

# KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

---

## AGENDA

A Special Meeting of the Board of Directors of the Kensington Police Protection and Community Services District will be held **Wednesday, November 6, 2013, at 6:30 P.M.**, at the Community Center, 59 Arlington Avenue, Kensington, California. The Board will enter into Closed Session-1- Conference with Legal Counsel- Existing Litigation Government Code Section 54956.9(a) Leonard Schwartzburd v. Kensington Police Protection and Community Services District (Case Number N12-1625; 2-Public Employee Performance Evaluation (Government Code Section 54945(b)(1) The Board will discuss the performance objectives for the upcoming evaluation period for the General Manager/ Chief of Police; 3- Public Employee Performance Evaluation (Government Code Section 54945(b)(1) The Board will review a previous complaint made against the General Manager/ Chief of Police; 4-Conference with Labor Negotiators (Section 54957.6): Agency Representatives: Patricia Gillette and Chuck Toombs; Employee Organization: Kensington Police Officers Association. The Board will return to Open Session at approximately 7:15 PM. If further Closed Door Session is required, the Board will return to Closed Door Session following the end of the Open Session Meeting.

Note: All proceedings of the open session meeting will be video taped.

Roll Call  
Public Comments

### CLOSED DOOR SESSION

1. Conference with Legal Counsel- Existing Litigation (Government Code Section 54956.9(a) of the Government Code) Leonard Schwartzburd v. Kensington Police Protection and Community Services District (Case Number N12-1625).
2. Public Employee Performance Evaluation (Government Code Section 54945(b)(1)  
The Board will discuss the performance objectives for the upcoming evaluation period for the General Manager/ Chief of Police.
3. Public Employee Performance Evaluation (Government Code Section 54945(b)(1)  
The Board will review a previous complaint made against the General Manager/ Chief of Police.
4. Conference with Labor Negotiators (Government Code Section 54957.6)  
Agency Representatives: Patricia Gillette and Chuck Toombs  
Employee Organization: Kensington Police Officers Association

### OPEN SESSION

The Board will return to Open Session at approximately 7:15 PM and report out on the Closed Door Session.

Second Public Comments  
Board Member/ Staff Comments

### APPROVAL OF CONSENT CALENDAR

- a) Minutes of the Special Meeting October 16, 2013, Page 3
- b) Profit & Loss Budget Performance for October 2013, Page 14
- c) Park Revenue & Expenses Report for October 2013, Page 19
- d) Board Member Reports- None
- e) Training & Reimbursement Reports, Page 25
- f) Correspondence, Page 47
- g) Police Department Update, Page 52
- h) Monthly Calendar, Page 86
- i) Recreation Report, Page 88
- j) General Manager's Report, Page 89

### DISTRICT - NEW BUSINESS

1. General Manager/ Chief of Police Greg Harman will present Officer Christopher Turner a Blue Commendation for his arrest of three robbery suspects out of Berkeley.
2. Sergeant Keith Barrow will request the Board enter into a Memorandum of Understanding with participating West County police agencies to continue the Kensington Police Department's participation in WestNet through November 2014. The cost of this participation for the November 2013 through November 2014 time frame is \$8,000. Board Action.

3. General Manager/ Chief of Police Greg Harman will request permission to attend the Labor & Employment Seminar to be held January 29, 2014, presented by Hanson Bridget, at a cost of \$45. Board Action. Page 92

(If needed, the Board will return to Closed Session following the end of the Open Session meeting.)

## ADJOURNMENT

### General Information

### Accessible Public Meetings

NOTE: UPON REQUEST THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT WILL PROVIDE WRITTEN AGENDA MATERIALS IN APPROPRIATE ALTERNATIVE FORMATS, OR DISABILITY-RELATED MODIFICATION OR DISABILITIES TO PARTICIPATE IN PUBLIC MEETINGS. PLEASE SEND A WRITTEN REQUEST, INCLUDING YOUR NAME, MAILING ADDRESS, PHONE NUMBER AND A BRIEF DESCRIPTION OF THE REQUESTED MATERIALS AND PREFERRED ALTERNATIVE FORMAT OR AUXILARY AID OR SERVICE AT LEAST 2 DAYS BEFORE THE MEETING. REQUESTS SHOULD BE SENT TO:

General Manager/ Chief of Police Greg Harman, Kensington Police Protection & Community Services District, 217 Arlington Ave, Kensington, CA 94707  
POSTED: Public Safety Building-Colusa Food-Library-Arlington Kiosk- and at [www.kensingtoncalifornia.org](http://www.kensingtoncalifornia.org)  
Complete agenda packets are available at the Public Safety Building and the Library.

All public records that relate to an open session item of a meeting of the Kensington Police Protection & Community Services 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, 217 Arlington Ave, Kensington, CA 94707** at the same time that those records are distributed or made available to a majority of the Board.

## Meeting Minutes for 10/16/2013

### AGENDA

A Special Meeting of the Board of Directors (BOD) of the Kensington Police Protection and Community Services District (KPPCSD) was held Wednesday, October 16, 2013, 6:30 PM, at the Community Center, 59 Arlington Avenue, Kensington, California.

### ATTENDEES

<u>Elected Members</u>	<u>Members of the Public/Presenters</u>
Tony Lloyd, President	Ray Barraza
Patricia Gillette, Vice President	Andrew Gutierrez
Linda Lipscomb, Director	Marina Gutierrez
Charles Toombs, Director	Katie Gluck
Len Welsh, Director	Gayle Tapscott
<u>Staff Members</u>	Lorraine Osmundson
Gregory E. Harman, GM/Chief of Police	Celia Concus
Lynn Wolter, District Administrator	Gloria Morrison
Sgt. Kevin Hui (on duty)	Leonard Schwartzburd
Sgt. Keith Barrow (own time – KPOA Rep.)	Paul Dorroh
	Karl Kruger
	Dan O'Brien
	Mabry Benson
	Kim Christie, Bay View Refuse
	Charles Cowan, Bay View Refuse
	Haig Harris, Bay View Refuse
<u>Press</u>	Rick Simonson, HF&H
Joel Koosed, Outlook	Alison Schutte – Hanson Bridgett

Board President Tony Lloyd called the meeting to order at 6:37 PM and took roll call. All Directors, General Manager/Chief of Police Harman, and District Administrator Wolter were present.

### PUBLIC COMMENTS

None

## **CLOSED SESSION**

At 6:38 the Board entered into Closed Session to confer with Labor Negotiators (Section 54957.6): Agency Representatives: Patricia Gillette and Chuck Toombs. Employee Organization: Kensington Police Officers Association.

## **OPEN SESSION**

At 7:25 PM, the Board returned to Open Session.

President Lloyd took a second roll call. All Directors, General Manager/Chief of Police Harman, and District Administrator Wolter were present

President Lloyd reported that, during its Closed Session, the Board discussed the police negotiations and that the Board took no action.

## **PUBLIC COMMENTS**

None

## **BOARD COMMENTS**

Director Toombs reported that the Finance Committee met on September 26<sup>th</sup> and discussed alternate ways to look at the budget: accrual, as opposed the current checkbook-like method.

Director Toombs reported that the Parks Building Committee had met with Godbe Research and that Godbe would be getting back to the Committee within 2 weeks with a set of proposed questions for the poll.

Director Lipscomb reported that the County Planning Commission had held its continued meeting regarding AT&T's proposed Kensington cell towers and that the meeting was not productive for those opposed to the installation of the cell towers. By way of background, Director Lipscomb reported that AT&T had initially applied for nine cell towers and then reduced the number requested to six. The Kensington Community Council (KMAC) recommended to the County that, of the six, four be rejected and two accepted. The Planning Commission took the position that the KMAC ordinance applied only to residential construction and so overrode KMAC's recommendation. The Commission approved five of the six towers. Director Lipscomb said she expected that this decision would be appealed to the Board of Supervisors.

Director Lipscomb reported that the Kensington Improvement Club (KIC) would hold its annual meeting on October 26<sup>th</sup> from 9:30 AM until noon. She reported that the KIC was

working with the Kensington Community Council to provide childcare at Building E so that parents with young children could attend the meeting.

Director Lipscomb provided an update on the Arlington Avenue streetlights. She reported that Public Works had sent notices to those impacted by the streetlights, and she asked that anyone with questions call her. She also reported that PG&E would be installing a sample teardrop-style light fixture in the Arlington Avenue business area so that residents could view this option, which would be possible for the business area only.

President Lloyd reported that Doctors Medical Center, located in San Pablo, would be offering free drive-through flu shots on Friday, October 18, from 2:00 PM until 6:00 PM.

President Lloyd reported that the District had received a commendation from the Special Districts Risk Management Association (SDRMA) for its excellence in risk management. He thanked staff for working to make this possible.

Vice President Gillette acknowledged Director Toombs' recent loss and thanked him for continuing to work, on the District's behalf, throughout a difficult time.

Vice President Gillette reported that there had been no resolution regarding the Writ of Mandate and that the District would move forward with an appeal.

Vice President Gillette reported that the negotiations with the Kensington Police Officers' Association (KPOA) were moving forward.

Director Welsh noted that the paths were on the agenda and would be discussed later in the meeting.

Director Welsh provided an update on SB 438. He said that the bill would be carried over to next year but that, given anticipated increased scrutiny on the part of regulating agencies, the bill might not be needed in order to improve the performance of companies such as Chevron.

## **PUBLIC COMMENTS**

Leonard Schwartzburd asked to make public comments. President Lloyd responded that the Public Comments portions of the meeting had already occurred. Dr. Schwartzburd said that he hadn't realized this. President Lloyd invited Dr. Schwartzburd to comment. Dr. Schwartzburd said that he had attended a CERT training on terrorism and that he had become aware of the fact that Kensington and El Cerrito didn't have a warning siren system in place.

Dr. Schwartzburd then began to discuss the Grand Jury report. Because this appeared in the Consent Calendar and was, therefore, part of the agenda, President Lloyd asked Dr. Schwartzburd to hold his comments until later.

President Lloyd, in response to Dr. Schwartzburd's comment about the absence of warning sirens, said that the County has an emergency auto-dial phone notification system in place for both land lines and many cell phones. President Lloyd further said that mass media would be notified promptly in the event of an emergency and that residents, therefore, should turn to the media for information.

### **STAFF COMMENTS**

GM/COP Harman reported that the Kensington Community Council parade would be held on Sunday, October 20<sup>th</sup>.

District Administrator Wolter reported that the District had qualified for a \$600 scholarship for Directors to attend the CSDA Board member training in November.

District Administrator Wolter reported that a County Planning Commission meeting notice had been delivered to the District office earlier in the day and that Commission was scheduled to meet about the Kensington AT&T towers on October 22<sup>nd</sup>. She handed the notice to Director Lipscomb who noted that the meeting would be addressing the sixth of the towers that had been requested by AT&T and that this proposed tower (50 feet in height) would be located at the trailhead to Tilden Park.

### **CONSENT CALENDAR**

Director Toombs asked that item "1) Response to Grand Jury Report" be pulled from the Consent Calendar so that Dr. Schwartzburd could make public comments on it.

Dr. Schwartzburd spoke about criticisms of the District contained in the Grand Jury Report. In particular, Dr. Schwartzburd said that the District was financially deficient, that the 2011 and 2012 audits had not been completed, and that there had been problems with respect to the Chief's making a reimbursement to the District. Director Toombs and President Lloyd asked that Dr. Schwartzburd confirm that he was presenting his personal point of view. Dr. Schwartzburd confirmed that this was the case.

Karl Kruger said that the Chief had received a clean bill of health and that he disagreed with Dr. Schwartzburd's opinion.

Gloria Morrison said that the 2011 audit had been completed.

President Lloyd praised GM/COP Harman for following best practices and said that these best practices were documented in GM/COP Harman's written response to the Grand Jury.

GM/COP Harman said that the Grand Jury Report and his response to it would be posted on the District website.

Mabry Benson said that records are public. She said that her request for records regarding the Chief's reimbursement to the District had been denied on the basis that this was a protected personnel record.

President Lloyd said that he did not agree with Ms. Benson's opinion that this information should be made public.

**MOTION: Vice President Gillette moved to approve the Consent Calendar. Director Welsh seconded the motion. Motion passed 5 to 0.**

**AYES: Lloyd, Gillette, Lipscomb, Toombs, Welsh NOES: 0 ABSENT:**

### **DISTRICT NEW BUSINESS**

1. GM/COP Harman asked the Board's permission to enter into a new agreement with New World Systems to provide software maintenance support for the police informational systems for the period 9/1/13 through 8/31/18 at a total cost of \$22,638.00.

GM/COP clarified that the total cost for the service would be paid in annual installments over the term of the agreement.

**MOTION: Vice President Gillette moved and Director Lipscomb seconded that the Board approve entering into a new agreement with New World Systems for the period 9/1/13 through 8/31/18 for a total cost of \$22,638.00. Motion passed 5 to 0.**

**AYES: Lloyd, Gillette, Lipscomb, Toombs, Welsh NOES: 0 ABSENT:**

At 8:17 President Lloyd asked that the Board take up New Business Agenda Item #5.

5. GM/COP Harman presented the HF&H Consultant's report, "Bay View Refuse & Recycling Services Inc.'s 2014 Rate Application" and requested that the Board approve the maximum rates, to be effective January 1, 2104, for solid waste collection services and direct the GM/COP to mail a notice of a Rate Hearing to be held in December, preferably during the December 12, 2013 regularly scheduled Board meeting.

HF&H Consultant Rick Simonson provided an overview of the history of BVR's contract with Kensington and recent rate adjustments, including CPI. Mr. Simonson reported that recent CPI increases had not kept pace with increases in wages, health insurance premiums, and workers' compensation costs. Simultaneously, revenues had declined

because of customers' migration to the mini-can. The combination of these changes resulted in the need for a 21.8% rate increase for 2014. Mr. Simonson also cited that, when the mini-can was introduced, the price difference between the mini-can and the 32-gallon can had been \$4.00. Since then and as a result of subsequent percentage increases in rates, the gap between the mini-can and the 32-gallon can had grown to \$10. He noted, however, that the cost to provide service for the mini-can and for the 32-gallon can was similar.

Mr. Simonson then presented the two rate structure options that he had prepared with input from Alison Schutte of Hanson Bridgett. He said that both options would provide the revenue needed to generate revenue sufficient to generate the Bay View Refuse contract's benchmark profit of 12%, based on certain expenses. Mr. Simonson noted that Option 1 likely would result in further migration to the mini-can and, thus, create further deterioration in revenue for Bay View Refuse – the same thing that created a revenue problem following the last Prop. 218 hearing.

GM/COP Harman asked that the Board set maximum rates, based on Option 2, for the Prop. 218 Notice to be mailed for the December 12, 2013 meeting.

Vice President Gillette asked that the process regarding this matter be explained. Ms. Schutte said that at this meeting the Board needed to set maximum rates for the Board to consider on December 12, 2013. Next, notices would be mailed to all Kensington households. Then, on December 12<sup>th</sup>, the Board would hold a hearing and, if more than 50% of ratepayers protested the proposed rate increases at that time, then the Board couldn't proceed with the proposed rate increase.

President Lloyd asked for the public to comment.

Gloria Morrison objected to Option 2 because it was an insult to those who had done their best to reduce the amount of garbage they generated.

Karl Kruger asked if garbage pick-ups could occur every other week and asked whether the sale of recyclables offset expenses.

Mr. Simonson responded that every other week pick-ups could be considered by the Board at a future time and that the sale of recyclables did offset expenses.

Ms. Schutte reported that Option 2 more fairly distributed the actual costs of service among all ratepayers and that it would be more likely than Option 1 to keep Bay View Refuse and Recycling, Inc.'s revenue stable.

President Lloyd asked the Directors to comment.

Director Welsh said that he was in favor of Option 2 because it would share costs equally among ratepayers.



Vice President Gillette said that she would like more flexibility at the hearing. Director Lipscomb said that she was in favor of Option 2.

Director Toombs said he was in favor of Option 2 because he would like to see greater equity among ratepayers and because it would provide revenue stability. He said that the Board would have an opportunity to restructure rates in 18 months and that he wanted to put an end to litigation.

President Lloyd said that he was in favor of having more options and that he would like to set rates at the 218 Hearing, based on citizen feedback.

President Lloyd asked Bay View Refuse and Recycling, Inc.'s attorney, Haig Harris, if he wanted to comment. Mr. Harris responded by thanking the Board and HF&H, by commenting upon Bay View's 70 years of service to Kensington, and by saying that it was time to put the issue behind them.

**MOTION: Director Toombs moved and Director Welsh seconded that the Prop. 218 Hearing Notice be mailed with the proposed prices in Option 2.  
Motion failed.**

**AYES: Toombs, Welsh    NOES: Gillette, Lloyd, Lipscomb    ABSENT:**

**MOTION: Vice President Gillette moved that the Prop. 218 Hearing Notice be sent with the highest rates shown in each of the two options.**

President Lloyd stated that legal counsel recommended that the Board needed to select one of the two options presented.

Vice President Gillette withdrew her motion

**MOTION: Director Welsh reintroduced his motion, with amendments offered by Director Lipscomb, to send Prop. 218 Hearing Notices with the maximum rates in Option 2, with these rates to be the maximum that may be charged in the event that there's a subsequent vote setting those rates at the 218 Hearing.**

Following Board discussion, Director Welsh withdrew his motion.

**MOTION: At 9:45 PM Director Lipscomb moved and Director Toombs seconded that the meeting be extended until all items on the agenda were completed.  
Motion passed 5 to 0.**

**AYES: Lloyd, Gillette, Lipscomb, Toombs, Welsh    NOES: 0    ABSENT:**

Following further Board discussion among themselves and with legal counsel, Director Toombs made the following motion:

**MOTION: Director Toombs moved and Director Welsh seconded that the Board adopt the recommended action to set maximum rates (eff. 1/1/14) as shown in Figure 4 of the rate study and presented as Option 2 (1 x 20 gal. mini-can at \$36.50/mo., 1 x 32-gal. can at \$40.50/mo., 2 x 32-gal. cans at \$81.00/mo., 3 x 32-gal. cans at 121.50/mo., and 2 x 45 gal. cans at \$86.50/mo.) and to direct mailing of notices for a rate hearing to be held at the December 12, 2013 regularly scheduled Board meeting.**

**Vice President Gillette amended the motion by adding the words “propose to” between the words “ to” and “set”.**

**Motion passed, as amended, 5 to 0.**

**AYES: Lloyd, Gillette, Lipscomb, Toombs, Welsh NOES: 0 ABSENT:**

Bay View’s attorney, Mr. Harris, informed the Board that Bay View had provided to the District the labels for the 218 Hearing Notice mailing.

2. GM/COP Harman requested that the Board accept the recommendation of the Finance Committee to make a \$22,533.00 correction to the 2013/2014 Operating Budget.

GM/COP Harman reviewed the memo he’d prepared in which he described an error made while preparing the budget: the salaries for two sergeants had been calculated based on 11 months, instead of 12 months. He said that the problem had been discovered while recently preparing a salary spreadsheet. He reported that, although there had been an error made in the budget, the sergeants had been paid correctly. He further reported that the correction would result in the budget shortfall increasing from \$94,384 to \$116,917, before the addition of the anticipated receipt of \$100,000 in COPS funds. Should the District receive the COPS funds, as expected, the shortfall would decrease to \$16,917.

Vice President Gillette said that she would like there to be greater scrutiny of the budget to ensure that errors like this don’t occur.

President Lloyd asked for public comments.

Mabry Benson echoed Vice President Gillette’s comment and said that there should be more checks and balances.

Both Directors and GM/COP responded checks and balances do exist and that the Finance Committee and the Directors had reviewed the Budget several times. Despite this, the error hadn’t been caught.

**MOTION: President Lloyd moved and Vice President Gillette seconded that the Board accept the recommendation of the Finance Committee to correct the budget, as noted in the GM/COP's memo.**

**Motion passed 5 to 0.**

**AYES: Lloyd, Gillette, Lipscomb, Toombs, Welsh    NOES: 0    ABSENT:**

3. GM/COP Harman provided an update to the traffic issues at the intersection of Arlington Avenue, Kensington Park Road, and Rincon Avenue.

GM/COP reviewed the memo he'd prepared regarding the recent history of this intersection and the recommendations that the County had made to increase safety. Among the recommendations were the installation "Stop Here on Red" signs to help reduce confusion about when and where to stop and the issuance of a "notice to trim" for the overgrowth of foliage. Other suggestions, made by members of the community and considered but not taken by the County, included the installation of speed humps, the addition of flashing lights, and the modification of the signal.

GM/COP Harman reported that 37 citations had been issued at the intersection during the month of September and noted that the devices at the intersection are not legal. He said that installing stop signs would be a good idea.

President Lloyd and Director Welsh said that they would write a letter to Supervisor Gioia to convey the sense of the Board that the County needs to make improvements to the intersection and to ask for his guidance. They said that they would include in the letter that the inadequacies of the current signal are causing a financial hardship on the District because of the need to provide so much police presence and to issue so many citations at this intersection.

4. This item was discussed earlier in the evening.

5. GM/COP Harman asked for the Board's permission to attend the 2013 Contra Costa County Police Chief's Association certified POST workshop in Carmel Valley from November 4<sup>th</sup> to November 7<sup>th</sup>.

GM/COP Harman informed the Board that attending this annual conference/POST training enables Chiefs to maintain their certification. He said that the expenses associated with the training would be reimbursed by POST. Thus, there would be no cost to the District for him to attend.

**MOTION: Vice President Gillette moved and Director Lipscomb seconded that the Board approve GM/COP Harman's request to attend the 2013 Contra Costa County Police Chief's conference.**

**Motion passed 5 to 0.**

**AYES: Lloyd, Gillette, Lipscomb, Toombs, Welsh    NOES: 0    ABSENT:**

5. Director Welsh provided an update to the path acquisition project.

Director Welsh reported that neighbors of the path between Amherst and Arlington had asked that the legal status of the path be determined before any more work was done on the path. He said that he and President Lloyd would be meeting with these neighbors. President Lloyd invited one of those neighbors, Ray Barraza, to address the Board.

Mr. Barraza said that adjacent property owners' rights needed to be considered, and he encouraged the Board to acquire one path at a time and to bring them up to standards that wouldn't require ongoing maintenance.

GM/COP Harman added that, in 2012, the Board had directed him to acquire the first path – the one that runs between Highland and Kenyon. He discovered that, prior to any purchase, the following would be needed: survey; title search; CEQA exemption; and sign-off from adjacent property owners, giving up their rights to the path.

Director Welsh continued by saying that Supervisor Gioia would prefer that the District not start with the Highland-Kenyon path. Instead, Supervisor Gioia had recommended that the District start with the easiest path – one that would need the least amount of work.

Vice President Gillette said that she thought that the Board was being very naïve to think that it wouldn't have future liability and she asked who currently owned the paths.

Directors Welsh and Lipscomb said that no one owned the paths – the original developer had offered the paths to the County, but the County had never accepted them. It was noted that almost all of the paths have utilities easements (gas, sewer, communications) associated with them.

The Board consensus was that the paths are complicated.

At 11:16 PM the Board went back into Closed Session to confer with Labor Negotiators (Section 54957.6): Agency Representatives: Patricia Gillette and Chuck Toombs.  
Employee Organization: Kensington Police Officers Association.

At 11:58 AM, the Board returned to Open Session. President Lloyd reported that the Board and its appointed negotiators had developed a counter-offer to the KPOA's most recent offer and that the negotiators would meet with the KPOA on Sunday, October 20<sup>th</sup>.

The meeting was adjourned at 11:58 PM.

