

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

AGENDA

A Special Meeting (Closed Session) of the Board of Directors of the Kensington Police Protection and Community Services District will be held **Thursday, October 8, 2015, at 6:00 P.M.**, at the Community Center, 59 Arlington Avenue, Kensington, California. The Board will commence its monthly Regular Meeting in open session **Thursday, October 8, 2015, at 7:30 P.M.**, at the Community Center, 59 Arlington Avenue, Kensington, California. If further Closed Session is required, the Board will return to Closed Session following the end of the Regular Meeting.

1. Call to Order/Roll Call 6:00 P.M.

2. Closed Session-Public Comment

- a. Conference with Legal Counsel-Anticipated Litigation-Significant exposure to litigation pursuant to paragraph (2) and (3) of subdivision (d) of Section 54956.9. Agency Designated Representatives: Jonathan Holtzman, Renne Sloan Holtzman Sakai LLP.
- b. Director Pat Gillette will be participating in the closed session portion of the meeting only, by way of telephone pursuant to California Government Code section 54953(b). During her participation in the closed session, her location will be Escondido, California. Because she will only be participating in the closed session, the public will not be able to participate from her remote location.

3. Regular Meeting: Open Session 7:30 P.M.

The Board will return to Open Session at approximately 7:30 PM and will report out on the Closed Session if reportable action is taken.

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

- 4. Public Comments** Members of the public may address the Board on any issue on the Consent Calendar and items not listed on the agenda that are within the purview of the District. Comments on matters that are listed on the agenda may be made at the time the Board is considering each item. Each speaker is allowed a maximum of five (5) minutes per Board Policy 5030.41.

5. Consent Calendar

- a) Minutes of the Regular Meeting of September 10, 2015 P-4
- b) Unaudited Profit & Loss Budget Performance Report for September 2015 P-10
- c) Unaudited Profit & Loss Budget Performance Report for end of year 2015 (July 2014 through June 2015) P-15
- d) Park Revenue & Expense Report for July through September 2015 P-19
- e) Board Member Reports-None this month
- f) KPD Monthly Statistics for August & September 2015 P-21
- g) Training/ Reimbursement Report- None This Month
- h) Correspondence P-32
- i) Recreational Report P-38
- j) Monthly Calendar P-39
- k) General Manager's Report September 2015 P-41
- l) Park Buildings Committee Meeting Schedule P-42

6. New Business

- a. The Board will consider waiving the attorney-client privilege as to the legal opinion written by General Counsel Randy Riddle as to the validity of the initiative measure requiring voter approval for contracting out police services, adopted by the Board of Directors on October 8, 2009.

General Manager Recommendation: Take public comment, deliberate, and provide staff direction.

- b. If the Board votes to waive the attorney-client privilege of the contracting out legal opinion, discuss the legal opinion and provide staff direction.

General Manager Recommendation: Take public comment, deliberate, and provide staff direction.

- c. The Board will discuss and consider taking action on selecting a method for filling vacancies on the Ad Hoc Committee for Governance of the District. This item was placed on the agenda by Director Toombs.

General Manager Recommendation: Take public comment, deliberate, and provide staff direction.

- d. Director Sherris-Watt to appoint alternate member to the Ad Hoc Governance committee to replace Ms. Lori Trevino. This item was placed on the agenda by Director Cordova.

General Manager Recommendation: Take public comment, deliberate, and provide staff direction.

- e. The Board will receive a presentation from the General Manager and input from Director Sherris-Watt regarding the current summary format of the minutes taken during board meetings and amendments to minutes. The board had previously approved action minutes at its regular board meeting on April 9, 2009. P-43

General Manager Recommendation: Take public comment, deliberate, and affirm that action minutes will be prepared for all board meetings.

- f. The Board will receive a presentation from the General Manager regarding the possibility of working with the Fire Board and/or representative to place on District property a Disaster Container not to exceed 25 feet. P-54

General Manager Recommendation: Take public comment, deliberate, and provide staff direction.

- g. The Board will discuss the ability of the Ad Hoc Governance Committee to receive assistance from, and time with, the Public Law Group. The Ad Hoc Committee may be given limited hours with the PLG, and requests for further time shall be made by written request and approval from the KPPCSD Board. The Board may discuss and give direction regarding the dissemination of documents and materials produced by the committee and what administrative support is available from District staff.

General Manager Recommendation: Take public comment, deliberate, and provide staff direction.

