NEOGOV)**

The CAPS program is supported by PowerDMS by NEOGOV, a centralized accreditation management system.

PowerDMS enables agencies to:

- Manage and maintain policies
- Track compliance with accreditation standards
- Upload and organize proofs of compliance
- Assign and document training
- Conduct internal audits and assessments

This platform ensures accreditation is a continuous, trackable process rather than a one-time event.

### **Program Significance**

CAPS represents a shift from minimum compliance to verified excellence.

It requires agencies to demonstrate:

- Consistent application of policies
- Measurable accountability
- Transparent operations
- Organizational discipline

CAPS accreditation can be best understood as the equivalent of a "doctorate-level" achievement for a law enforcement agency, requiring deep evaluation, documented performance, and independent validation.

### **Kensington's Leadership Role**

As one of only 14 agencies in the inaugural CAPS cohort, the Kensington Police Department is:

- Helping define and refine statewide accreditation standards
- Establishing benchmarks for other agencies
- Demonstrating a commitment to best-in-class policing practices

Participation reflects proactive leadership and a willingness to operate at the highest professional standard.

### **Community Impact**

CAPS accreditation directly benefits the community by ensuring:

- Consistent and fair policies aligned with best practices
- Transparent operations with documented accountability
- High standards of training and supervision



- Increased public confidence in law enforcement

Trust is strengthened through demonstrated performance and measurable standards, not assumptions.

The CAPS Accreditation Program represents a significant advancement in law enforcement professionalism in California. Kensington Police Department's participation in the inaugural cohort underscores its commitment to:

- Leadership
- Accountability
- Transparency
- Excellence in service

Kensington is not simply meeting expectations; it is helping define the future standard for policing in California.

# POLICE DEPARTMENT

*Mike Gancasz, Chief of Police*



## MEMORANDUM

**DATE:** March 12, 2026  
**TO:** M. Gancasz, Chief of Police  
**FROM:** A. Nath, Police Lieutenant  
**SUBJECT:** California Police Chiefs Association CAPS Accreditation Program

The California Police Chiefs Association Accreditation Program for Law Enforcement (CAPS), launched in 2026, establishes statewide standards for policy development, training, accountability, and operational best practices. The program provides a structured accreditation framework and policy compliance management, strengthening governance and consistency.

Participation in CAPS will enhance our policy oversight, improve accountability, and align the Department with recognized professional policing standards. **I recommend that the Kensington Police Department participate in this program** to position itself among California agencies pursuing formal accreditation and National best practices.

### Cost Summary:

- **Year 1 Net Cost (KPD): \$4,980.40**
  - CAPS Enrollment (\$5,500) and Power Standards (\$600) \*covered through grant funding (\$6,100 total)
  - PowerDMS (Policy, Training, Setup): \$4,980.40
- **Annual Cost (Year 2+): \$11,446.68**
  - CAPS Annual Fee: \$5,000
  - Power Standards: \$600
  - PowerDMS (Policy & Training): \$5,846.68

4/13/26

I support the Lieutenant's recommendation to pursue accreditation for our Police Department through the California Police Chiefs Association. A new line item for this program will be created in the 26/27 budget. Lieutenant A. Nath will be designated as the department's **Accreditation Manager**, reporting directly to the Chief of Police on this program. Support staff will be determined based on needs.

M. Gancasz, Chief of Police



## Kensington Community Services District

DATE: May 14, 2026

TO: Board of Directors

FROM: David Aranda, Interim General Manager (IGM)

SUBJECT: Discussion of the draft budget for Fiscal Year 2027 and approval to publish a notice of public hearing for the Fiscal Year 2027 budget

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### RECOMMENDATION:

Discuss and ask questions regarding the Fiscal Year 2027 budget and approve the publishing of a Notice of Public Hearing that would be held June 11, 2027.

### BACKGROUND:

Each year, as required by the CSD Government Code, the district must present a draft budget, preferably at the May meeting. This allows for discussion and then the publication of a public hearing for the public to comment on the budget prior to the budget being approved at the June meeting.

The Fiscal Year 2027 budget incorporates the fire operations into the community services district budget which has always included the police department operations, park operations, solid waste operations, and administrative operations.

Attached are the draft budget and a brief narrative that was presented to the Finance Committee on Monday afternoon. Any findings of the Finance Committee will be presented verbally to the board on Thursday night.

### EXHIBIT(S):

- Proposed Fiscal Year 2027 Budget
- Finance Committee - Summary of the draft budget for Fiscal Year 2026-2027
- Notice of Public Hearing

	<b>FY 27 Revenues</b>	<b>Capital Revenue</b>	<b>FY 27 Expenditures</b>	<b>FY 27 Capital Expenses</b>	<b>Net FY 27 End</b>
General Fund	\$8,730,700.00		\$879,260.78	\$283,050.00	\$7,568,389.22
Police	\$1,725,500.00		\$3,500,321.00	\$55,000.00	(\$1,829,821.00)
Parks	\$120,500.00	\$35,000.00	\$218,074.42	\$95,500.00	(\$158,074.42)
Waste Management	\$120,000.00		\$99,200.00		\$20,800.00
Fire	\$253,802.00		\$5,170,000.00	\$40,000.00	(\$4,956,198.00)
<b>Total</b>	<b>\$10,950,502.00</b>	<b>\$35,000.00</b>	<b>\$9,866,856.20</b>	<b>\$473,550.00</b>	<b>\$645,095.80</b>



**Kensington Community Services District**  
**Proposed Budget FY 26/27**  
**General Fund**

Account #		General Fund	FY 25 CSD	FY 26 YTD results	FY 26 YTD results	FY 26 CSD	FY 26 Fire	Total FY 26	FY 27 Proposed
Old	New		Actual Results	April 30	FIRE	Adopted Budget	Amended budget	Budget	Budget
401	01-401	Levy Tax - Co. Prop 1%	\$2,579,479	\$2,499,727	\$5,640,381	\$2,575,000	\$5,883,985	\$8,458,985	\$8,500,000
456	01-456	Interest	\$117,753	\$130,008		\$75,000		\$75,000	\$200,000
458	01-458	Other District Revenue - Allocation	\$61,607			\$25,844		\$25,844	\$30,700
480	01-480	Rental Revenue	\$7,316						
		<b>Total Revenue</b>	<b>\$2,766,154</b>	<b>\$2,629,735</b>	<b>\$5,640,381</b>	<b>\$2,675,844</b>	<b>\$5,883,985</b>	<b>\$8,559,829</b>	<b>\$8,730,700</b>
		<b>Expenses</b>							
		<b>District Expenses</b>							
800	01-800	<b>District Expenses</b>							
500.6	01-500.6	FSA Expenses	\$3,339	(\$1,589)					\$0
815	01-815	Admin Communications	\$16,300	\$11,217		\$10,000		\$10,000	\$15,000
	01-814	Website Development/Maintenance			\$3,908		\$3,846	\$3,846	\$7,500
		IT Services & Equipment			\$20,845		\$5,000	\$5,000	\$10,000
816	01-816	Office Supplies	\$4,440	\$6,512	\$8,899	\$4,000	\$10,405	\$14,405	\$10,000
817	01-817	Printing & Postage	\$2,071	\$5,809		\$7,500		\$7,500	\$6,000
818	01-818	Mileage Reimbursement	\$1,158	\$1,083		\$1,000		\$1,000	\$1,500
819	01-819	Subscriptions/Memberships	\$14,279	\$10,313		\$20,000		\$20,000	\$20,000
820	01-820	Copier Contract	\$4,097	\$3,615		\$4,000		\$4,000	\$2,000
825	01-825	Board Continuing Ed/Conferences			\$2,369	\$4,000	\$5,000	\$9,000	\$5,000
826	01-826	Board Meetings		\$665					\$0
831	01-831	Training and Travel Admin	\$11,589	\$8,845		\$15,000		\$15,000	\$15,000
	01-580	Utilities			\$4,097				\$5,000
		<b>Total District Expenses</b>	<b>\$57,271</b>	<b>\$46,468</b>	<b>\$40,119</b>	<b>\$65,500</b>	<b>\$24,251</b>	<b>\$89,751</b>	<b>\$97,000</b>
		<b>Salaries</b>							
807	01-807	Salaries	\$228,021	\$205,695	\$73,170	\$277,644	\$88,385	\$366,029	\$390,396
808	01-808	Payroll Taxes	\$17,143	\$18,092	\$6,149	\$21,239	\$7,086	\$28,325	\$29,865
809	01-809	Benefits / Unemployment			\$3,000		\$6,067		\$0
		<b>Total salaries</b>	<b>\$245,165</b>	<b>\$223,786</b>	<b>\$82,319</b>	<b>\$298,883</b>	<b>\$101,538</b>	<b>\$394,354</b>	<b>\$420,261</b>
		<b>Professional Services</b>							
835	01-835	Consulting	\$102,009	\$42,779		\$25,000		\$25,000	\$10,000



**Kensington Community Services District  
Proposed Budget FY 26/27  
General Fund**

Account #		General Fund	FY 25 CSD Actual Results	FY 26 YTD results April 30	FY 26 YTD results FIRE	FY 26 CSD Adopted Budget	FY 26 Fire Amended budget	Total FY 26 Budget	FY 27 Proposed Budget
Old	New								
	01-836	Operational Consulting			\$82,885		\$109,730	\$109,730	\$50,000
	01-838	Other Consulting							
840	01-840	Consulting Accounting	\$111,761	\$41,224		\$75,000	\$20,000	\$95,000	\$45,000
840	01-841	Audit			\$20,500		\$22,500	\$22,500	\$30,000
830	01-830	Legal (District/Personnel)	\$67,909	\$56,043		\$45,000	\$18,000	\$63,000	\$45,000
850	01-850	Risk Management Insurance	\$55,308	\$48,566	\$16,856	\$56,000	\$24,582	\$80,582	\$65,000
851	01-851	Workers Compensation	\$4,395	\$2,105	\$1,993	\$6,000	\$3,251	\$9,251	\$7,500
860	01-860	Election	300					\$0	\$8,000
861	01-861	LAFCO	\$1,547	\$1,850	\$2,555	\$2,000	\$2,555	\$4,555	\$3,000
870	01-870	County Expenditures			\$45,548	\$5,000	\$42,334	\$47,334	\$68,000
898	01-898	Other Expenses		\$4,608		\$5,000	\$20,000	\$25,000	\$5,000
550.6	01-550.6	FSA Expenses				\$14,000		\$14,000	\$1,500
997	01-997	Payroll Expense	\$13,688	\$9,180	\$1,018		\$1,018	\$1,018	\$14,000
	01-572	Recruiting/Hiring/Background			\$16,000		\$16,000	\$16,000	\$10,000
		<b>Total Administrative expenses</b>	<b>\$356,916</b>	<b>\$206,354</b>	<b>\$187,354</b>	<b>\$233,000</b>	<b>\$279,970</b>	<b>\$512,970</b>	<b>\$362,000</b>
		<b>Debt Service</b>							
		PSB Loan principle		\$14,280	\$14,280		\$57,002	\$57,002	\$114,004
		PSB loan interest		\$57,002	\$57,002		\$84,523	\$84,523	\$169,046
		<b>Total Expenses</b>	<b>\$659,352</b>	<b>\$547,891</b>	<b>\$381,075</b>	<b>\$597,383</b>	<b>\$547,284</b>	<b>\$1,138,600</b>	<b>\$1,162,311</b>
		<b>Net Revenue/ (Expense)</b>	<b>\$2,106,802</b>	<b>\$2,081,844</b>	<b>\$5,259,306</b>	<b>\$2,078,461</b>	<b>\$5,336,701</b>	<b>\$7,421,229</b>	<b>\$7,568,389</b>



**Kensington Community Services District  
Proposed Budget FY 26/27  
Police Department**

Account #		PD	FY 25 Actual	FY 26 YTD results -	FY 26 Adopted	FY 27 Proposed
Old	New	Account	Results	April 30	Budget	Budget
402	02-402	Special Tax-Police	\$686,040	\$651,738	\$685,500	\$685,500
404	02-404	Measure G Supplemental Tax	\$705,523	\$678,721	\$700,000	\$700,000
410	02-410	Police Fees/Service Charges	\$13,912	\$12,961	\$10,000	\$15,000
<b>Total Assessments</b>			<b>\$1,405,475</b>	<b>\$1,343,420</b>	<b>\$1,395,500</b>	<b>\$1,400,500</b>
<b>Grant Revenue</b>						
414	02-414	POST Reimbursement	\$2,046	\$5,994	\$5,000	\$3,000
415	02-415	SLESF	\$194,663	\$207,033	\$200,000	\$200,000
422	02-422	Grant Revenue	\$41,000			\$0
<b>Total Grant Revenue</b>			<b>\$237,709</b>	<b>\$213,027</b>	<b>\$205,000</b>	<b>\$203,000</b>
<b>Reimbursements&amp;fees</b>						
418	02-418	CERBT Disbursements	\$129,058	\$9,508	\$121,100	\$122,000
	02-419	Other Misc. Revenue/Refunds				
<b>TOTAL REVENUE</b>			<b>\$1,772,242</b>	<b>\$9,508</b>	<b>\$1,721,600</b>	<b>\$1,725,500</b>
<b>EXPENSES</b>						
	500	<b>Police Salaries</b>				
502.1	02-807	Salaries	\$1,270,099	\$1,127,938	\$1,353,586	\$1,471,456
503	02-503	Holiday Pay	\$46,823	\$40,775	\$48,500	\$50,373
503.4	02-503.4	Incentive pay - Longevity	\$9,644	\$8,017	\$7,500	\$13,760
504	02-504	Incentive Pay- Education	\$13,720	\$12,667	\$15,000	\$17,110
505	02-505	Incentive Pay- POST Certificate	\$32,401	\$34,507	\$30,000	\$51,174
<b>Total Officer Salaries</b>			<b>\$1,372,687</b>	<b>\$1,223,904</b>	<b>\$1,454,586</b>	<b>\$1,603,873</b>
506	02-506	Overtime	\$77,746	\$95,373	\$75,000	\$70,000
		Overtime Special Events				\$10,000
508	02-508	Non-Sworn Salaries				
<b>Total Police Salaries</b>			<b>\$1,450,433</b>	<b>\$95,373</b>	<b>\$1,529,586</b>	<b>\$1,683,873</b>
<b>Benefits</b>						



**Kensington Community Services District  
Proposed Budget FY 26/27  
Police Department**

Account #		PD	FY 25 Actual	FY 26 YTD results -	FY 26 Adopted	FY 27 Proposed
Old	New	Account	Results	April 30	Budget	Budget
509	02-509	Hiring Bonus	\$24,000	\$10,000	\$8,000	\$10,000
510	02-510	Vacation Cash Out				
516	02-516	Uniform Allowance	\$11,300	\$950	\$2,400	\$1,200
520	02-520	In Lieu Health Expense				\$12,000
521-A	02-521A	Medical/Vision/Dental (Active)	\$205,382	\$213,424	\$240,000	\$205,000
521-R	02-521R	Medical/Vision/Dental (Retired)	\$118,274	\$88,951	\$121,000	\$90,000
522	02-522	Officer Life Insurance		\$3,548	\$6,500	\$3,300
		<b>Total Benefits</b>	<b>\$358,956</b>		<b>\$377,900</b>	<b>\$321,500</b>
		<b>Taxes &amp; Workers Comp</b>				
523	02-808	Payroll Taxes	\$21,052	\$18,890	\$20,000	\$26,000
524	02-524	Payroll Taxes (non sworn)				
530	02-851	Workers Compensation	\$45,000	\$69,167	\$84,000	\$77,190
		<b>Total Taxes &amp; Workers Com</b>	<b>\$66,052</b>	<b>\$88,057</b>	<b>\$104,000</b>	<b>\$103,190</b>
		<b>Retirement</b>				
527	02-527	CalPERS District Share	\$389,640	\$212,098	\$290,000	\$284,000
528	02-528	CalPERS Officers Share				
529	02-529	Pension Obligation Bond Payment	\$71,629	\$259,629	\$330,900	\$331,258
		<b>Total retirement</b>	<b>\$461,269</b>	<b>\$471,727</b>	<b>\$620,900</b>	<b>\$615,258</b>
		<b>Operations &amp; Admin Expenses</b>				
519	02-519	Axon - Body Camera/Tasers/Storage		\$17,712	\$25,000	\$30,500
	02-555	CAPS				\$11,500
554	02-554	Traffic Safety/Equipment	\$16,297	\$6,049	\$15,000	\$18,000
568	02-568	Evidence, Investigation, Forensic Services	\$6,678	\$2,753	\$8,500	\$7,000
571	02-571	Records, PRA, and Redaction Software	\$900	\$2,626	\$5,000	\$0
575	02-575	Community Safety Cameras		\$13,422	\$15,000	\$15,000
576	02-819	Subscriptions/Memberships	\$3,390	\$9,173	\$3,000	\$8,000



**Kensington Community Services District  
Proposed Budget FY 26/27  
Police Department**

Account #		PD	FY 25 Actual	FY 26 YTD results -	FY 26 Adopted	FY 27 Proposed
Old	New	Account	Results	April 30	Budget	Budget
594	02-594	Community Events & Volunteer programs	\$8,071	\$8,209	\$8,000	\$9,000
		<b>Total Police Operating</b>	<b>\$35,336</b>	<b>\$59,945</b>	<b>\$79,500</b>	<b>\$99,000</b>
569	02-569	Emergency Preparedness				
		<b>Building &amp; District Expenses</b>				
552	02-816	Office Supplies And Expenses	\$6,399	\$8,192	\$6,500	\$10,000
567	02-567	Building Alarm, Fire, Security, and Maintenance	\$6,567	\$4,203	\$6,500	\$5,000
580	02-580	Utilities	\$35,221	\$28,430	\$35,000	\$35,000
581	02-581	Building Repairs and Maintenance	\$13,592	\$3,540	\$6,000	\$4,000
587	02-587	IT Contract	\$54,551	\$41,846	\$50,000	\$45,000
590	02-590	Janitorial	\$15,150	\$10,898	\$13,000	\$13,000
592	02-592	Website Social Media Contracts	\$199	\$3,640	\$1,000	\$1,000
597	02-597	Police Building Lease	\$86,665	\$58,849	\$88,000	\$75,000
		<b>Total Building &amp; District Expenses</b>	<b>\$218,344</b>	<b>\$159,598</b>	<b>\$206,000</b>	<b>\$188,000</b>
		<b>Fleet Related Expenses</b>				
561	02-561	Fleet Maintenance, Fuel, Toll, Transportation	\$73,115	\$73,482	\$55,650	\$75,000
563	02-563	Vehicle Lease	\$99,993	\$26,239	\$15,000	\$16,000
566	02-566	Radio Maintenance	\$10,488	\$15,382	\$15,000	\$10,000
588	02-588	Police Fleet Cellular Contract	\$10,767	\$8,487	\$10,000	\$12,000
		<b>Total Fleet</b>	<b>\$194,363</b>	<b>\$123,589</b>	<b>\$95,650</b>	<b>\$113,000</b>
		<b>Personnel Misc.</b>				
553	02-553	Uniforms, Equipment, and Duty Gear	\$6,567	\$14,166	\$15,000	\$20,000
570	02-831	Training And Travel Expense	\$20,770	\$22,846	\$25,000	\$25,000
572	02-572	Recruiting, Hiring & Background	\$8,506	\$2,536	\$7,500	\$1,500
574	02-574	Reserve Program	\$208		\$4,000	\$1,500
598	02-835	Consulting - background/hiring/rec	\$61,469	\$39,348	\$60,000	\$50,000
		<b>Total Personnel Misc.</b>	<b>\$97,520</b>	<b>\$78,896</b>	<b>\$111,500</b>	<b>\$98,000</b>



**Kensington Community Services District  
Proposed Budget FY 26/27  
Police Department**

Account #		PD	FY 25 Actual	FY 26 YTD results -	FY 26 Adopted	FY 27 Proposed
Old	New	Account	Results	April 30	Budget	Budget
<b>Professional Services &amp; Liability</b>						
591	02-850	Risk Management Insurance	\$66,000	\$62,491	\$70,000	\$80,000
595	02-830	Legal	\$14,450	\$7,946	\$13,000	\$4,000
	02-596	Lexipole				\$4,500
564	02-564	Cal-ID, ARIES, SunRidge, LEFTA	\$10,306	\$157,021	\$180,000	\$190,000
<b>Total Prof. Services &amp; Liability</b>			<b>\$80,450</b>	<b>\$70,436</b>	<b>\$83,000</b>	<b>\$278,500</b>
963	02-963	Patrol Car Accessories		\$69,356	\$62,678	\$40,000
967	02-967	Station Equipment		\$17,353	\$12,000	\$15,000
968	02-968	Office Furniture/Equipment				
<b>Total Expenses</b>			<b>\$2,962,723</b>	<b>\$1,234,329</b>	<b>\$3,282,714</b>	<b>\$3,555,321</b>
<b>Net Income</b>			<b>(\$1,190,481)</b>	<b>(\$1,224,821)</b>	<b>(\$1,561,114)</b>	<b>(\$1,829,821)</b>