**KPPCSD**  
**Unaudited Profit & Loss Budget Performance**  
 October 2013

	<u>Oct 13</u>	<u>Budget</u>	<u>Jul - Oct 13</u>	<u>YTD Budget</u>	<u>Annual Bu...</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>400 · Police Activities Revenue</b>					
401 · Levy Tax	0.00	0.00	1,202,067.99	1,286,000.00	1,286,000.00
402 · Special Tax-Police	0.00	0.00	0.00	680,000.00	680,000.00
403 · Misc Tax-Police	0.00		66.70	0.00	0.00
404 · Measure G Suppleme...	0.00	486,986.00	0.00	486,986.00	486,986.00
410 · Police Fees/Service C...	110.00	0.00	843.45	375.00	1,500.00
414 · POST Reimbursement	1,482.14		1,482.14		2,000.00
415 · Grants-Police	3,248.85	0.00	3,248.85	0.00	0.00
416 · Interest-Police	0.00	750.00	0.00	750.00	3,000.00
417 · Police Asset Sale	0.00		0.00	0.00	0.00
418 · Misc Police Income	1,322.98	1,500.00	6,222.80	6,000.00	18,000.00
419 · Supplemental W/C Re...	0.00		0.00	0.00	0.00
<b>Total 400 · Police Activities R...</b>	<u>6,163.97</u>	<u>489,236.00</u>	<u>1,213,931.93</u>	<u>2,460,111.00</u>	<u>2,477,486.00</u>
<b>420 · Park/Rec Activities Rev...</b>					
424 · Special Tax-L&L	0.00	33,000.00	0.00	33,000.00	33,000.00
426 · Park Donations	0.00		0.00	0.00	0.00
427 · Community Center Re...	945.00	2,000.00	5,605.00	10,000.00	25,000.00
428 · Building E Revenue	0.00		7,500.00		
435 · Grants-Park/Rec	0.00		0.00	0.00	0.00
436 · Interest-Park/Rec	0.00	50.00	0.00	50.00	200.00
438 · Misc Park/Rec Rev	112.00	50.00	256.00	200.00	500.00
420 · Park/Rec Activities R...	0.00		598.00		
<b>Total 420 · Park/Rec Activitie...</b>	<u>1,057.00</u>	<u>35,100.00</u>	<u>13,959.00</u>	<u>43,250.00</u>	<u>58,700.00</u>
<b>440 · District Activities Reven...</b>					
448 · Franchise Fees	0.00	7,000.00	7,157.68	7,000.00	21,000.00
456 · Interest-District	0.00	125.00	0.00	125.00	500.00
458 · Misc District Revenue	0.00		0.00	0.00	0.00
<b>Total 440 · District Activities ...</b>	<u>0.00</u>	<u>7,125.00</u>	<u>7,157.68</u>	<u>7,125.00</u>	<u>21,500.00</u>

N

**KPPCSD**  
**Unaudited Profit & Loss Budget Performance**  
 October 2013

	<u>Oct 13</u>	<u>Budget</u>	<u>Jul - Oct 13</u>	<u>YTD Budget</u>	<u>Annual Bu...</u>
<b>Total Income</b>	7,220.97	531,461.00	1,235,048.61	2,510,486.00	2,557,686.00
<b>Expense</b>					
<b>500 · Police Sal &amp; Ben</b>					
502 · Salary - Officers	77,923.14	76,724.67	309,859.79	306,898.64	920,696.00
504 · Compensated Absenc...	0.00		3,247.60	3,300.00	10,000.00
506 · Overtime	3,635.22	3,333.33	14,375.82	13,333.36	40,000.00
508 · Salary - Non-Sworn	5,579.76	4,333.33	18,732.65	17,333.36	52,000.00
516 · Uniform Allowance	666.60	666.67	2,666.40	2,666.64	8,000.00
518 · Safety Equipment	0.00		0.00	625.00	2,500.00
521-A · Medical/Vision/Dent...	14,082.04	14,800.25	69,951.99	59,201.00	177,603.00
521-R · Medical/Vision/Den...	10,989.16	13,902.42	55,316.70	55,609.64	166,829.00
521-T · Medical/Vision/Dent...	42,818.00		42,818.00		-21,109.00
522 · Insurance - Police	721.00	436.67	2,394.00	1,746.64	5,240.00
523 · Social Security/Medic...	1,283.01	1,245.42	3,435.03	4,981.64	14,945.00
524 · Social Security - Distr...	388.04	268.67	1,297.61	1,074.64	3,224.00
527 · PERS - District Portion	28,667.16	28,230.00	114,000.08	112,920.00	338,760.00
528 · PERS - Officers Portion	7,073.06	6,965.25	28,127.25	27,861.00	83,583.00
530 · Workers Comp	0.00		20,604.00	23,000.00	46,000.00
540 · Advanced Industrial ...	0.00		290.91	0.00	0.00
<b>Total 500 · Police Sal &amp; Ben</b>	193,826.19	150,906.68	687,117.83	630,551.56	1,848,271.00
<b>550 · Other Police Expenses</b>					
552 · Expendable Police Su...	14.04	125.00	74.95	500.00	1,500.00
553 · Range/Ammunition S...	1,959.47	250.00	-5,050.91	1,000.00	3,000.00
560 · Crossing Guard	1,062.01	1,006.10	1,565.07	2,012.20	10,061.00
562 · Vehicle Operation	2,367.21	5,000.00	13,635.83	20,000.00	60,000.00
564 · Communications (RPD)	9,364.21	10,000.00	41,772.32	54,460.00	154,460.00
566 · Radio Maintenance	67.62	159.09	-150.61	636.37	21,750.00
568 · Prisoner/Case Exp./B...	848.20	450.00	2,686.09	1,800.00	5,400.00
570 · Training	2,068.65	833.33	6,686.65	3,333.36	10,000.00
572 · Recruiting	300.00	541.67	817.00	2,166.64	6,500.00
574 · Reserve Officers	14.04	337.50	64.04	1,350.00	4,050.00
576 · Misc. Dues, Meals & T...	0.00		2,325.00	1,975.00	2,075.00

**KPPCSD**  
**Unaudited Profit & Loss Budget Performance**  
 October 2013

	<u>Oct 13</u>	<u>Budget</u>	<u>Jul - Oct 13</u>	<u>YTD Budget</u>	<u>Annual Bu...</u>
580 · Utilities - Police	1,840.07	716.67	2,806.82	2,866.64	8,600.00
581 · Bldg Repairs/Maint.	148.63		148.63		500.00
582 · Expendable Office Su...	103.94	500.00	552.99	2,000.00	6,000.00
586 · Machine Maintenance	0.00		0.00	0.00	0.00
588 · Telephone(+Rich. Line)	514.18	712.00	2,908.08	2,848.00	8,544.00
590 · Housekeeping	321.76	333.33	1,262.18	1,333.36	4,000.00
592 · Publications	0.00	183.33	-84.90	733.36	2,200.00
594 · Community Policing	47.77		-164.80	550.00	2,000.00
596 · WEST-NET/CAL I.D.	0.00		5,386.00	13,386.00	13,386.00
598 · COPS Special Fund	0.00		0.00	0.00	0.00
599 · Police Taxes Adminis...	0.00	825.00	1,645.02	1,650.00	3,300.00
550 · Other Police Expense...	13.01		13.01		
<b>Total 550 · Other Police Expe...</b>	<b>21,054.81</b>	<b>21,973.02</b>	<b>78,898.46</b>	<b>114,600.93</b>	<b>327,326.00</b>
<b>600 · Park/Rec Sal &amp; Ben</b>					
601 · Park & Rec Administr...	679.00	541.67	2,196.75	2,166.64	6,500.00
602 · Custodian	1,750.00	1,750.00	7,000.00	7,000.00	21,000.00
623 · Social Security/Medic...	0.00	41.42	0.00	165.64	497.00
<b>Total 600 · Park/Rec Sal &amp; Ben</b>	<b>2,429.00</b>	<b>2,333.09</b>	<b>9,196.75</b>	<b>9,332.28</b>	<b>27,997.00</b>
<b>635 · Park/Recreation Expens...</b>					
640 · Community Center Ex...					
642 · Utilities-Community...	580.43	448.00	1,359.35	1,792.00	5,376.00
643 · Janitorial Supplies	0.00		582.72	600.00	750.00
646 · Community Center ...	65.00	500.00	1,845.00	500.00	2,000.00
<b>Total 640 · Community Cen...</b>	<b>645.43</b>	<b>948.00</b>	<b>3,787.07</b>	<b>2,892.00</b>	<b>8,126.00</b>
<b>660 · Annex Expenses</b>					
662 · Utilities - Annex	0.00		324.69	0.00	0.00
666 · Annex Repairs	0.00		0.00	0.00	0.00
668 · Misc Annex Expens...	0.00		0.00	0.00	0.00
<b>Total 660 · Annex Expenses</b>	<b>0.00</b>		<b>324.69</b>	<b>0.00</b>	<b>0.00</b>
672 · Kensington Park O&M	4,405.00	7,369.33	17,460.14	29,477.36	88,432.00

10/



**KPPCSD**  
**Unaudited Profit & Loss Budget Performance**  
 October 2013

	<u>Oct 13</u>	<u>Budget</u>	<u>Jul - Oct 13</u>	<u>YTD Budget</u>	<u>Annual Bu...</u>
678 · Misc Park/Rec Expense	170.00		170.00	0.00	0.00
<b>Total 635 · Park/Recreation E...</b>	<b>5,220.43</b>	<b>8,317.33</b>	<b>21,741.90</b>	<b>32,369.36</b>	<b>96,558.00</b>
<b>800 · District Expenses</b>					
810 · Computer Maintenance	1,357.00	2,292.00	13,778.00	9,168.00	27,504.00
820 · Cannon Copier Contr...	687.25	475.00	1,914.51	1,900.00	5,700.00
830 · Legal (District/Person...	0.00	5,833.33	44,035.20	23,333.36	70,000.00
835 · Consulting	9,250.00		11,550.00		3,000.00
840 · Accounting	1,316.25	4,062.50	13,948.75	16,250.00	48,750.00
850 · Insurance	125.00		28,522.26	15,000.00	30,000.00
860 · Election	0.00		0.00	0.00	0.00
865 · Police Bldg. Lease	0.00		15,757.00	15,757.00	31,514.00
870 · County Expenditures	852.14	7,000.00	852.14	7,000.00	19,900.00
890 · Waste/Recycle	7,694.35	4,500.00	23,685.19	18,000.00	54,000.00
898 · Misc. Expenses	223.35	858.33	3,368.35	3,433.36	10,300.00
<b>Total 800 · District Expenses</b>	<b>21,505.34</b>	<b>25,021.16</b>	<b>157,411.40</b>	<b>109,841.72</b>	<b>300,668.00</b>
<b>950 · Capital Outlay</b>					
962 · Patrol Cars	29,257.03		29,257.03	25,000.00	25,000.00
963 · Patrol Car Accessories	0.00		0.00	10,000.00	10,000.00
969 · Computer Equipment	17,994.00		17,994.00	16,250.00	16,250.00
<b>Total 950 · Capital Outlay</b>	<b>47,251.03</b>		<b>47,251.03</b>	<b>51,250.00</b>	<b>51,250.00</b>
<b>Total Expense</b>	<b>291,286.80</b>	<b>208,551.28</b>	<b>1,001,617.37</b>	<b>947,945.85</b>	<b>2,652,070.00</b>
<b>Net Ordinary Income</b>	<b>-284,065.83</b>	<b>322,909.72</b>	<b>233,431.24</b>	<b>1,562,540.15</b>	<b>-94,384.00</b>
<b>Other Income/Expense</b>					
<b>Other Expense</b>					
700 · Bond Issue Expenses					
710 · Bond Admin.	0.00		4,584.49		
<b>Total 700 · Bond Issue Expen...</b>	<b>0.00</b>		<b>4,584.49</b>		

17

6:48 PM  
10/30/13  
Accrual Basis

**KPPCSD**  
**Unaudited Profit & Loss Budget Performance**  
October 2013

	<u>Oct 13</u>	<u>Budget</u>	<u>Jul - Oct 13</u>	<u>YTD Budget</u>	<u>Annual Bu...</u>
Total Other Expense	0.00		4,584.49		
Net Other Income	0.00	0.00	-4,584.49	0.00	0.00
Net Income	<u>-284,065.83</u>	<u>322,909.72</u>	<u>228,846.75</u>	<u>1,562,540.15</u>	<u>-94,384.00</u>

18

# Memorandum

**Kensington Police Department**



**To:** KPPCSD Board of Directors

APPROVED YES NO

**From:** Gregory E. Harman, General Manager/ Chief of Police

\_\_\_\_\_

FORWARDED TO:

**Date:** Wednesday, October 30, 2013

\_\_\_\_\_

**Subject:** Consent Calendar Item C- Park Revenue & Expenses

---

The KPPCSD Board and the Park Buildings Committee has requested a separate and detailed accounting of park revenues and expenses.

This information is obtained through our QuickBooks software. Revenue and expenses from July 1, 2013 through October 31, 2013 is attached to this memo.

**KPPCSD**  
**Account QuickReport**  
 July 1 through October 30, 2013

Type	Date	Num	Name	Memo	Split	Amount
<b>420 · Park/Rec Activities Revenue</b>						
<b>427 · Community Center Revenue</b>						
Deposit	7/12/2013	512		CC Rental 6-...	112 · General ...	300.00
Deposit	7/12/2013	2954		July Rent fro...	112 · General ...	45.00
Deposit	7/12/2013	3005		CC Rental 7-...	112 · General ...	700.00
Deposit	8/7/2013	2132		CC Rental S...	112 · General ...	150.00
Deposit	8/7/2013	2130		CC Rental	112 · General ...	600.00
Deposit	8/7/2013	1158		CC Rental	112 · General ...	975.00
Deposit	8/7/2013	3523		CC Rental	112 · General ...	700.00
Deposit	9/5/2013	2962		Wake Up to ...	112 · General ...	45.00
Deposit	9/5/2013	1053		CC Rental 9-...	112 · General ...	1,100.00
Deposit	9/30/2013	2977		Wake Up to ...	112 · General ...	45.00
Deposit	10/22/2013	382		CC Rental on...	112 · General ...	450.00
Deposit	10/22/2013	2342		CC Rental 10...	112 · General ...	450.00
Deposit	10/22/2013	3209...		Alanon Mtg ...	112 · General ...	45.00
Total 427 · Community Center Revenue						5,605.00
<b>428 · Building E Revenue</b>						
Deposit	7/12/2013	6915		2nd half of K...	112 · General ...	7,500.00
Total 428 · Building E Revenue						7,500.00
<b>438 · Misc Park/Rec Rev</b>						
Deposit	7/12/2013	3898		Tennis Court ...	112 · General ...	40.00
Deposit	9/5/2013	4025		Tennis Court ...	112 · General ...	40.00
Deposit	9/5/2013	3358		Tennis Court ...	112 · General ...	64.00
Deposit	10/22/2013	3369		Tennis Court ...	112 · General ...	112.00
Total 438 · Misc Park/Rec Rev						256.00
<b>420 · Park/Rec Activities Revenue - Other</b>						
Deposit	9/5/2013	1118		East Bay Coll...	112 · General ...	598.00
Total 420 · Park/Rec Activities Revenue - Other						598.00
Total 420 · Park/Rec Activities Revenue						13,959.00

6:55 PM  
 10/30/13  
 Accrual Basis

**KPPCSD**  
**Account QuickReport**  
 July 1 through October 30, 2013

Type	Date	Num	Name	Memo	Split	Amount
<b>600 · Park/Rec Sal &amp; Ben</b>						
<b>601 · Park &amp; Rec Administrator</b>						
Paycheck	7/15/2013		Di Napoli, Andrea		112 · General ...	277.25
Paycheck	7/30/2013		Di Napoli, Andrea		112 · General ...	326.00
Paycheck	8/15/2013		Di Napoli, Andrea		112 · General ...	293.00
Paycheck	8/29/2013		Di Napoli, Andrea		112 · General ...	281.25
Paycheck	9/12/2013		Di Napoli, Andrea		112 · General ...	283.25
Paycheck	9/29/2013		Di Napoli, Andrea		112 · General ...	57.00
Paycheck	10/14/2013		Di Napoli, Andrea		112 · General ...	333.00
Paycheck	10/29/2013		Di Napoli, Andrea		112 · General ...	346.00
Total 601 · Park & Rec Administrator						2,196.75
<b>602 · Custodian</b>						
Check	7/15/2013	14838	William Driscoll	Com. Center ...	112 · General ...	875.00
Check	7/30/2013	14864	William Driscoll	Com. Center ...	112 · General ...	875.00
Check	8/15/2013	14898	William Driscoll	Com. Center ...	112 · General ...	875.00
Check	8/30/2013	14927	William Driscoll	Com. Center ...	112 · General ...	875.00
Check	9/13/2013	14955	William Driscoll	Community C...	112 · General ...	875.00
Check	9/30/2013	14990	William Driscoll	Community C...	112 · General ...	875.00
Check	10/15/2013	15035	William Driscoll	Community C...	112 · General ...	875.00
Check	10/30/2013	15062	William Driscoll	Community C...	112 · General ...	875.00
Total 602 · Custodian						7,000.00
Total 600 · Park/Rec Sal & Ben						9,196.75
<b>TOTAL</b>						<b>9,196.75</b>

12

**KPPCSD**  
**Account QuickReport**  
 July 1 through October 30, 2013

Type	Date	Num	Name	Memo	Split	Amount
<b>635 · Park/Recreation Expenses</b>						
<b>640 · Community Center Expenses</b>						
<b>642 · Utilities-Community Center</b>						
General Journal	7/1/2013	REV ...	CCC Treasurer's Of...		210 · Account...	-668.26
Check	7/15/2013	14840	Pacific Telemanage...	Pay Phone C...	112 · General ...	78.00
Check	7/30/2013	14862	EBMUD	840 Coventry	112 · General ...	26.87
Check	7/30/2013	14873	PG&E	Community C...	112 · General ...	223.45
Check	7/30/2013	14892	Pacific Telemanage...	Pay Phone C...	112 · General ...	78.00
Check	8/30/2013	14924	PG&E	Community C...	112 · General ...	232.51
Check	8/30/2013	14926	EBMUD	2 Arlmont - C...	112 · General ...	388.98
Check	9/13/2013	14958	Pacific Telemanage...	Pay Phone C...	112 · General ...	78.00
Check	9/13/2013	14964	Olivero Plumbing Co.	Com. Center ...	112 · General ...	115.00
Check	9/30/2013	14993	PG&E	Community C...	112 · General ...	197.03
Check	9/30/2013	14996	EBMUD	840 Coventry...	112 · General ...	29.34
Check	10/15/2013	15038	Pacific Telemanage...	Pay Phone C...	112 · General ...	78.00
Check	10/30/2013	15061	EBMUD	2 Arlmont 8/1...	112 · General ...	304.58
Check	10/30/2013	15068	PG&E	Community C...	112 · General ...	197.85
Total 642 · Utilities-Community Center						1,359.35
<b>643 · Janitorial Supplies</b>						
General Journal	7/1/2013	REV ...	CCC Treasurer's Of...		210 · Account...	-185.23
Check	7/15/2013	14839	UBS	Janitorial sup...	112 · General ...	185.23
Check	9/30/2013	15008	UBS	Com. Center ...	112 · General ...	582.72
Total 643 · Janitorial Supplies						582.72
<b>646 · Community Center Repairs</b>						
Check	7/30/2013	14889	Summer Rain Land...	650 sq ft. of s...	112 · General ...	1,200.00
Check	8/15/2013	14918	Summer Rain Land...	8 yards of ba...	112 · General ...	400.00
Check	9/30/2013	15025	Summer Rain Land...	Tree trimmin...	112 · General ...	180.00
Check	10/30/2013	15083	Summer Rain Land...	Tree trimmin...	112 · General ...	65.00
Total 646 · Community Center Repairs						1,845.00
Total 640 · Community Center Expenses						3,787.07
<b>660 · Annex Expenses</b>						

22

**KPPCSD**  
**Account QuickReport**  
 July 1 through October 30, 2013

Type	Date	Num	Name	Memo	Split	Amount
<b>662 · Utilities - Annex</b>						
General Journal	7/1/2013	REV ...	CCC Treasurer's Of...		210 · Account...	-94.15
Check	7/30/2013	14862	EBMUD	1 Windsor (S...	112 · General ...	188.30
Check	9/30/2013	14996	EBMUD	1 Windsor - ...	112 · General ...	230.54
Total 662 · Utilities - Annex						324.69
Total 660 · Annex Expenses						324.69
<b>672 · Kensington Park O&amp;M</b>						
General Journal	7/1/2013	NBS	NBS Government Fi...	JUL-SEP 2013	710 · Bond Ad...	1,073.29
General Journal	7/1/2013	REV ...	CCC Treasurer's Of...		210 · Account...	-1,113.80
Check	7/15/2013	14829	Summer Rain Land...	Drinking foun...	112 · General ...	85.00
Check	7/15/2013	14839	UBS	June 2013 P...	112 · General ...	432.00
Check	7/30/2013	14862	EBMUD	1 Windsor (Ir...	112 · General ...	1,363.60
Check	7/30/2013	14866	Summer Rain Land...	Park Repairs	112 · General ...	0.00
Check	7/30/2013	14889	Summer Rain Land...	July monthly ...	112 · General ...	2,050.00
Check	7/30/2013	14889	Summer Rain Land...	2 yards of ba...	112 · General ...	240.00
Check	7/30/2013	14889	Summer Rain Land...	Repair of ste...	112 · General ...	180.00
Check	7/30/2013	14889	Summer Rain Land...	removal of br...	112 · General ...	80.00
Check	7/30/2013	14889	Summer Rain Land...	trouble shoot ...	112 · General ...	140.00
General Journal	7/30/2013	CK 1...	Summer Rain Land...	For CHK 148...	112 · General ...	640.00
General Journal	8/9/2013	VD C...	Summer Rain Land...	Reverse of G...	112 · General ...	-640.00
Check	8/15/2013	14905	UBS	July 2013 Pa...	112 · General ...	432.00
Check	8/15/2013	14918	Summer Rain Land...	Irrigation rep...	112 · General ...	430.00
Check	8/30/2013	14930	William Driscoll	Park Restroo...	112 · General ...	425.00
Check	9/13/2013	14963	Summer Rain Land...	Park Monthly...	112 · General ...	2,050.00
Check	9/13/2013	14976	Kensington Home a...	Park restroom	112 · General ...	13.48
Check	9/30/2013	14990	William Driscoll	Park Restro...	112 · General ...	425.00
Check	9/30/2013	14996	EBMUD	1 Windsor - Ir...	112 · General ...	1,390.74
Check	9/30/2013	15011	NBS Government Fi...	Inv. #913000...	112 · General ...	1,098.83
Check	9/30/2013	15025	Summer Rain Land...	Park Monthly...	112 · General ...	2,260.00
Check	10/30/2013	15062	William Driscoll	Park Rest. M...	112 · General ...	425.00
Check	10/30/2013	15083	Summer Rain Land...	Park Monthly...	112 · General ...	3,980.00
Total 672 · Kensington Park O&M						17,460.14

6:56 PM  
10/30/13  
Accrual Basis

KPPCSD  
**Account QuickReport**  
July 1 through October 30, 2013

Type	Date	Num	Name	Memo	Split	Amount
<b>678 · Misc Park/Rec Expense</b>						
General Journal	7/1/2013	REV ...	CCC Treasurer's Of...		210 · Account...	-24.69
Check	7/15/2013	14844	BPXpress	Copies of Par...	112 · General ...	24.69
Check	10/30/2013	15081	California Park & R...	Membership t...	112 · General ...	170.00
Total 678 · Misc Park/Rec Expense						170.00
Total 635 · Park/Recreation Expenses						21,741.90
<b>TOTAL</b>						<b>21,741.90</b>

24



# Memorandum

**Kensington Police Department**



**To:** KPPCSD Board of Directors

APPROVED      YES      NO

**From:** Gregory E. Harman, General Manager/ Chief of Police

\_\_\_\_\_

FORWARDED TO:

**Date:** Wednesday, October 30, 2013

\_\_\_\_\_

**Subject:** Consent Calendar Item # E- Training & Reimbursement Reports

---

For the month of October, the following attached Training and Reimbursement Reports pursuant to KPPCSD Board Policy # 4030 were submitted for approval.