7. Old Business

- a. The Board will receive a presentation from the General Manager and consider rescinding the Board Adopted Zero Tolerance Policy from the UC Berkeley Traffic Safety Evaluation previously approved by board action on May 13, 2010. P-55

General Manager Recommendation: Take public comment, deliberate, and approve the General Managers recommendation.

- 8. ADJOURNMENT: Next meeting is scheduled for November 12, 2015 at 1930 hours.

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 Kevin. E. Hart, 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.

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.

The deadline for agenda items to be included in the Board packet for the regular monthly meeting is the Wednesday before the regular scheduled Thursday meeting the following week.

Meeting Minutes for 9/10/15

A Regular Meeting of the Board of Directors of the Kensington Police Protection and Community Services District was held Thursday, September 10, 2015, at 7:30 P.M., at the Community Center, Kensington, California.

ATTENDEES

<u>Elected Members</u>	<u>Speakers/Presenters</u>
Len Welsh, President	Randy Riddell, Renne Sloan Holtzman Sakai LLP
Chuck Toombs, Director	Deborah Russell, CPA
Rachelle Sherris-Watt, Director	Craig Fechter, Fechter & Co., CPAs
	Mabry Benson
	Simon Brafman
	Celia Concus
	David Bergen
<u>Staff Members</u>	Leonard Schwartzburd
Interim GM/COP Kevin Hart	Karl Kruger
Sgt. Hui (on duty)	Rick Artis
Lynn Wolter, District Administrator	A. Stevens Delk
	Gloria Morrison
<u>Press</u>	

President Welsh called the meeting to order at 7:33 P.M. President Welsh, Director Toombs, Director Sherris-Watt, Interim GM/COP Hart, and District Administrator Wolter were present. Vice President Gillette and Director Cordova were absent.

PUBLIC COMMENTS

Leonard Schwartzburd read a memo, which he had handed out to the Directors and staff. Dr. Schwartzburd said that his name had been used in an official KPPCSD record in a way that had misrepresented what he had said and that this had damaged him and had the potential to cause him further damage. In particular, he cited the District's minutes – the manner in which they had been written, the manner in which Board amendments had been annotated, the manner in which amended minutes had been filed, and the manner in which amended minutes had been posted on the District's website's newly created "Amended Minutes" dropdown menu.

Note: The complete memo, "Statement of Leonard Schwartzburd Read and Submitted at KPPCSD Board Meeting September 10, 2010" is included under correspondence in the October 8, 2015 Board Packet.

Director Toombs asked for clarification – that the amendment to the February 12, 2015 Minutes, to which Dr. Schwartzburd had referred, had been buried where no one could easily find it. President Welsh responded that nothing had been buried. He reported that, if anyone were to go to the website,

they would find upcoming Board Packets, containing the proposed minutes, and that they would now also find a section labeled Amended Minutes. President Welsh apologized for the handwritten note, with which the minutes had been amended, having been illegible – that Dr. Schwartzburd had been right in that criticism. President Welsh said that proposed minutes were just that and that he didn't believe those should be changed. He said it did make sense to post the minutes, as the Board had adopted them.

GM/COP Hart said he intended to have minutes appear as an agenda item for the October Board meeting, along with some recommendations. He said that he understood the speaker's comments and that the process that had been in place for the minutes was the same process used by other districts as well as other cities. He clarified that the minutes are not changed unless the Board amended them. He cautioned against entering into a Board discussion because the item hadn't appear on the agenda. He encouraged the speaker to return in October.

Dr. Schwartzburd said that the amended minutes had been buried in a file at the District office and that this was obfuscation.

Mabry Benson suggested a dropdown menu of adopted minutes for all minutes, as adopted – whether amended or not.

Rick Artis said that it was a challenge to find the minutes of any given meeting, that he supported the idea of posting the adopted minutes, and that they should be located in a distinct location. He also said he supported the concept that the Agenda Packet consisted of what was being proposed for approval.

Simon Brafman said he was concerned about the process whereby the GM/COP's contract had been approved. He said the vote of three to two was not the issue; it was that due diligence had not been done by the Board and the attorney. He suggested that the attorney give back some of his fee for the error that had been made and asked the Board to look into this.

Mr. Brafman commented on the traffic at the intersection of Arlington and Sunset Avenues. He said that vehicles came down Arlington at speeds of 35 – 40 miles per hour, that vehicles often didn't stop for pedestrians, and that trees in the median obscured visibility and contributed to the problem.

Mr. Brafman asked if and how the Ad Hoc Committee would be reporting to the Board. Director Toombs responded that committee's charter called for the committee to report back to the Board on a regular schedule and that, in particular, the schedule called for a formal midway report. He added that the committee had not yet met.