**Kensington Community Services District  
Proposed Budget FY 26/27  
Fire Department**

Account #		Fire	FY 25 Actual results	FY 26 YTD results - April 30	FY 26 Amended Budget	FY 27 Proposed Budget
Old	New					
<b>Revenue</b>						
	03-418	CERBT Disbursements	\$59,444	\$52,459	\$54,752	\$53,000
	03-450	Lease Agreement				
	03-419	Other Revenue				
	03-452	Other Tax Income	\$7,084	\$3,031	\$25,000	\$0
		Investment Income	\$192,345	\$141,559	\$181,979	\$0
	03-402	Special Taxes	\$200,827	\$200,802	\$200,802	\$200,802
		<b>Total Revenue</b>	<b>\$459,700</b>	<b>\$397,851</b>	<b>\$462,533</b>	<b>\$253,802</b>
<b>Expenses</b>						
COMMUNITY SERVICE ACTIVITIES						
	03-569	Emergency Preparedness	\$4,907	\$5,979	\$0	\$6,000
	03-906	Hazardous Vegetation Removal Grant		\$39,410	\$41,460	\$80,000
	03-908	Public Education	\$12,204	\$16,609	\$15,000	\$16,000
	03-905	KEEP Grant				\$15,000
		<b>Total Expenses</b>	<b>\$17,112</b>	<b>\$61,998</b>	<b>\$56,460</b>	<b>\$117,000</b>
<b>DISTRICT ACTIVITIES</b>						
Building Activities						
	01-567	Building Alarm, Fire, Security, and Maintenance		\$5,132	\$14,683	\$16,000
	01-644	Landscaping		\$2,040	\$2,400	\$5,000
	01-590	Janitorial Service	\$1,800		\$3,240	\$1,000
	03-590	Janitorial (Med Waste Disposal)		\$3,464	\$4,494	\$5,000
	01-567	Miscellaneous Maint.	\$2,893	(\$5,958)	\$2,000	\$0
		<b>Total Building Activities</b>	<b>\$4,693</b>	<b>\$4,678</b>	<b>\$24,817</b>	<b>\$27,000</b>
	03-553	Uniforms, Equipment, and Duty Gear		\$1,432	\$6,695	\$7,000
	03-898	Other Expenses	\$5,452	\$0	\$5,150	\$5,000



**Kensington Community Services District**  
**Proposed Budget FY 26/27**  
**Fire Department**

Account #		Fire Account	FY 25 Actual results	FY 26 YTD results - April 30	FY 26 Amended Budget	FY 27 Proposed Budget
Old	New					
	03-576	Subscriptions/Memberships	\$9,094	\$6,455	\$9,785	\$5,000
	03-580	Utilities (Telephone & PG&E)	\$4,924	\$42,097	\$46,551	\$52,500
		<b>Total Office</b>	<b>\$19,470</b>	<b>\$49,984</b>	<b>\$68,181</b>	<b>\$69,500</b>
		<b>OUTSIDE PROFESSIONAL SERVICES</b>				
	01-840	Accounting	\$37,365	\$20,215	\$20,000	\$0
	03-1009	Actuarial Valuation	\$6,000	\$9,500	\$3,200	\$6,000
	01-898	Bank Fee	\$25	\$47	\$25	\$0
	03-1010	El Cerrito Contract Fee	\$4,320,658	\$3,421,987	\$4,480,522	\$4,800,000
	03-1011	El Cerrito Reconciliation(s)	(\$42,866)	(\$17,861)	\$58,313	\$0
	03-837	Emergency prep coordinator		\$85,759	\$114,263	\$90,000
	03-1012	Fire Abatement Contract			\$5,513	\$0
	03-1015	Fire Engineer Plan Review		\$2,855	\$3,090	\$3,000
	01-830	Legal Fees	\$34,763	\$30,657	\$18,000	\$0
	03-850	Risk Management Insurance	\$12,547	\$16,856	\$24,582	\$0
	03-1016	Wildland Vegetation Mgmt	\$2,350	(\$4,234)	\$4,244	\$4,500
		<b>Total OUTSIDE PROFESSIONAL SERVICES</b>	<b>\$4,370,841</b>	<b>\$3,565,780</b>	<b>\$4,933,717</b>	<b>\$4,903,500</b>
		<b>RETIREE MEDICAL BENEFITS</b>				
	03-521R	Medical/Vision/Dental (Retired)	\$51,638	\$35,476	\$47,637	\$53,000
		<b>Total RETIREE MEDICAL BENEFITS</b>	<b>\$51,638</b>	<b>\$35,476</b>	<b>\$47,637</b>	<b>\$53,000</b>
	03-967	Station Equipment			\$41,700	\$40,000
	01-968	Office Furniture/Equipment				
		<b>Total Expenses</b>	<b>\$4,459,061</b>	<b>\$3,713,238</b>	<b>\$5,172,512</b>	<b>\$5,210,000</b>
		<b>Net Income</b>	<b>(\$3,999,360)</b>	<b>(\$3,315,387)</b>	<b>(\$4,709,979)</b>	<b>(\$4,956,198)</b>



**Kensington Community Services District**  
**Proposed Budget FY 26/27**  
**Parks**

Account #		Parks Revenue	FY 25 Actual	FY 26 YTD results -	FY 26 Adopted	FY 27
Old	New		Results	April 30	Budget	Proposed
424	04-402	Special Tax-Landscape and Learning Parks	\$45,716	\$44,675	\$49,000	\$50,000
427	04-427	Community Center Revenue	\$46,964	\$39,330	\$38,000	\$38,000
438	04-438	Tennis Court Revenue	\$2,770	\$1,438	\$2,500	\$1,500
439	04-419	Other Misc. Revenue	\$13,715	\$1,100	\$0	\$0
<b>TOTAL REVENUE</b>			<b>\$109,165</b>	<b>\$86,543</b>	<b>\$89,500</b>	<b>\$89,500</b>
471	04-470	KCC Annual Fees	\$30,097	\$15,249	\$30,000	\$31,000
<b>Total Revenue</b>			<b>\$139,262</b>	<b>\$101,791</b>	<b>\$119,500</b>	<b>\$120,500</b>
<b>EXPENSES</b>						
<b>Salaries and Benefits</b>						
601&602	04-807	Salaries	\$54,362	\$45,421	\$68,100	\$73,548
623	04-808	Payroll Taxes	\$4,360	\$3,452	\$5,210	\$5,626
<b>Total Salaries &amp; Benefits</b>			<b>\$58,722</b>	<b>\$48,873</b>	<b>\$73,310</b>	<b>\$79,174</b>
<b>Operations &amp; Admin Expenses</b>						
<b>Parks Expenses</b>						
640	04-640	General Maintenance	\$31,800	\$15,533	\$25,000	\$20,000
641	04-641	Utilities	\$32,945	\$21,762	\$28,000	\$30,000
642	04-580	Janitorial Supplies	\$2,524	\$2,076	\$2,500	\$2,500
643	04-590	Landscaping	\$40,825	\$26,615	\$36,000	\$32,000
644	04-644	Workers Compensation	\$3,000	\$1,667	\$4,000	\$5,600
645	04-851	Community Center Maintenance & Repairs	\$8,367	\$5,739	\$10,000	\$7,500
646&699	04-581	Legal	\$2,225		\$3,000	\$1,000
647	04-830	Consulting				\$0
647	04-835	Interest Expense	\$5,192			
649	04-649					
<b>Total Park Expenses</b>			<b>\$126,877</b>	<b>\$73,392</b>	<b>\$108,500</b>	<b>\$98,600</b>
<b>Other Park expenses</b>						



**Kensington Community Services District  
Proposed Budget FY 26/27  
Parks**

Account #		Parks Revenue	FY 25 Actual Results	FY 26 YTD results - April 30	FY 26 Adopted Budget	FY 27 Proposed
Old	New					
699	04-699	Community Center Expenses - Other				
657	04-850	Risk Management Insurance	\$15,000	\$12,500	\$15,000	\$18,000
658	04-658	Levy Administration	\$9,247	\$7,309	\$9,000	\$11,300
659	04-898	Other Expenses	\$67,978	\$10,670	\$10,000	\$10,000
674	04-674	Parks Maintenance and Repair	\$200		\$1,000	\$1,000
<b>Total Other expenses</b>			<b>\$92,424</b>	<b>\$30,479</b>	<b>\$35,000</b>	<b>\$40,300</b>
<b>TOTAL EXPENSE</b>			<b>\$278,023</b>	<b>\$152,744</b>	<b>\$216,810</b>	<b>\$218,074</b>
<b>NET REVENUE / (EXPENSE)</b>			<b>(\$168,858)</b>	<b>(\$50,952)</b>	<b>(\$97,310)</b>	<b>(\$97,574)</b>
<b>Capital Outlay</b>						
<b>Capital Income</b>						
		PATH Dedicated Capital Revenue		\$35,000	\$35,000	\$35,000
470	04-471	KCC Reserves	\$30,000	\$60,000		\$0
<b>Total capital income</b>			<b>\$30,000</b>	<b>\$95,000</b>	<b>\$35,000</b>	<b>\$35,000</b>
<b>Capital expenses</b>						
972	04-972	Park Capital Improvement		\$119,748		
978	04-968	Park Furniture and Equipment	\$1,157			\$0
	04-976	PATHS Capital Expense	\$460	\$32,913	\$30,000	\$65,000
975	04-975	Community Center Loan Repayment	\$25,294		\$30,500	\$30,500
<b>Total capital expenses</b>			<b>\$26,911</b>	<b>\$152,661</b>	<b>\$60,500</b>	<b>\$95,500</b>
<b>Net Income</b>			<b>(\$164,152)</b>	<b>(\$108,613)</b>	<b>(\$122,810)</b>	<b>(\$158,074)</b>



**Kensington Community Services District  
Proposed Budget FY 26/27  
Waste Management**

Account #		WM	FY 25 Actual	FY 26 YTD results -	FY 26	FY 27
Old	New	Account	Results	April 30	Adopted	Proposed
<b>Revenue</b>						
448	05-448	Franchise Fees	\$128,795	\$87,984	\$120,000	\$120,000
461	05-461	Waste Removal Franchise Fee				\$0
481	05-422	Grant Revenue	\$75,000			\$0
455	05-456	Interest				\$0
<b>TOTAL REVENUE</b>			<b>\$203,795</b>	<b>\$87,984</b>	<b>\$120,000</b>	<b>\$120,000</b>
<b>EXPENSES</b>						
Operations & Admin Expenses						
751	05-751	Waste Removal Franchise Fee Expense	\$54,509	\$36,408	\$51,000	\$51,000
752	05-752	Waste Management Program Admin	\$24,362		\$25,844	\$30,700
753	05-898	Other Expenses	\$2,714	\$700	\$5,000	\$2,500
754	05-830	Legal	\$5,849		\$10,000	\$2,500
754	05-835	Consulting				\$10,000
799	05-799	Waste Management grant expenses	\$57,035	\$8,936	\$25,000	\$2,500
<b>Total Operations &amp; Admin Expenses</b>			<b>\$144,468</b>	<b>\$46,044</b>	<b>\$116,844</b>	<b>\$99,200</b>
Net Revenue/ (Expense)			<b>\$59,327</b>	<b>\$41,939</b>	<b>\$3,156</b>	<b>\$20,800</b>



## Kensington Community Services District

**DATE:** May 11, 2026  
**TO:** Finance Committee  
**FROM:** David Aranda, KPPCSD Interim General Manager  
**SUBJECT:** Summary of the draft budget for Fiscal Year 2026-2027

At the May Board of Directors meeting a draft budget for fiscal year 2027 will be presented. The Finance Committee is meeting on Monday the 11th. Any significant changes, errors or questions that are found by the finance committee will be noted and included verbally at the board meeting. This is since the board packet will have gone out prior to the finance committee meeting.

Please keep in mind that this is a draft for the fiscal year 2027 budget. A final budget will be presented to the board at the June 11, 2026, meeting after a public hearing is held on the budget.

I have noted some key features of the draft budget as follows:

1. The summary page provides a quick glance at projected revenues for each department, expenses, capital expenses/debt payments, and the balance that is projected when the fiscal year ends June 30, 2027
2. Melissa worked with Mary and I and we reformatted the chart of account numbers so that the first two digits denotes the department and the second three digits the specific item. We feel that this will make for easier recognition of charges to the various departments.
3. General Fund notations include projected property taxes. We are going to show gross property tax revenue and then in expenses (01-870) reflect that amount the county charges for handling the property tax processing. Mary and I agree that this is a more accurate measurement in showing true property tax revenue received each year.
4. The general fund reflects the change of what, in past years, would have been fire-related costs but truly are administrative costs. A utility line item for example (01-580) reflects utilities at the public safety building that are the result of administrative use in the building.
5. The general fund salaries are capturing seventy-five percent of the fiscal year for a new general manager and the salary for the current general manager for a bit of an overlap of working time. The general fund also captures the consulting costs for Mary for a portion of the year and for Raychel throughout the year.
6. Please note that the public safety building debt payment is included as a capital expense in the budget.
7. The police department budget was primarily produced by the work of the Chief and the LT. They did a thorough job in reviewing all costs and working with Melissa on calculating the salaries that you see projected. The salaries are reflective of the current memorandum of understanding between the officers and the district.
8. The remaining portion of the police budget is based on the history of expenses and the expectation of ongoing costs.
9. You will note that the pension obligation bond for the police retirement is a large expense noted as 02-529.
10. The capital items are based on the approval of CHP grants which offset some large expenses, but the district would still incur some additional expenses in outfitting new vehicles.
11. The fire department budget has been formatted to reflect costs that are reflective of fire operations only. You will note that the emergency preparedness coordinator is listed as a consultant under the fire department budget, not in general administration.
12. The big line item, \$5,000,000 is for the contract that KCSD has with the city of El Cerrito for the fire services. This dollar amount is a ballpark estimate due to the city not having any information yet on the actual cost for the contract for fiscal year 2027.
13. The parks budget and the solid waste budget for 2027 do not differ much from the 2026 budget.
14. We will discuss this at 5 p.m. on Monday. If you have a chance to look over the budget and my comments and you have questions for me prior to the meeting it may be more productive but in any case I look forward to our discussion on Monday.

**NOTICE OF PUBLIC HEARING**

**KENSINGTON COMMUNITY SERVICES DISTRICT  
2026-2027 FISCAL YEAR PROPOSED BUDGET**

NOTICE IS HEREBY GIVEN that the Board of Directors of the Kensington Community Services District (District) has fixed **Thursday, June 11, 2026 at 7:00 p.m.**, or as soon as the matter may be heard, as the time for a Public Hearing by the Board of Directors to be held at the Kensington Community Center, located at 59 Arlington Ave., Kensington, CA 94707.

The Board of Directors of the KCSD will conduct a hearing pursuant to Government Code 61110 and as directed by the KCSD Board of Directors regarding the 2026-2027 Fiscal Year Proposed Budget, which commences on July 1, 2026. A copy of the proposed budget will be available for review at the District office and can be accessed on the [KPPCSD website](#). The Board will also receive and consider any written comments, which should be directed to the District at 217 Arlington Ave., Kensington, CA 94707. The Board will consider all questions, comments, and objectives regarding establishing the budget at the hearing.

Dated: May \_\_, \_\_, 2026

Lynelle M. Lewis  
Clerk of the Board



## Kensington Community Services District

DATE: May 14, 2026

TO: Board of Directors

FROM: David Aranda, Interim General Manager (IGM)

SUBJECT: Discussion and Direction in Allowing the Friends of the Library to Use the South Room in the Annex Building to Store Their Used Books for Future Book Sales

### RECOMMENDATION:

Based on the most recent email from the Friends of the Library, the IGM is now recommending that the Board direct the Friends of the Library to locate a storage facility separate from the district.

### BACKGROUND:

The county library is going to receive extensive renovation this summer and the two sheds behind the library that Friends of the Library use for book storage will be removed and will NOT be replaced due to ADA parking requirements.

Supervisor Gioia contacted me and put me in contact with Cathy Travlos, President for Friends of the Library to see if the KCSD might be able to assist them with the book storage needs. I met Cathy, and we looked at the annex room. I have attached an email from Cathy that provides some background information about Friends of Kensington Library and their service to the community.

The Annex Building was used this past winter by the KCC when the weather is bad, and the kids could use an indoor area for their activities. I agreed to allow the KCC to use the Annex Building on a no cost basis to test out how well the Annex Building could hold up to use. Over the course of this past winter there have been various minor repairs made and the building seems to have worked out well for recreational activities.

In checking with Jenny from the KCC, she is okay with the south portion of the Annex Building to be used by the Friends of the Library. This agenda item is to determine if the board agrees with allowing the Friends of the Library to use the south portion of the Annex Building for an indefinite period.

### EXHIBIT(S):

- Email from Cathy Travlos (March 31, 2026)
- Email 2 from Cathy Travlos (May 7, 2026)
- Email 3 from Cathy Travlos (May 8, 2026)

**From:** Cathy Travlos <[ctravlos@gmail.com](mailto:ctravlos@gmail.com)>  
**Sent:** Tuesday, March 31, 2026 12:03 PM  
**To:** David Aranda <[DAranda@kppcsd.org](mailto:DAranda@kppcsd.org)>  
**Cc:** Alison McKee <[alison.mckee@library.cccounty.us](mailto:alison.mckee@library.cccounty.us)>; John Gioia <[John.Gioia@bos.cccounty.us](mailto:John.Gioia@bos.cccounty.us)>  
**Subject:** Friends of the Library book shed

Hi David,

As promised, here is more information about The Friends of Kensington Library.

The Friends of Kensington Library incorporated in 1959, when the library was still in the basement of the church, with the express purpose of finding a new home for the expanding library. These efforts spearheaded the drive to form the Kensington County Library Services Area, which allowed the community to tax itself to build the current library. The group currently raises funds to support the programs of the library, by providing funds to enhance library fixtures and provide programs for the community where budgeted funds are insufficient. At the community meeting last week, we sat on chairs and used microphones purchased by FKL. In March, FKL funded the Magical Moonshine Puppets and the Martial Arts Cinema program.

FKL raises funds through membership, donations, and book sales. Last year the book sales raised around \$8000, which went toward library programs. Besides raising money, the twice yearly book sales are a great way to connect with the Kensington community. It brings people to the library for the sale and we publicize all the great things that are going on. Without the sales, we will lose our main contact point with the public, reducing the FKL's visibility and likely impacting future fundraising efforts. For example, our single largest donor in recent years - a family who has steered \$40K to the FKL out of a donor-advised fund set up to honor their late mother - chose to prioritize the FKL in their giving plan because of their mother's regular volunteer work at the book sales. Had there been no book sales, there would have been no memorial gifts from this family.

The first book shed was built in 1989 to store books for the sale. It currently is used for books that are sorted, ready to be put out, and holds 300 boxes of books. By the time of the sale, that shed is full. The second shed holds boxes of unsorted books and all the file cabinets and other materials we need. The first shed is 10x10 and the second is 12x20. FKL has invested a lot of money into these sheds, including over \$24,000 in the last two years to repair the roof and rebuild the deck.

We started looking at what we would need to do to replace the sheds. We need a flat place and we need car access. When I was at the shed Tuesday, in the 20 minutes I was there we had 2 car loads of books dropped off. Replacement will cost somewhere between \$60,000 and \$70,000 - or more. Several of us wondered about the space where the Tot Lot used to be - it's just above the current library staff parking lot. You mentioned space above the Youth Hut - is there car access?

We are excited about the library renovation and totally support having the ADA required access. It's unfortunate that we're losing our space and investment and now have to start from scratch. We will likely have to use funds that we set aside to fund a big project for the renovation to replace the book sheds.

We appreciate your help in trying to find a solution.

Cathy Travlos

President, Friends of Kensington Library

**From:** Cathy Travlos <[ctravlos@gmail.com](mailto:ctravlos@gmail.com)>  
**Sent:** Thursday, May 7, 2026 5:47 PM  
**To:** David Aranda <[DAranda@kppcsd.org](mailto:DAranda@kppcsd.org)>  
**Subject:** Book shed update

Hi David,

We had a long discussion at our meeting last week about the state of the book shed, what's going to happen during the renovation, and what we want for the future. It's pretty clear that we won't be doing any book collection or sales while the library is closed. The renovation starts in July and is estimated to take about a year and a half, so we're figuring on two years. During that period we really only need to store our file cabinets and some boxes of books, as well as our folding tables. We're checking with our insurance, but we're fairly certain that they will want our things to be contained where there are no kids. Since it's only for storage, it could be a smaller space. Are we remembering correctly that one of the rooms at the annex is small? If so, that could work for us and Jenny could still have access to the larger rooms for the kids.