25

APPENDIX A - EXPENSE PREPAYMENT/REIMBURSEMENT FORM

Name: CHRIS TURNER

Event/Activity: SEARCH WARRANT A-Z

Location of Event/Activity: WALNUT CREEK 10/21-22

Approved by Board of Directors on: \_\_\_\_\_

	Prepay	Reimburse
1. Event/Activity Registration Fee	\$ _____	\$ _____
2. Transportation		
• Airfare	\$ _____	\$ _____
• Car Rental (\$ _____ per day for _____ days)	\$ _____	\$ _____
• Car Mileage (\$ _____ per mile for _____ miles)	\$ _____	\$ _____
• Taxi	\$ _____	\$ _____
• Parking	\$ _____	\$ <u>9.50</u>
3. Lodging (\$ _____ per night for _____ nights)	\$ _____	\$ _____
4. Meals (Complete information requested on next page of form)		
a. Breakfast	\$ _____	\$ _____
b. Lunch <u>2 x \$8.00</u>	\$ _____	\$ <del>21.53</del> <u>16.00</u>
c. Dinner	\$ _____	\$ _____
5. Other (Explain details of request)	\$ _____	\$ _____
Total Requested	\$ _____	\$ <del>31.03</del> <u>25.50</u>

Please attach all receipts documenting each expense above. This Expense Prepayment/Reimbursement Form must be submitted within 30 days after the event. All expenses reported on this form must comply with the District's Expense Policy for Board members, the General Manager/Chief of Police, and all non-sworn District employees.

Signed: C. Turner

Approved by: [Signature]

Date: 10/29/13

Signed: [Signature]

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

Date: 10/30/13

APPENDIX A - EXPENSE PREPAYMENT/REIMBURSEMENT FORM

Name: Lynn Walter

Event/Activity: Public Records Act Training

Location of Event/Activity: Alameda Library

Approved by Board of Directors on: GM/COP

		Prepay	Reimburse
1.	Event/Activity Registration Fee (Paid per District check # 14941 dated 8/30/13)	\$ <u>250-</u>	\$ _____
2.	Transportation		
	• Airfare	\$ _____	\$ _____
	• Car Rental (\$ _____ per day for _____ days)	\$ _____	\$ _____
	• Car Mileage ( <u>356.54</u> per mile for <u>52</u> miles)	\$ _____	\$ <u>29.38</u>
	• Taxi	\$ _____	\$ _____
	• Parking	\$ _____	\$ <u>8.00</u>
3.	Lodging (\$ _____ per night for _____ nights)	\$ _____	\$ _____
4.	Meals (Complete information requested on next page of form)		
	a. Breakfast	\$ _____	\$ _____
	b. Lunch	\$ _____	\$ <u>5.90</u>
	c. Dinner	\$ _____	\$ _____
5.	Other (Explain details of request)	\$ _____	\$ _____
	Total Requested	\$ _____	\$ <u>42.38</u>

Please attach all receipts documenting each expense above. This Expense Prepayment/Reimbursement Form must be submitted within 30 days after the event. All expenses reported on this form must comply with the District's Expense Policy for Board members, the General Manager/Chief of Police, and all non-sworn District employees.

Signed: Lynn Walter

Date: 10/28/13

Approved by: \_\_\_\_\_

Signed: [Signature]

Print Name: [Signature]

Date: 10/28/13

To: KPPCSD Board of Directors and GM/COP Harman  
From: Lynn Wolter  
Date: 11/1/13

Re: "Must Have Communication Protocols" CSDA Webinar, 10/3/13  
Instructor: Brent Ives (BHI Management Consulting)

My notes:

It's important for agencies to communicate to the public how taxpayers' money is well and wisely spent.

Board needs to ensure that staff has clear understanding of what the board wants

Clarity is critical in:

- Expectations
- Direction
- Definition
- Understandings

Roles:

Governing board is value driven (beliefs, vision, priorities, labor contracts)

Management is skills driven (strategies, tactics, techniques)

Boards:

- Are responsible for creating district's strategic plan.
- Must provide resources to the manager, both financial and human, so that manager can accomplish all that the board says it wants done.
- Are not to micro-manage – they are not district managers.
- Should have clear and distinct expectations for the manager.
- The most important work of the board is to set policies that protect the District.
- Board should set example of how staff members should conduct themselves.
- New board orientation is very important.
- Set clear performance expectations for manager.  
Note: Performance evaluation for manager is to evaluate results for the past period and to clarify well-defined expected results for the coming period. This evaluation must take place during a closed session. HOWEVER: any setting of goals for manager must be part of setting goals for district and must take place in open session.
- Set clear expectations re: projects and initiatives.
- Board's vote is the board's position, even if vote isn't unanimous.

Manager:

- Needs to communicate clearly with board.
- Needs to request collective direction from board.
- Should work pro-actively with the board president.

- Should attend community events/meetings to determine issues and concerns of community.
- Presents to the board background information, options, and impacts re: action items.
- Usually identifies when/where policies are needed.

#### Long Term Planning

- Board responsible for creating long term/strategic plan
- Where is the district going?
- What is the board's vision?
- What must be done (date specific and who should be involved in accomplishing)?
- Long term/strategic plan then drives goals and objectives, year to year.
- Should involve stakeholders: staff and public
- Should be published and integrated into the future life of the district on an ongoing basis with respect to the budget, the manger's performance, agendas, and each year's goals and objectives.
- Should drive the district's forward motion
- Should be re-visited every year.

#### Goals and objectives:

- All goals and objectives, including those for the manager, must be discussed and set in open session.
- Should be very clear.
- Should match overall direction of agency
- Allow manager to be most in those areas that the board establishes as highest priorities.
- Provides accountability.

#### Board President:

- Ensures that the board provides clear direction as a whole board, whether through action or consensus, to staff.
- Ensures that staff is clear about outcome or direction before proceeding to the next agenda item.

#### Communications with the press:

- Board members should not talk to the press on behalf of the board unless the board has granted permission per direction.
- Individuals may talk to the press, as individuals.

#### Public Comments:


- It's the board president's job to ensure that the public's business is taken care of.
- As part of ensuring that this happens, public comments should be limited to a set amount of time.
- Public comments policy should be set by the board and should include time frames. Such time frames must be applied consistently.

## CSDA Webinar Series

---

### Must Have Communications Protocols for District Staffs and Board Members

Brent Ives, BHI Management Consulting for the CSDA




---

---

---

---

---

---

---

---

---

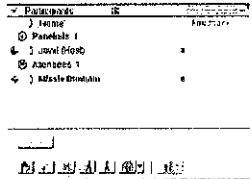

---

---

---

## Participants Panel

- Raise Hand
- Check Mark
- X Mark
- Talk Faster
- Talk Slower
- Emotions
- Current Participant Results


---

---

---

---

---

---

---

---

---

---

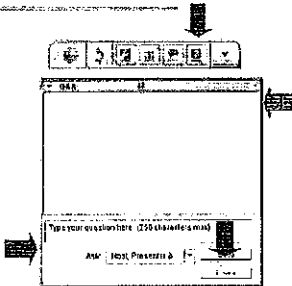

---

---

## How to ask a question in Full Screen

Ask your question in Q&A as soon as you think of it.

1. Click on the Q&A button to bring up the Q&A Window located on the floating tool bar in the bottom right.
2. Key in your question.
3. Click the Send button.
4. Click "-" to close window to see full screen again.


---

---

---

---

---

---

---

---

---

---




---

---

**CSDA Webinar Series**

**Must Have Communications Protocols for District Staffs and Board Members**

Brent Ives, BHI Management Consulting for the CSDA

[www.bhiconsulting.com](http://www.bhiconsulting.com)

---

---

---

---

---

---

---




---

**Staff/Manager/Board Communication**

*This course*

- Get a pad to take notes!
- Ask questions... It makes the course better for us all. We need to hear from you. Time will be allowed during and at the end for questions/ideas.
- Our aim is to provide you with sufficient information to recognize and take action to mitigate current and potential communications vulnerabilities
- This powerpoint will be available to you at the end of the course.
- Introductions – Name, Agency, Position

[brent@bhiconsulting.co](mailto:brent@bhiconsulting.co)

[www.bhiconsulting.com](http://www.bhiconsulting.com)

---

---

---

---

---

---

---

---




**OVERVIEW**

Having worked in and with public agencies for over 20 years I've made this observation:

*"IF THERE IS ONE PLACE WHERE DISTRICT'S WASTE TIME IN TERMS OF EFFICIENCY AND UNPRODUCTIVE ENERGY, ITS POOR COMMUNICATION"*

— THIS TALK —

- Discuss where communications can fall
- Discover why this is important
- Look at the different combinations of issues
- Talk about how we can avoid inefficiency that comes from poor communication

[www.bhiconsulting.com](http://www.bhiconsulting.com)

---

---

---

---

---

---

---



---

# CLARITY!!

*The most important word in management.*

CLARITY in:

- Expectations
- Direction
- Definition
- Understandings

---

---

---

---

---



---

---

---

# Critical Communications Areas

- Board to staff
- Staff to Board
- Board to Manager
- Manager to Board
- Communicating District Direction
- Communications policy/protocols

---

---

---

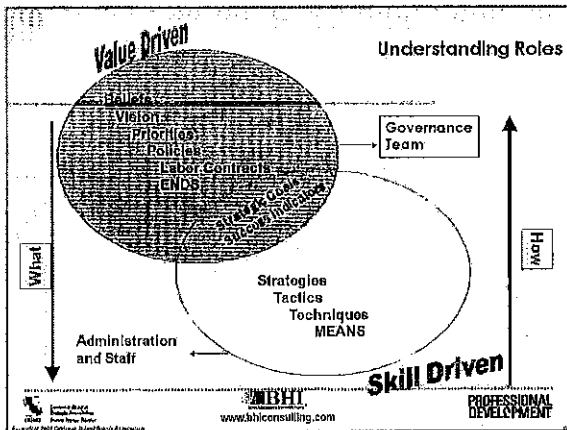
---

---

---

---

---




---

---

---

---

---

---

---




---





**Practical Advice for Board/Staff Communications**

1. Refrain from doing so unless it is a part of one's Board designated assignment. (sub-committee, negotiating team, etc.)
2. Proceed as part of a properly convened Board meeting, not individually.
3. Comply with the Brown Act.
4. Set the example.
5. Get necessary info from your manager
6. Document the Board's conduct in a Board handbook or Board policy manual or communications plan
7. Consult with legal counsel.

www.bhiconsulting.com

---

---

---

---

---




---

---

---

**Critical Communications Areas**

- Board to staff
- Staff to Board
- Board to Manager
- Manager to Board
- Communicating District Direction
- Communications policy/protocols

www.bhiconsulting.com

---

---

---

---

---




---

---

---

**Staff to Board Communications**

1. Another prevalent and difficult area
2. Staff should be made very aware of how and when they should and should not communicate with the Board
  1. Managers must make these protocols clear and deliberate
  2. Many stories of staff inappropriately communicating with individual Board members or the entire Board
3. There are natural limits, of course
  1. "Public" s right to express their opinion without fear or reprisal at a public meeting"
  2. Everyday "social" interactions
  3. Being honest about intent

www.bhiconsulting.com

---

---

---

---

---

---

---

---

### Reasons Staff Should Limit Communications With The Board

1. It is the manager's job to perform most communications with the Board.
2. Only legitimate, clearly delegated business related contact with the Board, sub-committees, etc.
3. Employees should be made aware of how they jeopardize Board objectivity for:
  1. labor negotiations.
  2. grievances.



---

---

---

---

---

---

---

---

### Methods to Achieving Better Communication

- Adopt a Policy advising Board/Staff Relations.
  - Clearly delineate all communications chains.
  - Assure that the chain of command communications within your organization WORK!
  - Consider providing clear written guides/protocols for staff to pursue grievances actions relating to the General Manager.



---

---

---

---

---

---

---

---

### Practical Advice for Staff/Board Communications

1. Refrain from business related communications unless it is a part of one's Board assigned responsibility.
2. Document communications in a Board and/or employee policy manual, etc.
3. Develop a comprehensive Communications Plan.
4. Make it a topic with department directors/supervisors meetings
5. Create flow-up/down communications for supervisors and employees.
6. Be careful not to stifle an employee's constitutional right as a citizen to address the Board as citizens.
7. Consult with legal counsel when in doubt or as your developing protocols.



---

---

---

---

---

---

---

---

### Critical Communications Areas

- Board to staff
- Staff to Board
- Board to Manager
- Manager to Board
- Communicating District Direction
- Communications policy/protocols

www.bhiconsulting.com

---

---

---

---

---

---

---

---

### Board to General Manager Communications

1. Clearly one of the most critical areas for CLEAR communications
2. Clarity of expectations are key
  1. Clear Direction
  2. Performance expectations
  3. Expectations regarding projects and initiatives
3. Attention to clarity at the Board meetings is often needed
4. Clarity of overall agency direction for the District is the Board's job!)
  1. Vision
  2. Strategic direction...objectives...goals...strategy

www.bhiconsulting.com

---

---

---

---

---

---

---

---

### Clarity in the Performance Management for the GM (the Executive)

- Little consistency in how this is done
- This is an executive performance evaluation
  - Evaluate results ... let them MANAGE!
- Start with the Board's understanding of job.
- Clarify's the Board's understanding of priorities and expectations for the GM.
- Best opportunity for the Board to have a frank discussion about performance with well defined expected outcomes.
- Provides a basis for salary administration.
- Provides legal basis for certain actions where necessary.

www.bhiconsulting.com

---

---

---

---

---




---

---

---

### Clarity of Goals and Objectives

- This fits with the former slide but is also rarely done well.
- Should refer to expected achievements/results (*What's, not How's*)
- Goals and objectives should match the overall direction of the agency. (*Do you know the overall direction of your agency? Direction aligns with priorities.*)
- These allow for the Manager to be most productive and efficient on those areas that the Board holds as highest priorities.
- Provides for accountability
- Critical with new GM and Board relations!
- A reasonable question, "in absence of these..."

www.bhiconsulting.com

---

---

---

---

---




---

---

---

### Clarity at Board meetings *(between Board and Manager)*

- *Manager* - Strive to get clear consensus on the direction provided by the Board.
- *Manager* - Verbally reflect what you heard as direction from the "whole Board".
- *Manager* - provide clear "requests of the Board" on each agenda item and assure that you get that resolved before the next item.
- *Board President* - assure that the Board provided direction as a whole Board, not unilateral direction.
- *Board President* - assure that staff is clear with the outcome or direction of a Board discussion and/or decision before proceeding to the next agenda item.

www.bhiconsulting.com

---

---

---

---

---




---

---

---

### Tips for Improving Communication at Board meetings

1. Practice "reflection" at Board meetings... in both directions.
2. Put "actions requested of the Board" in each agenda item.
3. Prepare for meetings with policy in mind.
4. Insist on "whole Board" direction.
5. Create an environment of mutual respect, trust, honesty, openness and CLARITY, do not over-formalize!

www.bhiconsulting.com

---

---

---

---

---

---

---

---

### Critical Communications Areas

- Board to staff
- Staff to Board
- Board to Manager
- Manager to Board
- Communicating District Direction
- Communications policy/protocols

---

---

---

---

---

---

---

---

### Tips for Improving Communication with the Board

- Get a feel for the Board member's interests.
- Determine information to distribute with the Board between meetings.
- Assess, or insist on, a collective "direction"
- Work proactively with your Board President
- Attend community events/meetings to determine issues and concerns that they may be picking up on in the community.

---

---

---

---

---

---

---

---

### Tips for Improving Communication with the Board

- The Board does not like surprises or difficult time traps.
- Talk to Board about background/options/impacts on action items.
- Be consistent in presenting your best professional opinion, and recommendation.
- Lead the Board to help you (*and everyone else*) better understand the agency's overall direction
- Work on lines of communication.
  - Staff reports
  - Member briefings - updates
  - News releases
  - Memos
  - Methods of communicating
  - Committee Meetings

---

---

---

---

---

---

---

---

**Critical Communications Areas**

- Board to staff
- Staff to Board
- Board to Manager
- Manager to Board
- Communicating District Direction
- Communications policy/protocols

www.bhiconsulting.com **PROFESSIONAL DEVELOPMENT**

---

---

---

---

---

---

---

---

**Create clarity of Agency direction**

- This implies long-term planning
  - Where is this agency going?
  - What is your Vision?
  - What must be done in the next XX years?
- Can be assembled in numerous ways.
  - Strategic Plan
  - Long-term Plan
  - Master Plan
- Most Districts do an annual plan
  - Plots a point, but provides no sense of direction with a trendline(strategy/vision)

www.bhiconsulting.com **PROFESSIONAL DEVELOPMENT**

---

---

---

---

---

---

---

---

**Clarity of overall Agency direction**

- Who needs this?
  - Public
  - Manager/Staff
  - Employees
  - Regulators
  - Others (LAFCO, Grand Jury, County, etc.)
- A good plan "communicates" what this District is about, committed to and where it is going!!

www.bhiconsulting.com **PROFESSIONAL DEVELOPMENT**

---

---

---

---

---




---

---

---

### Tips for Improving Communication on the District's future

- Consider looking into the future for longer than a year or two.
- Consider a strategic plan that integrates planned tactics into something larger and longer.
- Create a Board derived "Vision" statement to drive direction and strategy.
- Involve the Public, involve your employees.
- Publish your future Plan for all to see.
- Integrate the Plan into District life (budgeting, GM performance, goals/objectives, agenda packets, etc.)

www.bhiconsulting.com

---

---

---

---

---

---

---




---

---

---

### Critical Communications Areas

- Board to staff
- Staff to Board
- Board to Manager
- Manager to Board
- Communicating District Direction
- Communications policy/protocols

www.bhiconsulting.com

---

---

---

---

---

---

---




---

---

---

### Communications policies?

- Board policy and procedures manual (code, handbook, etc.)
- Communications Plan (Internal/external-Inside and out)
- GM performance evaluation (In contract, In Board P&P manual, etc.)
- Employee Manual
- New Board Member Orientation
- Long Term (Strategic) Plan

www.bhiconsulting.com

---

---

---

---

---

---

---

---




---

---



**Critical Communications Areas**  
- Review

- Board to staff
- Staff to Board
- Board to Manager
- Manager to Board
- Communicating District Direction
- Communications policy/protocols

    
www.bhiconsulting.com

---

---

---

---

---




---

---

---

**Communications**

- Clearly one of the huge areas of organizational *vulnerability*
- There are several areas where poor communications can cause your District... "expensive, unproductive, inefficient trouble"
- There is something for everyone to do to improve communications
- Left to evolve, the poor communications will not get better!
- If you do what you've always done, you'll get what you always got!!
- **Point of advice** – Do not ignore this!!

    
www.bhiconsulting.com

---

---

---

---

---




---

---

---

**Communications**

- I realize this is not comprehensive.
- Good communications, proactively managed, can support many of our efficiency/effectiveness goals!  
Poor communications can grow into an ugly mess!!
- Feel free to contact me or CSDA with specific comments or questions or needs.
- Email preferred: [brent@bhiconsulting.com](mailto:brent@bhiconsulting.com)

    
www.bhiconsulting.com

---

---

---

---

---

---

---

---

Communications

THANKS FOR  
ATTENDING!!

QUESTIONS??



**BHII**  
www.bhiconsulting.com

PROFESSIONAL  
DEVELOPMENT

---

---

---

---

---

---

---

---



Callie's Special  
Dulcine & Co. LLC  
Dulcine & Co. LLC

This webinar is provided for general information only and is not offered or intended as legal advice. Attendees should seek the advice of an attorney when confronted with legal issues and attorneys should perform an independent evaluation of the issues raised in this webinar.



PROFESSIONAL  
DEVELOPMENT

---

---

---

---

---

---

---

---

To: KPPCSD Directors  
From: Lynn Wolter  
Date: 10/11/13

Re: 10/9/13 Webinar "Best Practices in Agenda Preparation, Taking and Recording of Minutes"  
Presented by Brooke Miller (Best, Best & Krieger, LLP)

My notes:

- Reimbursable mandates – those items identified for reimbursement in the past likely will never be reimbursed. The State has exempted itself for complying with past commitments.
- Agencies are required to post their agendas on the website, if they have one. (Board packets do not have to be posted.)
- What constitutes Board action: Collective decision, collective commitment, or a vote.
- During meetings: Public must be permitted to comment on any agenda item before the Board takes any action.
- Boards may not hold special meetings to discuss the salary of high-ranked employee, except as part of a budget discussion.
- Any documents distributed during a meeting must be made available for public inspection at the meeting.
- Local bodies must allow public comments on closed session items, prior to the board entering into closed session.
- Legislative body may appoint the secretary/clerk of the board or other employee or officer to attend each closed session and keep and enter a minute book. This minute book is not a public record.
- Teleconferencing: may be used but the agenda must be posted at each of the locations from which participants will be calling in. And, at least a quorum must be within the boundaries of the local agency. All votes must be by roll call.
- Minutes:
  - \* Official record of meeting
  - \* When being reviewed at a subsequent meeting for approval, board members may not change content from what they actually said to what they wish they had said.

- \* Board members like content that shows information/discussion points that led up to decision.
- \* Too much information can result in complications/controversy. So keep discussion descriptions simple – not verbatim.
- \* Standing Committees – minutes should be taken
- \* Minutes may be taken during closed sessions. Closed session minutes are not a public record.

To: The KPPCSD Board and GM/COP Gregory Harman

From: Lynn Wolter

Date: 10/31/13

Re: Records Retention and Management Training

Presented by Roxanne Diaz (Richards, Watson & Gershon) and Hedy Beltray  
(Incrementum)

My notes

- Government Code 60200 et seq. is the legal authority for the destruction and disposal of records of special districts.
- In general, records to be kept are those that serve immediate, legal or fiscal purposes or that are of enduring nature.
- Retention schedule should define what is to be kept and for how long. (KPPCSD Board adopted a records retention schedule in 2002).
- District should maintain a record of any records destroyed and the information contained in those records.
- It is necessary for the person responsible for maintaining records to be trained.
- Emails should be retained if they have to do with conducting the peoples' business:
  - Information related to policy decisions
  - Information related to contracts
  - Evidence of official action taken
  - Documents of significant public business
  - Regulatory filing

**Training recommendations:**

- Agencies should adopt an email retention policy.
- Agencies should periodically review their Records Retention Policies.
- If an agency decides to convert to digital records, they should retain the services of a Certified Information Management Consultant.
- If agency adopts digital conversion policy: the conversion should be done in phases; should involve participation of stakeholders; and involves vision, strategies and technology.

**Differences between KPPCSD guidelines and those cited in training:**

<u>Item</u>	<u>KPPCSD guideline</u>	<u>CSDA Training guidelines</u>
*Repealed ordinances	Not covered	5 years
*Pending claim, settlement, litigation	CY + 3 years	2 years
*Records subject to PRA requests	Not covered	2 years
*Records that specify compensation to employees, contractors, or relate to expense reimbursement	Not covered	7 years after payment

Interesting trivia:

- “In the last 30 years, mankind has produced more information than in the last 5,000 years.” (Reuters Magazine)
- Costs \$20 in labor to file a document
- “ \$120 “ find a misfiled document
- “ \$220 to reproduce a lost document
- The average document is reproduced 9 times.

Notes from Q&A period:

Q: For how long should payroll and accounts payables records be kept?

A: For whatever period constitutes best practices in the industry. Generally speaking: the audit plus 2 years.

# Memorandum

**Kensington Police Department**



**To:** KPPCSD Board of Directors

APPROVED      YES      NO

**From:** Gregory E. Harman, General Manager/ Chief of Police

\_\_\_\_\_

FORWARDED TO:

**Date:** Wednesday, October 30, 2013

**Subject:** Consent Calendar Item F- Correspondence

---

Attached is the District correspondence received for the month of October.

- Item #1- Card received from resident Gretchen Gilfillan.
- Item #2- Letter received from the California Department of Justice documenting that the Kensington Police department was found to be in compliance with the CLETS/NCIC policies.
- Item #3- Letter sent to resident Rosary Matteson by me regarding her comments made at the September 12<sup>th</sup> KPPCSD Board meeting and followed up with an e-mail regarding her dissatisfaction with the service she received from the Kensington Police Department.

Fri. morning  
Oct. 11, 2013

Dear Doug & Citizen  
Academy Team -

CONGRATULATIONS -  
on a job WELL DONE!!!

A BIG bouquet to you  
all for doing such a  
comprehensive  
presentation - so

Much time in preparing  
our weekly overview -

PLUS your clever last  
meeting pseudo

events.

PLUS your ALWAYS  
cheerful demeanor. - The  
problems you encounter  
in "sweet" Kennings  
were eye-openings.

I deeply APPRECIATE  
the WORK you did for US!  
LOOKING forward  
to my ride-along.

Thanks again!

Love,

Spetcher

PS I'll

be bringing  
you cookies!