Director Toombs also said he agreed with Mr. Brafman's comments about the Arlington. Mr. Brafman acknowledged that the problem also was a County problem and noted that, in neighboring communities, crosswalks had flashing lights. President Welsh added that there needed to be a holistic approach to the problem.

GM/COP Hart said he had met with representatives from the County that week to address traffic problems in the community. He said that the County had been very responsive to his requests for things like trimming trees and filling potholes. He asked that Mr. Brafman advise him of which trees needed attention.

Mabry Benson suggested more stop signs. GM/COP Hart responded that stop signs required specific studies and guidelines and said he would pass along, to the County's traffic engineer, proposed intersections for consideration.

Celia Concus asked when the Ad Hoc Committee would be meeting, noting it was taking a very long time for the group to meet. GM/COP Hart responded that he had proposed dates to the group and that October 1st appeared as though it would work for most of the members. He said that, once confirmed, he would post an agenda.

Ms. Concus said there was only one Watch Commander's Report for August, which led her to believe that only two officers had worked that month. GM/COP Hart responded that he appreciated Ms. Concus having read the report and that other Watch Commanders had not met the Board Packet publishing deadline because they had had other pressing work. In particular, he noted that covering the streets was a high priority. He said the missing August reports would be included in the next month's Board Packet.

A. Stevens Delk said she walked on Sunset and Franciscan and that there were no sidewalks on either side of those streets and that, given the volume of traffic, this was another area that needed attention. Ms. Delk read a memo she had prepared. She said that, in Fiscal-Year 2013-14 the Fire District had received almost \$3.2 million in ad valorem taxes and that the KPPCSD had received \$2.5 million for police, park and recreation, and garbage services. Thus, for that year, the Fire District had received about \$700,000 more. She noted that neither the \$200,000 in park tax assessments nor the \$1.2 million in garbage service revenue appeared on the District's ledger. She said that, including the park assessments and garbage fees, the KPPCSD costs to the community were almost \$4 million.

Note: The complete memo "KPPCSD BOD Meeting, September 10, 2015, submitted by A. Stevens Delk, Ph.D" is included under correspondence in the October 8, 2015 Board Packet.

BOARD COMMENTS

Director Sherris-Watt reported that Director Cordova apologized for her absence and that she was in Southern California dealing with family matters and that she wanted to assure everyone that she was staying in contact with GM Hart and keeping abreast of District business.

Director Sherris-Watt said a Parks Building Committee meeting had been scheduled for September 30th. She said a list of meeting dates had been proposed and accepted at the last committee meeting and said these would be posted to the website the following week. She said that, if the seismic engineer could not attend on September 30th, the meeting might be postponed to the following week.

Director Toombs reported that discussions with the police officers were moving apace. He said a meeting had been scheduled for the following week. He said that, with respect to the Ad Hoc Committee, he hoped they would begin their work by October 1st. He reiterated that this was a citizens' committee and, therefore, the Board was stepping back. He said the Board wasn't pushing the committee because the process had been handed over to the committee members. He added that he had sent a bibliography of materials used during the preparation of the Ad Hoc Committee charter to GM Hart so he could forward it on to the committee members.

President Welsh reported that, although the Park Grounds Committee had not had a formal meeting recently, it had gotten together almost weekly to clear out brush in the area around the Community Center. He said he intended that there would be a meeting in early October and that, once determined, the date would be posted. He said that he would like to post meeting dates, for both the Board and its committees, on the District website as soon as they were known. GM Hart said he was working with the District's web master to try to make some changes to the website.

David Bergen suggested that the website contain a calendar. GM/COP Hart responded that there was a two-month calendar in every month's Board Packet. He clarified that, if a committee had reserved the Community Center, the meeting would be noted in the Board Packet calendar. Mr. Bergen suggested a separate page on the website.

STAFF COMMENTS

GM/COP Hart reported that he had been sworn in as Chief of Police on August 3rd and thanked those who had attended the ceremony. He said National Night Out had occurred on August 4th, there had been 13 neighborhood parties, and he had attended six or seven of them. He said that, on August 22nd, there had been a meet and greet the Chief of Police barbeque, which had been attended by about 100 residents. He reported that the Citizens' Academy would begin on Wednesday, October 7th and be held

every Wednesday (except the Wednesday before Thanksgiving) until December 9th. He summarized the intended curriculum.