We understand that KCSD is going to be doing a new long term plan and we expect that use of the Annex will be part of this plan. At some point when we were expanding the book shed (maybe 15 years ago?) we were offered the area where the Tot Lot used to be. This area is between the current playground and the library parking lot. If that is still available, we would love to be able to build a new book shed there.

I'm planning on being at the meeting next week. I'm not sure how much background the board needs on the Friends group but I'll plan on being concise since I know your time is valuable and those meetings can be long!

Thanks!

Cathy

Item #17c

**From:** Cathy Travlos <[ctravlos@gmail.com](mailto:ctravlos@gmail.com)>  
**Sent:** Friday, May 8, 2026 10:59 AM  
**To:** David Aranda <[DAranda@kppcsd.org](mailto:DAranda@kppcsd.org)>  
**Subject:** Re: Book shed update

OK. Thanks. See you next week.

On Fri, May 8, 2026 at 10:45 AM David Aranda <[DAranda@kppcsd.org](mailto:DAranda@kppcsd.org)> wrote:

Hi Cathy: Thank you for updating me on the FKL decision in not being active on book sales during the time frame that the library is shut down. The annex building does not have any smaller rooms for book storage. I am concerned about supporting the concept of using the annex building for book storage as opposed to the original concept of an active book processing/sales use. The item will appear on the agenda as originally discussed because I am not in a position to change the information you just provided me. I will include your email in the board package. It will be up to the board to determine approving your request. Thanks David.

David Aranda  
Interim General Manager



## Kensington Community Services District

DATE: May 14, 2026

TO: Board of Directors

FROM: David Aranda, Interim General Manager (IGM)

SUBJECT: Approve spending up to \$6,500 on contracting with Kimber Communications to have the Fire Department Website Integrated into the Community Services District Platform

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### RECOMMENDATION:

Approve spending up to \$6,500 on contracting with Kimber Communications to have the Fire Department Website Integrated into the existing Community Services District Platform.

### BACKGROUND:

Background: The district has a need to integrate the fire district website into the CSD website. I am recommending that Kimber Communications do the job. Attached is the proposal from Kimberly Huff. I have known Kimberly for a few years now, she came recommended by Bay View Refuse. I have used her to "clean up" the solid waste portion of the district website, edit and produce the quarterly newsletter and help on certain promotional events the district has undertaken.

Separate from this project will be the need to have an IT professional move the domain name and email addresses from their status to a common name for all. I am hopeful I will have a proposal for the board next month on this project.

### EXHIBIT(S):

- KCSD KFD Website Integration Proposal 2026



*kimber communications ...speaking a language you understand ...conveying your thoughts ...being creative ...simplifying your world ...*

May 5, 2026

Dear Mr. Aranda and Members of the KCSD Board of Directors,

Please find the attached proposal outlining the integration of the Fire Department website into the existing Community Services District website platform.

This proposal is designed to provide a cost-effective and practical solution for improving public communication, emergency preparedness, operational efficiency, and long-term website management. By consolidating both entities into a single unified digital platform, the District can streamline administration, improve public access to information, and strengthen emergency communication capabilities while avoiding the costs and risks associated with maintaining separate systems.

The proposed integration focuses on enhancing the existing website structure rather than rebuilding infrastructure from the ground up. The project includes development of a dedicated Fire Department section, emergency communication enhancements, content migration, mobile optimization, ADA accessibility improvements, and a modernized navigation structure designed to better serve residents and visitors alike.

The proposal also outlines implementation phases, estimated timelines, and projected costs associated with the integration effort. Leveraging the existing Streamline platform allows the District to maximize existing investments while delivering a more unified and professional public-facing experience.

Thank you for the opportunity to present this proposal for consideration. We look forward to discussing the project further and answering any questions regarding implementation, scope, or long-term support.

Best regards,

A handwritten signature in green ink that reads "Kim Huff".

Kim Huff  
Kimber Communications  
415/740-0587  
[kim@kimber.net](mailto:kim@kimber.net)



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## DETAILED SCOPE OF SERVICES

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### Fire Department Website Integration into Existing Community Services District Website

#### Proposal Overview

This proposal outlines the integration of the Fire Department website into the existing Kensington Community Services District website platform.

Rather than maintaining two separate websites, this project would consolidate Fire Department information, services, emergency resources, and public communications into the existing district website structure. The result would be a more unified public experience, improved emergency communication capability, reduced administrative duplication, and lower long-term maintenance costs.

The goal is not to replace the existing Community Services District website, but rather to expand and restructure it to fully incorporate Fire Department operations and public-facing services.

#### Project Goals

The integration project is designed to:

- Create one centralized public information platform
- Improve emergency communication and public access to safety information
- Reduce duplicate hosting, maintenance, and content management efforts
- Improve mobile usability and accessibility
- Strengthen public trust through a unified digital presence
- Provide easier access to forms, preparedness resources, meetings, and department updates

#### Existing Platform Strategy

The project will utilize the existing Streamline platform already in place for the Community Services District website.

#### **Benefits of Remaining on Streamline**

- No need for a full platform migration
- Lower implementation costs
- Faster deployment timeline
- Existing municipal-focused functionality already available
  
- Integrated agendas, meetings, and document management
- Familiar content editing interface for staff
- Reduced technical risk
- Consistent branding and user experience

This approach focuses investment on improving structure, navigation, design, and content rather than rebuilding technical infrastructure.

#### Recommended Website Integration Structure



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The updated website would maintain the Community Services District identity while adding a dedicated Fire Department section integrated into the main navigation.

#### **Proposed Main Navigation:**

- Home
- Community Services District
- Fire Department
- Emergency Preparedness
- News & Updates
- Meetings & Governance
- Services & Forms
- Contact

#### **Fire Department Section**

The Fire Department section would function as a fully developed department hub within the website.

#### **Recommended Fire Department Pages:**

- Department Overview
- Emergency Information
- Wildfire Preparedness
- Defensible Space Resources
- Evacuation Information
- CPR and Public Education
- Permits and Inspections
- Community Risk Reduction
- Incident News and Updates
- Recruitment and Careers
  
- Apparatus and Stations
- Frequently Asked Questions
- Contact Information

#### **Emergency Communications Enhancements**

A major advantage of integration is the ability to centralize emergency communication.

#### **Recommended Features:**

- Sitewide emergency alert banner
- Dedicated emergency information hub
- Wildfire and evacuation resources
- Storm and disaster preparedness information
- Mobile-first emergency pages
- Quick-access emergency contacts
- AlertMarin and emergency notification links

#### **Content Migration and Restructuring**



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The project will include migration and restructuring of existing Fire Department content into the one platform.

**Scope Includes:**

- Migration of existing Fire Department pages
- Cleanup of outdated content
- Restructuring navigation
- Improved page hierarchy
- Reorganization of forms and documents
- Standardized formatting and branding
- Optimization for mobile viewing

**Accessibility and Mobile Optimization**

**The redesigned integrated website will prioritize:**

- Mobile responsiveness
- ADA accessibility compliance
- Clear typography and navigation

**Implementation Phases**

(Based upon collaboration with KCSD/KFD)

**Phase 1: Discovery and Planning**

- Review of existing Fire Department website
- Content inventory
- Navigation planning
- Stakeholder input

**Phase 2: Information Architecture**

- Sitemap updates
- Navigation restructuring as needed
- Department section planning

**Phase 3: Design and Integration**

- Homepage modifications
- Fire Department section templates
- Emergency page layouts
- Mobile optimization

**Phase 4: Content Migration**

- Migration of Fire Department content
- Editing and formatting
- Document uploads
- News category setup

**Phase 5: Testing and Training**

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- Accessibility review
- Mobile testing
- Staff training
- Content review

#### **Phase 6: Launch**

- Final launch preparation
- Public rollout
- Post-launch support

### Pricing

The following pricing reflects integration of the Fire Department website into the existing Streamline-based Community Services District website.

#### **Basic Fire Department Integration**

**Estimated Cost: \$4,750 – \$6,250**

##### **Includes:**

- Fire Department section setup
- Navigation integration
- Basic content migration
- Homepage updates
- Emergency alert banner setup
- Mobile optimization
- Staff training

##### **Optional Ongoing Support (as needed):**

**Estimated Monthly Cost: \$500 – \$1,500**

##### **Optional services, beyond the scope of services at an hourly rate of \$95/hr include:**

- Content updates
- Technical maintenance
- Emergency update support
- Analytics reporting
- Ongoing staff assistance

### Estimated Timeline

**Estimated project duration: 2 to 3 months depending on content volume and approval timelines.**



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**Estimated Schedule:**

- Month 1: Planning and structure
- Month 2: Design and migration
- Month 3: Testing, training, launch and refinements

**Key Benefits of Integration**

- One trusted public information source
- Improved emergency communication
- Reduced operational duplication
- Easier website administration
- Lower long-term maintenance costs
- Better mobile experience
- Stronger public-facing identity
- Faster access to Fire Department resources

**Conclusion:**

Integrating the Fire Department website into the existing Community Services District Streamline platform provides a cost-effective and practical solution for improving public communication, emergency readiness, and operational efficiency.

By leveraging the existing platform infrastructure, the organization can deliver a significantly improved user experience without the cost and risk associated with building an entirely new website system.



Date: May 14, 2026

To: Board of Directors

From: David Aranda, Interim General Manager

Subject: Moving Forward: Yes or No, A Brief Discussion and Board Direction in Addressing Assorted Items from Strategic Planning Sessions

### **Recommendation**

For each item the IGM addresses, a quick show of hands in the following manner:

- Yes, let's address it in the immediate future, not waiting for a new General Manager,
- No, we do not wish to address it at all,
- Pause, we want to wait for the new General Manager.

I would suggest that board members consider the new General Manager being ready to work with the board at the beginning of 2027, so use that as your timetable.

### **Background**

Over the past year, the fire district board and the police district board have had discussions of items that involve strategic planning and capital planning. The boards have tabled many of those items until "a new full time general manager can be hired."

The IGM thought it beneficial to quickly review the list of items and determine if any of the items attached or that directors know of should be addressed in the next few months. KEEP IN MIND, THAT THIS IS NOT A DECISION ON THE DETAILS OF ANY ONE ITEM BUT SIMPLY AN ATTEMPT TO GAIN CONSENSUS IF THE BOARD WISHES TO PURSUE AN ITEM. Should the board feel an item is worth pursuing, that specific item will be placed on a future agenda for specific discussion.

The IGM will verbally present the assorted items for direction but attached are items that have been discussed in the past.

### **Exhibit(s)**

- 2009 KPPCSD Planning Workshop
- KPPCSD Strategic Plan Draft - 10-2022
- KPPCSD Post Workshop Memo - 05-10-2024 FINAL
- 2024 KPPCSD Strategic Workshop Questionnaire
- KPPCSD Workshop - 05-10-2024 - Post Workshop - Revised FINAL
- Public Safety Building Changes ASI
- Potential Projects

***KENSINGTON POLICE PROTECTION & COMMUNITY  
SERVICES DISTRICT***

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***PLANNING WORKSHOP REPORT***

*SPECIAL DISTRICT CONSULTING*

January 17 and 18, 2009

**DRAFT  
COPY**



# KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT

## PLANNING WORKSHOP REPORT

### TABLE OF CONTENTS

INTRODUCTION.....	1
ISSUES.....	3
I. Mission Statement.....	3
II. Vision Statement.....	3
III. Roles & Responsibilities.....	4
IV. Professionalism.....	5
V. Top Goals for 2009.....	8
VI. Developing a Team Spirit.....	9
SUMMARY.....	10
ATTACHMENTS	
A. Planning Workshop Agenda.....	11
B. Public Agency Principles.....	12
C. Strategic Planning Principles.....	14
D. Pre-Workshop Questionnaire Summary.....	15
E. List of Attendees.....	17

# **KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT**

## **PLANNING WORKSHOP**

### **INTRODUCTION**

#### **PROFESSIONAL SERVICES**

The Kensington Protection & Community Services District (District) contracted with Charles Beesley, Special District Consulting (Consultant) to facilitate two half-day Planning Workshops (Workshops) with the Board of Directors (Board) and Senior Management (Management) of the District. The purpose of the Workshop was to develop consensus on Board and Management priorities and action plans for the current year. This report summarizes the discussions and agreements reached at the Workshop conducted January 17 and 18, 2009 at the Community Center, 59 Arlington Avenue, Kensington, California.

#### **BACKGROUND MATERIAL**

Participants received an Agenda, a statement of Public Agency Principles, and Strategic Planning Principles prior to the Workshop (Attachments A, B and C). The Consultant conducted pre-Workshop telephone discussions with four of the Board members and the General Manager to accelerate the Workshop process. These telephone discussions focused on the District's strengths, weaknesses, opportunities and threats or concerns (known as a SWOT analysis). Board and Management responses were summarized by the Facilitator and distributed prior to the Workshop (Attachment D).

#### **WORKSHOP FORMAT**

The Workshop was conducted in accordance with the Ralph M. Brown Act. The full Board of Directors, General Manager and members of the staff, and members of the public attended for a total of 14 people (Attachment E). President Wright welcomed the attendees and expressed his appreciation for the Board and staff taking the time to conduct the Workshop over the course of two days. The Consultant explained the Workshop format and process and described his role: to listen and guide discussions, keep the group on time as the meeting progressed through the agenda, and to challenge their assumptions if needed.

The number of participants allowed for continuous, open dialogue between themselves and the Consultant. Key thoughts were recorded on a flip chart by the Consultant and utilized to develop this report.

## **EXPECTATIONS**

Participants were asked what they expected or wanted to accomplish at the Workshop. Their answers, listed below in order of importance were felt to be the key issues for Workshop discussions:

1. Developing Mission Statement;
2. Developing a Vision Statement;
3. Clarifying the roles and responsibilities of Board and staff;
4. Identifying expected professionalism and efficiency of the Board and staff;
5. Developing consensus on the goals for 2009; and
6. Developing a team spirit

## **PUBLIC AGENCY PRINCIPLES**

The Consultant gave a brief background regarding public agency principles and their importance. These principles are: (1) the District's customers have a sense of value in the services being delivered; (2) trust and confidence in District operations and governance; and (3) the Board can make adjustments when warranted. The Consultant discussed the three primary functions of the Board: (1) approve outcome-oriented decisions; (2) delegate these decisions and (3) ensure completion and accountability of these decisions. And lastly, the Consultant explained the three primary roles of the Board are: corporate, legislative and adjudicatory. These three roles authorize the Board to employ a General Manager; establish policies; and consider Management or staff recommendations before making final decisions. One of the key roles of the Board is to hire the General Manager and clarify what is in turn expected of the General Manager. Other points of emphasis included the value of facilitative leadership and having an outward, pro-active governing philosophy.

## **STRATEGIC PLANNING PRINCIPLES**

The Consultant reviewed the purpose and value of Vision and Mission Statements, how they set direction and enable the District to connect with its customers. He explained that these identity statements can be motivational tools for existing employees, and an effective tool for recruiting and retaining prospective employees, and serve as a daily reminder of every employee's purpose while they are at work. The following summarizes the group's discussion regarding the District's Mission and Vision statements.

## **ISSUES**

### **I. MISSION STATEMENT**

ISSUE: The District does not have a Mission Statement that expresses its values or contributions to the community.

DISCUSSION: The group offered the following comments regarding the District's current role within the community:

- Serves the public;
- Provides police, recreation, solid waste management and recycling services;
- Is considered a proactive agency providing leading edge service response;
- Provides a community link to the County;
- Maintains a high degree of integrity;
- Is independent from the County;
- Exhibits a high degree of professionalism; and
- Provides a personal touch with residents.

AGREEMENT: The following Mission Statement was unanimously agreed upon and will be submitted to the full Board for adoption:

TO PROVIDE SERVICES THAT  
ENHANCE THE COMMUNITY OF  
KENSINGTON

## II. VISION STATEMENT

ISSUE: There is no current Vision Statement to describe future programs and their potential impact on the community.

DISCUSSION: The group offered the following comments to describe potential future programs:

- Expand community awareness;
- Provide a positive work environment conducive to employees enjoying serving the community
- Facilitate a personal interaction with the community;
- Develop partnerships to enhance service capabilities;
- Facilitate community-wide services; and
- Recognize and integrate community groups that represent the diverse interests of Kensington, known as the "K Groups," listed below:

KPOA- Property Owners Association;

KIC- Improvement Club;

KCC- Community Council;

FKL- Friends of the Library;

KFPD- Kensington Fire Protection District; and

KSGp- Kensington Schools

Participants acknowledged the business in Kensington is large and diverse. There is a high level of pride in the quality of public services and the fact the community is able to provide such services without County assistance.

AGREEMENT: The following Vision Statement was unanimously agreed upon and will be presented to the full Board for adoption:

DEVELOPING PARTNERSHIPS TO  
STRENGTHEN SERVICE  
CAPABILITIES

### III. ROLES & RESPONSIBILITIES

#### A. BOARD/GENERAL MANAGER ROLES

ISSUE: Participants expressed there is some uncertainty about the role of the Board and General Manager in conducting the business of the District.

DISCUSSION: Participants expressed that some of the past Board experiences appeared to be destructive and undermined Management effectiveness. For instance, prior communications to and from Management and the Board were sometimes heard second-hand rather than direct from Management. The Board has also been over-reaching in its interaction with Management and staff. Participants want clarification regarding: (1) the roles and agreements between Management and the Board; (2) formation of Board Committees and how members of the community are selected for participation on Committees; (3) Committee levels of authority.

#### AGREEMENTS:

1. The Board delegates as follows:
  - a) To the General Manager who may then be authorized or directed to perform stated tasks, or report back to the Board for further direction or approval; and/or
  - b) To committees to conduct specified research and to provide subsequent advice to the Board. Committees are advisory only and may be authorized to develop preliminary agreements or draft language for Board business, subject to Board approval.
2. The Kensington Park Design Review Committee process was thought to be a good template for selecting members from the community to serve on Committees. This process will be submitted to the Board to adopt as a template for community selection to Board committees.
3. The Board hires the General Manager who in turn:
  - a) Hires all other District employees provided they fall within Board approved positions;
  - b) Contractors if the service is within the Board-approved budget; and
  - c) Conducts initial screening of contractors and submits his recommendations to the Board for consideration and approval.

It was noted The Board approves the hiring and/or contracting for professional services. There is no defined threshold for when the General Manager is expected to submit contracts for Board approval.

#### B. FISCAL RESPONSIBILITIES

ISSUE: It is not clear whether the Board or General Manager has fiscal responsibility for extraordinary expenses.

DISCUSSION: The Board does not want to micromanage financial activities but does want to establish a threshold for when the General Manager submits expenditures to the Board for review and approval.

AGREEMENT: Unbudgeted expenditures in excess of \$10,000 need to be submitted for Board approval. For such expenditures, the General Manager is expected to solicit three bids for the Board's review and approval.

#### C. BOARD/COMMITTEE/STAFF INTERACTIONS

ISSUE: There has been confusion regarding the interactions between the Board, Committees and staff.

DISCUSSION: Impromptu meetings between the members of the Board and staff can be disruptive to the flow of work. Participants thought it would be more appropriate to schedule meetings in advance with the General Manager.

AGREEMENT: Members of the Board should schedule meetings in advance with the General Manager and notify the Board President of such meetings and/or interactions for his/her information.

### IV. PROFESSIONALISM

A. ISSUE: There is no established method for evaluating the efficiency of the District.

DISCUSSION: Participants acknowledged the Board sets policy and the General Manager implements policy by directing staff on their duties and responsibilities. There are no established boundaries between these entities, or professional standards to ensure high levels of efficiencies on the governance and management of the District.

AGREEMENTS: An evaluation of the Board and its Committee productivity was thought to be worthwhile. A formal evaluation process is also needed for the Board to evaluate the General Manager and his oversight of the District's services. Participants agreed that an annual evaluation of the General Manager would be an appropriate time frame, utilizing a standardized form that allows for

input from both the Board and General Manager. The evaluation procedures are described below.

- 1) Board/Committee Evaluation Process: The Board charges committees with specific tasks which in turn report back to the Board with comments, questions and/or recommendations on specific subject matter. The committees may also submit these comments, questions and/or recommendations to the General Manager for his input. The Board makes the final determination on matters of policy and committee recommendations.
- 2) Board/General Manager Evaluation Process: A standardized evaluation needs to be developed which should include identified performance skills and functions. The Board should conduct the evaluation annually utilizing the following procedure:
  - a) The Board and General Manager will agree upon annual performance goals.
  - b) The evaluation form will include core functions and performance expectations.
  - c) The evaluation will allow for unanticipated events, impacts and response on the part of the General Manager.
  - d) The Executive Committee will be the liaison between the Board and General Manager.
  - e) The Executive Committee will discuss their initial evaluation with the General Manager.
  - f) Following discussion with the General Manager, the Executive Committee will present the evaluation to the full Board for comments.
  - g) Upon Board's input, the Executive Committee will report the evaluation results to the General Manager.
  - h) Following the discussion with the Executive Committee, the General Manager may elect to discuss the evaluation with the full Board.