4949 BROADWAY, B114  
SACRAMENTO, CA 95820  
Public: (916) 227-3332  
Fax: (916) 227-2545

October 11, 2013

Gregory Harman, Chief  
Kensington Police Department  
217 Arlington Ave  
Kensington, CA 94707

Re: California Law Enforcement Telecommunications System (CLETS)  
Audit Results - ORI # CA0071300

Dear Chief Harman:

The California Penal Code Section 11077, California Code of Regulations (CCR) Title 11, Division 1, Chapter 7, Article 1, Section 702(c) and the California Law Enforcement Telecommunications System (CLETS) Policies, Practices and Procedures (P.P.P.) Section 1.6.3 govern the use of CLETS and authorize the Department of Justice (DOJ) to conduct audits to ensure compliance with state laws and regulations.

A review of the CLETS inspection questionnaire and on-site audit was completed on October 11, 2013, by DOJ Field Representative Kelly Kramer, from the Client Services Program. The results of this review determined that your Agency is **in compliance** with the CLETS/NCIC policies.

I would like to congratulate and thank Kevin Hui, Agency CLETS Coordinator (ACC), for his timely response and efforts to ensure compliance, and to coordinate the CLETS inspection/review of your agency with the CA DOJ. If you have any questions or need additional information regarding the audit process, please feel free to contact your CLETS Training and Inspections Field Representative, Kelly Kramer at (916) 227-3040.

Sincerely,

A handwritten signature in black ink that reads "Robin Robles".

ROBIN ROBLES, Manager  
Audits, Inspections, and Training Section  
Bureau of Criminal Identification and Investigative Services

For KAMALA D. HARRIS  
Attorney General



# Kensington Police Department

217 ARLINGTON AVENUE / KENSINGTON, CALIFORNIA 94707  
TEL: 510-526-4141 FAX: 510-526-1028

Gregory F. Harman  
Chief of Police

October 15, 2013

Ms. Rosary Matteson  
Kensington, CA, 94707

Dear Ms. Matteson,

This letter is in response to your e-mail sent to the Kensington Police Protection & Community Services District Board of Directors on October 10<sup>th</sup> and to comments you made at the KPPCSD Board meeting on September 12<sup>th</sup>, both in which you indicated that you were unsatisfied with the service provided to you by the police department.

First, you indicated that you were never notified by anyone from the department of the attempted break in to your neighbor's home on August 11<sup>th</sup>. In checking our records, I was able to confirm that your neighbor called in on August 11<sup>th</sup> at 1:48 PM, to report hearing sounds around his home at 4:30 AM that morning. Officer Wilkens responded and checked the residence for signs of tampering and could not locate any. She indicates in her report that she conducted a neighborhood canvas with negative results for additional information. She concludes her report indicating that the noises heard were possibly caused by an animal in the area, stating, "No crime and no signs of foul play".

I am sorry you were not home when Officer Wilkens stopped by to see if you could provide further information regarding the noises. You indicate that you stopped by the station on August 12<sup>th</sup>, and the person at the desk indicated that she would apprise the appropriate officer to contact you and that no one called you. Unfortunately, I can not explain why you were not contacted by anyone from the department.

The second incident in which you indicated you were dissatisfied with the service you received occurred on July 17, 2012. You state you were involved in a traffic collision and you stated in your e-mail that the officer said you would receive an incident report. You indicate that you went to the police department and were told the report was not available at that time and that someone would call you on July 29<sup>th</sup>.

You indicate that a week after July 29<sup>th</sup>, after not being contacted by anyone, you went to the department and waited until a copy of the report was issued to you. You further state that after receiving the report, you noticed that the damage listed in the report was

incorrect, that the damage was on the other side of the bumper, and you returned to the station to ask for an explanation. You state that you were told someone would contact you and again, no one did.

In doing a bit of research on the incident, I learned that Officer Ramos was the responding officer and that in his report he indicated that, "Both parties exchanged information and declined a police report". However, it is the practice of the Kensington Police Department to prepare a California Highway Patrol Report Form 555 on all collisions we respond to, even if both parties decline a report. The purpose of this practice is to provide a report in case one of the parties returns at a later date requesting a report.

However, since no report was requested on the day of the collision, the officer did not immediately complete his report. The report was completed and approved on August 8<sup>th</sup>.

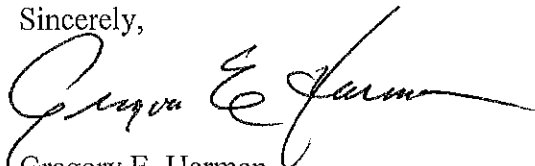
In checking the case file, we could not locate a "Request For Police Report Form" being filled out by you. Had a written request been made, once the report was completed, it would have been forwarded to you.

Unfortunately, I can offer no explanation as to why you were never contacted by someone from the department as you requested. Our procedure when someone calls the front desk or comes into the station is to fill out a message log and rout the message to the appropriate party. In fact, in checking the message log for August 12<sup>th</sup>, the day you stated you came into the station to inquire into your neighbor's incident, there is no entry indicating that you had. I can not offer an explanation for this either.

I would like to take this opportunity to apologize to you for your perception that the police department has not been responsive to you. I can assure you that all police department personnel strive to do everything they possibly can to provide the community with the best police services that the community has come to expect from us. In the future, if you feel you are not receiving proper service from the department, please contact me directly.

I can be reached 24 hours a day, seven days a week via my cell phone number of 510-812-9979. My e-mail address is [gharman@kensingtoncalifornia.org](mailto:gharman@kensingtoncalifornia.org) and the office line to the department is 510-526-4141. If you would like to discuss your concerns further with me, please call me and we can set up a time that is convenient for you.

Sincerely,



Gregory E. Harman  
General Manager/ Chief of Police

Cc: KPPCSD Board of Directors

# October 2013 Police Department Report

November 1, 2013

- Department Personnel
  - We are fully staffed at 10 sworn positions with two reserve officers however; we are beginning the background process on two new reserve officers candidates.

- Commendations and Correspondence
  - On October 11<sup>th</sup>, we received a card from resident Gretchen Gilfillan thanking us after her recent completion of the Kensington Police Department Citizen's Academy.
  - On October 11<sup>th</sup>, we also received a letter from the California Department of Justice documenting that the Kensington Police Department was found to be in compliance with CLETS/NCIC policies following their audit.
  - On October 15<sup>th</sup>, I sent a letter to resident Rosary Matteson regarding her comments made at the September 12<sup>th</sup> KPPCSD Board meeting and that she followed up with an e-mail regarding her dissatisfaction with the service she received from the Kensington Police Department.

All of the above letters can be found in the Correspondence Section of the November 6<sup>th</sup> KPPCSD agenda packet.

- Investigation of Alleged Misconduct
  - Citizen's Investigation 2013-002 was initiated on March 21<sup>st</sup> on an allegation that an officer(s) intimidated the complaining party. This investigation was completed by Master Sergeant Hull on October 25<sup>th</sup>, and both officers were exonerated.
- 9-1-1 / Richmond Communication Center Information.
  - The Ring Time Report for September identified 39 total 911 calls with none having ring times over 20 seconds. Average ring time for the month of September was 5 seconds.

- As excellent as the September Ring Time report was, unfortunately, we experienced a dropped call for service on October 28<sup>th</sup>.

At 12:12 PM, we received an alarm call on what turned out to be a residential burglary on Beloit. We had two officers at the Beloit residence continuing their investigation, when another resident on Highgate came home at 1:34:26 PM and found their residence had been broken into. The Computer Assisted Dispatch (CAD) log clearly shows the time the Highgate resident called in their burglary, and the dispatcher assigned it as a "Priority 1" call.

For whatever reason, the dispatcher never dispatched the Kensington officers to the Highgate call. I can only assume that because the officers had not cleared the Beloit call, the dispatcher held the call even though they clearly identified it as a Priority 1 call.

At 2:05 PM, the CAD call timer expired on the call, and under normal circumstances, that should have notified the dispatcher that Highgate call was still holding and that no officers had been dispatched.

It wasn't until 3:47:23 PM, that another dispatcher identified the dropped call and generated a new call for service, dispatching Kensington officers to the Highgate residence. At 3:49:26 PM, two minutes and three seconds after the officers were dispatched to the Highgate residence; they arrived and began their investigation.

We have notified Richmond Dispatch that we expect all Kensington calls for service be dispatched, whether or not Kensington officers are showing "clear" or available for service in the CAD system. Apparently, the El Cerrito Police Department has been having the same issue with calls being held while units were on other calls for service, and they too have directed that all calls be dispatched when received.

We have been assured by the Richmond Dispatch Supervisor that the dispatchers will be advised of the procedural change and calls will not be held pending field units clearing their previous calls for service.

- Community Networking
  - On 10-07-13, Officer Wilson gave a presentation to the Cub Scout troop.
  - On 10-08-13, Chief Harman participated in the Boy Scout Court of Honor program.
  - On 10-14-13, Officer Wilson attended the Kensington Public Safety Council meeting.
  - On 10-20-13, Chief Harman, Sergeant Barrow, Officers Ramos and Wilkens, and Reserve Officer Armanino, participated in the KCC Annual Fall Parade and Picnic. KPPCSD Director Welsh also attended the picnic.
  - On 10-21-13, Chief Harman and KPPCSD Board President Lloyd attended the Contra Costa County CSDA meeting held in Concord.
  - On 10-23-13, Chief Harman attended the Contra Costa County Police Chief's Association meeting in Martinez.
  - On 10-26-13, Chief Harman and KPPCSD Board President Lloyd spoke at the Annual KIC Town Hall meeting. Also in attendance were KPPCSD Vice President Gillette, and KPPCSD Directors Lipscomb and Welsh.
  - On 10-31-13, Chief Harman, Master Sergeant Hull, Sergeant Hui, Traffic Officer Ramos, and Officer Turner patrolled the District during the Halloween night activities.
- Community Criminal Activity
  - This section of the Watch Commanders Reports are prepared by Sergeant Barrow for Team One, Sergeant Hui for Team Two, and Detective Stegman.

- Watch Commander Reports

•• **Sergeant Barrow**

TEAM #1 STATISTICS

Officer:	Ramos (K41) (0600-1800)	Wilson (K38) (1800-0600)	Wilkins (K50) (1800-0600)
Days Worked	14	9	13
Traffic Stops	40	10	7
Moving Citations	35	9	5
Parking Citations	5	8	1
Vacation/Security Checks	8	26	48
FI-Field Interview	0	1	0
Traffic Accident Reports	1	0	3
Cases	1	2	11
Arrests	0	0	0
Calls for Service	26	12	69

○ BRIEFING/TRAINING:

- Reviewed KPD Policy 324 – Temporary Custody of Juveniles
- Reviewed University Police V. Superior Court Alameda
- Reviewed People V. Leath
- Reviewed People V. Ermi
- Reviewed PC. 26 and W&I Code 601 and 602
- Reviewed Officer's Report of the Use of Excessive Force may be protected by the First Amendment
- Reviewed H&S 11376.5 Medical Assistance for Person Experiences Drug regarding Sept. 2013 Legal Update; Firearms Possession by the Mentally ill
- Reviewed Civil Liability for Police Failure to Disclose Exculpatory Evidence
- Reviewed Warrants for DUI Blood Draws

Officers Ramos, Turner and Wilkins attended a 4 hour PAS certification course.

SERGEANT'S REVIEW:

- Police Questioning of Juveniles (Minors) in California Criminal

## SERGEANT'S SUMMARY:

KPD and KFD participated and conducted another Drug Take Back event here at the Public Safety building on October 26. It was successful in that we accepted 122.5 lbs of prescription, over the counter drugs, as well as other medications. Officer Wilson transported the drugs to Oakland where they were later incinerated by the DEA, who sponsors the event. Officer Wilson said that residents seemed appreciative of the event. The event is announced in the Kensington Outlook newspaper, as well as other local publications and these events are being held semi-annually at the Public Safety Building. The next Drug Take Back event should be held in approximately 6 months.

This is the time of year when people are enjoying holiday celebrations and parties, so this is a reminder to drive safety and to not drink and drive. Please report drunk drivers to police and please do not attempt to contact them as this may lead to a traffic altercation.

It is also the time of year that we are seeing more fog and slippery roadways. Please pay more attention to your driving. For example, leave more space between you and the vehicle in front of you, stop for yellow turn signal lights and drive safely for the conditions in general. Historically we see more traffic collision this time of year.

Patrol officers have advised me, during late night patrols, they have observed an unusual number of residents who have left their vehicle doors wide open and vehicle interior lights left on. Additionally they have observed many open garage doors.

### ○ SIGNIFICANT EVENTS:

- 2013-4691 – On 10-1-2013, Officer Wilkens responded to the 400 block of Wellesley Ave for a reported vandalism.
- 2013-4698 – On 10-1-2013, Officer Wilkens and Sergeant Barrow responded to the 400 block of Ocean View Ave for a reported missing adult at risk. The adult was found hours later unharmed.
- 2013-4704 – On 10-1-2013, Officer Wilkens responded to the 00 block of Highgate Road for a reported theft.
- 2013-4711 – On 10-2-2013, Officer Wilkens responded to the corner of Arlington Avenue and Arlington Court for a reported non-injury vehicle collision.
- 2013-4787 – On 10-6-2013, Officer Wilkens responded to the 400 block of Yale Ave for a reported non-injury hit and run vehicle collision.
- 2013-4796 – On 10-7-2013, Officer Wilkens responded to the 200 block of Edgecroft Road for an attempted residential burglary.
- 2013-4812 – On 10-7-2013, Officer Wilson responded to the 300 block of Ocean View Ave for a theft.



- 2013-4907 – On 10-14-2013, Sergeant Barrow responded to the 200 block of Lawson Drive for a reported juvenile out of control.
- 2013-4915 – On 10-14-2013, Officer Wilkens responded to the 100 block of Lawson Ave for a reported cruelty to animals.
- 2013-4926 – On 10-15-2013, Officer Wilkens responded to the 00 block of Wellesley Ave for a reported theft from an unlocked vehicle.
- 2013-4930 – On 10-15-2013, Officer Wilkens responded to the 00 block of Colusa Ave for a reported theft of a license plate.
- 2013-4934 – On 10-15-2013, Sergeant Barrow responded to the 200 block of Lake Drive for a reported vandalism.
- 2013-5022 – On 10-20-2013, Officer Wilkens and Sergeant Barrow responded to the 500 block of Kenyon Ave for a reported deceased subject, no signs of foul play.
- 2013-5024 – On 10-20-2013, Officer Wilson responded to the 100 block of Colusa Ave for a residential burglary.
- 2013-5040 – On 10-22-2013, Officer Wilson responded to the 00 block of Franciscan Way Ave for an auto burglary.
- 2013-5169 – On 10-28-2013, Officer Wilkens responded to the 00 block of Highgate Blvd for a reported residential burglary.
- 2013-5165 – On 10-28-2013, Officer Wilkens responded to the 00 block of Beloit Ave for a reported residential burglary.
- 2013-5184 – On 10-29-2013, Officer Wilkens responded to the 00 block of Avon Drive for a reported vandalism.
- 2013-5207 – On 10-30-2013, Officer Wilkens responded to the 600 block of Coventry Road for a reported non-injury vehicle collision.

#### TRAFFIC STATISTICS:

Team #1 took 4 traffic collision reports during the month of October.

5 moving citations were issued on Colusa Ave.

39 moving citations were issued on Arlington Ave.

1 moving citation was issued on Sunset Road.

1 moving citation was issued on Oak View Ave.

3 moving citations were issued on Franciscan Way.

1 moving citation was issued at Thousand Oaks Ave @ Santa Fe Ave.

•• **Sergeant Hui**

**TEAM #2 STATISTICS**

Sergeant Hui (K42)  
(1600-0400)

Officer:	Martinez (K31) (0600-1800)	Turner (K46) (1800-0600)
Days Worked	14	16
Traffic Stops	24	39
Moving Citations	19	18
Parking Citations	9	8
Vacation/Security Checks	26	35
Cases	3	2
Arrests	0	1
Traffic Accident Reports	0	0
Calls for Service	63	43

Officer Turner attended a two day class on search warrants.  
Sergeant Hui recovered six hours of comp time.

**BRIEFING/TRAINING:**

- Reviewed KPD Policy 324 – Temporary Custody of Juveniles
- Reviewed University Police V. Superior Court Alameda
- Reviewed People V. Leath
- Reviewed People V. Ermi
- Reviewed PC. 26 and W&I Code 601 and 602
- Reviewed Officer's Report of the Use of Excessive Force may be protected by the First Amendment
- Reviewed H&S 11376.5 Medical Assistance for Person Experiences Drug regarding Sept. 2013 Legal Update; Firearms Possession by the Mentally III
- Reviewed Civil Liability for Police Failure to Disclose Exculpatory Evidence
- Reviewed Warrants for DUI Blood Draws

**SERGEANT'S REVIEW:**

- Elder and Dependent Adult Abuse

## SERGEANT'S SUMMARY:

As we come into the holiday season, many of us begin shopping for gifts. A portion of us will look to the convenience of the internet to purchase gifts. Historically, every year during the holiday shopping season, cities see an increase in mail and package thefts. These thefts not only present an inconvenience, but also potentially leave the intended recipient of your gift empty handed. This month, I would like to cover a few tips that will help reduce your likelihood of becoming the victim of mail theft.

1. Secured mailboxes - I am a big fan of locked mailboxes. Mail drop slots in your front door or garage door are also better than an unsecured mailbox. Secured mailboxes are great in keeping thieving fingers out of your mail. Stolen mail is often a precursor to identity theft too.
2. Timing your purchases - Many of the large online retailers can provide accurate shipping estimates. By timing your online purchases, you can try to schedule your delivery for a day that you will be home.
3. Shipping to a business address – If feasible, sending your purchase to a business address where someone can physically receive your package is a very safe option. Unfortunately, it is not available to all of us.
4. Neighbors and friends - If you are expecting a package on a particular day and you know that you will not be home, ask someone trustworthy to secure your package once it is delivered.
5. Signature required – Some online retailers allow you to select the option to require a signature on delivery. By selecting this option, the delivery driver should not leave the package without someone physically signing for it. Unfortunately, some shipping companies now charge a fee for this service.
6. Hold for pickup – Several of the large shipping companies will allow you to have your package held for pickup at their local office. They will hold your package until you show up to sign for it. This option is very secure, however tends to be inconvenient because you will have to drive over to the local office.

If you plan on making any of your holiday purchases online this season, please keep these tips in mind. With your help, we can reduce the amount of mail theft this year.

**SIGNIFICANT EVENTS:**

- 2013-4752– On 10/04/2013, Officer Martinez responded to the unit blk of Highland Blvd on a report of an assault..
- 2013-4867– On 10/11/2013, Officer Turner arrested a subject on the 200 blk of Yale Ave for driving under the influence of alcohol.
- 2013-4966– On 10/17/2013, Officer Turner responded to the unit blk of Franciscan Wy on a report of an attempted residential burglary.
- 2013-5061– On 10/23/2013, Officer Martinez responded to the 200 blk of Colgate Ave on a report of an identity theft.
- 2013-5106– On 10/25/2013, Officer Martinez responded to the unit blk of Highland Blvd on a report of theft of mail.

Reserve Officer:	Armanino (K47)
Days Worked	1
Traffic Stops	0
Moving Citations	0
Parking Citations	0
Vacation/Security	2
Checks	
Cases	0
Arrests	0
Traffic Accident Reports	0
Calls for Service	3

Traffic Totals for Team 2 – includes Master Sergeant Hull

- 18 citations were issued on Arlington Ave
- 18 citations were issued on Colusa Ave
- 1 citation was issued on Yale Ave
- 1 citation was issued on Coventry Ave
- 1 citation was issued on Kenyon Ave

**•• Detective Eric Stegman**

Due to the recent residential burglary investigations conducted and a complex child abuse report investigated the last week of October, Detective Stegman's October report is a bit limited in scope and information provided. His November report will be more detailed.

## **SIGNIFICANT EVENTS:**

### **13-5191 Corporal punishment of a child/ child abuse**

This case is closed and has been submitted to the DA. Details to follow next month.

### **13-5165 Burglary & 13-5196 Burglary**

These cases are both under investigation. Details to follow next month.

## **KPD INVESTIGATIONS INFORMATION:**

### **13-3288 Assault (Possible Homicide/ Manslaughter)**

Details are pending the conclusion of this case.

### **12-5354 Murder**

On 8/13/12 at approximately 1145 hours, Officer Ramos responded to a welfare check for a potential fall victim (James Durkin). Shortly after his arrival Officer Ramos requested I respond to the scene. Due to the initial circumstances I began investigating the case as a homicide. During the investigation it was revealed the victim had been stabbed in the chest with a serrated kitchen knife. Later in the investigation, the suspect (Diane Sydenham), was identified. Early on 8/14/12, Sydenham was arrested for the Murder of James Durkin. On 8/16/12 the Contra Costa County District Attorney's Office formally charged Sydenham with Murder and she was arraigned.

On 8/30/12 a judge granted an increase in Sydenham's Bail from \$1,000,000 to \$2,000,000. On 9/20/12 Sydenham entered a not guilty plea. **On 8/28/13, I testified at the preliminary examination. Subsequently Sydenham was given an arraignment date of 9/20/13, in which she will re-enter a plea. The trial date is TBD.**

### **2011-1618 Homicide.**

On 03-12-11, KPD Officers were dispatched to a possible dead body in the 00 block of Arlington Avenue. The individual was pronounced dead at the scene. This case is being investigated as a homicide.

## **KPD INVESTIGATIONS**

- I made court runs to file cases, and retrieve court notifications.
- I updated the KPD Case Review Log.
- I reviewed the "Trak Flyer" messages and maintained the flyer board.
- I attended training Emergency vehicle operations training at ECPD.

## KPD Monthly Crime Statistics

October 2013

<b>Part 1 Crimes</b>	<b>Reported</b>	<b>Open/ Pending</b>	<b>Suspended</b>	<b>Closed</b>	<b>Arrest</b>
Homicide	0	0	0	0	0
Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Assault	3	0	0	3	0
Residential Burglary	2	2	0	0	0
Larceny Theft	6	3	2	1	0
Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
<b>Part 1 Totals</b>	<b>11</b>	<b>5</b>	<b>2</b>	<b>4</b>	<b>0</b>

### Other Crimes

Auto Burglary	0	0	0	0	0
Identity Theft	0	0	0	0	0
Fraud	1	0	1	0	0
Forgeries	0	0	0	0	0
Restraining Order Violations/ Stalking/ Criminal Threats	0	0	0	0	0
Sex Crimes (other)	0	0	0	0	0
Assault/ Battery (other)	0	0	0	0	0
Vandalism	4	0	4	0	0
Drugs	0	0	0	0	0
Warrant	0	0	0	0	0
Hit and Run Felony	0	0	0	0	0
Hit and Run Misdemeanor	1	0	1	0	0
Other Misdemeanor Traffic	1	0	0	1	1
<b>Other Crime Totals</b>	<b>7</b>	<b>0</b>	<b>6</b>	<b>1</b>	<b>1</b>

<b>All Crime Totals</b>	<b>18</b>	<b>5</b>	<b>8</b>	<b>5</b>	<b>1</b>
-------------------------	-----------	----------	----------	----------	----------

Traffic Accidents (Non Injury)	6
Traffic Accidents (Injury)	0

\* Stats not received

## KPD Crime Statistics

YTD 2013

<b>Part 1 Crimes</b>	<b>Reported</b>	<b>Open/ Pending</b>	<b>Suspended</b>	<b>Closed</b>	<b>Arrest</b>
Homicide	0	1*	0	0	0
Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Assault	8	1	0	7	1
Residential Burglary	25	11	9	5	1
Larceny Theft	30	6	23	1	0
Vehicle Theft	12	1	10	1	0
Arson	1	0	1	0	0
<b>Part 1 Totals</b>	<u>76</u>	<u>19</u>	<u>43</u>	<u>14</u>	<u>2</u>

<b>Other Crimes</b>					
Auto Burglary	0	0	0	0	0
Identity Theft	26	9	14	3	0
Fraud	2	0	2	0	0
Forgeries	1	0	1	0	0
Restraining Order Violations/ Stalking/ Criminal Threats	2	1	0	1	0
Sex Crimes (other)	0	0	0	0	0
Assault/ Battery (other)	0	0	0	0	0
Vandalism	21	3	16	2	0
Drugs	0	0	0	0	0
Warrant	12	0	0	12	14
Hit and Run Felony	0	0	0	0	0
Hit and Run Misdemeanor	11	0	10	1	0
Other Misdemeanor Traffic	12	0	0	12	12
<b>Other Crime Totals</b>	<u>87</u>	<u>13</u>	<u>43</u>	<u>31</u>	<u>26</u>

<b>All Crime Totals</b>	<u>163</u>	<u>32</u>	<u>86</u>	<u>45</u>	<u>28</u>
-------------------------	------------	-----------	-----------	-----------	-----------

Traffic Accidents (Non Injury)	38
Traffic Accidents (Injury)	0

•• **Chief Harman**

As reported last month, early in the new school year, several concerned parents contacted the County and me regarding the dangerous intersection at Arlington Avenue and Kensington Park/ Rincon. A meeting was held on September 3rd between the parents, County representatives, and me to discuss possible solutions to make the intersection safer.