President Welsh asked if the District would be making an appearance at the Farmer's Market later in the month. GM/COP Hart responded he was working with Mr. Hall to make this happen but that a specific date hadn't been selected. President Welsh added that the idea was to have members of the police department "man" the booth in order to improve communication with members of the community.

District Administrator Wolter thanked members of the community for their understanding during the prior four months as she had tried to keep up with residents while taking minutes with her right hand. She explained that she was left-handed, had broken her left arm four months earlier, and had been unable to write with her left hand since then. She apologized for having missed something in the minutes from the Board's August 11th meeting. She reported that, on September 8th, she and GM/COP Hart had received an email from Catherine de Neergaard letting District Administrator Wolter know that she had missed item #4 of Ms. de Neergaard's "Top Ten Reasons Kensington Needs Re-structuring" that read as follows: "The small (five-person) part time Board historically is unable and unwilling to supervise the police department." District Administrator Wolter said the omission had been inadvertent and had resulted from her having used bullets, instead of numbers, for each of the points. Note: A complete copy of Ms. de Neergaard's memo "Top Ten Reasons Kensington Needs Re-structuring" appeared, under correspondence, in the Board's September 10th Board Packet.

Celia Concus suggested that amendments to the minutes be made using a different font or color.

CONSENT CALENDAR

President Welsh asked if anyone wanted to pull items.

Director Toombs asked to pull Items b and c. Director Sherris-Watt concurred with Director Toombs and also asked to pull Items i and j. Karl Kruger said he wanted item c pulled.

With respect to Item b, Director Toombs said he wanted to clarify some deadlines. He wanted to follow up on the deadlines associated with the Diablo Fire Safe grant and asked if the District was on track to meet them. GM/COP Hart responded in the affirmative. Director Toombs asked if the unaudited June 30th P&L was ready. The District's CPA, Deborah Russell responded in the affirmative. He asked if a copy of it could be included in the October Agenda Packet. GM/COP Hart responded in the affirmative. Director Toombs asked Director Sherris-Watt for the Measure WW deadline. She responded that the parameters for submitting a grant application were between February 1st and March 31st of any given year and that the money had to be spent by December 31, 2018. Therefore, the application would need to be submitted no later than March 31, 2018. Director Sherris-Watt said she was hoping to submit by March 31, 2016. Director Sherris-Watt clarified that, if the March 31, 2016 deadline were to be missed, the District would need to wait another year to apply and that any project for which the District were to apply would need to be completed by December 31, 2018. Director Toombs asked if the District would first spend the money and then be reimbursed. Director Sherris-Watt responded in the affirmative. Director Toombs also asked for confirmation that the District had a signed contract for Chief Hart, who responded in the affirmative and said the contract had been posted online.

Director Sherris-Watt said she wanted to clarify that, on page 15 of the August 13th Minutes, the \$122 that would need to go to PEMHCA was a monthly amount. She asked that, where this amount appeared, it be amended to read "monthly".

Director Toombs said that, with respect to Item c, the Unaudited Profit and Loss, he asked:

- If Special Assignment Revenue (412) was for WestNet. GM/COP Hart responded in that it was either WestNet or Sergeant Hui's special assignment. President Welsh and Director Toombs noted that both of these were no longer in effect.

- If it had been determined what constituted Supplemental Workers Comp. Reimbursement (419). GM/COP Hart responded it was salary reimbursement for Officer Martinez.
- About Compensated Absences (504) of \$14,000. GM/COP Hart and District CPA Russell responded that most of this had been the payout to Officer Turner. Ms. Russell added that, four times a year, officers could cash out their Comp. Time. and that some of the total had been for this.
- About Medical/Vision/Dental – Retired (521-R). He noted that the August total had been \$13,650, and the July-August total had been \$39,670. He asked why July was so much higher than August. Ms. Russell responded that it likely had to do with adjustments associated with the year-end closing.
- Why PERS District Portion (527) had been \$13,965 in August and \$226, 000 in July-August and asked if the District had taken advantage of the one-time payment. GM/COP Hart responded in the affirmative.
- About several other accounts (640, 810, 830, 835 and others) for which the August amounts and the July-August amounts seemed not to make sense. Ms. Russell responded that the amounts for July-August likely reflected year-end adjustments.

Karl Kruger had a question similar to Director Toombs' last question. Ms. Russell explained that some bills paid in July had been for the prior year's expenses and that some bills paid in June had been for July expenses and that adjustments for these had been made at the end of the fiscal year, which made some of the month's Profit and Loss Statement amounts look "off". She added that the P&L for June 30th would help clarify the situation. Mr. Kruger responded that he found this approach confusing. Ms. Russell responded that this was how it had been done every year.