B. ISSUE: The Annex decision-making process has not been as effective as desired.

DISCUSSION: The Annex is a separate building in unusable condition that needs approximately \$150,000 of remodeling to become suitable for occupancy. The Board budgeted \$82,000 in fiscal year 2008-09 for a new bathroom even though the adopted budget showed a \$400,000 deficit. The District also has \$48,000 in an allocated reserve account for this improvement, the majority of which was from a contribution by KCC. It was noted that if the District designates the Annex open for public use as a non-profit activity, it can qualify for East Bay Regional Park (Park) bond funds that could be applied to the improvements. However, the District's long term goal is to make the Annex self supporting through revenue generation, which might conflict with utilizing grant funds for building improvements.

AGREEMENTS: Given the projected budget shortfall in fiscal 2008-09, the Board is not yet willing to expend money for this project even though funds are allocated in the current fiscal budget. The District will solicit Park bond funds for bathroom improvements and refer the Annex site to the Annex Committee and Park Utilization Committee to develop a plan for the building's future use.

- C. ISSUE: There is uncertainty whether the number of District police personnel is sufficient for current and projected service levels.

DISCUSSION: There appears to be support for increasing the number of police officers. However, the Board questions whether this issue has been adequately researched and is uncertain about long term personnel projections. The Brown Taylor report does not appear to support expanding the number of personnel, but the Police Chief/General Manager has recommended two additional positions. This is an important issue which needs to be resolved before the Board makes a decision on how to address the projected budget shortfall which may include reducing expenses and/or submitting a ballot measure for increased funding.

AGREEMENT: The Board will conduct a review of this issue and directed the General Manager to present a summary of all prior reports, including his reports, as soon as practical. The Board wants to determine the level of police personnel before deciding whether or not to submit a ballot measure for increased funding.

- D. ISSUE: Participants expressed a desire to improve community communications.

DISCUSSION: Communicating to and with the community was felt to be very important, and goes beyond simply improving the District website. Board and staff communications play an important role in community trust.

AGREEMENTS: Enhancing community trust is one of the Board's top priorities in 2009. The General Manager will develop a formal communications plan and submit it to the Board for approval as soon as practical.

- E. ISSUE: The number and type of Board committees needs to be clarified.

DISCUSSION: The District has a wide range of committees. Standing committees are those which have a continuous subject matter or an on-going agenda, and are subject to Open Meeting Law posting requirements.

AGREEMENTS: The Board needs to reassess Committee assignments: The following committees are recognized (standing committees are noted with an asterisk \*):

- Finance\*;
- Solid Waste and Recycling\*;
- Park and Recreation;
- Police Liaison;

- Community Outreach;
- Policies and Procedures;
- Intergovernmental; and
- Emergency Preparedness.

## V. TOP GOALS FOR 2009

ISSUE: There is a need to improve communications between the Board and General Manager.

DISCUSSION: Good communications are an integral part of organizational accountability. Effective communications by the Board ensures a sense of direction for management, facilitates motivation and promotes a team spirit. All parties need to know what the priorities and goals are and what is expected of management.

The following 16 goals for 2009 along with the responsible party to accomplish the goal - are listed below:

1. Fiscal control - the Board and General Manager.
2. Improving police department operations and results- General Manager.
3. Improving community policing- General Manager.
4. Improving community communications- the Board.
5. Improving the work environment- General Manager.
6. Improving relations with neighboring agencies- The Board and General Manager.
7. Resolving the Annex building issue- the Board.
8. Seeking grant funds for the Annex under the Bond Issue- the General Manager.
9. Constructing public restrooms in the park- the Board.
10. Reviewing and executing all pending contracts- General Manager.
11. Improving the District accounting functions- General Manager.
12. Submitting a proposal for voter approval of additional police personnel- the Board.
13. Conducting a mid-year review of Board progress on the 2009 goals- the Board.
14. Improving communication between the Board, and General Manager/Police Chief- the Board and General Manager/Police Chief.
15. Reducing legal fees/expenses and improving risk management practices- General Manager.
16. Improving the District website, expanding external links and developing frequently asked questions (FAQ's) - General Manager.

ISSUE: The top priority for the year, fiscal control, warranted further discussion. Current expenses exceed revenues by \$400,000 per year and financial projections indicate this deficit trend will continue unless budgetary adjustments are made.

**DISCUSSION:** The District is currently offsetting the annual deficit by transferring money from reserves. It is known that the District could qualify for supplemental revenues through Measure WW funds but there are restrictions which may limit the availability and application of these funds. However, Measure WW funds, even if procured, would not offset the current deficit. Approximately 70% of District expenses are personnel-related, which means any substantial savings would more than likely impact personnel and services. The following table identifies items to be researched for possible cost reductions by the Board, and/or the General Manager.

**AGREEMENTS:** The following analysis of budgetary issues will be conducted:

<b>No.</b>	<b>Description</b>	<b>Researched By</b>
1	Cut projects	The Board
2	Cut services	The Board and Ad Hoc Expense Reduction Committee
3	Reduce expenses	General Manager
4	Three year financial reserve bank	None needed, current projections satisfactory
5	Increase revenues	The Board and Ad Hoc Revenue Enhancement Committee
6	Save funds by contracting for services and/or consolidating with another agency	The Board, General Manager and Ad Hoc Committee
7	Leasing equipment	The Board and Ad Hoc Expense Reduction Committee
8	Renting facilities	The Board
9	Merge with the Kensington Fire Protection District	To be assigned by the Board
10	Reducing total compensation	The Ad Hoc Expense Reduction Committee

## **VI. DEVELOPING A TEAM SPIRIT**

**ISSUE:** The District would like a better sense of cohesion or understanding between the Board and management.

**DISCUSSION:** The multiple issues identified within this report addressed the concerns of the participants.

**AGREEMENT:** The Workshop provided a foundation for developing a sense of understanding and teamwork by identifying issues, discussing the Board's and management's concerns, and developing consensus on goals and priorities for 2009 and possible courses of action.

## SUMMARY

The Consultant reviewed the initial list of expectations to ensure all topics were addressed and that there was no unfinished business. The participants indicated they were satisfied with the discussions and agreements reached requiring follow-up action. Board President Wright expressed his appreciation for the Board's and staff's, and public's attendance over the course of the two days. Participants were satisfied with the Mission and Vision Statements to better identify the District and give it a sense of community direction. The discussions and agreements were felt to be relevant and of value. The top goals for 2009 were thought to provide the Board and staff with a clear sense of priorities and direction for the year. It is anticipated that a mid-year review will be conducted on the status of the goals. Overall, the participants thought the Workshop was a success.

# KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT

## PLANNING WORKSHOP

59 Arlington Avenue  
Kensington, CA 94707

### AGENDA

January 17, 2009

<u>Time</u>	<u>Item</u>	<u>Description</u>	<u>Person</u>
8:30 AM	1	Welcome and introductions	Board President
8:35	2	Workshop format and process	Facilitator
8:40	3	Review Pre-Workshop Questionnaire Summary	“ “
9:00	5	Participant expectations, desired outcomes	“ “
9:15	4	Review Public Agency Principles	“ “
9:30	5	Review Board/Management Interactions	“ “
9:45	6	Review Strategic Planning Principles	“ “
10:00		BREAK	
10:15	7	Identity issues and priorities	Facilitator
11:00	8	Develop agreements, action plans	“ “

January 18, 2009

<u>Time</u>	<u>Item</u>	<u>Description</u>	<u>Person</u>
1:00 PM	9	Continue to develop agreements and action plans	Facilitator
3:00		BREAK	“ “
3:15	10	Finalize and summarize agreements	
3:45	11	Review client expectations	“ “
4:00	12	Closing Remarks	Board President
4:15		ADJOURN	
4:30	13	Post workshop review	Board President, General Manager

## KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT

### PUBLIC AGENCY PRINCIPLES

#### I. GOVERNING BOARDS (Creating a knowledge based public agency)

##### **Three Keys to Agency Success**

- Values
- Trust
- Flexible decision-making

Values: regarding goods and services, requires:

- Discipline/follow through
- Identity with success

Trust: A culture based on trust and communication, a prerequisite for community confidence which requires the following:

- Consensus on what constitutes success
- Shared core values, ideology
- Having open access to information, shared information about decisions and the rationale behind decisions
- Confidence in your partners
- Respect for their competence

Flexible Decision-Making: to be fluid, flexible and responsive to community needs, in order to:

- Take advantage of opportunities of value
- Make (sound) business-like decisions
- Have the ability to promote change when needed

##### **Three Primary Functions of the Board**

- Approve outcome-oriented decisions
- Delegate outcome-oriented decisions
- Ensure completion and accountability of these decisions

##### **Three Primary Roles of the Board**

- Corporate
- Legislative
- Adjudicatory

1. Corporate

- To employ the CEO
- To oversee the strategic plan
- Oversee program portfolio and resources of the organization

2. Legislative

- To establish internal operational policies
- Approve policy positions on external issues which may affect the agency

3. Adjudicatory

- Choose between positions presented by staff or others
- Weigh up information provided
- Decide on one side or the other, resolve in some other fashion

**Relationship with the Chief Executive Officer**

- Clarify in writing what constitutes success
- Provide him/her with a clear statement of personal goals and performance expectations for measurement and feedback
- Provide an opportunity for growth and development of the CEO (and staff)
- Discuss immediately, rather than ignore, controversial issues of significance
- Negotiate a contract with the CEO

**Facilitative Leadership**

- Engage in facilitating more than telling – lead don't drive
- Understand that the agency's success is more important than one's personal agenda
- Utilize a strategic agenda more than a personal agenda
- Know that you are accountable to your community and community leaders
- Leave the agency in a better place than you found it

**Governing Philosophy**

- Outward vision rather than internal preoccupation
- Encouragement of diversity of viewpoints
- Strategic leadership rather than administrative detail
- Distinction between Board and CEO roles and responsibilities
- Collective rather than individual decisions
- The future rather than past or present
- Pro-active rather than reactive
- High standard of ethics

## KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT

### STRATEGIC PLANNING PRINCIPLES

**Vision** – describes the *program and its potential impact in the future*. A vision should be guided by dreams, not constraints. Is there a big hairy aggressive goal out there for you (BHAG)? It is what an organization hopes will happen if its dreams are realized. A vision is in a sense a philosophical view or statement that becomes the driving force to motivate an organization and its component programs into the future, through its strategic action plan(s).

**Mission** – a mission has two elements: *the philosophical expression of why the organization exists, what values it meets for the community, and a brief summary of what the organization does to meet that need*. For instance, Vector Health Programs of Eureka, California, a medical services organization that works only with hands, developed this mission statement: “Next to the human face, hands are our most expressive feature. We talk with them. An injury to the hand affects a person professionally and personally. At Vector Health Programs, we give people back the use of their hands.”

**Goals** – goals summarize the *principal program, development, administrative, or other major accomplishments* the organization hopes to achieve in order to realize its vision and fulfill its mission. They are general and not quantifiable, can be short or long term, and evaluated annually.

**Objectives** – support the goals and provide more details – they answer the question: *who will do what by when?* A good rule of thumb when developing objectives is to apply the acronym “SMART.”

Specific – to a certain task or program

Measurable – quantifiable by date, outcomes, responsibility

Attainable – doable within the time prescribed and with existing conditions

Results-oriented – focused on short-term activities to gain longer term goals; and

Time-determined – a time frame for completion is established

**Action Steps** – outline the *exact activities necessary to develop and/or complete the objectives*. They can be set up as a spreadsheet time line (like a construction project) or by using other appropriate methods. These action plans should be distributed to all those who are responsible for the successful completion of that particular task. *A basic action plan must list the task, the responsibility of the person(s), and the date the task will be completed.*

**Summary** – In general, for volunteer organizations such as boards of directors, the board develops the vision and mission and perhaps the qualitative goals. Specific objectives and action plans are then developed by staff (or committees when there is limited staff) for follow up, completion and subsequent reports to the board, for board approval.

## KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT

### PRE-WORKSHOP QUESTIONNAIRE SUMMARY

N	Question	Comments
1	What do you want to accomplish at the workshop?	<i>Clarification of the roles and responsibilities of the Board and Management. Good understanding of the Brown Act. Development of Mission and Vision Statements. Develop strong leadership and respect and move forward with consensus. Identifying top priorities for 2009 which includes exploring fiscal issues and potential solutions, community outreach service levels. Developing a strategy for moving forward on a tax to support police services.</i>
2	What are the District's Strengths?	<i>Community support, involvement and volunteerism. Board members are committed to the success of the District and have experience that can be utilized. There is confidence the District has made some good changes, is more accountable and is a better run organization.</i>
3	What are the District's Weaknesses?	<i>Projected operating shortfall. Outreach programs and communications efforts, lack of Board consensus on key issues. No Board orientation process. District reputation is not as solid as they would like. Board does not always learn from lessons made in the past. Board gets distracted by minor complaints and loses track of priorities. Board documents are not always prepared in time; existing documents are not always kept up-to-date. Board meetings are too informal, needs to establish an effective decision making process. No recognizable benchmarks to measure services delivered. Lack of critical review before agreeing to long term expense obligations. Board meetings are inconsistent, often informal and subject to disruption or delays. Board needs a more business-like approach to governing and decision-making.</i>
4	Are there opportunities for change?	<i>Potential to add, expand services or verify services such as walking path easements, no clear understanding of District authority and maintenance obligations. Potential park enhancements, enhanced police services such as home visits, recycling, solid waste, e-waste recycling. Potential to link up with other agencies to expand capabilities or improve efficiencies. Instilling a greater sense of community participation.</i>
5	What foreseeable threats or concerns do you have?	<i>Projected operating shortfall, adequate long term funding costs such as retiree benefits to comply with GASBY 45. The District needs to make a decision on requesting community approval for additional funding in order to sustain current level of police services. Communications from special interests undermine</i>

5	What foreseeable threats or concerns do you have?	<i>Board communications. Emergency preparedness. Unsure about the organizational effectiveness.</i>
6	Does the District have a long range or strategic plan?	<i>District has 5 year financial projections but no strategic plan other than adding public lavatories to the park.</i>
7	How do you view community relations?	<i>Community cares and is supportive of the District. There is a sense the District website design and usage could be improved to better connect with community. Problems getting the public to call 911.</i>
8	Is there Board support for management and staff training?	<i>Overall, yes. Board members are now scheduling to attend CSDA Board training. Support for continued management training to enhance skills and long term leadership of the District.</i>

**LIST OF ATTENDEES**

BOARD OF DIRECTORS

Bill Wright, President

Chuck Toombs, Vice President

Cindy Kimball, Director

Pat McLaughlin, Director

Cathie Kosel, Director

STAFF

Greg Harman, Police Chief, General Manager

Stephanie Fries, Board Secretary

Andrea DiNapoli, Police Services Aide

MEMBERS OF THE PUBLIC

Joan Gallegos

Lynn Wolter

Val Paola

Joe Paola

Ciara Wood

Yolla Harman (Sun)



# Kensington Police Protection and Community Services District



## **THREE-YEAR STRATEGIC PLAN**

OCTOBER 2022

# Participants

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## **BOARD OF DIRECTORS**

Sylvia Hacaj, President

Eileen Nottoli, Director

Rachelle Sherris-Watt, Director

Christopher Deppe, Director

Mike Logan, Vice-President

## **DISTRICT MANAGEMENT STAFF**

Rick Benson, Interim General Manager

## **CONSULTANT**

Martin Rauch, Managing Consultant



**Kensington Police Protection and Community Services District  
2020 STRATEGIC PLAN**

**Strategic Plan Table of Contents**

Participants ..... 0

Introduction ..... 2

Strategic Framework ..... 3

Mission ..... 4

Vision..... 4

Priorities ..... 5

Goals, Objectives, and Implementation Plan..... 6

Summary of the Goals and Objectives..... 7

Monitoring and Oversight ..... 16

Single-Page View of the Core Elements of the Strategic Plan ..... 17

Implementation Plan..... 18

# Introduction

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## Purpose of the Plan

This three-year Strategic Plan (SBP) is Kensington Police Protection and Community Services District's (KPPCSD's or District's) highest-level planning document. It represents the Board's and Staff's direction for the future. The Plan identifies KPPCSD's Mission and Vision while providing a set of goals and objectives that serve as a framework for decision-making.

The Plan is also a practical working tool that provides clear direction to the Staff regarding the Board's goals and objectives. It includes an Implementation Plan developed by the Staff to meet those goals and objectives. The Board and Staff will regularly refer to it as a guide to KPPCSD's actions during the period covered.

## Plan Development

The strategic planning process was carried out in steps as outlined below.

**Background Research.** The consultants began by holding discussions with Staff and reviewing selected documents.

**Confidential Interviews.** This was followed by a series of confidential interviews carried out by the consultant. The goal is for the interviewees to candidly express their interests and perspectives on the District and its priorities. The interviewees included the Board of directors, General Manager, Interim General Manager, Police Chief, and Legal Counsel.

**Strategic Planning Workshop.** The interviewees also participated in a workshop. At the workshop, the group reviewed the results of the interviews, undertook several exercises to examine the District's current state, identified issues and opportunities expected to confront the District in the future, and discussed priorities.

**Staff Implementation Plan.** The management team and consultant developed a staff implementation plan designed to meet the Mission of the District and strategic goals and objectives.

# Strategic Framework

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KPPCSD built the Strategic Business Plan from a series of logical and integrated components, described below.

**Mission.** The mission statement explains why the organization exists. It articulates the organization's essential work in a brief sentence or two.

**Vision.** The vision articulates what the organization will become at a given time in the future. It is the strategic target that, when achieved, fulfills the organization's Mission.

**Values.** Values provide guidance when an organization is faced with challenging decisions that require trade-offs, help govern attitudes and behaviors, and generally remain constant over time. The Board sets values.

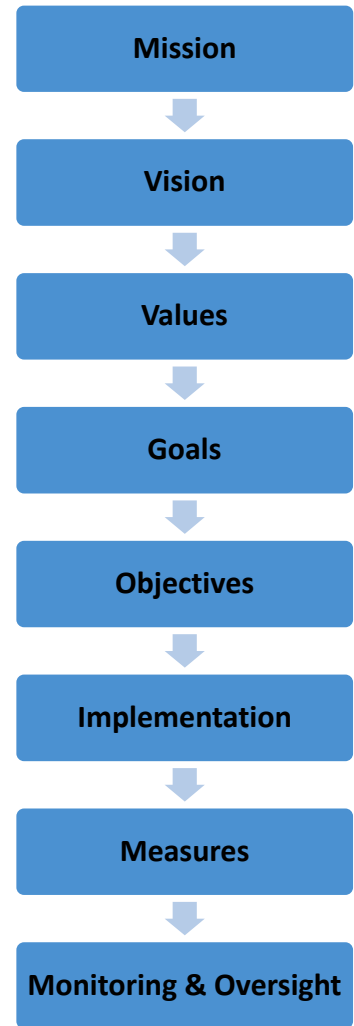
**Goals.** Goals describe broad, primary management, operations, and planning areas that need to be addressed to accomplish the Mission. Goals are not connected to timelines.

**Objectives.** Objectives are specific directions established by the Board, which expand upon and refine the goals. There may be multiple objectives for each goal. Objectives are related to goals but more specific, measurable, attainable, and have a time frame.

**Implementation Plan.** The Implementation Plan contains actions required to accomplish the Mission, goals, and objectives. The actions in the Plan are assigned to members of the Leadership Team and have timelines. There may be multiple tasks for each objective.

**Measures.** Staff will develop measures to provide insights into progress in achieving the objectives. Progress will be tracked, analyzed, used to adjust the course where appropriate, and reported to the Board.

**Monitoring/Oversight.** Actions developed that will be taken by the Board, Leadership Team, and Staff to ensure that the Plan is implemented and updated over time.



# Mission

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The Mission was pre-existing and not evaluated for change in this process.

The Mission of KPPCSD is to provide services that enhance the community of Kensington.

# Vision

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**Kensington Police Protection and Community Services District will proactively provide:**

**First-Class Police Services** — Kensington Police Department is housed in a modern, welcoming building, and is properly equipped. The Department cost-effectively provides first-class policing and excellent customer service. Police collaboration with citizens and community partners creates meaningful relationships that sustain a safe environment for all.

**Quality Parks and Responsive Recreation Services** — With the oversight of a permanent Parks Manager and long-term financial planning, Kensington’s parks and community facilities are modern and clean, serving the community as go-to resources for recreational activities.

**Excellent Communication with the Community** — Customers understand and support the District and understand how to get their questions answered and request services.

**Productive and Collaborative Board and Staff** — The District workforce is fully staffed and has low turnover. It is an engaged, trained, experienced, and satisfied workforce that feels supported by the Board and Management.

**Well-Managed Long-Term Financial Planning** — The District uses long-term financial planning to effectively and efficiently use its revenue to create value for its residents through its parks, police and waste management services.