During the month of October, the County has added two "Stop Here on Red" (with arrow pointing to the limit line) signs directly to the signal poles (one in each direction) to help reduce confusion as to when and where to stop (limit line when the signal turns red, activated by a pedestrian), and have issued a trim notice for the overgrown foliage at the northbound approach to the signal on Arlington (on the east side, just south of the signal).

Additionally, the County completed a one week survey of traffic counts on Arlington near Kenilworth. That survey is attached to this memo.

As a result of that survey, I have authorized overtime to the graveyard officers to provide additional traffic enforcement in the area of Arlington near Kenilworth between the hours of 0600 and 0900.

As far as traffic enforcement at these two areas, during the month of October (2013):

- 13 - Traffic citations were issued by the Kensington Police Department for moving violations at the intersection of Arlington & Rincon/Kensington Park.
- 20 - Traffic citations were issued by the Kensington Police Department for moving violations at the area of Arlington & Kenilworth.

The police department will continue to enforce traffic safety throughout the District and especially at the intersection of Arlington Avenue and Kensington Park/ Rincon while we wait for the County to identify possible physical traffic safety improvement devices at the intersection in their attempt to improve traffic safety.

Additionally, we will continue assigning overtime to officers to supplement our early morning enforcement efforts in the area of Arlington & Kenilworth in an effort to reduce speeds along this portion of the Arlington.

624



CONTRA COSTA COUNTY  
PUBLIC WORKS DEPARTMENT  
TRAFFIC COUNTS

HI-STAR NC-97 by Nu-Metrics  
Dir Volume Program

Road No. **1451**  
Name **ARLINGTON AVE**

Interval 15 Minutes  
No of Lanes 2  
Report By D. Klapperich

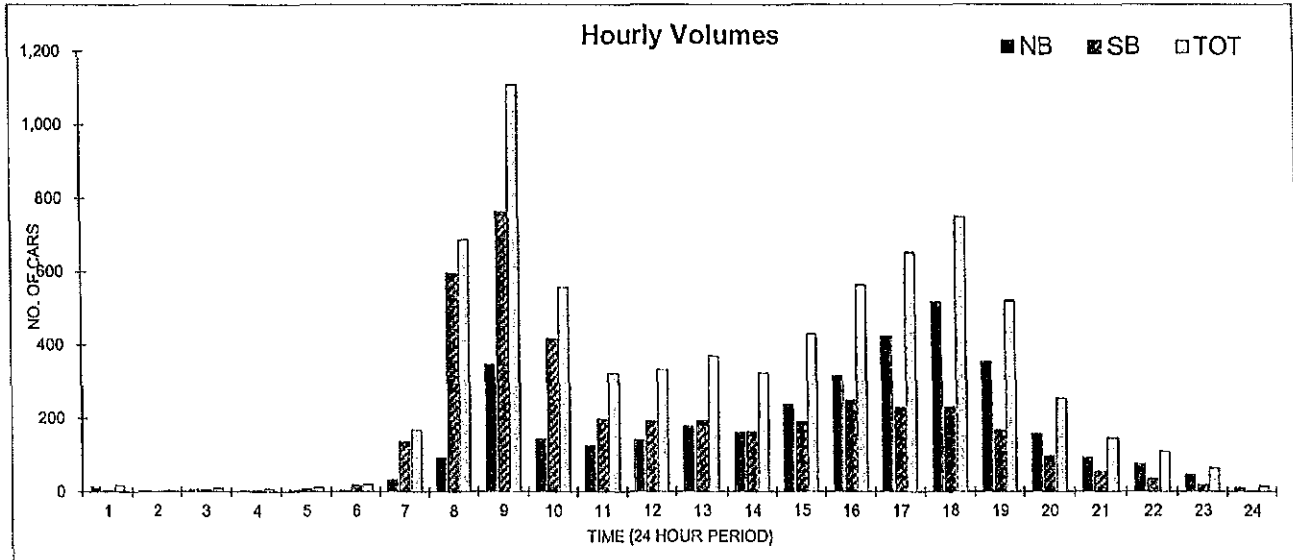
Station 120' N of KENILWORTH DR.  
Date Oct 21, 2013  
Day of Week Monday

Counters # 19 20

HOUR	NB	SB	TOT	AVG
00:00 - 01:00	13	4	17	9
01:00 - 02:00	2	1	3	2
02:00 - 03:00	5	5	10	5
03:00 - 04:00	3	4	7	4
04:00 - 05:00	5	7	12	6
05:00 - 06:00	3	17	20	10
06:00 - 07:00	32	136	168	84
07:00 - 08:00	91	596	687	344
08:00 - 09:00	345	763	1,108	554
09:00 - 10:00	142	416	558	279
10:00 - 11:00	124	198	322	161
11:00 - 12:00	140	192	332	166
12:00 - 13:00	177	193	370	185
13:00 - 14:00	160	164	324	162
14:00 - 15:00	238	191	429	215
15:00 - 16:00	314	249	563	282
16:00 - 17:00	423	229	652	326
17:00 - 18:00	517	231	748	374
18:00 - 19:00	353	167	520	260
19:00 - 20:00	157	97	254	127
20:00 - 21:00	92	55	147	74
21:00 - 22:00	74	35	109	55
22:00 - 23:00	46	18	64	32
23:00 - 24:00	11	4	15	8
<b>TOTAL</b>	<b>3,467</b>	<b>3,972</b>	<b>7,439</b>	

**NB PEAK**  
A.M. = 345  
08:00 - 09:00  
P.M. = 517  
17:15 - 18:15

**SB PEAK**  
A.M. = 763  
08:00 - 09:00  
P.M. = 269  
15:15 - 16:15



65

CONTRA COSTA COUNTY  
PUBLIC WORKS DEPARTMENT  
SPEED / VOLUME COUNTS

Interval 15 Minutes  
Report By D. Klapperich

Station 120' N of KENILWORTH DR.  
No. of Lanes 2

Road No. 1451  
Road Name ARLINGTON AVE  
Date 21 Oct '13  
Day of Week Monday

Counter # 19

N / B SPEED IN MILES PER HOUR

Hour	0-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	61-65	66-70	71-99	TOTAL
00:00 - 01:00	0	0	0	6	5	2	0	0	0	0	0	0	0	0	0	13
01:00 - 02:00	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0	2
02:00 - 03:00	0	0	0	2	1	1	1	0	0	0	0	0	0	0	0	5
03:00 - 04:00	0	0	2	0	1	0	0	0	0	0	0	0	0	0	0	3
04:00 - 05:00	0	0	0	2	0	3	0	0	0	0	0	0	0	0	0	5
05:00 - 06:00	0	2	0	0	1	0	0	0	0	0	0	0	0	0	0	3
06:00 - 07:00	0	0	3	5	12	10	2	0	0	0	0	0	0	0	0	32
07:00 - 08:00	0	1	2	21	42	12	7	0	2	1	2	0	0	0	0	90
08:00 - 09:00	1	6	13	116	133	44	11	7	3	1	0	1	0	0	0	336
09:00 - 10:00	0	6	5	30	55	33	3	1	2	1	0	0	0	0	0	136
10:00 - 11:00	0	2	4	24	61	23	2	2	1	1	0	1	0	0	0	121
11:00 - 12:00	0	2	5	24	57	30	11	3	1	0	0	0	0	0	0	133
12:00 - 13:00	1	1	6	28	81	39	15	1	0	3	0	0	0	0	0	175
13:00 - 14:00	0	2	3	34	66	33	11	1	2	3	0	1	0	0	0	156
14:00 - 15:00	0	1	6	44	114	46	12	5	2	2	0	0	0	0	0	232
15:00 - 16:00	1	0	6	50	168	60	14	3	4	1	0	1	0	0	0	308
16:00 - 17:00	0	3	14	89	218	63	17	4	2	2	0	1	0	0	0	413
17:00 - 18:00	2	7	18	114	251	94	10	6	0	2	1	0	0	0	0	505
18:00 - 19:00	0	3	13	69	163	67	18	7	2	1	1	1	0	0	0	345
19:00 - 20:00	1	3	4	39	84	15	4	1	0	0	0	2	0	0	0	153
20:00 - 21:00	0	0	3	32	35	13	5	2	0	0	0	0	0	0	0	90
21:00 - 22:00	0	0	4	21	39	9	0	0	0	0	0	0	0	0	0	73
22:00 - 23:00	0	0	2	13	23	6	1	1	0	0	0	0	0	0	0	46
23:00 - 24:00	0	1	0	3	6	1	0	0	0	0	0	0	0	0	0	11
TOTALS	6	40	113	767	1,616	604	144	44	22	18	4	8	0	0	0	3,386
%	0.2%	1.2%	3.3%	22.7%	47.7%	17.8%	4.3%	1.3%	0.6%	0.5%	0.1%	0.2%	0.0%	0.0%	0.0%	100%

N/B PEAK  
A.M. = 336  
08:00 - 09:00  
P.M. = 507  
17:15 - 18:15

S/B PEAK  
A.M. = 749  
08:00 - 09:00  
P.M. = 269  
15:15 - 16:15

>55	%>55	>60	%>60	>65	%>65	15%ile	50%ile	85%ile	Avg Spd
8	0.2%	0	0.0%	0	0.0%	16-20	21-25	26-30	23.2

POSTED  
SPEED  
LIMIT  
25  
MPH

M.P.H.

HI-STAR NC-97 by Nu-Metrics  
 Dir Volume x Speed Program

CONTRA COSTA COUNTY  
 PUBLIC WORKS DEPARTMENT  
 SPEED / VOLUME COUNTS

Interval 15 Minutes  
 Report By D. Klapperich

Station 120' N of KENILWORTH DR.  
 No. of Lanes 2

Road No. 1451  
 Road Name ARLINGTON AVE  
 Date 21 Oct '13  
 Day of Week Monday

Counter # 20

S / B SPEED IN MILES PER HOUR

HOUR	0-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	61-65	66-70	71-99	TOTAL
00:00 - 01:00	0	0	0	1	1	2	0	0	0	0	0	0	0	0	0	4
01:00 - 02:00	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
02:00 - 03:00	0	0	0	2	1	1	1	0	0	0	0	0	0	0	0	5
03:00 - 04:00	0	0	0	0	2	0	1	0	0	0	0	0	0	0	0	3
04:00 - 05:00	0	0	0	1	4	2	0	0	0	0	0	0	0	0	0	7
05:00 - 06:00	0	0	2	2	5	7	1	0	0	0	0	0	0	0	0	17
06:00 - 07:00	1	0	4	20	58	44	6	1	0	0	0	0	0	0	0	134
07:00 - 08:00	0	4	18	87	310	140	26	6	1	0	1	0	0	0	0	593
08:00 - 09:00	6	12	54	194	354	103	21	4	1	0	0	0	0	0	0	749
09:00 - 10:00	1	12	35	99	200	54	8	4	1	0	0	0	0	0	0	414
10:00 - 11:00	0	0	1	29	101	55	6	0	1	1	0	1	0	0	0	195
11:00 - 12:00	0	1	3	44	103	35	4	0	1	0	0	0	0	0	0	191
12:00 - 13:00	0	0	2	39	115	29	4	0	1	0	1	0	0	0	0	191
13:00 - 14:00	0	1	3	34	92	23	5	2	0	0	1	0	0	0	0	161
14:00 - 15:00	0	0	3	46	103	27	6	3	2	1	0	0	0	0	0	191
15:00 - 16:00	1	1	3	56	128	48	7	2	2	1	0	0	0	0	0	227
16:00 - 17:00	0	2	5	55	110	46	5	3	1	0	0	0	0	0	0	227
17:00 - 18:00	0	1	7	41	107	55	10	3	1	2	0	0	0	0	0	167
18:00 - 19:00	0	1	2	47	71	37	8	1	0	0	0	0	0	0	0	96
19:00 - 20:00	0	3	2	12	53	21	1	2	1	1	0	0	0	0	0	55
20:00 - 21:00	0	0	1	17	29	7	1	0	0	0	0	0	0	0	0	35
21:00 - 22:00	0	0	1	15	15	4	0	0	0	0	0	0	0	0	0	18
22:00 - 23:00	0	0	1	3	10	4	0	0	0	0	0	0	0	0	0	4
23:00 - 24:00	0	0	1	0	2	1	0	0	0	0	0	0	0	0	0	4
TOTALS	9	38	148	844	1,974	746	121	31	13	6	3	1	0	0	0	3,934
%	0.2%	1.0%	3.8%	21.5%	50.2%	19.0%	3.1%	0.8%	0.3%	0.2%	0.1%	0.0%	0.0%	0.0%	0.0%	100%

N/B PEAK  
 A.M. = 336  
 08:00 - 09:00  
 P.M. = 507  
 17:15 - 18:15

S/B PEAK  
 A.M. = 749  
 08:00 - 09:00  
 P.M. = 269  
 15:15 - 16:15

>55 %>55 >60 %>60 >65 %>65 15%ile 50%ile 85%ile Avg Spd  
 1 0.0% 0 0.0% 0 0.0% 16-20 21-25 26-30 22.9

POSTED  
 SPEED  
 LIMIT  
 25  
 MPH

M.P.H.

67

**CONTRA COSTA COUNTY  
PUBLIC WORKS DEPARTMENT  
TRAFFIC COUNTS**

HI-STAR NC-97 by Nu-Metrics  
Dir Volume Program

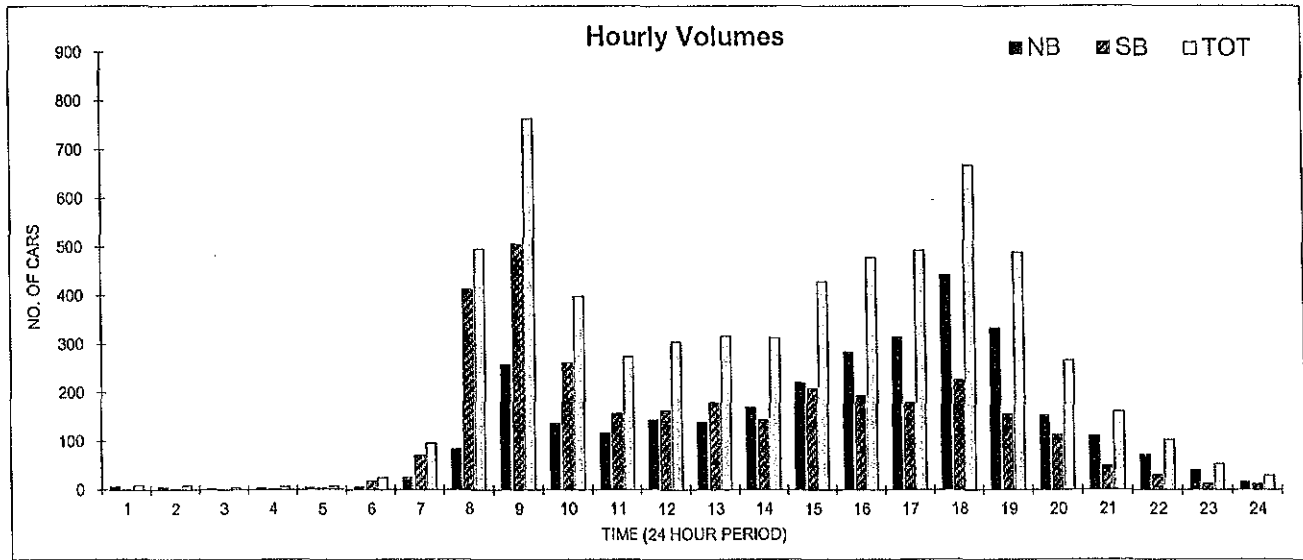
Road No. **1451**  
Name **ARLINGTON AVE**  
Station 120' N of KENILWORTH DR.  
Date Oct 15, 2013  
Day of Week Tuesday

Interval 15 Minutes  
No of Lanes 2  
Report By D. Klapperich

Counter #	19	20		
HOURLY	NB	SB	TOT	AVG
00:00 - 01:00	8	2	10	5
01:00 - 02:00	6	3	9	5
02:00 - 03:00	3	1	4	2
03:00 - 04:00	4	3	7	4
04:00 - 05:00	4	2	6	3
05:00 - 06:00	6	19	25	13
06:00 - 07:00	25	71	96	48
07:00 - 08:00	83	413	496	248
08:00 - 09:00	257	506	763	382
09:00 - 10:00	137	261	398	199
10:00 - 11:00	117	157	274	137
11:00 - 12:00	142	163	305	153
12:00 - 13:00	138	179	317	159
13:00 - 14:00	169	144	313	157
14:00 - 15:00	220	209	429	215
15:00 - 16:00	284	195	479	240
16:00 - 17:00	314	179	493	247
17:00 - 18:00	442	226	668	334
18:00 - 19:00	333	156	489	245
19:00 - 20:00	153	113	266	133
20:00 - 21:00	111	50	161	81
21:00 - 22:00	72	31	103	52
22:00 - 23:00	40	13	53	27
23:00 - 24:00	17	12	29	15
<b>TOTAL</b>	<b>3,085</b>	<b>3,108</b>	<b>6,193</b>	

**NB PEAK**  
A.M. = 257  
08:00 - 09:00  
P.M. = 442  
17:00 - 18:00

**SB PEAK**  
A.M. = 540  
07:30 - 08:30  
P.M. = 228  
14:45 - 15:45



68

HI-STAR NC-97 by Nu-Metrics  
 Dir Volume x Speed Program

CONTRA COSTA COUNTY  
 PUBLIC WORKS DEPARTMENT  
 SPEED / VOLUME COUNTS

Interval 15 Minutes  
 Report By D. Klapperich

Station 120' N of Kenilworth Dr.  
 No. of Lanes 2

Road No. 1451  
 Road Name ARLINGTON AVE  
 Date 15 Oct '13  
 Day of Week Tuesday

Counter # 19

N / B SPEED IN MILES PER HOUR

HOUR	0-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	61-65	66-70	71-99	TOTAL
00:00 - 01:00	0	0	0	2	3	3	0	0	0	0	0	0	0	0	0	8
01:00 - 02:00	0	0	1	2	3	0	0	0	0	0	0	0	0	0	0	6
02:00 - 03:00	0	0	0	2	1	0	0	0	0	0	0	0	0	0	0	3
03:00 - 04:00	0	1	0	0	3	0	0	0	0	0	0	0	0	0	0	4
04:00 - 05:00	0	0	0	0	0	4	0	0	0	0	0	0	0	0	0	4
05:00 - 06:00	0	0	1	0	3	1	1	0	0	0	0	0	0	0	0	6
06:00 - 07:00	0	0	1	4	16	2	0	0	0	0	1	0	0	0	0	24
07:00 - 08:00	0	3	2	13	33	19	9	2	0	1	0	0	0	0	0	82
08:00 - 09:00	2	4	9	50	114	51	14	4	1	2	1	0	0	0	0	252
09:00 - 10:00	0	0	6	24	63	27	10	4	0	1	0	0	0	0	0	135
10:00 - 11:00	0	1	4	19	43	34	6	5	1	2	1	0	0	0	0	116
11:00 - 12:00	2	2	6	24	66	26	4	3	1	0	0	0	0	0	0	134
12:00 - 13:00	1	2	7	19	65	33	3	1	3	0	0	0	0	0	0	134
13:00 - 14:00	0	0	3	33	80	30	11	3	2	2	0	0	0	0	0	164
14:00 - 15:00	1	5	9	34	102	46	11	3	2	1	1	0	0	0	0	215
15:00 - 16:00	0	1	14	60	136	53	11	3	1	0	0	0	0	0	0	279
16:00 - 17:00	0	3	10	60	150	63	12	3	2	0	0	0	0	0	0	303
17:00 - 18:00	1	6	11	89	210	84	16	11	2	1	0	0	0	0	0	431
18:00 - 19:00	0	0	11	88	189	35	4	0	2	0	1	0	0	0	0	330
19:00 - 20:00	0	0	4	55	74	15	3	0	0	1	0	0	0	0	0	152
20:00 - 21:00	0	0	3	39	54	12	2	0	0	0	0	0	0	0	0	110
21:00 - 22:00	0	1	1	23	31	14	1	0	0	0	1	0	0	0	0	72
22:00 - 23:00	0	0	1	15	13	8	3	0	0	0	0	0	0	0	0	40
23:00 - 24:00	0	0	0	4	12	1	0	0	0	0	0	0	0	0	0	17
TOTALS	7	29	104	659	1,464	561	121	42	17	11	6	0	0	0	0	3,021
%	0.2%	1.0%	3.4%	21.8%	48.5%	18.6%	4.0%	1.4%	0.6%	0.4%	0.2%	0.0%	0.0%	0.0%	0.0%	100%

N/B PEAK  
 A.M. = 252  
 08:00 - 09:00  
 P.M. = 431  
 17:00 - 18:00

S/B PEAK  
 A.M. = 537  
 07:30 - 08:30  
 P.M. = 226  
 17:00 - 18:00

>55 %>55 >60 %>60 >65 %>65 15%ile 50%ile 85%ile Avg Spd  
 0 0.0% 0 0.0% 0 0.0% 16-20 21-25 26-30 23.2

POSTED  
 SPEED  
 LIMIT  
 25  
 MPH

60

CONTRA COSTA COUNTY  
PUBLIC WORKS DEPARTMENT  
SPEED / VOLUME COUNTS

Interval 15 Minutes  
Report By D. Klapperich

Station 120' N of Kenilworth Dr.  
No. of Lanes 2

Road No. 1451  
Road Name ARLINGTON AVE  
Date 15 Oct '13  
Day of Week Tuesday

Counter # 20

S / B SPEED IN MILES PER HOUR

HOUR	0-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	61-65	66-70	71-99	TOTAL
00:00 - 01:00	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2
01:00 - 02:00	0	0	0	1	2	0	0	0	0	0	0	0	0	0	0	3
02:00 - 03:00	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
03:00 - 04:00	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0	3
04:00 - 05:00	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	2
05:00 - 06:00	0	1	0	5	8	4	1	0	0	0	0	0	0	0	0	19
06:00 - 07:00	0	0	5	11	33	19	3	0	0	0	0	0	0	0	0	71
07:00 - 08:00	0	0	8	41	216	124	16	4	2	0	0	0	0	0	0	411
08:00 - 09:00	0	4	7	106	264	96	14	6	2	1	0	1	0	0	0	501
09:00 - 10:00	0	0	1	59	132	51	11	5	1	1	0	0	0	0	0	261
10:00 - 11:00	0	0	10	30	79	30	5	0	1	1	1	0	0	0	0	157
11:00 - 12:00	0	2	2	36	71	42	7	0	0	1	0	0	0	0	0	161
12:00 - 13:00	0	1	2	34	93	38	5	1	2	0	0	0	0	0	0	176
13:00 - 14:00	0	0	3	33	74	23	5	2	1	0	0	0	0	0	0	141
14:00 - 15:00	0	0	4	40	116	39	4	1	1	0	0	0	0	0	0	205
15:00 - 16:00	0	0	5	54	90	32	11	1	0	0	0	0	0	0	0	193
16:00 - 17:00	0	1	4	44	92	31	1	3	1	1	0	0	0	0	0	178
17:00 - 18:00	0	3	5	46	120	44	5	3	0	0	0	0	0	0	0	226
18:00 - 19:00	0	2	1	38	78	32	2	1	1	0	1	0	0	0	0	156
19:00 - 20:00	0	1	1	34	49	17	6	2	0	0	1	0	0	0	0	111
20:00 - 21:00	0	0	0	8	27	13	1	0	1	0	0	0	0	0	0	50
21:00 - 22:00	0	1	1	7	11	7	1	3	0	0	0	0	0	0	0	31
22:00 - 23:00	0	0	1	4	5	3	0	0	0	0	0	0	0	0	0	13
23:00 - 24:00	0	0	0	2	6	3	1	0	0	0	0	0	0	0	0	12
TOTALS	0	16	61	637	1,569	648	99	32	13	5	3	1	0	0	0	3,084
%	0.0%	0.5%	2.0%	20.7%	50.9%	21.0%	3.2%	1.0%	0.4%	0.2%	0.1%	0.0%	0.0%	0.0%	0.0%	100%

N/B PEAK  
A.M. = 252  
08:00 - 09:00  
P.M. = 431  
17:00 - 18:00

S/B PEAK  
A.M. = 537  
07:30 - 08:30  
P.M. = 226  
17:00 - 18:00

>55	%>55	>60	%>60	>65	%>65	15%ile	50%ile	85%ile	Avg Spd
1	0.0%	0	0.0%	0	0.0%	16-20	21-25	26-30	23.4

POSTED  
SPEED  
LIMIT  
25  
MPH

M.P.H.