Gloria Morrison asked for an explanation about property tax revenues. Ms. Russell responded that, at the beginning of each fiscal year, the County awarded the District the same amount of money that had actually been collected, on the District's behalf, in the prior fiscal year and that, in December, the amount would be adjusted to reflect what the County planned to receive from the current year's property tax bills.

Director Sherris-Watt noted that Marty Westby's report, Item j, showed that the fall parade would be held on October 25th and the District's calendar showed the event would occur on October 18th. She questioned which was correct. GM/COP Hart agreed that the date needed to be confirmed and said he'd contact Ms. Westby the following day.

MOTION: Director Toombs moved, and President Welsh seconded, that the Consent Calendar be adopted, as amended.

Motion passed 3 – 0

AYES: Welsh, Toombs, Sherris-Watt NOES: 0 ABSENT: Gillette, Cordova

DISTRICT NEW BUSINESS

1. The Kensington Police Protection and Community Services District Board of Directors reviewed and considered the adoption of the Independent Auditor's Financial Report for Fiscal-Year 2013-14. Craig Fechter, from Fechter & Company, Certified Public Accountants, presented the report to the Board of Directors.

GM/COP Hart introduced Craig Fechter and explained that Mr. Fechter had prepared the Audited Financial Statements for the Fiscal-Year 2013-2014.

Mr. Fechter said his firm had conducted the audit of the KPPCSD. He said his firm had sampled some of the revenue sources such as that associated with Bay View Refuse because it was an outside company. He noted that, although the District never received the revenue collected for garbage service, the District was entitled to a small percentage of the money collected by Bay View. Mr. Fechter said his firm had obtained Bay View's audited financial statements to ensure the amount received by the District had been accurate. He reported that, with respect to the park assessment, the County administered the amount collected and then forwarded it on to the bank with which the District had refinanced the park bond several years prior. He said his firm always examined District's credit card records because of accusations that had been made in the past. He added that his firm looked at the credit card records at all the agencies and non-profits it audited. He noted that his firm had contacted the County to confirm amounts held there on the District's behalf. He said that his firm also had confirmed the CalPERS payments independently and that there had been no findings of discrepancies in this area.

Director Toombs asked Mr. Fechter what was his overall sense of the books and records of the District and what his conclusion was on the audit. Mr. Fechter responded that his conclusion was that the financial statements were fairly presented. He noted that the District had lost over \$200,000 in the fiscal year 2013-14, and the numbers for the fiscal year 2015 seemed as though they would be better.

With respect to the 2015 audit, Mr. Fechter reported that his firm had completed its field work a couple of weeks earlier and that it had gone very well. He said his firm was waiting for a CalPERS report, GASB 68, which required that an agency's unfunded pension liability be reported on the balance sheet of the financial statements. He noted this would be a major change from prior years. He said this might require some training with Ms. Russell, and he offered to meet with the Finance Committee to review it. He said GASB 68 would likely add more pages of footnotes and a large liability to the statement of net assets. Mr. Fechter said that, once his firm received the GASB 68 Report, which likely would be in about month, he would be ready to issue a draft report in about November.

**MOTION: Director Toombs moved, and President Welsh seconded, that the Board accept the presentation, as given.
Motion passed 3 – 0**

AYES: Welsh, Toombs, Sherris-Watt NOES: 0 ABSENT: Gillette, Cordova

**MOTION: Director Sherris-Watt moved, and President Welsh seconded, that the meeting be adjourned.
Motion passed: 3 – 0**

AYES: Welsh, Toombs, Sherris-Watt NOES: 0 ABSENT: Gillette, Cordova

The meeting was adjourned at 8:48 PM.