**Clear and understandable administrative processes** — This includes a system for emergencies and a climate change adaptation plan, allow the District to run efficiently and adapt to changes.

# Priorities

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The narrative below summarizes this Plan’s priorities. This summary is provided to help the reader to understand the goals, objectives better and work plan items on the following pages.

**The single highest priority is to invest in Staff to provide a stable, quality, and fully staffed workforce.**

Without a stable, experienced, and motivated staff, none of the goals and priorities of this Plan can be achieved. First, and most important is to hire and retain an excellent general manager. Building a stable staff may require new recruiting approaches, changes to the Board/Manager roles and relationships, improved compensation and benefits, and more.

**Well Maintained Infrastructure, clear board direction, and well-managed, long-term finances are other priorities.**

- Well maintained infrastructure. This includes the development or lease of permanent offices, and up-to-date technology and equipment for the entire District, including the Police Department
- Clear Board direction to Staff on goals and priorities.
- The District is generally on strong financial ground. However, the Board has something of a scarcity mindset and the District can afford to do bigger things than it does. As a result, assets are underfunded. The District needs a plan for managing finances in a way that allows it to most effectively fund operations, staffing, facilities, and equipment.

# Goals, Objectives, and Implementation Plan

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The following pages contain goals and objectives for the coming ten years. Staff developed implementation actions to fulfill these Board-level goals and objectives. This Plan focuses only on key areas where there is a change or a desire for additional clarity of direction. Numerous existing and ongoing initiatives, programs, and actions are not incorporated into this Plan.

The goals and objectives are presented on the following pages. They, along with the Mission, vision and values, represent the core strategic direction provided in this Plan.

## Introductory Notes

**Key Areas of Change.** This Strategic Plan focuses only on key areas where there is change or a desire for additional clarity of direction. Numerous existing and ongoing initiatives, programs, and actions are not incorporated into this Plan.

**Priorities.** The notation “(High)” after an action indicates a high-priority action. A high priority is defined as a “must do” that is not receiving adequate attention from staff due to inadequate resources or a new or additional effort for Staff to undertake to fulfill a critical goal or objective. Some actions are urgent in terms of timing but are not necessarily a high priority. For example, it is urgent to get out payroll in the next few weeks but not a high strategic priority, just a workaday task.

**Timing.** Goals and objectives marked “annually” or “ongoing” will be reported on at least once each year during the budget planning season. This will allow the General Manager to use the feedback received from the Board when preparing the new fiscal year budget.

**Implementation.** Staff developed a complete set of initiatives to implement the goals and objectives. The implementation actions are summarized on the following pages, indicated by third-level numbering (such as 1.1.1) with non-bold type.

# Summary of the Goals and Objectives

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To come once the goals and objectives are finalized.

## **GOAL 1. STAFFING: Motivated, Stable Staff with the Tools, Training and Experience to Properly Serve the Public**

**District-Wide Strategic Challenge.** Maintaining continuity of leadership is identified as one of the most important elements that could benefit the District. However, the District has not successfully hired and retained a long-term general manager in the past year or so. The challenge is in making the position desirable enough for a person to stay. One element is that maintaining clear and productive Board and Manager roles and relationships has been a challenge in the past. On the other hand, the District has made strides in clarifying its organization's structure, but additional work remains to ensure a long-term stable staff with the right people, training, and processes in place. For example, there is no one assigned to oversee the parks.

**District-Wide Strategic Response.** The District is reconsidering the salary, benefits, and terms, in seeking to hire a long-term manager. The Board will continue to refine how it works with the manager to ensure there are clear roles and a productive relationship. The next long-term manager, will optimize the organizational structure and ensure there is a staff member responsible for effectively overseeing the parks.

**Police Staff Challenge:** There is a need for full police staffing and ability to maintain it over time with, for example, succession planning. If the Department were to lose even one or two people, that would be a large percentage of the workforce. Historically it has been hard to recruit new good officers. Having a permanent building may help with this as will increasing salaries. Having a small department is challenging -

**Police Strategic Response.** The Department will develop processes to deal with the challenges of having a small force, such as cross-training staff and having non-sworn officers take over some tasks (e.g. welfare checks, security checks) or safety full-time, which would allow the Department to prioritize the police-specific roles. Staff will maintain a clear separation between the reporting of district and police roles. The Board will provide clear strategic direction on its vision and priorities for the Department.

The objectives below must be consistently carried out to achieve the goal above.

### **OBJECTIVE 1.1. A long-term, experienced and capable Manager is in place.**

1.1.1 Develop competitive benefits package that will attract quality mid-career generalists.

[Responsible, date]

1.1.2 Contract with a professional recruiter to find quality candidates. [Responsible, date]

1.1.3 Hire a permanent General Manager who will remain with the District for several years or more. [Responsible, date]

1.1.4 Develop or obtain a permanent headquarters for the staff and the Police Department.

[Responsible, date]

1.1.5 Develop and implement successor training for qualified internal staff to elevate to higher positions. [Responsible, date]

### **OBJECTIVE 1.2. Management and staff roles and responsibilities are clearly defined and followed.**

1.2.1 Update the strategic plan annually so there are always Board goals. [Responsible, date]

- 1.2.3 General Manager develops individual work plan and target completion dates for all staff reporting to the General Manager. [Responsible, date]
- 1.2.4 General Manager provides regular reports at Board Meetings on the status of priorities and significant projects. [Responsible, date]
- 1.2.5 Board provides ongoing direction on the topics, amount of detail and timelines of reporting on priorities and significant projects in (3.2.4). [Responsible, date]
- 1.2.6 Prepare and fund enhanced development and training program for administrative personnel. [Responsible, date]

**OBJECTIVE 1.3 Administrative and management processes and policies are well defined, documented, and followed.**

- 1.3.1 Conduct review of all policies and procedures of the Board of Directors every three years, [Responsible, date]
- 1.3.2 Change procedures as needed and consider changes at least once each year. [Responsible, date]
- 1.3.3 Distribute copies of procedures and policies to all management staff and include in training materials. [Responsible, date]
- 1.3.4 The General Manager shall develop an assignment and follow-up process with target dates to assure that all Board decisions and directions are completed. [Responsible, date]
- 1.3.5 Prior to negotiations for an updated Police Officer Association Memorandum of Understanding determine whether the lead negotiator will be the General Manager or a consultant. [Responsible, date]
- 1.3.6 General Manager shall meet annually or more often with City Managers of neighboring cities to improve communication and explore areas of mutual cooperation and improved efficiencies. [Responsible, date]

**OBJECTIVE 1.4 The right people, with the right training, and experience are in place.**

- 1.4.1 GM will determine on an ongoing basis that the workload is appropriate for each position's responsibilities and objectives. [Responsible, date]
- 1.4.2 GM will annually review salaries to keep pace with changing market and economic conditions and will recommend changes, as appropriate, to the Board of Directors. [Responsible, date]
- 1.4.3 GM will annually conduct performance evaluations of all positions reporting to the GM. Originals of all evaluations will be placed in the employee's permanent personnel file. [Responsible, date]
- 1.4.4 Develop annual goals for each management position as determined by the General Manager. These individuals shall be evaluated partly based on accomplishing these goals. [Responsible, date]

**OBJECTIVE 1.5 Provide appropriate staffing and expertise for all necessary functions and responsibilities of the District**

- 1.5.1 Police Department – Oversee hiring and promotional practices to assure excellent candidates are hired and promoted. [Responsible, date]

- 1.5.2 Administrative Staff – General Manager hires, supervises and promotes administrative staff positions and develops efficient internal processes to promote the accomplishment of goals and effectiveness of communications. [Responsible, date]
- 1.5.3 Park Services – Provide management, janitorial , scheduling, security, and vegetation/tree management recommendations and coordination for all outdoor services owned by the District. [Responsible, date]
- 1.5.4 Recreation Services – Assist with the contract coordination to operate the recreation program for the District. [Responsible, date]
- 1.5.5 Reorganization – the General Manager will periodically recommend reclassifications and reorganizations to improve organizational functioning and improve services to the community. [Responsible, date]
- 1.5.6 Employee Benefits – Add competitive benefits to attract and retain excellent staff. [Responsible, date]
- 1.5.7 Prepare annual calendar of known events for the District for the following calendar year and place an update on the District website. [Responsible, date]

**OBJECTIVE 1.5 Provide Full-Service Human Resources Function**

- 1.5.1 Human Resources – Hire an employee, contract with an experienced firm, or contract with another public agency to provide full HR services including salary administration, complete recordkeeping and personnel files, benefits administration, recruitment and hiring, positions and budget, onboarding, training, performance evaluation monitoring and management, posting of legal notices and announcements, and labor relations as needed. [Responsible, date]
- 1.5.2 Prepare annual human resources report to the Board listing all positions, salary ranges and providing a cost history of retirement and other major personnel costs.

## **GOAL 2. GOVERNANCE: Cohesive Board, Focused on Setting Policy**

**Strategic challenge.** The Board has made significant progress in its transparency, communication, and how it conducts its board meetings. In general, board members are responsible, honest, and aware. The relationship between the board and police rank and file is strong. However, its communication of goals, priorities, and feedback with the General Manager needs improvement.

**Strategic response.** The Board will continue to work on improving its governance and focus on developing clearly defined and productive roles and relationships with the General Manager.

The objectives below must be consistently carried out to achieve the goal above.

### **OBJECTIVE 2.1. The Board is stable and representative of the Kensington community**

- 2.1.1 Educate the community about the role of the Board and opportunities for service.  
[Responsible, date]

### **OBJECTIVE 2.2. The Board provides clear direction and priorities for the District and Police Department to the General Manager**

- 2.2.1 Assign the Board President as the direct liaison to the General Manager and act in a lead capacity in consulting on near- and long-term issues. [Responsible, date]

### **OBJECTIVE 2.3. A thoughtful and helpful process is utilized by the Board to evaluate the General Manager**

- 2.3.1 Hire a facilitator to set a plan and pattern for the performance evaluation and facilitate the first one [Responsible, date]

### **OBJECTIVE 2.4. Board processes and policies are well defined, understood, documented, and followed.**

- 2.4.1 SAMPLE. Develop annual Board Agenda calendar listing anticipated dates for reoccurring Board reports and actions. [Responsible, date]
- 2.4.2 Develop and implement a Board Agenda follow-up process summarizing board decisions and directions after each Board Meeting and identifying lead staff handling each item and target completion dates. [Responsible, date]

### **GOAL 3. FINANCE: Well-Planned Long-Term, Stable Finances that Meet Community Needs**

**Strategic challenge.** With respect to finances, the day-to-day operations, including payroll, budgeting, and financial reporting, have improved greatly, the District still needs a long-term investment strategy, to address things such as bonds for pensions and new requirements for the community center that require investments. The landscape and lighting districts are underfunded and the general fund must make up the difference. The District is generally on strong financial ground. However, the Board has something of a scarcity mindset and the District can afford to do bigger things than it does. As a result, assets are underfunded. The District needs a plan for managing finances in a way that allows it to most effectively fund operations, staffing, facilities, and equipment.

**Strategic Response.** The District will develop a long-term financial plan.

The objectives below must be consistently carried out to achieve the goal above.

#### **OBJECTIVE 3.1: Finances are managed based on a comprehensive, long-term financial plan.**

- 3.1.1 Annually prepare five-year financial projections. [Responsible, date]
- 3.1.2 Annually prepare a one-year, two-year or three-year budget. [Responsible, date]
- 3.1.3 Annually prepare capital improvement budget to fund repair and/or replacement of all major capital assets. [Responsible, date]
- 3.1.4 Prepare capital budget for replacing computers, office equipment, and furnishings. [Responsible, date]
- 3.1.5 Annually prepare five-year financial projections. [Responsible, date]
- 3.1.6 Research annual grant opportunities and develop a process to evaluate and apply for these possible grants. [Responsible, date]
- 3.1.7 Develop an annual budget calendar listing target dates for all major budget preparation and review milestones. [Responsible, date]
- 3.1.8 Develop goals and performance measures for major programs to be included in the operating budget. [Responsible, date]
- 3.1.9 Develop budget update and follow-up process for all major budget goals. [Responsible, date]
- 3.1.10 Prepare annual recommended mid-year revision to the approved budget. [Responsible, date]

## **GOAL 4. FACILITIES, EQUIPMENT AND TECHNOLOGY: Well Maintained Facilities, Technology, and Equipment that Meet Staff and Community Needs**

**Strategic challenge.** Neither the Staff nor Police have permanent offices with potentially significant impacts for staff effectiveness and providing a known location that customers can come to for service. In addition, the current technology infrastructure may not meet long-term community needs, surveillance systems, fi-fi, ride-sharing, autonomous vehicles, taking police reports via, zoom, etc.

**Strategic Response.** The District will evaluate long-term needs, develop appropriate asset management and technology plans that meet evolving needs, and develop and implement plans for succession, backup, and redundancy.

The objectives below must be consistently carried out to achieve the goal above.

**OBJECTIVE 4.1. The District is housed in efficient, modern, long-term offices that meet District needs and is acceptable to the community.**

4.1.1 Develop a plan for long-term options for District Offices prior to the expiration of the two-year lease of the modular office in El Cerrito. [Responsible, date]

**OBJECTIVE 4.2. Facilities are upgraded and maintained based on a properly funded, proactive asset management plan.**

4.2.1 Develop a long-term depreciation and funding plan to cover future office costs and possible building construction/relocation. [Responsible, date]

**OBJECTIVE 4.3 Technology purchases, training, and upgrades are guided based on a multi-year, properly funded technology plan.**

4.3.1 Develop and update multi-year technology plan. [Responsible, date]

4.3.2 Transfer key records and historical documents to digital format and make them available on the District website. [Responsible, date]

4.3.3 Improve internet capabilities among District facilities. [Responsible, date]

**OBJECTIVE 4.4 Community Center management.**

4.4.1 Hire a contractor or staff member to handle janitorial, room set-up, security, and repairs for the room. [Responsible, date]

4.4.2 Assign and train a current staff member rental management, financial oversight and cash flow, handling deposits, etc. [Responsible, date]

4.4.3 Obtain, long-term funding for replacement of hardscape, appliance, equipment, building, utility costs, etc. [Responsible, date]

## **GOAL 5. TECHNOLOGY: Current, Cost Effective, secure, that Meet Staff and Community Needs**

**Strategic challenge.** Neither the Staff nor Police have permanent offices with potentially significant impacts for staff effectiveness and providing a known location that customers can come to for service. In addition, the current technology infrastructure may not meet long-term community needs, surveillance systems, fi-fi, ride-sharing, autonomous vehicles, taking police reports via, zoom, etc.

**Strategic Response.** The District will evaluate long-term needs, develop appropriate asset management and technology plans that meet evolving needs, and develop and implement plans for succession, backup, and redundancy.

The objectives below must be consistently carried out to achieve the goal above.

### **OBJECTIVE 5. The District is housed in efficient, modern, long-term offices that meet District needs and is acceptable to the community.**

- 5.1.1 Information Systems - Hire an employee, contract with an experienced firm, or contract with another public agency to provide full computer coordination, hardware management, help desk liaison, replacement schedule and funding, coordination of Board meetings, and technology management for all procedures and hybrid meetings. [Responsible, date]
- 5.1.2 Consider hiring a contractor or training a person on staff to act as webmaster and to oversee social media, [Responsible, date]
- 5.1.3 Assign and train the clerk to set up the room for meetings. [Responsible, date]

## **Goal 6. CUSTOMER SERVICE AND ENGAGEMENT: The District Meets Community Needs**

**Strategic Challenge.** Public Outreach: The District has earned the Transparency Certificate from California Special Districts Association, but additional outreach work needs to be done. There is a perception that most customer don't really understand or know the District. There is also the need to maintain ongoing productive relationships with the Fire District, the County, and East Bay MUD to coordinate. Customer Service. Park services and police services must evolve and grow over time to meet customer needs and expectations.

**Strategic Response:** To provide clear board direction, ensure adequate resources and up-to-date services, the District will develop and implement annual or multi-year plans for key services and outreach.

The objectives below must be consistently carried out into the future to achieve the goal above.

### **OBJECTIVE 6.1. A planned, budgeted and Board approved outreach and engagement plan guides outreach actions.**

6.1.1 Maintain an accurate and timely Public Records Act Request process

### **OBJECTIVE 6.2. Park and Recreation Services meet the current needs of the community.**

6.2.1. Prepare Police Department Annual Report.

6.2.2 Contract with an experienced writer to prepare and publish a quarterly newsletter available to all residents.

### **OBJECTIVE 6.3. There is clear Board direction encouraging and defining the police's role in community engagement and outreach.**

6.3.1. With the assistance of the General Manager and Police Chief, the Board will hold an annual workshop focused on updating the direction to the Police Department.

### **OBJECTIVE 6.4 The District is prepared appropriately to mitigate significant incidents and threats (fires, shortages, earthquakes, cyber-attacks, climate change, pandemics, etc.).**

6.4.1 Conduct regular emergency preparedness drills in conjunction with neighboring police and fire departments and county emergency services.

# Monitoring and Oversight

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Below are the actions that the Board will take, Leadership Team, and Staff to ensure that the Plan is implemented and updated over time.

## Communicate and Lead

The General Manager and Police Chief will meet with all employees to review the Plan and make sure everyone understands their responsibility within the Plan.

Report progress on strategic goals and objectives at least annually to the entire Staff.

The Management will actively implement the Work Plan.

## Evaluate

Evaluate General Manager and Police Chief performance based in part on their implementation of the Strategic Plan Goals and Objectives.

## Resource Allocation and Oversight Reflect Goals and Objectives.

Staff will reference Strategic Plan items on Board meeting agendas as appropriate.

Align the budget to the strategic goals and objectives.

Board will consider the Strategic Plan when they deliberate

The Board, with staff and, if needed, consultant support, will review and update the Strategic Plan every other year and roll it forward.

## Update the Plan

Formal Review and update of the goals and objectives every three years or as needed.

Updates the Staff implementation plan as appropriate over time.

# Single-Page View of the Core Elements of the Strategic Plan

This will be updated with your info when ready

<b>MISSION</b>					
<b>VISION</b>					
<b>GOALS</b>					
<b>OBJECTIVES</b>					

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# Implementation Plan

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The implementation plan was developed by Staff to fulfill the strategic direction set by the Board through the Mission, Vision, Values, Goals, and Objectives. It is shown on the following pages.

FY21 – Each fiscal year is July 1 to June 30 of the year named, in this case 2021.





# Kensington Police Protection and Community Services District

## BOARD OF DIRECTORS

Sylvia Hacaj, President  
Eileen Nottoli, Director  
Christopher Deppe, Director  
Rachelle Sherris-Watt, Director  
Mike Logan, Vice-President

## INTERIM GENERAL MANAGER

Rick Benson

And Tony Constantouros

Prepared by:



[www.rauchcc.com](http://www.rauchcc.com)



## POST-WORKSHOP MEMORANDUM

To: Mr. David Aranda, *Kensington Police Protection and Community Services District*

From: Dmitry Semenov, *Ridgeline Municipal Strategies, LLC*

Date: May 10, 2024

Re: Strategic Plan Priorities; Ridgeline #24016

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On May 9, 2024, the Board of Directors and staff of the Kensington Police Protection and Community Services District (the “District”) held a strategic planning workshop (the “Workshop”) to review the Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis, and determine strategic goals for the District.

This memorandum summarizes the priorities identified during the Workshop. The SWOT Analysis and additional background information is included in the accompanying set of presentation slides that were discussed during the Workshop and updated to reflect the feedback and corrections of the District’s Board and staff.

### SHORT-TERM PRIORITIES

The following short term (1-3 years) strategic priorities were identified:

- Community Survey
  - Understand community’s priorities and sentiment
- Public Outreach
  - Make sure that the District is reaching the different communities within Kensington
  - Consider hiring a high school intern

- Adopt Ordinances
  - Police department can provide initial set of public safety ordinances within 180 days.
- Usable Annex Building
- KPPCSD Building
- Additional Funding:
  - KPPCSD Building
  - Park Funding
  - Funding for Operations
- Park Master Plan
- Solid Waste Rate and Franchise Fee Studies
- Permanent General Manager
- Staffing
- Emergency Preparedness Plan
- Determination on Reorganization Feasibility

#### **INTERMEDIATE-TERM PRIORITIES**

The following intermediate term (4-6 years) strategic priorities were identified:

- Complete Construction of KPPCSD Building
- Decision on Paths Ownership
- Grants for Recreation Building
- Disabled Registry

The order of these priorities has not been determined.

The Board requested that a more detailed list of steps be prepared for each priority and presented at a subsequent meeting to determine order, timing, and responsibility of each step.



## KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

### 2024 STRATEGIC PLANNING WORKSHOP PARTICIPANT QUESTIONNAIRE

Dear Workshop Participants,

We look forward to working with you during the Strategic Planning Workshop for the Kensington Police Protection and Community Services District on May 9, 2024.