**CONTRA COSTA COUNTY  
PUBLIC WORKS DEPARTMENT  
TRAFFIC COUNTS**

HI-STAR NC-97 by Nu-Metrics  
Dir Volume Program

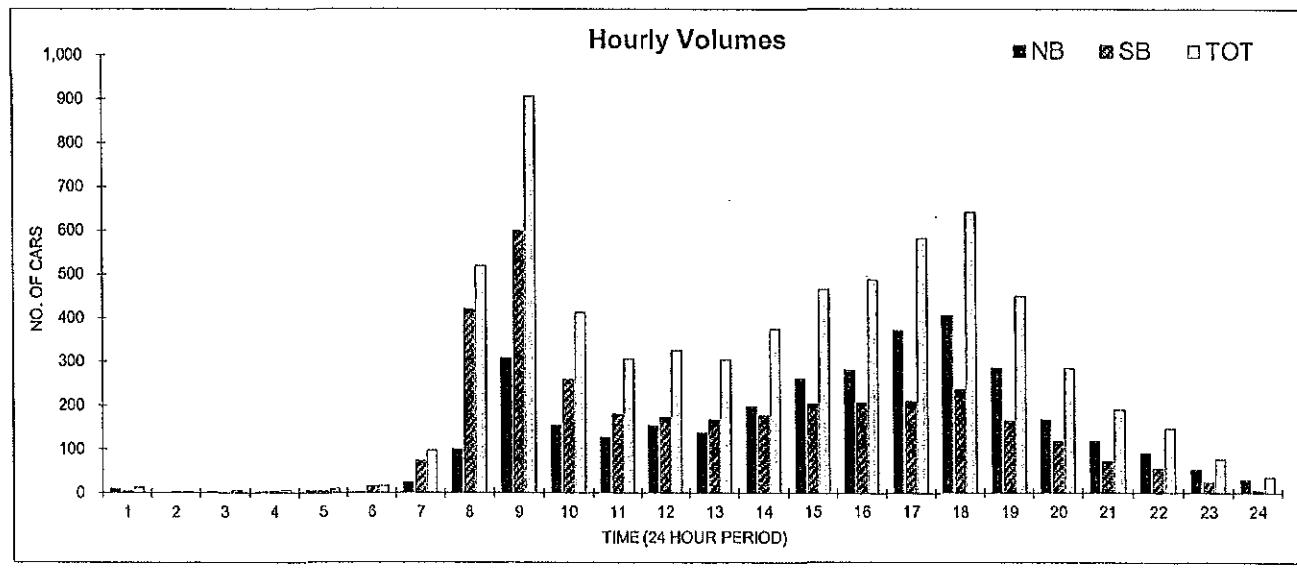
Road No. **1451**  
Name **ARLINGTON AVE**  
Station 120' N of KENILWORTH DR.  
Date Oct 16, 2013  
Day of Week Wednesday

Interval 15 Minutes  
No of Lanes 2  
Report By D. Klapperich

Counter #	19	20		
HOUR	NB	SB	TOT	AVG
00:00 - 01:00	9	4	13	7
01:00 - 02:00	1	2	3	2
02:00 - 03:00	4	1	5	3
03:00 - 04:00	2	4	6	3
04:00 - 05:00	5	5	10	5
05:00 - 06:00	1	15	16	8
06:00 - 07:00	24	73	97	49
07:00 - 08:00	99	420	519	260
08:00 - 09:00	307	599	906	453
09:00 - 10:00	154	259	413	207
10:00 - 11:00	126	180	306	153
11:00 - 12:00	153	173	326	163
12:00 - 13:00	137	167	304	152
13:00 - 14:00	198	177	375	188
14:00 - 15:00	262	205	467	234
15:00 - 16:00	282	207	489	245
16:00 - 17:00	373	210	583	292
17:00 - 18:00	406	236	642	321
18:00 - 19:00	285	165	450	225
19:00 - 20:00	166	118	284	142
20:00 - 21:00	118	72	190	95
21:00 - 22:00	91	56	147	74
22:00 - 23:00	53	24	77	39
23:00 - 24:00	30	5	35	18
<b>TOTAL</b>	<b>3,286</b>	<b>3,377</b>	<b>6,663</b>	

**NB PEAK**  
A.M. = 311  
07:45 - 08:45  
P.M. = 408  
17:15 - 18:15

**SB PEAK**  
A.M. = 624  
07:45 - 08:45  
P.M. = 242  
16:45 - 17:45



HI-STAR NC-97 by Nu-Metrics  
 Dir Volume x Speed Program

CONTRA COSTA COUNTY  
 PUBLIC WORKS DEPARTMENT  
 SPEED / VOLUME COUNTS

Interval 15 Minutes  
 Report By D. Klapperich

Station 120' N of Kenilworth Dr.  
 No. of Lanes 2

Road No. 1451  
 Road Name ARLINGTON AVE  
 Date 16 Oct '13  
 Day of Week Wednesday

Counter # 19

N / B SPEED IN MILES PER HOUR

HOUR	0-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	61-65	66-70	71-99	TOTAL
00:00 - 01:00	0	0	1	4	3	0	0	1	0	0	0	0	0	0	0	9
01:00 - 02:00	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
02:00 - 03:00	0	0	0	1	2	1	0	0	0	0	0	0	0	0	0	4
03:00 - 04:00	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	2
04:00 - 05:00	0	0	1	1	1	1	0	0	0	0	0	0	0	0	0	4
05:00 - 06:00	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
06:00 - 07:00	1	0	2	9	8	2	2	0	0	0	0	0	0	0	0	24
07:00 - 08:00	1	1	0	25	53	16	2	0	0	1	0	0	0	0	0	99
08:00 - 09:00	0	4	16	79	153	39	5	2	3	1	0	1	0	0	0	303
09:00 - 10:00	0	3	2	39	61	33	6	1	3	0	2	0	0	0	0	150
10:00 - 11:00	0	1	2	28	57	28	2	2	2	0	1	0	0	0	0	123
11:00 - 12:00	0	1	4	48	58	23	7	5	2	0	1	0	0	0	0	149
12:00 - 13:00	0	2	4	25	67	24	8	1	1	2	0	1	0	0	0	135
13:00 - 14:00	0	3	7	38	81	42	13	5	3	0	0	0	0	0	0	192
14:00 - 15:00	0	2	7	70	123	37	9	2	1	1	3	1	0	0	0	256
15:00 - 16:00	0	5	11	60	128	48	14	4	3	3	1	1	0	0	0	278
16:00 - 17:00	0	1	11	86	194	55	12	6	1	3	1	0	0	0	0	370
17:00 - 18:00	0	5	19	103	167	82	12	7	3	0	1	1	0	0	0	400
18:00 - 19:00	0	4	7	63	137	47	13	2	3	2	1	1	0	0	0	280
19:00 - 20:00	0	1	6	46	75	28	4	0	1	0	1	1	0	0	0	163
20:00 - 21:00	0	0	3	28	58	22	6	0	0	0	0	1	0	0	0	118
21:00 - 22:00	1	0	1	22	47	13	4	1	0	0	0	0	0	0	0	89
22:00 - 23:00	0	0	1	13	33	6	0	0	0	0	0	0	0	0	0	53
23:00 - 24:00	0	0	0	12	15	1	1	0	0	0	1	0	0	0	0	30
TOTALS	3	33	105	801	1,522	549	121	39	26	13	13	8	0	0	0	3,233
%	0.1%	1.0%	3.2%	24.8%	47.1%	17.0%	3.7%	1.2%	0.8%	0.4%	0.4%	0.2%	0.0%	0.0%	0.0%	100%

N/B PEAK  
 A.M. = 309  
 07:45 - 08:45  
 P.M. = 400  
 17:00 - 18:00

S/B PEAK  
 A.M. = 616  
 07:45 - 08:45  
 P.M. = 242  
 16:45 - 17:45

>55 %>55 >60 %>60 >65 %>65 15%ile 50%ile 85%ile Avg Spd  
 8 0.2% 0 0.0% 0 0.0% 16-20 21-25 26-30 23.1

M.P.H.

POSTED  
 SPEED  
 LIMIT  
 25  
 MPH

22



CONTRA COSTA COUNTY  
PUBLIC WORKS DEPARTMENT  
SPEED / VOLUME COUNTS

Interval 15 Minutes  
Report By D. Klapperich

Station 120' N of Kenilworth Dr.  
No. of Lanes 2

Road No. 1451  
Road Name ARLINGTON AVE  
Date 16 Oct '13  
Day of Week Wednesday

Counter # 20

S / B SPEED IN MILES PER HOUR

HOUR	0-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	61-65	66-70	71-99	TOTAL
00:00 - 01:00	0	0	0	2	1	1	0	0	0	0	0	0	0	0	0	4
01:00 - 02:00	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	2
02:00 - 03:00	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
03:00 - 04:00	0	0	1	0	2	1	0	0	0	0	0	0	0	0	0	4
04:00 - 05:00	0	0	0	2	0	1	2	0	0	0	0	0	0	0	0	5
05:00 - 06:00	0	0	1	4	7	1	1	1	0	0	0	0	0	0	0	15
06:00 - 07:00	0	1	2	23	28	16	3	0	0	0	0	0	0	0	0	73
07:00 - 08:00	2	8	11	56	217	102	12	2	1	3	0	0	0	0	0	414
08:00 - 09:00	0	6	16	124	312	108	19	3	1	0	0	0	0	0	0	589
09:00 - 10:00	0	1	6	59	111	67	7	2	2	1	0	0	0	0	0	256
10:00 - 11:00	0	0	4	35	94	40	2	1	3	0	0	0	0	0	0	179
11:00 - 12:00	0	1	5	45	84	26	8	1	1	1	0	0	0	0	0	172
12:00 - 13:00	0	0	7	46	86	25	2	0	0	0	0	0	0	0	0	166
13:00 - 14:00	0	3	4	41	81	30	6	3	0	2	0	2	0	0	0	172
14:00 - 15:00	0	2	7	46	97	34	9	3	3	1	1	0	0	0	0	203
15:00 - 16:00	0	1	9	63	106	23	1	1	2	0	0	0	0	0	0	206
16:00 - 17:00	0	1	3	68	114	20	1	2	0	0	0	0	0	0	0	209
17:00 - 18:00	1	1	8	78	111	33	2	0	2	0	0	0	0	0	0	236
18:00 - 19:00	1	0	0	44	80	26	6	3	1	1	0	0	0	0	0	162
19:00 - 20:00	0	0	1	45	46	22	1	0	0	1	0	0	0	0	0	116
20:00 - 21:00	0	0	1	13	40	9	7	0	0	1	1	0	0	0	0	72
21:00 - 22:00	0	0	0	14	29	10	1	1	0	0	0	0	0	0	0	55
22:00 - 23:00	0	0	1	5	10	5	2	0	0	0	0	0	0	0	0	23
23:00 - 24:00	0	0	1	4	0	0	0	0	0	0	0	0	0	0	0	5
TOTALS	4	25	88	818	1,658	600	92	23	16	11	2	2	0	0	0	3,339
%	0.1%	0.7%	2.6%	24.5%	49.7%	18.0%	2.8%	0.7%	0.5%	0.3%	0.1%	0.1%	0.0%	0.0%	0.0%	100%

N/B PEAK  
A.M. = 309  
07:45 - 08:45  
P.M. = 400  
17:00 - 18:00

S/B PEAK  
A.M. = 616  
07:45 - 08:45  
P.M. = 242  
16:45 - 17:45

>55	%>55	>60	%>60	>65	%>65	15%ile	50%ile	85%ile	Avg Spd
2	0.1%	0	0.0%	0	0.0%	16-20	21-25	26-30	22.9

POSTED  
SPEED  
LIMIT  
25  
MPH

M.P.H.

**CONTRA COSTA COUNTY  
PUBLIC WORKS DEPARTMENT  
TRAFFIC COUNTS**

HI-STAR NC-97 by Nu-Metrics  
Dir Volume Program

Road No. **1451**  
Name **ARLINGTON AVE**

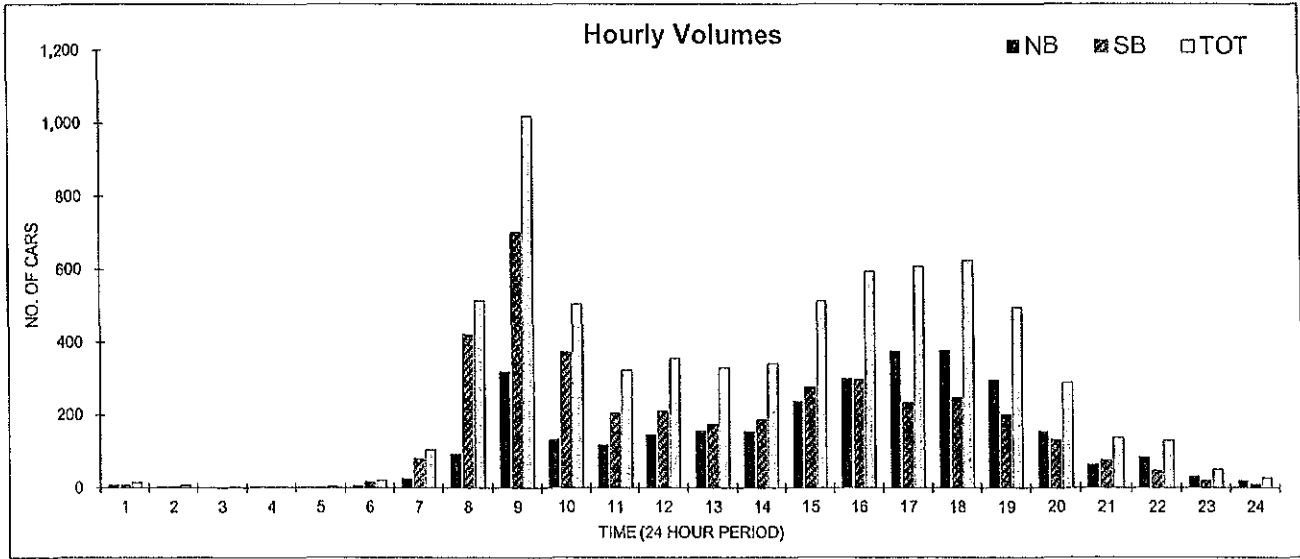
Interval 15 Minutes  
No of Lanes 2  
Report By D. Klapperich

Station 120' N of KENILWORTH DR.  
Date Oct 17, 2013  
Day of Week Thursday

Counter #	19	20		
HOURLY	NB	SB	TOT	AVG
00:00 - 01:00	7	7	14	7
01:00 - 02:00	3	4	7	4
02:00 - 03:00	1	2	3	2
03:00 - 04:00	1	1	2	1
04:00 - 05:00	2	2	4	2
05:00 - 06:00	5	16	21	11
06:00 - 07:00	24	80	104	52
07:00 - 08:00	92	422	514	257
08:00 - 09:00	318	702	1,020	510
09:00 - 10:00	132	372	504	252
10:00 - 11:00	117	205	322	161
11:00 - 12:00	145	210	355	178
12:00 - 13:00	155	174	329	165
13:00 - 14:00	154	187	341	171
14:00 - 15:00	237	276	513	257
15:00 - 16:00	298	296	594	297
16:00 - 17:00	375	234	609	305
17:00 - 18:00	377	248	625	313
18:00 - 19:00	295	201	496	248
19:00 - 20:00	155	133	288	144
20:00 - 21:00	63	75	138	69
21:00 - 22:00	83	47	130	65
22:00 - 23:00	30	20	50	25
23:00 - 24:00	19	9	28	14
	=== ===	=== ===	=== ===	
<b>TOTAL</b>	<b>3,088</b>	<b>3,923</b>	<b>7,011</b>	

**NB PEAK**  
A.M. = 319  
07:45 - 08:45  
P.M. = 394  
16:30 - 17:30

**SB PEAK**  
A.M. = 702  
08:00 - 09:00  
P.M. = 247  
14:45 - 15:45



HI-STAR NC-97 by Nu-Metrics  
Dir Volume x Speed Program

CONTRA COSTA COUNTY  
PUBLIC WORKS DEPARTMENT  
SPEED / VOLUME COUNTS

Interval 15 Minutes  
Report By D. Klapperich

Station 120' N of Kenilworth Dr.  
No. of Lanes 2

Road No. 1451  
Road Name ARLINGTON AVE  
Date 17 Oct '13  
Day of Week Thursday

Counter # 19

N / B SPEED IN MILES PER HOUR

HOUR	0-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	61-65	66-70	71-99	TOTAL
00:00 - 01:00	0	0	0	2	3	3	0	0	0	0	0	0	0	0	0	8
01:00 - 02:00	0	0	0	2	3	2	0	0	0	0	0	0	0	0	0	7
02:00 - 03:00	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	3
03:00 - 04:00	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	3
04:00 - 05:00	0	0	1	1	1	1	0	0	0	0	0	0	0	0	0	4
05:00 - 06:00	0	0	0	1	2	0	1	0	0	0	0	0	0	0	0	4
06:00 - 07:00	0	0	2	5	8	6	0	1	0	0	0	0	0	0	0	22
07:00 - 08:00	0	0	0	22	56	28	2	1	1	0	0	0	0	0	0	110
08:00 - 09:00	0	4	13	97	145	34	9	3	2	2	1	0	0	0	0	310
09:00 - 10:00	0	0	1	23	51	26	7	2	1	0	0	1	0	0	0	112
10:00 - 11:00	0	2	4	22	51	17	6	4	0	1	0	0	0	0	0	107
11:00 - 12:00	1	2	1	31	48	19	3	2	2	1	1	0	0	0	0	111
12:00 - 13:00	0	2	4	31	65	23	10	1	0	1	2	0	0	0	0	139
13:00 - 14:00	0	3	4	40	63	29	9	0	3	0	1	0	0	0	0	152
14:00 - 15:00	0	2	12	58	107	35	9	4	0	0	0	0	0	0	0	227
15:00 - 16:00	0	3	10	65	144	69	8	4	2	0	1	0	0	0	0	306
16:00 - 17:00	0	3	8	81	159	73	14	6	3	1	0	1	0	0	0	349
17:00 - 18:00	0	2	15	84	227	85	11	5	3	2	0	0	0	0	0	434
18:00 - 19:00	0	5	21	88	168	41	6	0	0	0	1	0	0	0	0	330
19:00 - 20:00	0	0	9	59	78	14	3	0	0	0	1	0	0	0	0	164
20:00 - 21:00	0	1	3	20	54	17	1	1	0	0	0	0	0	0	0	97
21:00 - 22:00	0	1	3	28	44	9	2	0	0	0	0	0	0	0	0	87
22:00 - 23:00	0	0	1	11	22	4	0	0	1	0	1	0	0	0	0	40
23:00 - 24:00	0	0	0	4	10	4	1	0	0	0	0	0	0	0	0	19
TOTALS	1	30	112	775	1,515	539	102	34	18	8	9	2	0	0	0	3,145
%	0.0%	1.0%	3.6%	24.6%	48.2%	17.1%	3.2%	1.1%	0.6%	0.3%	0.3%	0.1%	0.0%	0.0%	0.0%	100%

N/B PEAK  
A.M. = 313  
07:45 - 08:45  
P.M. = 434  
17:00 - 18:00

S/B PEAK  
A.M. = 607  
07:45 - 08:45  
P.M. = 260  
16:45 - 17:45

>55 %>55 >60 %>60 >65 %>65 15%ile 50%ile 85%ile Avg Spd  
2 0.1% 0 0.0% 0 0.0% 16-20 21-25 26-30 22.9 M.P.H.

POSTED  
SPEED  
LIMIT  
25  
MPH

25

CONTRA COSTA COUNTY  
PUBLIC WORKS DEPARTMENT  
SPEED / VOLUME COUNTS

Interval 15 Minutes  
Report By D. Klapperich

Station 120' N of Kenilworth Dr.  
No. of Lanes 2

Road No. 1451  
Road Name ARLINGTON AVE  
Date 17 Oct '13  
Day of Week Thursday

Counter # 20

S / B SPEED IN MILES PER HOUR

HOURL	0-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	61-65	66-70	71-99	TOTAL
00:00 - 01:00	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
01:00 - 02:00	0	0	0	0	1	1	1	0	0	0	0	0	0	0	0	3
02:00 - 03:00	0	0	1	0	1	1	0	0	0	0	0	0	0	0	0	3
03:00 - 04:00	0	0	0	2	3	0	0	0	0	0	0	0	0	0	0	5
04:00 - 05:00	0	0	0	1	1	0	1	0	0	0	0	0	0	0	0	3
05:00 - 06:00	0	1	0	2	10	5	0	0	0	0	0	0	0	0	0	18
06:00 - 07:00	0	0	3	14	36	9	1	0	0	0	0	0	0	0	0	63
07:00 - 08:00	0	1	7	45	228	106	11	2	1	0	0	0	0	0	0	401
08:00 - 09:00	3	8	16	151	292	100	12	5	2	1	0	0	0	0	0	590
09:00 - 10:00	0	3	3	41	153	56	13	4	1	0	0	0	0	0	0	274
10:00 - 11:00	0	1	5	46	99	37	4	0	1	0	0	0	0	0	0	193
11:00 - 12:00	0	1	5	45	67	26	2	3	1	0	0	0	0	0	0	150
12:00 - 13:00	2	3	1	32	84	25	1	0	0	0	0	0	0	0	0	148
13:00 - 14:00	0	2	2	46	71	20	0	2	1	1	0	0	0	0	0	145
14:00 - 15:00	0	1	7	54	93	27	4	2	1	0	0	1	0	0	0	190
15:00 - 16:00	0	0	4	58	105	50	7	2	2	0	0	0	0	0	0	228
16:00 - 17:00	0	1	5	40	130	35	8	3	3	0	0	0	0	0	0	225
17:00 - 18:00	1	1	6	72	126	39	5	0	0	0	1	1	0	0	0	252
18:00 - 19:00	0	0	5	34	79	20	6	3	0	0	0	1	0	0	0	148
19:00 - 20:00	0	3	1	21	54	18	3	0	0	0	0	0	0	0	0	100
20:00 - 21:00	0	0	8	14	32	13	1	1	0	0	0	0	0	0	0	69
21:00 - 22:00	1	0	2	8	22	10	2	0	0	0	0	0	0	0	0	45
22:00 - 23:00	0	0	0	10	16	1	2	0	0	0	0	0	0	0	0	29
23:00 - 24:00	0	0	0	3	5	6	0	0	1	0	0	0	0	0	0	15
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTALS	7	26	81	739	1,709	605	84	27	14	2	1	3	0	0	0	3,298
%	0.2%	0.8%	2.5%	22.4%	51.8%	18.3%	2.5%	0.8%	0.4%	0.1%	0.0%	0.1%	0.0%	0.0%	0.0%	100%
>55	%>55	>60	%>60	>65	%>65	15%ile	50%ile	85%ile	Avg Spd							
3	0.1%	0	0.0%	0	0.0%	16-20	21-25	26-30	22.9	M.P.H.						