Your preparation and input will be essential to make the workshop a success.

To prepare for the workshop, we ask you to read the *Planning Workshop Report* dated January 17 and 18, 2009 prepared by Special District Consulting and the *Three-Year Strategic Plan* dated October 2022 prepared by Rauch Communication Consultants, Inc. These two reports document the prior strategic planning efforts of your District.

We also ask you to provide input and answer the following questions. This will help us develop the agenda and identify key discussion topics for the Workshop.

Please, email your responses directly to Dmitry Semenov, Ridgeline Municipal Strategies, LLC, at [dsemenov@ridgelinemuni.com](mailto:dsemenov@ridgelinemuni.com) **no later than 5 pm on May 6, 2024.**

We appreciate your help and look forward to a productive strategic planning session with you.

Warmest regards,

RIDGELINE MUNICIPAL STRATEGIES, LLC



**1. What do you want to see accomplished during the May 9th Workshop?**

**2. What are the key strengths of the District's**

- Administration Department

- Police Department

- Parks and Recreation Department

**3. What are the key weaknesses of the District's**

- Administration Department

- Police Department

- Parks and Recreation Department





9. What additional funding and revenue opportunities do you want the District to explore?

10. How do you envision the District looking like in the next 3-5 years?

# Strategic Planning Workshop – Updated Materials



May 10, 2024



Municipal Advisory | Pension Cost Optimization | Financial Planning

Item #19e

## Kensington Police Protection and Community Services District



These materials reflect feedback and corrections provided by the KPPCSD Board of Directors and staff during May 9, 2024 Strategic Planning Workshop and replace the presentation slides used during the workshop. All changes are in **blue** font.

The information in these slides represents the individual opinions of the KPPCSD Directors and staff and is subject to further discussion and refinement.

# Prior Strategic Planning Efforts



- **2009 – Strategic Planning Workshop and Report:**
  - Developed Mission and Vision Statements
  - Clarified roles and responsibilities of Board and staff
- **2022 – Three-Year Strategic Plan**
  - Developed by prior Board and staff
  - Kept Mission Statement
  - Expanded Vision Statement
  - Identified Priorities, Goals, and Objectives
  - Was not finalized due to changing Board and staff

# KPPCSD Mission Statement



The Mission of KPPCSD is to  
provide services  
that enhance  
the community of Kensington

# KPPCSD Vision



- Proactively provide
  - First-Class Police Services
  - Quality Parks and Responsive Recreation Services
  - Excellent Communication with the Community
  - Productive and Collaborative Board and Staff
  - Well-Managed Long-Term Financial Planning
  - Clear and Understandable Administrative Process

# Pre-Workshop Questionnaire Results



- Completed by all directors, GM, and Police Chief
- Areas of Focus:
  - Workshop Goals
  - SWOT by Department
  - Waste Collection Services Assessment
  - Overview of 2022 Draft Strategic Plan
  - Community Perception
  - Funding and Revenue Opportunities
  - 3-5-Year Vision

# 2022 Strategic Plan Feedback



- Vision statement too long
- Too aspirational and broad, hard to implement with current resources
- Unclear use case
- Lacks priorities and associated time horizons
- General preference for a simpler and more focused approach

# Workshop Goals

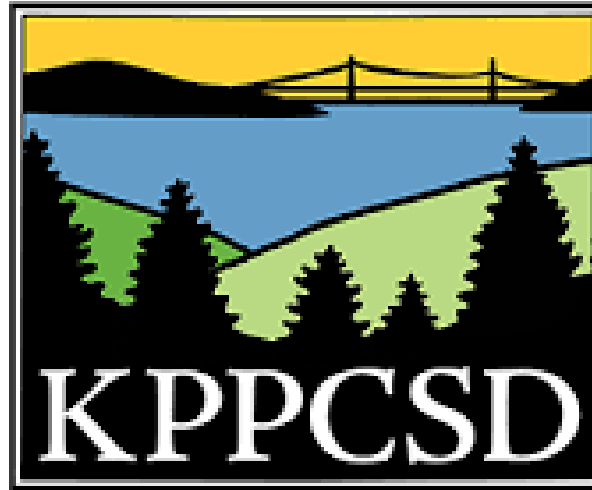


- SWOT Analysis
- Explore funding sources
- Identify top realistic priorities for 1, 2, 5, 10 and 15 years:
  - Services
  - Governance
- Who is responsible for what and how do we track progress
- Is district doing the best job it can for the community?

# SWOT Analysis



## ADMINISTRATION



# Strengths: Administration



- Recent improvements:
  - Current GM
  - Staff members
  - Finance department
  - Legal team
  - Accounting firm
- Great work ethic
- Experience, agility, flexibility
- **Balanced budget**
- Customer service
- Cohesive, cooperative Board
- High-Caliber Directors
- Split roles of GM and Police Chief

# Weaknesses: Administration



- **Staff:**

- Lack of permanent full-time GM
- No financial manager
- Staff turnover
- Need to increase technical and PR bench

- **Limited budget**

- **Grant applications**

- **Tech and Communications:**

- AV / public meetings technology
- Board meeting packet / agenda delays

- **File / record management system**

- **Long-term planning challenges**

- **Public Outreach:**

- Limited social media presence
- No regular newsletter
- Lack of website updates (other than police and Board meetings)
- Better interaction b/w Board and community
- **Need to understand community's priorities and sentiment**

- **Reliance on consultants**

- **Blurred lines of responsibility between directors and staff**

- **Cost of split GM and Police Chief roles**

- **Lack of physical location in community**

# Opportunities: Administration



- Improve communications thru hiring HS intern
- County liaison for community
  - Keeping in mind areas of responsibility of different organizations

# Threats: Administration



- Loss of interim GM
- Failure to retain permanent GM
- Inability to maintain competent staff due to lack of funding
- Inability to attract quality Directors
- Lack of collaboration with KFPD
- Financial hardship due to overspending on **District** building

# SWOT Analysis



## POLICE



# Strengths: Police



- **Staffing:**

- Competent Chief
- Sgt. Lande experience / background
- Dedicated officers
- Agility and flexibility (despite officer shortage)

- **Community relations:**

- Improved / positive public perception
- Friendliness, community engagement, connection

- **Operations:**

- Stays within budget
- Procedures and systems in place
- Strong hiring process
- Technology upgrades
- Fleet in good shape

- **Relationships with neighboring law enforcement agencies**

# Weaknesses: Police



- Limited budget
- Facilities:
  - No permanent home
  - Current location in El Cerrito
- Staffing:
  - Turnover and recruitment
  - 2 patrol officers at night
  - Lack of redundancy
  - All male officers
- No Disabled Registry

# Opportunities: Police



- Adding social worker
- Social justice
- Services for elderly population
- Explore innovation
- Volunteers
- Opportunities should be considered in light of District's mandate to avoid "mission creep"

# Threats: Police



- **Lack of permanent facility**
  - Realistic design
  - High price tag (need to determine the true number)
- **Emergency preparedness:**
  - Wildfires and earthquakes
  - Evacuation drills
  - Street parking plan (streets are under County's jurisdiction)
- **Rising pension costs**
- **Inability to keep up with salaries and benefits**

# SWOT Analysis



## PARKS AND RECREATION



# Strengths: Parks and Recreation



- Popular and well-maintained park
- Partnership with KCC
- Well-run programs for kids and adults
- Electronic reservations system
- Motivated
- Customer service / friendliness
- Knowledge of landscaping and plants

# Weaknesses: Parks and Recreation



- **Funding:**
  - Inadequate budget
  - Park assessment covers ≈20% of expenses
- **Assets:**
  - Park in bad shape
  - No park master plan
  - Need professional landscape & architectural design expertise
  - Underutilized assets
- Limited parking and access
- Cost to rent Community Center
- Limited course / activity offerings
- Lack of attention to Nielson Park

# Opportunities: Parks and Recreation



- Unused Annex building
- Shade trees
- Paths
- Dog park
- Pickle ball
- Amphitheater renovation
- Community engagement / communication

# Threats: Parks and Recreation



- Continuing deterioration of facilities and landscape
- Loss of facilities (parking and buildings) to permanent police location
- Liability due to dogs off leash
- Climate change impacts on trees

# Taking the Temperature



## WASTE COLLECTION



# Waste Collection Issues



- Confusion around plastics recycling program
- Provider's contract and fee structure
- Fee study, legal justification for franchise fee and permissible uses
- Public communication on rates, services, and choice of service provider
- County contract

# Taking the Temperature



## COMMUNITY PERCEPTION



# Board's Understanding of Community Perception



- District needs better understanding of community's priorities and sentiment
- Are we telling our story?
- Admin:
  - Availability, tech skills, and communication style
  - Greater trust for new administration
  - Slow progress on District building
- Parks and Rec:
  - General appreciation of park and KCC programs
  - Limited offerings
- Police:
  - Overall favorable perception
  - Perceived lack of police presence
  - Recent crime incidents
- Waste Collection:
  - Happy with service expansion
  - Some concerns about cost
- Tax increase concerns
- Transparency and public records requests

# Rolling Up the Sleeves



## DISTRICT BUILDING DISCUSSION



# District Building Discussion



- Needs to be in Kensington
- What is the solution?
  - Stand alone building
  - Relocate portables behind library, if safe seismically
  - Combined Kensington public safety building – No longer considered a viable alternative
  - County multi-use building – Uncertain that County is interested
  - Public-Private Partnership
- Realistic Design
- High and yet unknown price tag

# Rolling Up the Sleeves



## FUNDING SOURCES

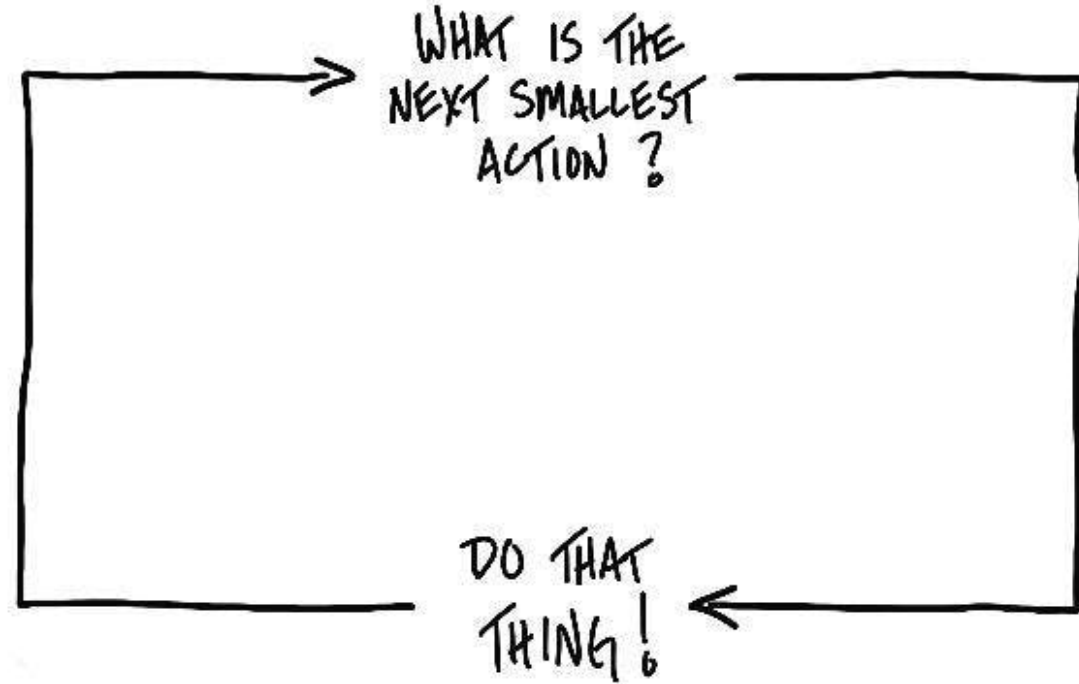


# Funding Sources



- **New parcel tax:**
  - District building
  - Funding for operations
  - Additional park funding
- **Replace LLD with CFD**
- **Are higher taxes prohibitive to young buyers?**
- **Grants and earmarks**
- **Fundraising**
- **County partnership:**
  - Measure X
  - Public works projects
  - Multi-use building
- **Monetization of park assets**
- **Parking meters**
- **Rental fee for food trucks**
- **Music and theatrical events**

# Making Progress



BEHAVIOR GAP

# Questions?



## **Dmitry Semenov**

Ridgeline Municipal Strategies, LLC

(916) 250-1590

[dsemenov@RidgelineMuni.com](mailto:dsemenov@RidgelineMuni.com)

[RidgelineMuni.com](http://RidgelineMuni.com)





## Kensington Community Services District

DATE: January 8, 2025

TO: Board of Directors

FROM: David Aranda, Interim General Manager (IGM)

SUBJECT: Discussion and Direction Concerning the Public Safety Building, Which Includes Purchasing Office Modular Equipment, Naming the Building, and ADA Parking

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### BACKGROUND:

This agenda item covers four concerns that the IGM has and is looking for directions from the Board of Directors.

1. Purchase modular equipment for staffing the administrative area of the Public Safety Building (PSB). Currently the IGM and Accounting Officer share a small space in the police building on San Pablo. It has worked but is not ideal for a few reasons, first, no privacy should the IGM need to have a private conversation either by phone or in person. Second, it would make more sense for the General Manager to be in the Public Safety Building to meet with residents, access the park and to have more space and private area.

With the hiring of a new full-time General Manager in April, it would be recommended that there is the ability to show that person where they would be located. The administrative area in the PSB is open space. The attached information provides the ability to set up a few semi-private office areas within that space, and the General Manager could go into the meeting room for private conversations.

The IGM is asking the board to provide direction if they wish to purchase the attached modulators for set up for the various office staff including the General Manager or wait until a General Manager is hired and allow that person to recommend to the board a set up for office personnel.

## Direction Concerning the Public Safety Building

January 8, 2026

Page 2 of 2

2. An update on ADA parking at the public safety building. The county will not provide an additional space in Arlington because it would impact on a private residence by placing either a thirty-minute or ADA parking spot in front of a home. The lawyer for the district has confirmed that the ADA spot in the upper parking lot and the subsequent equipment on the top floor of the fire station does meet the legal requirements for ADA access. I am waiting to receive a reply about the possibility of placing a diagonal parking space in front of the public safety building as outlined in the picture attached. The cost to make this modification would be on the district but first we need to see if the county would even find it acceptable and if it would meet the legal spacing requirements. I hope to have an update at the board meeting. Board input would be appreciated.
3. Naming the building. It would seem that "Public Safety Building" does not define who we are. A suggestion is to place across the front of the building the following: "Kensington Community Services District and Station 55". The IGM looks to the board for direction.

### EXHIBIT(S):

- KENSINGTON FIRE-Blockplan Options Visual-122225
- KENSINGTON FIRE-Blockplan Options-122225
- Public Safety Building Photos
- Proposed parking area 217 Arlington photo

### Possible projects to work on in calendar year 2026

#### 1. Kensington Park - See map of locations

- a) Provide fire retardant material on Bldg. E. (100,000)
- b) Remove vegetation & upgrade annex. See photo. Apply for state grant (\$200,000 - \$2,500,000)
- c) Expand driveway from the CC to end of cul-de-sac to add parallel parking. East side of drive (\$200,000 - \$400,000)
- d) Realign (2-way at Arlmont) and expand the parking shared with church. (\$300,000)
- e) Remove old trees on Kensington Park hillside along the Arlington and replace with trees/plants for stability. Need sprinklers. (\$200,000 - \$500,000)
- f) Stabilize (prevent erosion) and widen road from CC to school. See photo (\$200,000 - \$500,000)
- g) Reduce vegetation behind CC and beside annex. See photo (\$200,000)
- h) Maintain open space behind field next to Bldg E. See photo. Improve foot path. (\$50,000)
- i) Convert room #1 of CC to administrative office (\$50,000)

#### 2. Other projects

- a) Construct new police station in Kensington Park. (\$1.0 mil - \$12.0 mil)
- b) Construct a partial police station on 1<sup>st</sup> floor of PSB. (\$500,000)
- c) Relocate car parking on Purdue, Kenyon and Westminster (50,000 - \$150,000)
- d) Install emergency signal on Arlington at Sunset. (\$100,000 - \$500,000)
- e) Provide high power sprinkler system behind school facing park. (\$150,000)
- f) Remove vegetation and selected trees from Cerrito Park. (\$75,000)
- g) Contribute 50% of costs for individual brush removal up to \$1,000. (\$50,000)
- h) Hire consultant to apply for state grants (\$50,000)

**Estimated 2026 calendar expenditures/total expenditures over life of project**

## Board discussion of capital projects in calendar year 2026

The combined Board was merged in September 2025 and will probably not have a full-time General Manager until April 2026. The Board should not delay commencement of important capital projects. Listed on the attached are a number of capital projects that could be considered for implementation along with their assumed costs. As capital/budget projects these require Board approval and are not subject to GM authorization.

It is anticipated that if the combined Board has no capital projects there will be a cash surplus of about \$600,000 in calendar (not fiscal) year 2026. It is proposed that we consider allocating this surplus to some of the capital projects shown on the attached list.

The estimated cost of each of these projects is shown in red on the attachment. These costs should provide a reasonable approximation of total costs to undertake a specific project but could be higher if the scope of work is increased. Any increased costs would come out of the Board's available surplus cash of about \$5.0 million.

Choosing which projects should be selected for 2026 could be determined by discussion or by having each Board member assign a weighting of 1 to 10 to each item with the items with the highest score being selected up to \$600,000 for the calendar year 2026.

The following is used as an example of how projects might be picked.

2h -- hirer consultant	\$50,000
1f – Convert room1 of CC	\$50,000
1e – beautify Park	\$200,000
2c – relocate car parking	\$50,000
2f – remove vegetation	\$75,000
1f – Stabilize road	<u>\$200,000</u>
Total	\$625,000

Each of these projects will require some administrative oversight which could be handled by assigning 2 Board members to serve as an ad-hoc committee until a permanent GM is hired. [See map and photos attached.](#)



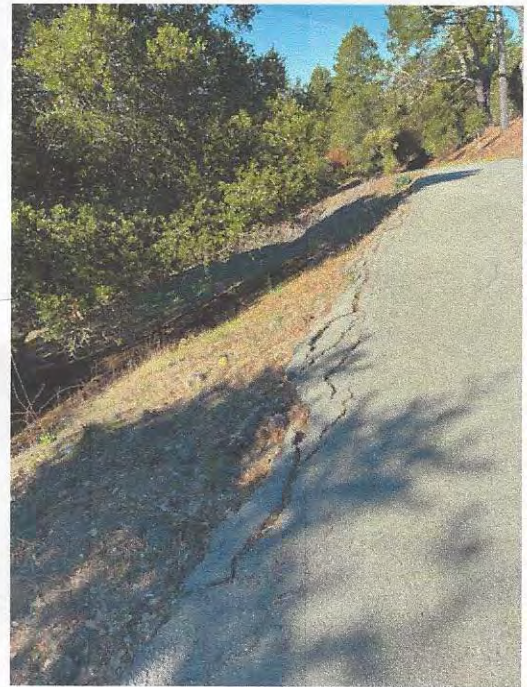
## KENSINGTON PARK

- a) Bldg G
- b) Annex
- c) Drive
- d) Parking

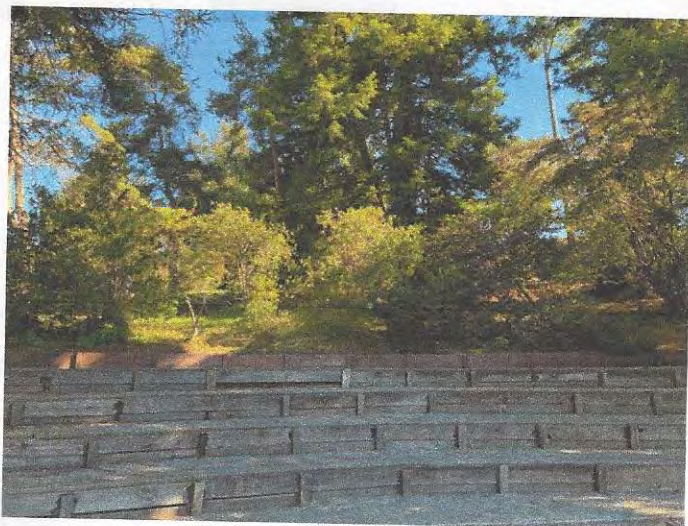
- e) Hillside
- f) Road
- g) Vegetation



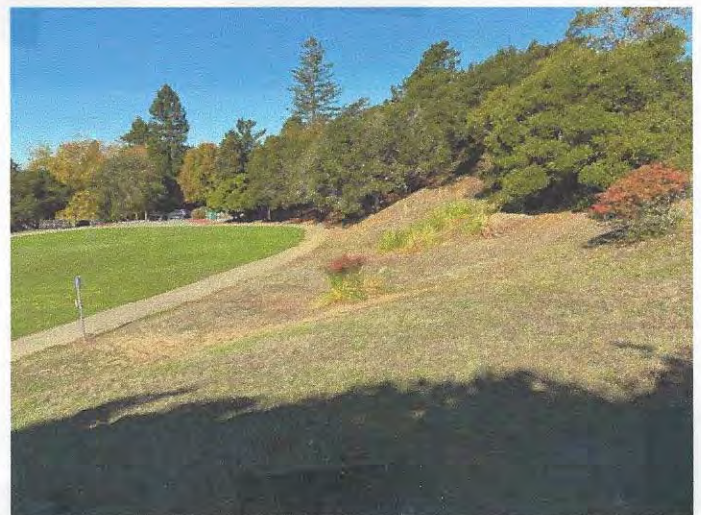
b) Remove vegetation & upgrade annex.



f) Stabilize (prevent erosion) and widen road



g) Reduce vegetation behind CC



h) Maintain open space behind field



## Kensington Community Services District

DATE: May 14, 2026

TO: Board of Directors

FROM: David Aranda, Interim General Manager (IGM)

PRESENTED BY: Danielle Madugo, Director and Chair for EPC

SUBJECT: Board Approval of the Emergency Preparedness Committee (EPC) Meeting Once Per Month as a Committee Under the Board of Directors and Approval of Appointing Laura Westphal to the EPC Committee as a Public Member

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### RECOMMENDATION:

There will need to be an updated verbal recommendation at the board meeting based on the outcome of the EPC meeting.

### BACKGROUND:

The EPC will meet on the afternoon of the 14<sup>th</sup> to determine the application of Laura Westphal and to discuss the possibility of meeting each month as a committee.

Based on the discussion and vote of the EPC on the afternoon of the 14<sup>th</sup>, this agenda item is being brought to the board for discussion, approval to appoint the public member, and move the meetings of the EPC to monthly.

### EXHIBIT(S):

- EPC Special Mtg Agenda Packet



**KENSINGTON COMMUNITY SERVICES DISTRICT**  
SPECIAL MEETING OF THE EMERGENCY PREPAREDNESS COMMITTEE

AGENDA

Thursday, May 14, 2026, 4:00 p.m.- 6:00 p.m.  
Kensington Community Center - Meeting Room 3,  
59 Arlington Avenue, Kensington, CA 94707 (and hybrid)

*Director Rodney Paul's location*  
*Holiday Inn & Suites, 506 W Harrison St.; Chicago IL 60607*

*Committee Member Paul Moss' location*  
1445 14th St, Los Osos, CA 93402

**How to Submit Public Comments:**

Prior to the meeting: Members of the public may submit public comment by emailing the Chair and Board Clerk by emailing: [public.comment@kensingtonfire.org](mailto:public.comment@kensingtonfire.org). by two hours prior to the meeting start time. Such comments will be noted as received and their contents orally summarized; however, if you attend the meeting, you will need to make your comment during the meeting.

During the meeting: Public comment will be taken on each agenda item, and comment on issues not on the agenda will be taken at the beginning of the meeting (*regular meetings only*). Members of the public who attend the meeting either in-person or via Zoom are allowed to provide public comment verbally with a maximum allowance of 3 minutes per individual comment, subject to the Chair's discretion. Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair, except that public speakers using interpretation assistance will be allowed to testify for twice the amount of the public testimony time limit (California Government Code section 54954.3(a)).

*In-person:* At points in the meeting when the meeting chair requests public comment, members of the public participating in-person can simply raise their hand to be recognized.

*Via Zoom:* If participating via internet, please click the "raise hand" feature located within the Zoom application screen. If connected via telephone, please dial "\*9" (star, nine).

**Accommodations:** To enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title 1), if you need special assistance to participate, please email [public.comment@kensingtonfire.org](mailto:public.comment@kensingtonfire.org) 48 hours prior to the meeting.

**Agenda and supplemental materials:** This agenda is available on the KFPD website under the relevant meeting date: <https://www.kensingtonfire.org/emergency-preparedness-committee>. Please note that supplemental materials will be posted on the website with the agenda as soon as they are available prior to the meeting. Additional information and/or materials may be presented at the meeting itself.

**PLEASE NOTE:** The District will use Zoom to allow virtual access to this meeting. This additional means of access is provided as a courtesy to the public and is not required by law. The meeting will continue to be conducted at the physical address provided above regardless of any interruption or failure of the Zoom transmission.

**Hybrid Meeting Option Internet Address:**

<https://us02web.zoom.us/j/83121387842?pwd=6sBjRanrd4whoYCE1xgHa9atubNSpt.1>

**Telephone Access:**

(669) 444-9171

**Zoom Webinar ID:** 831 2138 7842

**Passcode:** 815806

**1. CALL TO ORDER/ROLL CALL**

Directors: Director Madugo, Director Paul, Director Spath and Director Watt  
Public Members: Kay Blonz, Katie Gluck, Annette McCoubrey and Paul Moss  
Staff: David Aranda Interim General Manager  
Consultants: Mary Morris-Mayorga  
Raychel Jackson  
Johnny Valenzuela, Emergency Preparedness Coordinator

**2. PUBLIC COMMENT**

Under “Public Comment,” the public may address the Committee on any subject not listed on the agenda. Please address your comments to the Committee and not to staff and/or the audience. Each speaker may address the Committee once under Public Comment for a limit of three minutes. The public will be given an opportunity to speak on each agenda item and once the public comment portion of any item on this agenda has been closed by the Committee, no further comment from the public will be permitted unless authorized by the Committee. The Committee cannot act on items not listed on the agenda and, therefore, cannot respond to non-agenda issues brought up under Public Comment other than to provide general information. Committee members will also have an opportunity to comment on items not on the agenda.

**3. ADOPTION OF CONSENT ITEMS**

a. **Approval of Minutes** for the meeting on March 26, 2026

**4. OLD BUSINESS – None**

**5. NEW BUSINESS**

a. **Review any New Applications for EPC Public Member Seats**

b. **Review and Update Emergency Preparedness Committee Protocols to Support Monthly Meetings**

**6. FUTURE AGENDA ITEMS**

The list of future agenda items discussed during the meeting will be summarized here.

**7. ADJOURNMENT**

The next regular meeting of the Emergency Preparedness Committee of the Kensington Community Service District is scheduled for May 28, 2026 at 4:00pm in person (Committee members) at the Kensington Community Center with hybrid option for attendees (guest speakers, public), unless noticed otherwise per the Brown Act.



**KENSINGTON COMMUNITY SERVICES DISTRICT  
EMERGENCY PREPAREDNESS COMMITTEE  
REGULAR MEETING MINUTES**

**DATE/TIME:** March 26, 2026, 4:00PM

**LOCATION:** Kensington Community Center, 59 Arlington Avenue, Kensington (and hybrid)

**PRESENT:** Directors: Director Madugo, Director Paul, Director Spath and Director Watt  
Public Members Kay Blonz, Katie Gluck, Annette McCoubrey, Paul Moss  
Staff: David Aranda, Interim General Manager  
Consultants: Mary Morris-Mayorga  
Raychel Jackson  
Johnny Valenzuela, Emergency Preparedness Coordinator

**1. CALL TO ORDER/ROLL CALL**

Director Madugo called the regular meeting to order at 4:07 p.m. and confirmed the roll call.

**2. PUBLIC COMMENT (00:00:52)**

**3. ADOPTION OF CONSENT ITEMS**

- a. **Approval of Minutes** EPC regular meeting: 2/26/2026
- b. **Approval of Minutes** EPC special meeting: 3/11/2026

**Moved/Seconded:** Paul / McCoubrey **Action:** Approved minutes of the 2/26/2026 and 3/11/2026 meetings **Ayes:** Paul, Madugo, Spath, Watt, Blonz, Gluck, Moss and McCoubrey **Noes:** None **Abstain:** None **Absent:** None

**Video Time Stamped: 00:02:32**

**4. PRESENTATION**

- a. **Opportunities for Coordination presented by K6 (00:03:09)**

**5. OLD BUSINESS**

**6. NEW BUSINESS (00:30:55)**

- a. **Review 2026 EPC Work Plan Subcommittees**
- b. **Review status update on 2026 EPC Work Plan progress**
- c. **Discussion and approval to request that the KCSD Board of Directors approve the document that explains and provides direction regarding days that are declared “Red Flag Days”**

**Moved/Seconded:** Spath / Paul **Action:** Moves to recommend to the KCSD Board of Directors for consideration of the document that explains and provides direction regarding days that are declared “Red Flag Days” **Ayes:** Paul, Spath, Watt, Madugo, Blonz, Gluck, Moss and McCoubrey **Noes:** None **Abstain:** None **Absent:** None

**Video Time Stamped: 01:26:54**

- d. **Review any new applications for EPC Public Member seats**

**7. FUTURE AGENDA ITEM**

**8. ADJOURNMENT:** Director Madugo adjourned the meeting at 5:34 p.m.

The next regular meeting of the Emergency Preparedness Committee of the Kensington Community Services District is scheduled for May 28, 2026 at 4:00pm in person (Committee members) at the Kensington Community Center with hybrid option for attendees (guest speakers, public), unless noticed otherwise per the Brown Act.

MINUTES PREPARED BY: Raychel Jackson

These minutes were approved at the Emergency Preparedness Committee Meeting of the Kensington Community Services District on May 28, 2026.

**Attest:** \_\_\_\_\_  
**Emergency Preparedness Committee Member**



## KENSINGTON COMMUNITY SERVICES DISTRICT

### Application to Serve on the KCSD EMERGENCY PREPAREDNESS COMMITTEE

Please review the attached Emergency Preparedness Committee Protocols (draft) and Board and Committee Member Remote Meeting Attendance

Name: \_\_\_\_\_ Date: \_\_\_\_\_

*(Please do not supply private contact information; this document is accessible to the public.)*

I am a Kensington resident aged 18 or over

#### Areas of interest (check all that apply):

- Evacuation preparation
- Emergency notification (remote sensing/cameras, sirens, cell towers, radios, phones)
- Path ownership, clearing, etc.
- Collaboration and coordination with other agencies (County, Parks, FireSafe Councils, other towns)
- Hazard mitigation (education about hazardous plants, house-hardening, etc.)
- CERT training and network formation
- Development of Firewise neighborhood designations
- Public education about emergency preparedness, earthquake and related topics
- Red Flag Day Parking Strategy
- Other \_\_\_\_\_

**Please explain your experience and current efforts in your areas of interest:**

**If named to the Committee, what goals and objectives would you recommend for the work plan?**

*Thank you for your interest. Applications will be considered annually and/or as the need arises.  
Committee size is limited to five (5) public members. Please email your application to  
[fire@kensingtonfire.org](mailto:fire@kensingtonfire.org).*

## **Laura Westphal EPC Committee Application**

***“Please explain your experience and current efforts in your areas of interest.”***

I bring a mix of operational, strategic, and community-based experience in emergency preparedness. I’m a combat-deployed OEF Air Force Veteran with a background in Logistics and Operations. I was trained to manage resources, work with gov’t contract vendors, coordinate under pressure, and make decisions in high-stakes environments. I also have training in combat first aid and have been CPR certified. I hold a degree in Sociology from UC Berkeley. Post-graduation, I became President of the Cal Veterans Alumni Association as well as volunteered full-time with the American Red Cross in the Oakland chapter, supporting HR administration operations, assisted in building a regional training program, and served as a disaster response caseworker at the community level.

Professionally, I have over 15 years of experience in Human Resources across public and private sectors, including higher education, nonprofit, FinTech, and MedTech organizations. I currently work as a Human Resources Business Partner, supporting six departments across all levels of the business, with a focus on employee centered trauma-informed practices, training and development, and organizational planning and response. As part of our Emergency Response Team (ERT), I was designated as the Officer Site Commander for my building, where I lead fire safety coordination, conduct drills, and ensure compliance with OSHA standards in partnership with our Employee Health and Safety Department.

At the community level, I am stepping into a volunteer CERT coordinator role for my neighborhood in Kensington (in Zone 5), focused on strengthening local preparedness through practical, relationship building based planning and engagement that is people-centered and actionable. I am also currently working toward my Technician-level HAM amateur radio license and learning on my YAESU VX-6R with the intent to join in to support resilient communication through the K6NN repeater network and participation in KARO-ECHO led community nets.

My perspective is shaped by lived experience growing up in rural California, including Boulder Creek and Paradise, where I experienced wildfires, mudslides, and the 1989 Loma Prieta earthquake firsthand. These experiences inform how I approach both evacuation and shelter-in-place realities, particularly in communities with diverse needs and constraints. I take a solution focused collaborative approach, grounded in listening and learning, with respect for the work already in place. I bring an analytical, systems-oriented mindset and thrive in diverse communities and across a range of cognitive styles. I’m motivated to strengthen and connect existing efforts in practical ways. As an engaged member of the community, service is foundational to who I am, and I believe I would be a strong value add to the committee.

***“If named to the Committee, what goals and objectives would you recommend for the work plan?”***

If selected, my recommended goal would be to support and strengthen the existing work plan, which I see as foundational and thoughtfully structured. I fully support the current subcommittee focus areas and would be interested in becoming more deeply engaged in the ongoing efforts, particularly in CERT, where I am actively working to build neighborhood-level engagement as a local coordinator.

One objective I would recommend, if not already in place, would be to strengthen coordination and visibility across CERT, Firewise, communication systems, and community education, as the framework of preparedness is similar up to a point or worse, cascading events (e.g., earthquake leading to fire). This could be supported to improve community engagement and buy-in, by simplifying participation through a clear “minimum preparedness standard,” through more consistent messaging, clearer and centralized access to information (such as website updates and local publications like the Kensington Outlook), and regular neighborhood-level touchpoints through neighborhood/zones, so residents experience these efforts as connected, relevant, and easier to engage with.

Another objective would be to continue improving community participation by focusing on low-barrier, locally grounded ways for residents to get involved. From what I understand, engagement is an ongoing challenge, and I would be interested in supporting approaches that make preparedness feel more practical, visible, and integrated into everyday community life, without adding complexity to the existing work. A final objective is to strengthen neighbor-to-neighbor support systems, ensuring that more vulnerable residents are identified, connected, and supported through existing community networks ahead of an emergency.

Overall, my recommendations focus on building on what is already in place, supporting alignment, increasing participation, and translating strong planning into actions residents can see, understand, and act on at the neighborhood level.



## Kensington Community Services District

**DATE:** May 14, 2026  
**TO:** Emergency Preparedness Committee  
**FROM:** David Aranda, KPPCSD Interim General Manager  
 Mary A. Morris-Mayorga, Consultant  
**SUBJECT:** Review and Update Emergency Preparedness Committee Protocols to Support Monthly Meetings

### Emergency Preparedness Committee Protocols

#### Purpose

The Emergency Preparedness Committee has been established as a standing committee by the Board of Directors for the purpose of identifying, evaluating, and facilitating solutions to civic emergencies and hazards in the Kensington Community. The committee shall: establish and update an annual work plan for Board approval which serves as the foundation of the committee's work; evaluate and recommend initiatives which support the established work plan; and other functions as referred by the Board of Directors.

#### Composition, Appointment, and Term

The Emergency Preparedness Committee will be comprised of four Board directors and five public members who will be appointed annually (and as vacancies occur) for a term of one year by the Board President with approval by a majority of the Board of Directors.

#### Annual Reporting Requirement

Public members, like Board members, will be required to file a California Form 700 Statement of Economic Interest annually with the Fair Political Practices Commission which is facilitated through the NetFile website by the Board Clerk. Failure to file this form will result in removal of a public member from the committee.

#### Meetings and Staffing

Meetings will be held monthly on the fourth Thursday or as needed. Staff support will be provided by the General Manager (or Interim), board clerk or administrative staff/consultant, Emergency Preparedness Coordinator (consultant), and others as deemed necessary by the General Manager. Committees may not direct staff to perform specific duties unless authorized by the Board of Directors. Staff direction will be provided by the General Manager.

#### Meeting Attendance

Standing committees serve an important role in assisting to fulfill the District's mission and goals by supporting the work of Board of Directors. Regular meeting attendance by members is critical in establishing a meeting quorum and to the success of the committee. Members are allowed to miss two meetings per year and must notify the General Manager or their designee of the member's absence prior to the meeting, or as soon as practical. Remote attendance is possible provided that it complies with the Brown Act (see attached).

#### Committee Authority and Recommendations

Committee motions and recommendations shall be advisory to the Board of Directors. Committees do not have the authority to commit the District to any expenditure or obligation. Generally, committee members should reach a consensus on recommendations to present to the Board of Directors. When consensus is not reached, the committee is encouraged to work with the General Manager on a supported compromise; however, alternative recommendations can be forwarded to the Board of Directors through the General Manager for further direction if necessary.

**DATE:** May 14, 2026

**TO:** Kensington Community Service District

**RE:** Emergency Preparedness Coordinator Report

**SUBMITTED BY:** Johnny Valenzuela, Emergency Preparedness Coordinator

The following table outlines the status of the 2024-2025 Kensington Fire Protection District’s Work Plan.

Projects	Status Update
<b>2024-2025 KFPD Work Plan</b>	
<b>1. Red Flag Parking</b>	<ul style="list-style-type: none"> <li>● 4/20/2026 GM conducting notification to residents on established priority corridor.</li> <li>● 4/1/2026 met with sub committee to discuss education and outreach regarding Red Flag Parking expectations for off-street parking</li> <li>● 3/26/2026 provided information to the subcommittee for planning and messaging development</li> <li>● 3/18/2026 provided feedback to GM regarding Sunset Firewise residents request for support on outreach and coordination for evacuation readiness</li> <li>● 3/17/2026 Met with Sunset Firewise leads to establish a block party with neighbors to improve off-street parking coordination</li> <li>● 3/6/2026 Provided Red Flag Ready and associated materials to GM for Red Flag Roundtable meeting</li> <li>● 3/1/2026 Work with Board Admin to assemble historical documents / campaigns re: Red Flag</li> <li>● 2/2/2026 GM Meeting re: Red Flag Initiatives – pending workshop with Chiefs to affirm deliverables</li> <li>● 11/17/2025 Red Flag Parking Pilot Report provided to KCSD GM for review</li> <li>● 8/15/2025 Red Flag Parking Pilot Report re: Willamette Ave Study provided to KFPD GM for Board review.</li> </ul>

<p style="text-align: center;"><b>2. Hazardous Vegetation Removal Reimbursement Grant</b></p>	<ul style="list-style-type: none"> <li>● 5/6/2026 continuation of site visits and responding to inquiries through application period ending 5/31/2026</li> <li>● 4/1/2026 Set Subcommittee application reviewing session for 6/4</li> <li>● 3/31/2026 requested GM direction on Eucalyptus removal project</li> <li>● 3/5/2026 Started site visits and application validation</li> <li>● 3/1/2026 Launched Application campaign for current grant filing period</li> <li>● 2/4/2026 FSK/Redtail Ridge program announcement strategy</li> <li>● 1/23/2026 Firewise distribution email announcement</li> <li>● 1/20/2026 Firewise Lead meeting – program announcement</li> <li>● 1/6/2026 Provided public info to Kensington Outlook for 2/2026 publication</li> <li>● 12/29/2025 Updated the resident application interface and branding, development of public outreach campaign for launch in 2026.</li> <li>● 12/12/2025 Provided revised HVRR for GM review and approval</li> <li>● 11/26/2025 Program final draft provided to GM for KCSD December Board meeting packet</li> <li>● 11/24/2025 Program second draft provided to GM</li> <li>● 11/17/2025 Meeting with GM to review program development</li> <li>● 11/14/2025 provided a revised program outline to GM for review.</li> </ul>
<p style="text-align: center;"><b>3. House Hardening</b></p>	<ul style="list-style-type: none"> <li>● 5/6/2026 continuation of site visits and responding to inquiries through end of application period 5/31/2026.</li> <li>● 4/1/2026 KEEP Launch Campaign and coord meeting</li> <li>● 3/31/2026 KEEP coordination meeting</li> <li>● 3/30/2026 KEEP coordination meeting</li> <li>● 3/20/2026 KEEP coordination meeting</li> </ul>