N/B PEAK  
A.M. = 313  
07:45 - 08:45  
P.M. = 434  
17:00 - 18:00

S/B PEAK  
A.M. = 607  
07:45 - 08:45  
P.M. = 260  
16:45 - 17:45

POSTED  
SPEED  
LIMIT  
25  
MPH

CONTRA COSTA COUNTY  
PUBLIC WORKS DEPARTMENT  
TRAFFIC COUNTS

HI-STAR NC-97 by Nu-Metrics  
Dir Volume Program

Road No. **1451**  
Name **ARLINGTON AVE**

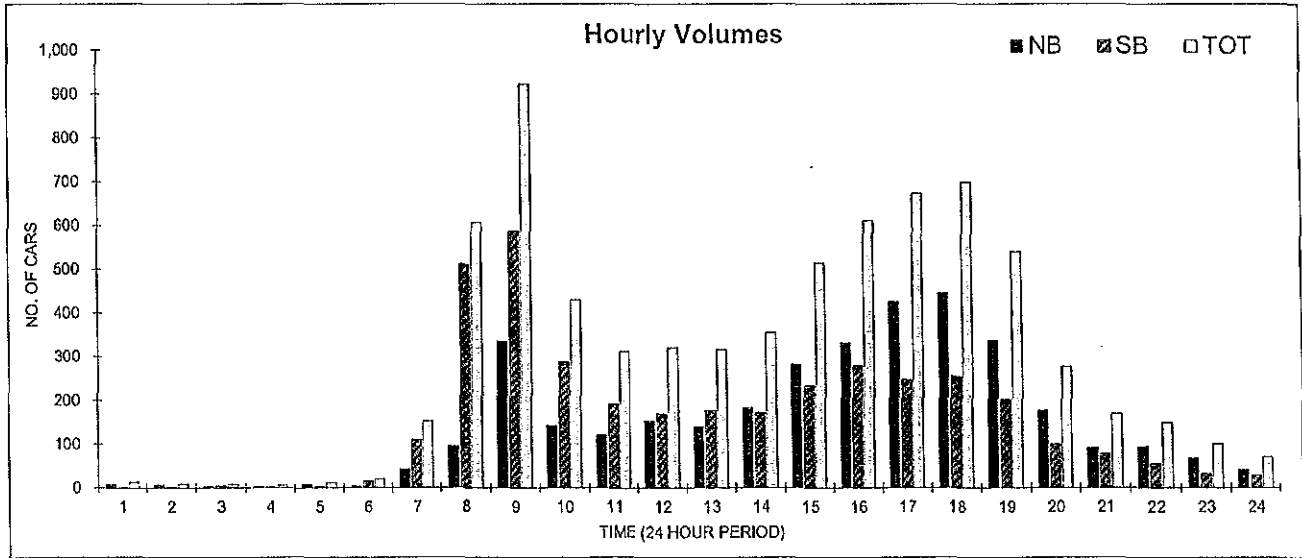
Interval 15 Minutes  
No of Lanes 2  
Report By D. Klapperich

Station 120' N of KENILWORTH DR.  
Date Oct 18, 2013  
Day of Week Friday

Counter #	19	20		
HOURLY	NB	SB	TOT	AVG
00:00 - 01:00	10	2	12	6
01:00 - 02:00	7	2	9	5
02:00 - 03:00	3	5	8	4
03:00 - 04:00	4	2	6	3
04:00 - 05:00	8	4	12	6
05:00 - 06:00	4	16	20	10
06:00 - 07:00	42	110	152	76
07:00 - 08:00	95	512	607	304
08:00 - 09:00	336	587	923	462
09:00 - 10:00	142	288	430	215
10:00 - 11:00	120	193	313	157
11:00 - 12:00	152	169	321	161
12:00 - 13:00	139	177	316	158
13:00 - 14:00	183	172	355	178
14:00 - 15:00	281	234	515	258
15:00 - 16:00	332	280	612	306
16:00 - 17:00	426	247	673	337
17:00 - 18:00	445	254	699	350
18:00 - 19:00	338	202	540	270
19:00 - 20:00	177	100	277	139
20:00 - 21:00	91	78	169	85
21:00 - 22:00	94	55	149	75
22:00 - 23:00	68	33	101	51
23:00 - 24:00	42	29	71	36
<hr/>				
<b>TOTAL</b>	<b>3,539</b>	<b>3,751</b>	<b>7,290</b>	

**NB PEAK**  
A.M. = 336  
08:00 - 09:00  
P.M. = 461  
17:15 - 18:15

**SB PEAK**  
A.M. = 659  
07:30 - 08:30  
P.M. = 284  
14:45 - 15:45



HI-STAR NC-97 by Nu-Metrics  
Dir Volume x Speed Program

CONTRA COSTA COUNTY  
PUBLIC WORKS DEPARTMENT  
SPEED / VOLUME COUNTS

Interval 15 Minutes  
Report By D. Klapperich

Station 120' N of Kenilworth Dr.  
No. of Lanes 2

Road No. 1451  
Road Name ARLINGTON AVE  
Date 18 Oct '13  
Day of Week Friday

Counter # 19

N / B SPEED IN MILES PER HOUR

HOUR	0-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	61-65	66-70	71-99	TOTAL
00:00 - 01:00	0	0	1	4	5	0	0	0	0	0	0	0	0	0	0	10
01:00 - 02:00	0	0	1	4	2	0	0	0	0	0	0	0	0	0	0	7
02:00 - 03:00	0	0	0	1	1	0	1	0	0	0	0	0	0	0	0	3
03:00 - 04:00	0	0	0	1	1	0	1	0	0	0	0	1	0	0	0	4
04:00 - 05:00	0	0	1	1	2	2	2	0	0	0	0	0	0	0	0	8
05:00 - 06:00	0	0	0	1	2	1	0	0	0	0	0	0	0	0	0	4
06:00 - 07:00	0	1	2	10	20	6	2	0	0	0	0	0	0	0	0	41
07:00 - 08:00	0	0	3	18	43	20	3	4	0	0	1	0	0	0	0	92
08:00 - 09:00	1	1	10	76	156	62	7	8	4	0	1	0	0	0	0	326
09:00 - 10:00	0	2	4	21	65	32	4	2	3	1	0	0	0	0	0	134
10:00 - 11:00	0	2	5	21	42	31	6	4	2	2	1	0	0	0	0	116
11:00 - 12:00	0	2	6	30	68	41	3	1	0	0	0	0	0	0	0	151
12:00 - 13:00	0	2	3	30	59	35	3	1	0	1	0	0	0	0	0	134
13:00 - 14:00	0	2	8	54	70	30	9	3	2	2	0	0	0	0	0	180
14:00 - 15:00	1	6	11	68	132	45	8	3	3	0	1	0	0	0	0	278
15:00 - 16:00	0	2	12	66	179	50	14	1	1	0	0	0	0	0	0	325
16:00 - 17:00	0	3	10	105	203	78	18	2	0	3	0	1	0	0	0	423
17:00 - 18:00	0	0	8	96	245	80	7	3	3	0	0	0	0	0	0	442
18:00 - 19:00	0	1	3	93	177	53	6	1	0	0	1	0	0	0	0	335
19:00 - 20:00	0	0	3	47	100	22	2	2	1	0	0	0	0	0	0	177
20:00 - 21:00	0	2	1	24	44	15	4	0	0	0	0	0	0	0	0	90
21:00 - 22:00	0	0	6	32	43	13	0	0	0	0	0	0	0	0	0	94
22:00 - 23:00	0	0	0	23	32	13	0	0	0	0	0	0	0	0	0	68
23:00 - 24:00	0	0	2	14	16	6	4	0	0	0	0	0	0	0	0	42
TOTALS	2	26	100	840	1,707	635	104	35	19	9	5	2	0	0	0	3,484
%	0.1%	0.7%	2.9%	24.1%	49.0%	18.2%	3.0%	1.0%	0.5%	0.3%	0.1%	0.1%	0.0%	0.0%	0.0%	100%

N/B PEAK  
A.M. = 326  
08:00 - 09:00  
P.M. = 457  
17:15 - 18:15

S/B PEAK  
A.M. = 651  
07:30 - 08:30  
P.M. = 283  
14:45 - 15:45

>55 %>55  
2 0.1%

>60 %>60  
0 0.0%

>65 %>65  
0 0.0%

15%ile  
16-20

50%ile  
21-25

85%ile  
26-30

Avg Spd  
23.0

M.P.H.

POSTED  
SPEED  
LIMIT  
25  
MPH

CONTRA COSTA COUNTY  
 PUBLIC WORKS DEPARTMENT  
 SPEED / VOLUME COUNTS

Interval 15 Minutes  
 Report By D. Klapperich

Station 120' N of Kenilworth Dr.  
 No. of Lanes 2

Road No. 1451  
 Road Name ARLINGTON AVE  
 Date 18 Oct '13  
 Day of Week Friday

Counter # 20

S / B SPEED IN MILES PER HOUR

HOUR	0-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	61-65	66-70	71-99	TOTAL
00:00 - 01:00	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	2
01:00 - 02:00	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	2
02:00 - 03:00	0	0	0	0	3	2	0	0	0	0	0	0	0	0	0	5
03:00 - 04:00	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	2
04:00 - 05:00	0	0	0	1	1	1	0	0	0	0	1	0	0	0	0	4
05:00 - 06:00	0	0	1	2	8	4	1	0	0	0	0	0	0	0	0	16
06:00 - 07:00	0	1	7	17	55	24	3	0	0	0	1	0	0	0	0	108
07:00 - 08:00	1	2	6	64	269	141	15	4	3	1	0	0	0	0	0	506
08:00 - 09:00	0	4	15	143	264	122	19	11	1	0	1	0	0	0	0	580
09:00 - 10:00	1	1	3	66	149	51	10	4	0	0	1	0	0	0	0	286
10:00 - 11:00	0	0	11	52	95	28	3	0	1	1	0	0	0	0	0	191
11:00 - 12:00	0	1	4	42	80	35	2	1	2	0	0	1	0	0	0	168
12:00 - 13:00	0	1	4	34	90	40	7	0	0	0	1	0	0	0	0	177
13:00 - 14:00	0	2	5	44	87	23	6	1	1	1	0	0	0	0	0	170
14:00 - 15:00	0	0	7	53	133	28	10	2	1	0	0	0	0	0	0	234
15:00 - 16:00	1	0	8	75	157	31	3	1	2	0	1	0	0	0	0	279
16:00 - 17:00	1	2	6	63	126	37	6	1	2	0	0	0	0	0	0	244
17:00 - 18:00	0	3	7	58	134	37	8	3	3	0	1	0	0	0	0	254
18:00 - 19:00	0	3	4	43	110	32	3	1	1	1	0	1	0	0	0	199
19:00 - 20:00	0	2	3	23	57	11	1	0	0	1	1	0	0	0	0	99
20:00 - 21:00	0	0	1	22	42	12	1	0	0	0	0	0	0	0	0	78
21:00 - 22:00	0	0	2	9	29	12	0	0	0	0	0	0	0	0	0	52
22:00 - 23:00	0	0	0	8	17	7	1	0	0	0	0	0	0	0	0	33
23:00 - 24:00	0	0	1	7	13	7	1	0	0	0	0	0	0	0	0	29
TOTALS	4	23	96	827	1,921	686	100	29	17	5	8	2	0	0	0	3,718
%	0.1%	0.6%	2.6%	22.2%	51.7%	18.5%	2.7%	0.8%	0.5%	0.1%	0.2%	0.1%	0.0%	0.0%	0.0%	100%

N/B PEAK  
 A.M. = 326  
 08:00 - 09:00  
 P.M. = 457  
 17:15 - 18:15

S/B PEAK  
 A.M. = 651  
 07:30 - 08:30  
 P.M. = 283  
 14:45 - 15:45

>55	%>55	>60	%>60	>65	%>65	15%ile	50%ile	85%ile	Avg Spd
2	0.1%	0	0.0%	0	0.0%	16-20	21-25	26-30	23.0 M.P.H.

POSTED  
 SPEED  
 LIMIT  
 25  
 MPH

**CONTRA COSTA COUNTY  
PUBLIC WORKS DEPARTMENT  
TRAFFIC COUNTS**

HI-STAR NC-97 by Nu-Metrics  
Dir Volume Program

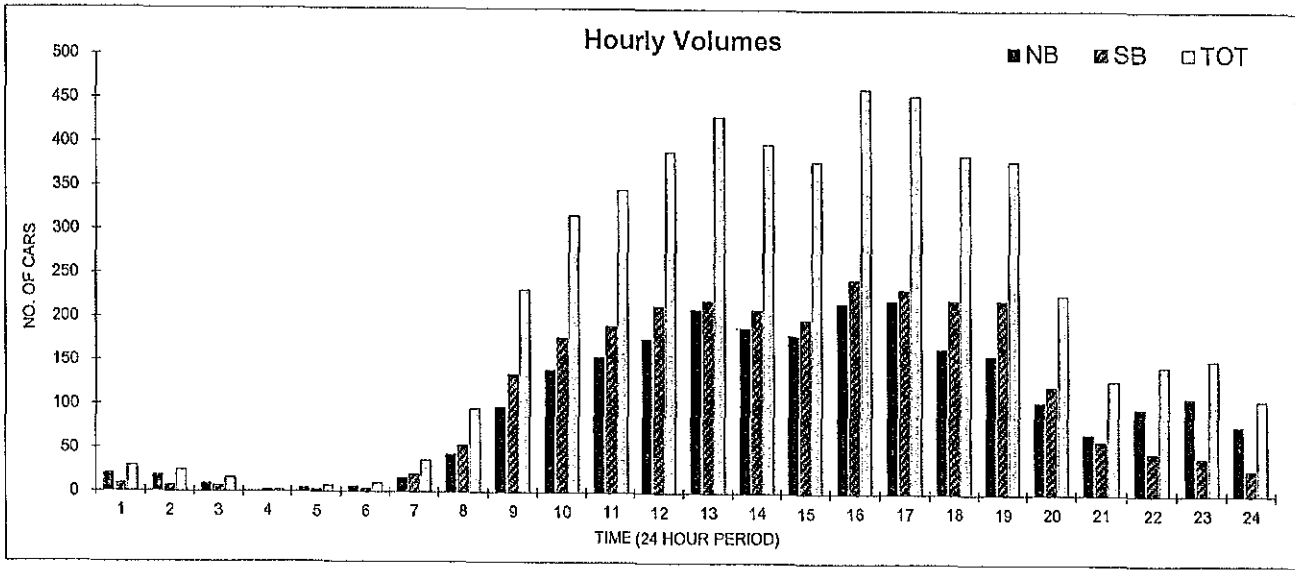
Road No. **1451**  
Name **ARLINGTON AVE**  
Station **120' N of KENILWORTH DR.**  
Date **Oct 19, 2013**  
Day of Week **Saturday**

Interval **15 Minutes**  
No of Lanes **2**  
Report By **D. Klapperich**

Counter #	19	20		
HOUR	NB	SB	TOT	AVG
00:00 - 01:00	20	9	29	15
01:00 - 02:00	18	7	25	13
02:00 - 03:00	9	7	16	8
03:00 - 04:00	0	2	2	1
04:00 - 05:00	4	3	7	4
05:00 - 06:00	6	4	10	5
06:00 - 07:00	16	20	36	18
07:00 - 08:00	43	53	96	48
08:00 - 09:00	97	135	232	116
09:00 - 10:00	140	177	317	159
10:00 - 11:00	155	191	346	173
11:00 - 12:00	176	214	390	195
12:00 - 13:00	210	220	430	215
13:00 - 14:00	189	210	399	200
14:00 - 15:00	181	199	380	190
15:00 - 16:00	218	245	463	232
16:00 - 17:00	221	234	455	228
17:00 - 18:00	166	222	388	194
18:00 - 19:00	159	222	381	191
19:00 - 20:00	105	123	228	114
20:00 - 21:00	69	61	130	65
21:00 - 22:00	99	48	147	74
22:00 - 23:00	111	43	154	77
23:00 - 24:00	79	29	108	54
<b>TOTAL</b>	<b>2,491</b>	<b>2,678</b>	<b>5,169</b>	

**NB PEAK**  
A.M. = 201  
11:30 - 12:30  
P.M. = 223  
15:45 - 16:45

**SB PEAK**  
A.M. = 242  
11:30 - 12:30  
P.M. = 246  
15:45 - 16:45





HI-STAR NC-97 by Nu-Metrics  
Dir Volume x Speed Program

CONTRA COSTA COUNTY  
PUBLIC WORKS DEPARTMENT  
SPEED / VOLUME COUNTS

Interval 15 Minutes  
Report By D. Klapperich

Station 120' N of Kenilworth Dr.  
No. of Lanes 2

Road No. 1451  
Road Name ARLINGTON AVE  
Date 19 Oct '13  
Day of Week Saturday

Counter # 19

N / B SPEED IN MILES PER HOUR

HOUR	0-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	61-65	66-70	71-99	TOTAL
00:00 - 01:00	0	0	0	3	14	3	0	0	0	0	0	0	0	0	0	20
01:00 - 02:00	0	0	0	1	13	3	0	1	0	0	0	0	0	0	0	18
02:00 - 03:00	0	0	0	4	3	2	0	0	0	0	0	0	0	0	0	9
03:00 - 04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00 - 05:00	0	1	0	0	2	1	0	0	0	0	0	0	0	0	0	4
05:00 - 06:00	0	0	0	2	3	1	0	0	0	0	0	0	0	0	0	6
06:00 - 07:00	0	0	1	4	7	3	1	0	0	0	0	0	0	0	0	16
07:00 - 08:00	1	0	1	7	21	8	4	0	1	0	0	0	0	0	0	43
08:00 - 09:00	0	0	2	29	46	14	3	2	0	0	0	0	0	0	0	96
09:00 - 10:00	0	0	5	21	65	42	4	2	0	0	1	0	0	0	0	140
10:00 - 11:00	0	2	5	26	78	36	5	1	0	0	0	0	0	0	0	153
11:00 - 12:00	0	4	6	27	89	37	7	3	0	0	0	0	0	0	0	173
12:00 - 13:00	1	2	7	37	111	32	13	3	1	0	0	0	0	0	0	207
13:00 - 14:00	0	1	1	39	101	39	4	1	2	1	0	0	0	0	0	189
14:00 - 15:00	0	1	8	43	85	34	5	0	0	0	1	0	0	0	0	177
15:00 - 16:00	1	0	4	48	119	39	4	2	0	0	0	0	0	0	0	217
16:00 - 17:00	0	1	4	62	117	31	5	1	0	0	0	0	0	0	0	221
17:00 - 18:00	0	0	6	45	86	24	3	0	0	0	0	0	0	0	0	164
18:00 - 19:00	0	0	5	51	82	17	3	0	0	0	0	0	0	0	0	158
19:00 - 20:00	0	0	2	35	47	13	6	0	0	0	1	0	0	0	0	104
20:00 - 21:00	0	0	0	15	46	8	0	0	0	0	0	0	0	0	0	69
21:00 - 22:00	0	0	2	37	51	7	1	0	0	0	1	0	0	0	0	99
22:00 - 23:00	0	0	1	25	72	12	0	0	1	0	0	0	0	0	0	111
23:00 - 24:00	0	0	1	20	44	11	0	3	0	0	0	0	0	0	0	79
TOTALS	3	12	61	581	1,302	417	68	19	5	1	4	0	0	0	0	2,473
%	0.1%	0.5%	2.5%	23.5%	52.6%	16.9%	2.7%	0.8%	0.2%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%	100%

N/B PEAK  
A.M. = 196  
11:30 - 12:30  
P.M. = 223  
15:45 - 16:45

S/B PEAK  
A.M. = 241  
11:30 - 12:30  
P.M. = 244  
15:45 - 16:45

>55 %>55 >60 %>60 >65 %>65 15%ile 50%ile 85%ile Avg Spd  
0 0.0% 0 0.0% 0 0.0% 16-20 21-25 26-30 22.8

POSTED  
SPEED  
LIMIT  
25  
MPH

M.P.H.

HI-STAR NC-97 by Nu-Metrics  
Dir Volume x Speed Program

CONTRA COSTA COUNTY  
PUBLIC WORKS DEPARTMENT  
SPEED / VOLUME COUNTS

Interval 15 Minutes  
Report By D. Klapperich

Station 120' N of Kenilworth Dr.  
No. of Lanes 2

Road No. 1451  
Road Name ARLINGTON AVE  
Date 19 Oct '13  
Day of Week Saturday

Counter # 20

S / B SPEED IN MILES PER HOUR

HOUR	0-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	61-65	66-70	71-99	TOTAL
00:00 - 01:00	0	1	0	1	4	3	0	0	0	0	0	0	0	0	0	9
01:00 - 02:00	0	0	0	0	6	0	1	0	0	0	0	0	0	0	0	7
02:00 - 03:00	0	0	0	3	2	2	0	0	0	0	0	0	0	0	0	7
03:00 - 04:00	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	2
04:00 - 05:00	0	0	0	0	1	1	0	0	0	0	0	1	0	0	0	3
05:00 - 06:00	0	0	0	0	2	1	1	0	0	0	0	0	0	0	0	4
06:00 - 07:00	0	1	1	5	8	5	0	0	0	0	0	0	0	0	0	20
07:00 - 08:00	0	0	0	5	23	17	6	0	1	0	0	0	0	0	0	52
08:00 - 09:00	0	0	2	26	57	38	7	4	0	1	0	0	0	0	0	135
09:00 - 10:00	0	0	3	28	91	44	6	4	0	0	0	0	0	0	0	176
10:00 - 11:00	0	0	3	42	90	44	4	3	1	0	0	1	0	0	0	188
11:00 - 12:00	0	1	4	39	113	49	3	1	0	1	0	0	0	0	0	211
12:00 - 13:00	0	0	3	46	122	35	11	1	0	0	0	0	0	0	0	218
13:00 - 14:00	0	0	7	41	105	47	4	0	0	1	0	1	0	0	0	206
14:00 - 15:00	1	2	6	32	116	35	2	2	0	1	0	0	0	0	0	197
15:00 - 16:00	0	0	7	51	137	43	3	1	1	0	0	0	0	0	0	243
16:00 - 17:00	0	1	3	56	127	37	7	1	1	0	0	0	0	0	0	233
17:00 - 18:00	0	1	4	59	110	32	6	2	2	1	0	0	0	0	0	217
18:00 - 19:00	0	3	9	55	120	29	3	2	0	0	0	0	0	0	0	221
19:00 - 20:00	0	0	8	34	52	19	5	0	2	0	1	0	0	0	0	121
20:00 - 21:00	0	0	3	15	31	8	2	2	0	0	0	0	0	0	0	61
21:00 - 22:00	0	0	1	14	22	8	3	0	0	0	0	0	0	0	0	48
22:00 - 23:00	0	0	0	12	18	12	1	0	0	0	0	0	0	0	0	43
23:00 - 24:00	0	0	0	9	14	5	0	1	0	0	0	0	0	0	0	29
TOTALS	1	10	64	573	1,371	516	75	24	8	5	1	3	0	0	0	2,651
%	0.0%	0.4%	2.4%	21.6%	51.7%	19.5%	2.8%	0.9%	0.3%	0.2%	0.0%	0.1%	0.0%	0.0%	0.0%	100%

N/B PEAK  
A.M. = 196  
11:30 - 12:30  
P.M. = 223  
15:45 - 16:45

S/B PEAK  
A.M. = 241  
11:30 - 12:30  
P.M. = 244  
15:45 - 16:45

POSTED  
SPEED  
LIMIT  
25  
MPH

>55 %>55 >60 %>60 >65 %>65 15%ile 50%ile 85%ile Avg Spd  
3 0.1% 0 0.0% 0 0.0% 16-20 21-25 26-30 23.2 M.P.H.

28

**CONTRA COSTA COUNTY  
PUBLIC WORKS DEPARTMENT  
TRAFFIC COUNTS**

HI-STAR NC-97 by Nu-Metrics  
Dir Volume Program

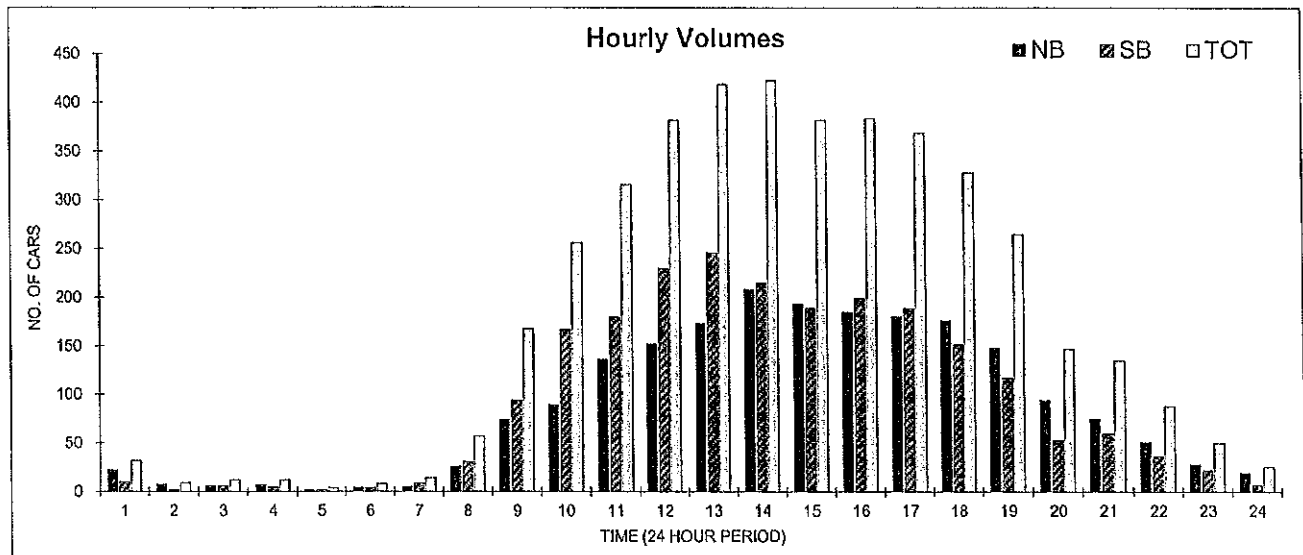
Interval 15 Minutes  
No of Lanes 2  
Report By D. Klapperich

Road No. **1451**  
Name **ARLINGTON AVE**  
Station 120' N of KENILWORTH DR.  
Date Oct 20, 2013  
Day of Week Sunday

Counter #	19	20		
HOUR	NB	SB	TOT	AVG
00:00 - 01:00	22	10	32	16
01:00 - 02:00	7	2	9	5
02:00 - 03:00	6	6	12	6
03:00 - 04:00	7	5	12	6
04:00 - 05:00	2	2	4	2
05:00 - 06:00	4	4	8	4
06:00 - 07:00	5	9	14	7
07:00 - 08:00	26	31	57	29
08:00 - 09:00	74	94	168	84
09:00 - 10:00	89	167	256	128
10:00 - 11:00	136	180	316	158
11:00 - 12:00	152	230	382	191
12:00 - 13:00	173	246	419	210
13:00 - 14:00	208	215	423	212
14:00 - 15:00	193	189	382	191
15:00 - 16:00	185	199	384	192
16:00 - 17:00	180	189	369	185
17:00 - 18:00	176	152	328	164
18:00 - 19:00	148	117	265	133
19:00 - 20:00	94	53	147	74
20:00 - 21:00	75	60	135	68
21:00 - 22:00	51	37	88	44
22:00 - 23:00	28	22	50	25
23:00 - 24:00	19	7	26	13
	== ==	== ==	== ==	
<b>TOTAL</b>	<b>2,060</b>	<b>2,226</b>	<b>4,286</b>	

**NB PEAK**  
A.M. = 160  
10:45 - 11:45  
P.M. = 215  
12:15 - 13:15

**SB PEAK**  
A.M. = 253  
11:45 - 12:45  
P.M. = 246  
12:00 - 13:00



HI-STAR NC-97 by Nu-Metrics  
Dir Volume x Speed Program

CONTRA COSTA COUNTY  
PUBLIC WORKS DEPARTMENT  
SPEED / VOLUME COUNTS

Interval 15 Minutes  
Report By D. Klapperich

Station 120' N of Kenilworth Dr.  
No. of Lanes 2

Road No. 1451  
Road Name ARLINGTON AVE  
Date 20 Oct '13  
Day of Week Sunday

Counter # 19

N / B SPEED IN MILES PER HOUR

HOUR	0-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	61-65	66-70	71-99	TOTAL
00:00 - 01:00	0	0	0	5	9	6	2	0	0	0	0	0	0	0	0	22
01:00 - 02:00	0	0	0	2	2	3	0	0	0	0	0	0	0	0	0	7
02:00 - 03:00	0	0	0	3	1	1	0	1	0	0	0	0	0	0	0	6
03:00 - 04:00	0	0	1	4	2	0	0	0	0	0	0	0	0	0	0	7
04:00 - 05:00	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
05:00 - 06:00	1	0	1	0	1	1	0	0	0	0	0	0	0	0	0	4
06:00 - 07:00	0	0	0	1	2	1	1	0	0	0	0	0	0	0	0	5
07:00 - 08:00	0	0	0	4	8	12	2	0	0	0	0	0	0	0	0	26
08:00 - 09:00	0	0	2	15	40	11	3	1	0	0	0	0	0	0	0	72
09:00 - 10:00	0	1	3	24	41	15	4	1	0	0	0	0	0	0	0	89
10:00 - 11:00	0	0	2	30	75	23	3	0	0	1	0	0	0	0	0	134
11:00 - 12:00	1	0	5	25	75	33	10	2	0	0	0	0	0	0	0	151
12:00 - 13:00	0	0	8	33	87	30	9	3	0	1	0	0	0	0	0	171
13:00 - 14:00	0	2	7	51	101	32	8	1	3	0	0	1	0	0	0	206
14:00 - 15:00	0	1	1	28	94	49	9	5	2	0	1	0	0	0	0	190
15:00 - 16:00	0	0	9	40	88	32	10	1	2	0	0	1	0	0	0	183
16:00 - 17:00	0	0	1	24	98	42	4	2	2	1	1	0	0	0	0	175
17:00 - 18:00	0	1	3	36	89	36	3	4	1	0	0	0	0	0	0	173
18:00 - 19:00	0	1	2	36	71	25	4	3	1	0	1	1	0	0	0	145
19:00 - 20:00	0	0	1	22	38	23	4	1	1	0	0	0	0	0	0	90
20:00 - 21:00	0	0	2	24	29	14	4	1	0	1	0	0	0	0	0	75
21:00 - 22:00	0	0	1	14	24	7	2	0	0	2	0	0	0	0	0	50
22:00 - 23:00	0	0	2	7	9	6	1	1	0	0	0	0	0	0	0	26
23:00 - 24:00	0	0	1	3	8	5	1	1	0	0	0	0	0	0	0	19
TOTALS	2	6	52	431	993	407	84	28	12	6	3	3	0	0	0	2,027
%	0.1%	0.3%	2.6%	21.3%	49.0%	20.1%	4.1%	1.4%	0.6%	0.3%	0.1%	0.1%	0.0%	0.0%	0.0%	100%

N/B PEAK  
A.M. = 158  
10:45 - 11:45  
P.M. = 213  
12:15 - 13:15

S/B PEAK  
A.M. = 252  
11:45 - 12:45  
P.M. = 245  
12:00 - 13:00

>55 %>55 >60 %>60 >65 %>65 15%ile 50%ile 85%ile Avg Spd  
3 0.1% 0 0.0% 0 0.0% 16-20 21-25 26-30 23.5 M.P.H.

POSTED  
SPEED  
LIMIT  
25  
MPH

78

HI-STAR NC-97 by Nu-Metrics  
Dir Volume x Speed Program

CONTRA COSTA COUNTY  
PUBLIC WORKS DEPARTMENT  
SPEED / VOLUME COUNTS

Interval 15 Minutes  
Report By D. Klapperich

Station 120' N of Kenilworth Dr.  
No. of Lanes 2

Road No. 1451  
Road Name ARLINGTON AVE  
Date 20 Oct '13  
Day of Week Sunday

Counter # 20

S / B SPEED IN MILES PER HOUR

HOUR	0-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	61-65	66-70	71-99	TOTAL
00:00 - 01:00	0	0	0	2	7	0	1	0	0	0	0	0	0	0	0	10
01:00 - 02:00	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	2
02:00 - 03:00	0	0	2	3	1	0	0	0	0	0	0	0	0	0	0	6
03:00 - 04:00	0	0	0	2	1	1	0	0	0	0	0	0	0	0	0	4
04:00 - 05:00	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	2
05:00 - 06:00	0	0	0	1	1	0	1	0	1	0	0	0	0	0	0	4
06:00 - 07:00	0	0	0	2	5	2	0	0	0	0	0	0	0	0	0	9
07:00 - 08:00	0	0	2	4	15	4	3	1	2	0	0	0	0	0	0	31
08:00 - 09:00	0	0	0	17	48	27	2	0	0	0	0	0	0	0	0	94
09:00 - 10:00	0	2	2	32	83	37	10	0	0	0	0	0	0	0	0	166
10:00 - 11:00	1	0	3	35	99	31	7	2	2	0	0	0	0	0	0	180
11:00 - 12:00	1	2	3	34	124	47	11	4	1	1	1	0	0	0	0	229
12:00 - 13:00	1	2	3	56	130	43	6	2	1	0	0	1	0	0	0	245
13:00 - 14:00	0	2	6	59	97	44	3	3	0	0	0	0	0	0	0	214
14:00 - 15:00	0	0	3	40	97	37	7	2	0	1	0	0	0	0	0	187
15:00 - 16:00	1	3	5	42	108	33	3	2	0	0	0	1	0	0	0	198
16:00 - 17:00	0	0	3	57	84	40	5	0	0	0	0	0	0	0	0	189
17:00 - 18:00	0	2	2	28	76	33	7	2	0	0	0	0	0	0	0	150
18:00 - 19:00	0	0	7	31	56	16	3	2	0	1	0	0	0	0	0	116
19:00 - 20:00	0	0	1	10	28	11	1	1	1	0	0	0	0	0	0	53
20:00 - 21:00	0	0	2	11	33	11	2	1	0	0	0	0	0	0	0	60
21:00 - 22:00	0	0	1	3	25	6	1	1	0	0	0	0	0	0	0	37
22:00 - 23:00	0	1	1	3	10	6	0	0	1	0	0	0	0	0	0	22
23:00 - 24:00	0	0	0	3	2	2	0	0	0	0	0	0	0	0	0	7
TOTALS	4	14	46	477	1,131	431	73	24	9	3	1	2	0	0	0	2,215
%	0.2%	0.6%	2.1%	21.5%	51.1%	19.5%	3.3%	1.1%	0.4%	0.1%	0.0%	0.1%	0.0%	0.0%	0.0%	100%

N/B PEAK  
A.M. = 158  
10:45 - 11:45  
P.M. = 213  
12:15 - 13:15

S/B PEAK  
A.M. = 252  
11:45 - 12:45  
P.M. = 245  
12:00 - 13:00

POSTED  
SPEED  
LIMIT  
25  
MPH

>55 %>55 >60 %>60 >65 %>65 15%ile 50%ile 85%ile Avg Spd  
2 0.1% 0 0.0% 0 0.0% 16-20 21-25 26-30 23.2 M.P.H.

2

# November 2013

November 2013						
S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Oct 27	28	29	30	31	Nov 1	2
Oct 27 - Nov 2							
	3	4	5	6	7	8	9
Nov 3 - 9		4:00pm 5:30pm **Brownies (CCM) 7:00pm 8:00pm *Cub-Scouts (CCM) 7:30pm 9:30pm *KCC (CCS)	7:30pm 9:30pm *Troop 100 (CCM)	7:00pm 10:00pm KBPCSD MTG (CCS)	7:15pm 9:15pm EBC (CC1)		
	10	11	12	13	14	15	16
Nov 10 - 16	8:00am 8:30am Tentative Rental	6:30pm 7:30pm *KPS (CCS) 7:00pm 8:00pm *Cub-Scouts (CCM) 7:30pm 8:30am *KARO (CCS)	7:30pm 9:30pm *Troop 100 (CCM)	6:00pm 10:00pm GPFF (CCM) 7:00pm 9:00pm *KFD MTG (CCS)		Copy: Monthly Statistic	10:00am 4:30pm GC Rental (CCM)
	17	18	19	20	21	22	23
Nov 17 - 23		7:00pm 8:00pm *Cub-Scouts (CCM)	7:30pm 9:30pm *Troop 100 (CCM)		7:15pm 9:15pm EBC (CC1)		
	24	25	26	27	28	29	30
Nov 24 - 30		7:00pm 8:00pm *Cub-Scouts (CCM) 7:30pm 9:30pm *KIC (CCS)	7:30pm 9:30pm *Troop 100 (CCM) 7:30pm 9:00pm *KMAC (CCS)		THANKSGIVING		

\* defines non paying group/meetings

78

# December 2013

December 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec 1 - 7	<b>Dec 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
		4:00pm 5:30pm **Brownies (CCM) 7:00pm 8:00pm *Cub-Scouts (CCM) 7:30pm 9:30pm *KCC (CC3)	7:30pm 9:30pm *Troop 100 (CCM)		7:15pm 9:15pm EBC (CC1)	6:00pm 8:30pm Girl's Scout Craft Fair (CCM)	6:00pm 11:00pm CC Rental (CCM)
Dec 8 - 14	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
		6:30pm 7:30pm *KPSG (CC3) 7:00pm 8:00pm *Cub-Scouts (CCM) 7:30pm 8:30pm *KARO (CC3)	7:30pm 9:30pm *Troop 100 (CCM)	6:00pm 10:00pm GPFF (CCM) 7:00pm 9:00pm *KFD Mtg (CC3)	7:00pm 10:00pm *KPP/SD Mtg (CC3)	7:00pm 9:00pm KASEP CLASS (CCM)	11:00am 9:00pm CC Rental (CCM)
Dec 15 - 21	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
	Copy: Monthly Statistic 4:00pm 10:00pm GPFF (CCM)	7:00pm 8:00pm *Cub-Scouts (CCM)	7:30pm 9:30pm *Troop 100 (CCM)		7:15pm 9:15pm EBC (CC1)		
Dec 22 - 28	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
		7:00pm 8:00pm *Cub-Scouts (CCM) 7:30pm 9:30pm *KCC (CC3)	7:30pm 9:30pm *Troop 100 (CCM)		5:00pm 11:00pm CC Rental (CCM)		
Dec 29 - Jan 4	<b>29</b>	<b>30</b>	<b>31</b>	<b>Jan 1, 14</b>	<b>2</b>	<b>3</b>	<b>4</b>
		7:00pm 8:00pm *Cub-Scouts (CCM)	7:30pm 9:30pm *Troop 100 (CCM) 7:30pm 9:00pm *KVA/C (CC3)				

\* defines non paying group/meetings

68

**DRAFT**

### **KASEP:**

Winter KASEP brochure is in the final editing phase with a target date of November 12th to be delivered to Kensington Elementary School. The Winter Brochure will be available for online viewing, go to the website AboutKensington.Com. KASEP WINTER CLASS ONLINE Registration is scheduled for Tuesday, December 3rd at 6:00pm. This will be the second on-line registration for families enrolling in both KCC children's classes (gymnastics, circus, karate and bandworks) as well as regular KASEP classes. Staff will be in the office on Dec. 3<sup>rd</sup> at 6:00pm to assist walk-in registrations as well as provide help over the telephone.

As in past years, KCC donated two free classes to the Garden Party auction, one for Winter and one for Spring 2014.

The KASEP winter holiday party and performance takes place on Thursday, December 12<sup>th</sup> from 5:00 – 6:00pm at the Community Center.

### **KCC Classes and Events:**

Elaine Chu is teaching a Family Felt Ornament Making Workshop, Sunday, Nov. 10<sup>th</sup> 2:30 – 5:00. Catherine Johnson is bringing all the materials and foliage for the Annual Wreath Making Workshop scheduled for Friday Dec. 13<sup>th</sup> from 7:00 – 9:00pm.

Adult Recreation Classes: Jazzercise, Body Sculpting, Qi-Gong along with the Wednesday's Acrylic Painters class continue and are on-going classes. Drop-ins are welcome. Schedule is published in the Outlook.

### **KCC Administrative:**

KCC's office will be closed on November 5<sup>th</sup> ( Election Day), Nov. 11 (Veteran's Holiday) and Nov. 27-29 (Thanksgiving Holiday).

A listing of the different "K" groups along with each group's primary contact is in the process of being updated to reflect 2014 information. Invitations to attend the KCC Annual Meeting, January 6<sup>th</sup> at 7:30pm will be sent out in early December.

KCC was represented and presented at the Annual KIC meeting, October 26<sup>th</sup>.



# General Manager October 2013 Report

## Budget

During the month of October, there were no real variances in the budget and the legal bill for September has not been posted as of this report date.

We did make a \$42,818 payment to the CALPERS California Employees Retiree Benefit Trust (CERBT) as a result of the increase in the Annual Required Contribution (ARC) that was identified in the most recent Actuarial Study we received on August 28<sup>th</sup>. This payment results in an increase of \$42,818 budgeted expenses for Police Salary & Benefits, until it is transferred out as an expense item on the Profit & Loss Report and moved to the Balance Sheet as an asset at the end of the Fiscal Year.

This accounting procedure was implemented at the direction of the Finance Committee.

## Kensington Park

### **Community Center & Annex**

We are moving forward with the hire of Godbe Research to conduct the voter survey to determine the community's opinion on the remodeling of the Community Center and possible funding options. The survey should be conducted and completed during the month of November.

### **Park Repairs**

In October, we completed the following additional maintenance to the park:

Removal of a dead tree on the end of Highland at a cost of \$1,600

Replaced a broken valve in front of the Community Center at a cost of \$65

Reinforced several upper steps leading to the Kensington Hilltop School (Meadow to Highland walkway) at a cost of \$140

Removal of two dangerously hanging branches on a pine tree behind the Community Center at a cost of \$190

## **Emergency Preparedness**

The agenda and the minutes of the Public Safety Council posted are on the KPPCSD web page.

On Thursday, October 17<sup>th</sup>, the Kensington Public Safety Council presented a workshop with speakers from EBMUD, PG&E, and Stege Sanitary District.

The next meeting of the Kensington Public Safety Council will take place Monday, November 11<sup>th</sup>, at 6:00 PM at the Community Center Room #3.

It is very important for those interested in Kensington's emergency preparedness to come to the meetings.

Also, on Thursday October 17<sup>th</sup>, at 10:17 AM, the Great California Shakeout took place with the staff and students at Kensington Hilltop participating in an earthquake drill and one of our CERT groups, the "Arlington Earth Quakers" sending a runner with a message to the Kensington Amateur Radio Operators (KARO) station in operation at the Public Safety Building. KARO also had the radio station in operation at the Community Center during the drill.

For those of you that are interested in either joining or learning more about KARO, their meetings follow the KPSC meetings every second Monday of every other month. To learn the date of their next meeting, send me an e-mail and I will get you the information.

## **Other District Items of Interest**

### **Solid Waste**

At the October 16<sup>th</sup> KPPCSD Board meeting, the Board received the HF&H Consultants, "Bay View Refuse & Recycling Services 2014 Rate Application Report" and was asked to approve rates for 2014. The Board set the proposed rates and set the Proposition 218 Hearing on those proposed rates for December, during the regularly scheduled December 12<sup>th</sup> KPPCSD board meeting.

You should have received your Proposition 218 Notice in the mail by now and if you have not, please contact me and I will see that one is delivered to you.

## **Public Works Issues**

### **Street Lights**

On July 16<sup>th</sup>, Supervisor John Gioia held the second Arlington Street Light Committee meeting with Public Works and PG&E representatives. Since that second meeting, PG&E has installed low wattage LED light units on most of the poles in the District. It is anticipated that a public town hall meeting will be held to

provide more facts and options that will be made available to the District, including painting of the steel poles and the possibility of more decorative lights for the commercial area of Arlington Avenue.

### **Paths**

On August 19<sup>th</sup>, KPPCSD President Tony Lloyd, Director Len Welsh, and I had a meeting with County Supervisor John Gioia, his staff, and County representatives regarding the District's desire to acquire the paths. The possible process to acquire the paths was discussed, along with a commitment from John Gioia to work with us to move this exploratory process forward.

At the October 16<sup>th</sup> KPPCSD board meeting, Director Welsh will be presenting an update to the path acquisition process.

At the KIC meeting October 26, County Supervisor John Gioia again stated his support and assistance in the District's attempts to acquire the paths. We are currently waiting for a "Walk About" with County Supervisor John Gioia before proceeding with an informational meeting with the KPPCSD Board on the proposed acquisition process.

### **Website**

The Board packets, monthly reports, minutes, recordings of the KPPCSD Board Meetings, and our Bay View – County Solid Waste contracts are available for review on our website at: [www.kensingtoncalifornia.org](http://www.kensingtoncalifornia.org)

### **Drug Take Back Day**

Our sixth Drug Take Back Day was held Saturday, October 26<sup>th</sup>, between 10AM and 2PM at the Public Safety Building and we collected 122.5 pounds of unneeded medication that was transported to the DEA Offices in Oakland for safe destruction. It should be noted that the 122.5 pounds was not including medication containers.

### **EBMUD**

On October 21<sup>st</sup>, we received a notice from EBMUD regarding the Summit Reservoir Replacement Project, informing us that in preparation of the project, EBMUD will be clearing trees from the work area to make room for the new facilities and to remove trees at the end of their life cycle. The tree removal will take place between November 4<sup>th</sup> and December 20<sup>th</sup>, with work being done Monday – Friday, 8 AM to 5 PM.

Anyone with questions or concerns should contact EBMUD at 510-287-2053 or [mblackwe@ebmud.com](mailto:mblackwe@ebmud.com).

# Memorandum

Kensington Police Department



**To:** KPPCSD Board of Directors

APPROVED      YES      NO

**From:** Gregory E. Harman, General Manager/ Chief of Police

\_\_\_\_\_

FORWARDED TO:

**Date:** Thursday, October 31, 2013

**Subject:** New Business Item #3- Labor & Employment Seminar

---

I am requesting permission to attend the Hanson Bridgett "2014 Labor & Employment Seminar" being held on Wednesday, January 29, 2014, at their San Francisco office.

The cost of this training is \$45.

I have attached an "Expense Prepayment/ Reimbursement Form" per Board Policy #4030 for your consideration.

92

APPENDIX A - EXPENSE PREPAYMENT/REIMBURSEMENT FORM

Name: Greg Harman

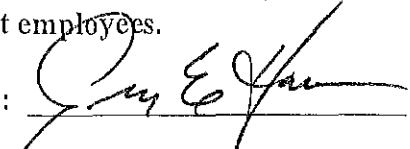
Event/Activity: 2014 LABOR & EMPLOYMENT SEMINAR

Location of Event/Activity: ANSON-BRIDGETT S.F.

Approved by Board of Directors on: \_\_\_\_\_

	Prepay	Reimburse
1. Event/Activity Registration Fee	\$ <u>45</u>	\$ _____
2. Transportation		
• Airfare	\$ _____	\$ _____
• Car Rental (\$ _____ per day for _____ days)	\$ _____	\$ _____
• Car Mileage (\$ _____ per mile for _____ miles)	\$ _____	\$ _____
• Taxi	\$ _____	\$ _____
• Parking	\$ _____	\$ _____
3. Lodging (\$ _____ per night for _____ nights)	\$ _____	\$ _____
4. Meals (Complete information requested on next page of form)		
a. Breakfast	\$ _____	\$ _____
b. Lunch	\$ _____	\$ _____
c. Dinner	\$ _____	\$ _____
5. Other (Explain details of request)	\$ _____	\$ _____
Total Requested	\$ <u>45</u>	\$ _____

Please attach all receipts documenting each expense above. This Expense Prepayment/Reimbursement Form must be submitted within 30 days after the event. All expenses reported on this form must comply with the District's Expense Policy for Board members, the General Manager/Chief of Police, and all non-sworn District employees.

Signed:   
 Date: 11/06/13

Approved by: \_\_\_\_\_  
 Signed: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Date: \_\_\_\_\_