	<ul style="list-style-type: none"> <li>● 3/6/2026 submitted KEEP program to GM for Monthly Board Meeting Consideration</li> <li>● 2/26/2026 Present KEEP program to EP Committee</li> <li>● 2/25/2026 Discuss KEEP program to GM</li> <li>● 2/19/2026 Wildfire Defense Mesh Meeting w Vendor</li> <li>● 2/4/2026 Wildfire Defense Mesh meeting- Mesh Pilot Platform</li> <li>● 2/3/26 KEEP Development subcommittee meeting</li> <li>● 1/25/2026 KEEP Development subcommittee meeting</li> <li>● 1/22/2026 EPC Meeting Kensington Ember Exclusion Program Overview subcommittee formation</li> <li>● 1/15-1/16/2026 CAL FIRE Qualified Entities Training support for Kensington attendees</li> <li>● 12/31/2025 Finalize pilot program for KCSD consideration.</li> <li>● 11/30/2026 Proposed adding initiative to the Jan 2026 meeting for KCSD Board review.</li> <li>● 11/21/2026 Wildfire Defense Mesh meeting request materials/data for program development</li> <li>● 11/18/2026 Wildfire Defense Mesh Concept provided to GM</li> </ul>
<p><b>4. Hazardous Vegetation Impacting Evacuation</b></p>	<ul style="list-style-type: none"> <li>● 5/6/2026 Followed up with sub committee with an update regarding the CONFIRE Coordinator presentation from 5/4/2026.</li> <li>● 4/23/2026 Provided proposed scope of work to subcommittee.</li> <li>● 4/1/2026 Discussed Sunset Road vegetation with subcommittee and other targeted streets</li> <li>● 3/26/2026 Establish subcommittee meeting</li> <li>● 3/18/2026 provided input to GM re: Sunset Road</li> </ul>

	<ul style="list-style-type: none"> <li>● 3/17/2026 Discussed Evacuation Route segment Sunset Road from Arlington into Sunset View Cemetery with residents.</li> <li>● 3/1/2026 Correspond with Fire Prevention Office regarding HVRR program and inquiries re: vegetation</li> <li>● 11/17/2026 Draft Memo provided to GM for Fire Department review and consideration on 12/2.</li> </ul>
<p style="text-align: center;"><b>5. Firewise Development/Support</b></p>	<ul style="list-style-type: none"> <li>● 5/6/2026 Sunset Block Party coordination planning</li> <li>● 5/4/2026 Firewise Zoom Meeting with ConFire Coordinator re: Measure X</li> <li>● 4/12/2026 Yale Ave Preparedness Meeting</li> <li>● 4/11/2026 Shredding Event and Firewise Volunteer coordination</li> <li>● 4/2/2026 requested Admin support for Firewise communication system development</li> <li>● 4/1/2026 Assembled door hanger distribution for Trinity Cambridge Firewise</li> <li>● 3/30/2026 Firewise lead meeting re: Communication systems</li> <li>● 3/20/2026 GM meeting discussed Admin support for Firewise</li> <li>● 3/17/2026 Distributed Doorhangers for Sunset Firewise</li> <li>● 3/17/2026 Sunset Firewise Lead meeting - established block party date for 5/14</li> <li>● 3/3/2026 Firewise Touchpoint with Various Firewise leads</li> <li>● 3/1/2026 DFSC presentation 700 Coventry &amp; Ardcove Island</li> <li>● 2/20/2026 Trinity &amp; Cambridge Firewise Application submitted</li> <li>● 2/5/2026 Trinity &amp; Cambridge Firewise application started</li> <li>● 2/3/2026 prospective lead announcement to neighbors to identify co-leads</li> </ul>

	<ul style="list-style-type: none"> <li>● 1/25/2026 FSK + Kensington Library Public Presentation for March Development</li> <li>● 1/22/2026 Follow up with prospective Lead for Firewise Development</li> <li>● 1/20/2026 Firewise Lead meeting potluck</li> <li>● 1/16/2026 Develop resource binder for each Firewise lead</li> <li>● 12/29/2026 provide door hangers to first phase of distribution</li> <li>● 12/17/2025 Coordinate with Alameda County Coordinator to facilitate CAL FIRE Qualified Entities Training for Firewise Leads</li> <li>● 12/12/2025 Develop Firewise Lead Meeting for 1/2026</li> <li>● 12/9/2025 Stage doorhangers for first phase of outreach via Firewise Leads and FSK.</li> <li>● 12/6/2025 Shakespeare Cluster/DFSC Event</li> <li>● 12/4/2025 Academic Hill Firewise Block Party</li> <li>● 12/1/2025 Academic Hill Lead Coordination Meeting</li> <li>● 11/26/2025 Tilden Firewise boundary expanded to include Summit Reservoir</li> <li>● 11/17/2026 Colgate-Columbia Firewise Lead Presentation</li> <li>● 11/12/2025 Firewise Rising Lead Meeting</li> <li>● 11/9/2025 Academic Hill Firewise Application for Recognition Filed</li> <li>● 10/28/2025 Firewise Development Meeting (Academic Hill)</li> </ul>
<p><b>6. Long Range Acoustic Devices</b></p>	<p><b>N/A</b></p>
<p><b>7. Evacuation Drills/ Guidelines /Communication Plan</b></p>	<ul style="list-style-type: none"> <li>● 5/7/2026 subcommittee meeting field visit for Red Flag placement strategy</li> <li>● 5/1/2026 subcommittee meeting for Red Flag placement subcommittee</li> <li>● 4/19/2026 provided overview of placement plant objectives to subcommittee for Red Flags</li> </ul>

	<ul style="list-style-type: none"> <li>● 4/1/2026 developed communication and education strategies in subcommittee meeting</li> <li>● 3/26/2026 Sent initial subcommittee meeting request out to set first meeting in 4/2026</li> <li>● 3/12/2026 provided Red Flag Ready campaign to K6 for community meeting</li> <li>● 3/5/2026 Provide communication framework for Red Flag Warnings to GM / Chiefs</li> <li>● 2/4/2026 Provided Richmond Evacuation Drill announcement to GM</li> <li>● 1/8/2026 flags sent for storage at Community Center</li> <li>● 12/10/2025 Requested staff to develop storage for flags to be accessible to volunteers for Red Flag Days.</li> <li>● 11/16/2025 Kingston Block Party Material Support</li> <li>● 10/18/2025 Public Outreach Materials provided to KCC</li> <li>● 10/11/2025 Red Flag Ready Fest Event -promoting Red Flag Day protocols</li> <li>● 9/1/2025 Developed Publication to promote Watch Duty as an additional tool for real-time communication re: local incidents to improve resident decision-making for evacuation.</li> </ul>
<p style="text-align: center;"><b>8. Earthquake Preparedness</b></p>	<ul style="list-style-type: none"> <li>● 5/4/2026 provided consolidated goals/scope of work to committee for review and consideration.</li> <li>● 4/23/2026 last call for feedback from subcommittee members to develop scope of work and goals.</li> <li>● 4/15/2026 requested additional feedback from subcommittee members regarding scope of work and goals</li> <li>● 3/26 sent email to subcommittee to request topics to develop work plan scope</li> <li>● 3/2/2026 Discuss EQ Response needs with CERT to develop strategic initiative</li> </ul>

<p style="text-align: center;"><b>9. CERT</b></p>	<ul style="list-style-type: none"><li>● 4/22/2026 launch CERT community kick off mini campaign</li><li>● 4/21/2026 develop communication assets for review and approval from CERT leads</li><li>● 4/17/2026 El Cerrito Kensington CERT confirms date for Potluck requests notification to community to rebuild roster and engage community</li><li>● 3/24/2026 met with El Cerrito Kensington CERT board to discuss launch and engagement campaign</li><li>● 3/20/2026 CERT lead meeting GM meeting discuss CERT and expectations</li><li>● 3/4/2026 developed article and publication cover for Fire Plug to announce CERT return and development</li><li>● 3/3/2026 Draft CERT Fire Plug Outlook article provided to CERT members and approved</li><li>● 3/2/2026 Meeting with El Cerrito &amp; Kensington residents re: CERT restart</li></ul>
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## Kensington Community Services District

DATE: May 14, 2026

TO: Board of Directors

FROM: David Aranda, Interim General Manager (IGM)

SUBJECT: GENERAL MANAGER'S REPORT FOR APRIL 2026

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The IGM was involved in the following for the month of April:

- Numerous meetings regarding the red flag parking program. See agenda item.
- Coordination and investigation regarding questions and concerns in preparation for the second round of recruitment for a full-time general manager.
- Work regarding the paths in Kensington included the coordination of the removal of a bench. It should be noted that this removal was based on a management decision, not a board decision and was made due to an ongoing complaint from the person who lives behind the bench and her concerns about noise and people milling around that area. The coordination of the concrete work was also accomplished with PathKeepers' volunteers notifying residents of the work being done, Fernando supervising the concrete work and following up on various compliance issues.
- Work on the draft 2027 fiscal year budget, this involved various meetings with police, email discussions with fire and a good amount of coordination with Melissa. See agenda.
- Meeting with Friends of the Library in the possible use of the south room in the annex building for book storage. See agenda.
- Coordination with some fire groups to have various presentations made.
- Generated the newsletter. Copy attached.
- Coordination with various parties regarding the food truck event.
- Zoom meeting with Karen Pinkos, City Manager for El Cerrito.
- Addressed various calls and emails from directors and residents.

### EXHIBIT(S):

- Master KASEP Classroom Grid Spring 2026
- Recreation Office KCSD Report April 2026
- Food Truck Flyer
- Administrative & Park Coordinator Report
- KCSD News Spring 2026

**MASTER Spring 2026 SCHEDULE**

	Room A	Room B	Room C	Tennis Court	CC - Main	CC- Rm 1	CC-Rm 2	CC- Kitchen	L COURT
<b>Monday</b>									
<b>K-1:30-2:20</b>		Gardening	Knots & Strings	Tennis -add TK	Judo				Olympics K&TK
<b>2:30-3:40</b>	Homework Club	Gardening	Hand Sewing	Tennis	Judo			Taco Creations	Olympics
<b>3:50-5:00</b>			Machine Sewing	Tennis	Judo			Taco Creations	Volleyball
<b>Tuesday</b>									
<b>K-1:30-2:20</b>	Music - TK	Trolls & Happy monsters	Active ABCs -TK		Gymnastics- K			K-Muffin Mad	Flag FB /
<b>2:30-3:40</b>	Homework Club	Trolls & Happy monsters	Mandarin Art		Gymnastics 1-3	Spanish 2:45-3:30		Muffin Madness 1-3	Flag Football1-3
<b>3:50-5:00</b>	Magic	Trolls & Happy monsters			Gymnastics 4-6	Spanish 3:45-4:30		Muffin Madness 2-6	Flag Football 4-6
<b>Wed</b>									
<b>K-1:30-2:20</b>			Pastel K	Tennis	Circus	Reading w/TK			K-Bball/ TK Multi Sports
<b>2:30-3:40</b>	Homework Club	Carpentry 1-3	Pastels 1-3	Tennis	Circus			Chocolate	Bball 1-3
<b>3:50-5:00</b>	ASL	Carpentry 3-6	Pastels 4-6	Tennis	Circus			Chocolate	Bball 4-6
<b>Thursday</b>									
<b>K-1:30-2:20</b>		Lego- add TK	Theater Games		Yoga K & TK			Fun w/ Food	
<b>2:30-3:40</b>	Homework Club	Lego	Improv		Yoga 1-4	Spanish 2:45-3:30		Cooking Around the World	Ultimate
<b>3:50-5:00</b>	D&D		Improv			Spanish 3:45-4:30		Cooking Around the World	Ultimate
<b>Friday</b>									
<b>K-1:30-2:20</b>			Mixed Media	Tennis -add TK	Hula Hoop	Chess			leave open
<b>2:30-3:40</b>	Homework Club	Coding 2-3	Mixed Media	Tennis	Hula Hoop	Chess			leave open
<b>3:50-5:00</b>	D&D	Coding AI	Crochet	Tennis		Chess			leave open

**Recreation Office Report prepared by Jenny Parks  
Kensington Community Council  
April 1st, 2026**

**KASEP:**

- Spring KASEP began on March 16th with 81 classes running each week. Session will run 10 weeks- no instruction the week of April 6th
- Last day of Spring KASEP is May 29<sup>th</sup>

**KCC Summer Camp:**

- We still have limited spaces available in a few weeks of camp
- Camp begins June 15<sup>th</sup> and will be 9-5pm in the Park area

**Adult Classes - Winter Schedule**

Strength & Balance Yoga Tuesdays 8:30am

Tai Chi - Wednesdays & Fridays 9:30-11am

Chair Yoga - Thursdays 10-11am

**KCC & Other:**

- In February we found a small leak in the Annex and wall and sink. Fernando repaired the damaged wall and leaking sink
- In March we found the AC unit at the Community Center was leaking, Hassler Heating was called to come out and do a repair.
- KCC is working to help facilitate overflow during the library closer beginning summer 2026.
- KCC is offering support to the Kensington Park'd Food Truck event starting May 8<sup>th</sup> and on the 2<sup>nd</sup> Fridays through October.

# KENSINGTON PARK'D



**Food Truck Night in  
Kensington Park**  
Every 2<sup>nd</sup> Friday May - October 2026

First event:  
Friday May 8th  
5 - 8pm

Visit the site



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## Kensington Community Services District

DATE: May 14, 2026  
TO: Board of Directors  
FROM: Rosa Ruiz, Administrative & Park Coordinator  
SUBJECT: Administrative & Park Coordinator Report

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### **Public Safety Building (PSB)**

The PSB is now able to host Zoom meetings, even though meeting room 111 isn't big enough to hold a board meeting; it is, however, big enough to host finance committee (5/11/26) and EPC. ASG assisted with installing a new Pro mini-Desktop Computer, along with a keyboard and mouse.

### **CC/Park**

From graduations/promotional ceremony to birthdays to retirement parties, the center is, as expected, busy. Even though some community events don't fall under the nonprofit organization fee, I've received multiple requests for a community event at the center, one taking place on May 17 from 3 to 7 PM, called Collective Counterpoint. They will host the World Premiere of Erika Oba's Newest Work, featuring live music, art, craft, and food. Tickets are on sale.

District Office will be closed Monday, May 25 in observation of Memorial Day.



# KENSINGTON COMMUNITY SERVICES DISTRICT

## QUARTERLY NEWSLETTER

*This newsletter provides updated information regarding the KCSD and your community.*

### KENSINGTON FIRE DEPARTMENT

In Kensington, wildfire preparedness starts at home. Dry vegetation, steep hillsides, and wind-driven embers increase fire risk, making defensible space one of the most important steps residents can take. Defensible space is the maintained buffer around a structure that slows fire spread and reduces ember ignition. By dividing this space into three zones, homeowners can take clear, practical actions that make a real difference.

#### Defensible Space: Three Zones That Protect Kensington Homes

About half of Kensington is designated a *Very High Fire Hazard Severity Zone*.

Creating defensible space in three zones, extending up to 100 feet or to the property line, is a key way to reduce wildfire risk.

The Very High Fire Hazard Severity Zone is essentially above Arlington Avenue although not all of the area above the Arlington. The area below the Arlington is either a High or Moderate Fire Hazard Severity Zone or in no zone. See map: <https://tinyurl.com/45kbc5am>

or in no zone. See map: <https://tinyurl.com/45kbc5am>

- **Zone 0 (0–5 feet):** Keep this area ignition-resistant. Use hard surfaces, clear debris, and move combustible items away from the home.
- **Zone 1 (5–30 feet):** Reduce fuels by removing dead vegetation, pruning, spacing plants, and clearing areas under decks and stairs.
- **Zone 2 (30–100 feet):** Slow fire spread by maintaining low grass, removing debris, and spacing trees and shrubs.

#### Kensington Ember Exclusion Program (KEEP)

The Kensington Community Services District has launched the *Kensington Ember Exclusion Program (KEEP)* to help protect homes from wind-driven embers, a major wildfire threat. Offered with *Firesafe Kensington* and *Wildfire Defense Mesh*, the program combines education with practical home-hardening resources. Backed by \$15,000 in KCSD funding, the pilot supports resident-led projects that reduce ember entry and fire risk, along with material support for qualifying households, including ember-resistant metal mesh.

Apply April 1 through May 31, 2026.

#### Red Flag Parking Restrictions Under Consideration

##### *Are You Willing to Sacrifice for the Good of the Community?*

During Red Flag weather conditions, rapid emergency response is critical to protecting lives and property. To ensure fire apparatus can access narrow streets without delay, the Kensington Community Services District is considering a Red Flag “No Parking” program.



*Continued*

Volume 3  
Issue 2  
Spring 2026

*Committed to  
Keeping  
Kensington  
Residents  
Informed*

## Red Flag Parking Restrictions Under Consideration *Continued*

The Board of Directors will discuss and vote on a county-supported resolution to implement temporary no-parking restrictions on designated streets during Red Flag days. Initial streets under consideration include Westminster Ave., Kenyon Ave., and Purdue Ave. Residents on these streets will receive direct notification from the Fire Chief.

Historically, Kensington experiences only a few Red Flag days each year. The Board meeting will take place on **May 14, 2026, at 7:00 p.m.** Community input is encouraged.



## KENSINGTON POLICE DEPARTMENT

The Kensington Police Department is pleased to announce the return of its seasonal community engagement program, featuring events such as *Cookies with the Cops*, *Coffee with the Cops*, and similar gatherings designed to strengthen relationships with residents. The next event will be held on **May 20 from 8:30–10:30 AM at SemiFreddis Bakery**, with additional monthly events planned through September. Details to be shared through District communication channels, and the Department extends its appreciation to local business partners for their continued support.

Separately, **Sergeant Brian Lande** and **Officer Jose Fajardo** proudly represented Kensington at the *2026 Baker to Las Vegas Relay*, delivering strong performances alongside the Contra Costa County Sheriff's Office team in this internationally recognized law enforcement event. The Department looks forward to sponsoring two runners again next year if invited.

The Department has also added two new patrol vehicles to its fleet, valued at more than \$150,000, which were procured through a grant from the California Highway Patrol; **Lieutenant Amit Nath** oversees the fleet and manages the Department's grant programs.

## PARK & RECREATION

### Food Truck Night in the Park

KCSD, together with **Kensington Community Council (KCC)**, is launching a new monthly community event at the upper lawn of Kensington Park, starting May 8 from 5–8 PM. Hosted by *The Foodie Crew*, the event will feature six food trucks with food available for purchase. Bring a blanket or chair and enjoy an evening with neighbors and great food. With strong support, trucks will return every second Friday from **May through October**. Visit [www.KensingtonFoodTrucks.com](http://www.KensingtonFoodTrucks.com). See you there!



### Kensington Community Tennis Association (KCTA)

A new community tennis initiative is launching in Kensington. Local resident Damon Levy has started the Kensington Community Tennis Association, a volunteer-led effort to make tennis more accessible for all ages. Supported by a grant from the United States Tennis Association and in partnership with the KCSD, KCTA aims to create more opportunities to play. The program will kick off with a free kids' "red ball" clinic for beginners, using smaller courts and softer balls to make learning fun. Plans also include social, beginner-friendly clinics for adults, with details to be shared in the *Outlook* and around town. Info: [KensingtonCTA.com](http://KensingtonCTA.com) or [KensingtonCTA@gmail.com](mailto:KensingtonCTA@gmail.com).



### Facilities and Rentals:

The Kensington Community Center offers flexible facility rentals ideal for meetings, classes, celebrations, and events in a welcoming neighborhood setting. Spaces include indoor rooms and outdoor areas with convenient amenities to accommodate a variety of needs. Learn more or book at [www.kppcsd.org/kensington-community-center](http://www.kppcsd.org/kensington-community-center) or contact the District office for availability and details.



## Kensington Community Services District

DATE: May 14, 2026  
TO: Board of Directors  
FROM: Mary A. Morris-Mayorga, Consultant  
SUBJECT: Consultant's Monthly Report for April

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### RECOMMENDATION:

This item is for information only, no action is requested.

### BACKGROUND:

Transition activities have continued with progress on a many initiatives as well.

#### Transition/General Management

- Meetings with David Aranda:
  - ✓ BOD agenda/meetings; Red Flag parking/next steps; finance-consolidated chart of accounts and budget development; GM recruitment; and general management/administration
- Assisted with next steps in General Manager recruitment process
- Assisted with agenda packet for Finance Committee Meeting on 5/11

#### Emergency Preparedness

- Meetings/calls with David Aranda and Johnny Valenzuela to discuss Emergency Preparedness Committee:
  - ✓ Work Plan items/coordination, status of current activities (KEEP, HVRR Grant, Red Flag next steps)
  - ✓ CERT – revived coordination/development of and how KCSD can assist
  - ✓ Firewise – KCSD assistance with facilitating independent, but coordinated operation of

#### Finance

- Meetings/calls with David Aranda and Melissa Klinect to discuss:
  - ✓ reconciling items in fire QuickBooks; budget/chart of accounts
- Developed FY 2026-27 fire budget estimates for Finance Committee review on 5/11
- Continued work on remaining transition of finance items for transfer of name to KCSD

#### Public Safety Building

- Facilitation/coordination of repairs/troubleshooting required following PG&E outage:
  - ✓ key code/card reader access not operating (recurring issue following power outage,

technician noted memory backup was not enabled and updated, codes/card readers now function, and this should not be a recurring issue)

- ✓ dishwasher not operating – Fernando Herrera tried reset and it did not correct so he assisted with purchase/installation of new one
- ✓ elevator not operating – initiated service call from installer, TKE, technician is scheduled for appointment on 5/6 to address along with required state annual testing for permit

EXHIBIT(S):

None