Len Welsh
KPPCSD Board President

Lynn Wolter
District Administrator

KPPCSD
Unaudited Profit & Loss Budget Performance
 September 2015

	Sep 15	Budget	Jul - Sep 15	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
400 · Police Activities Revenue					
401 · Levy Tax	0.00	0.00	1,383,583.34	1,527,750.00	1,527,750.00
402 · Special Tax-Police	0.00	0.00	0.00	680,000.00	680,000.00
403 · Misc Tax-Police	0.00	0.00	0.00	0.00	0.00
404 · Measure G Supplemental Tax Rev	0.00	0.00	0.00	0.00	514,177.50
410 · Police Fees/Service Charges	210.00	125.00	575.00	375.00	1,500.00
411 · Kensington Hilltop Svcs Reimb	0.00	0.00	0.00	4,725.00	18,900.00
412 · Special Assignment Revenue	570.96	0.00	11,912.79	0.00	0.00
413 · West County Crossing Guard Reim	12,955.00	0.00	12,955.00	0.00	10,830.00
414 · POST Reimbursement	0.00	0.00	1,780.40	0.00	0.00
415 · Grants-Police	0.00	0.00	23,825.39	0.00	0.00
416 · Interest-Police	0.00	0.00	0.00	0.00	1,600.00
418 · Misc Police Income	673.66	1,666.67	2,235.52	5,000.01	20,000.00
419 · Supplemental W/C Reimb (4850)	4,298.56	4,298.56	15,043.96	12,895.68	17,194.24
Total 400 · Police Activities Revenue	18,708.18	6,090.23	1,451,911.40	2,230,745.69	2,791,951.74
420 · Park/Rec Activities Revenue					
424 · Special Tax-L&L	0.00	0.00	0.00	0.00	33,000.00
427 · Community Center Revenue	1,240.00	2,800.00	4,992.50	8,100.00	33,000.00
435 · Grants-Park/Rec	0.00	0.00	0.00	0.00	5,000.00
438 · Misc Park/Rec Rev	0.00	50.00	40.00	100.00	500.00
Total 420 · Park/Rec Activities Revenue	1,240.00	2,850.00	5,032.50	8,200.00	71,500.00
440 · District Activities Revenue					
448 · Franchise Fees	8,478.33	16,266.67	8,478.33	16,266.67	48,800.00
449 · District Revenue	1,147.00	0.00	1,147.00	0.00	0.00
456 · Interest-District	0.00	0.00	0.00	0.00	0.00
458 · Misc District Revenue	0.00	0.00	829.00	0.00	0.00
Total 440 · District Activities Revenue	9,625.33	16,266.67	10,454.33	16,266.67	48,800.00

KPPCCSD
Unaudited Profit & Loss Budget Performance
 September 2015

	Sep 15	Budget	Jul - Sep 15	YTD Budget	Annual Budget
Total Income	29,573.51	25,206.90	1,467,398.23	2,255,212.36	2,912,251.74
Expense					
500 · Police Sal & Ben	74,830.68	81,702.83	230,357.42	245,108.49	980,434.00
502 · Salary - Officers	0.00	0.00	14,172.22	14,200.00	20,000.00
504 · Compensated Absences	9,845.14	5,000.00	20,414.15	15,000.00	60,000.00
506 · Overtime	7,510.05	6,825.00	24,616.73	20,475.00	81,900.00
508 · Salary - Non-Sworn	533.28	850.00	2,389.38	2,550.00	10,200.00
516 · Uniform Allowance	0.00	0.00	0.00	250.00	3,250.00
518 · Safety Equipment	12,922.05	12,496.33	52,592.81	37,488.99	149,956.00
521-A · Medical/Vision/Dental-Active	13,379.77	13,957.83	53,050.59	41,873.49	167,494.00
521-R · Medical/Vision/Dental-Retired	0.00	0.00	0.00	0.00	31,642.00
521-T · Medical/Vision/Dental-Trust	236.00	530.00	1,467.00	2,030.00	5,240.00
522 · Insurance - Police	1,246.35	1,389.00	3,938.46	4,167.00	16,668.00
523 · Social Security/Medicare	511.10	423.17	1,663.68	1,269.51	5,078.00
524 · Social Security - District	13,960.44	32,285.08	240,576.78	96,855.24	387,421.00
527 · PERS - District Portion	6,423.38	7,032.25	19,842.91	21,096.75	84,387.00
528 · PERS - Officers Portion	2,884.12	32,000.00	43,966.71	32,000.00	50,000.00
530 · Workers Comp					
Total 500 · Police Sal & Ben	144,282.36	194,491.49	709,048.84	534,364.47	2,053,670.00
550 · Other Police Expenses					
552 · Expendable Police Supplies	50.00	141.67	487.49	425.01	1,700.00
553 · Range/Ammunition Supplies	0.00	0.00	0.00	500.00	5,000.00
560 · Crossing Guard	300.83	600.00	300.83	600.00	10,830.00
562 · Vehicle Operation	1,169.38	7,500.00	3,456.74	12,000.00	50,000.00
564 · Communications (RPD)	8,097.55	0.00	21,959.05	39,017.50	156,070.00
566 · Radio Maintenance	181.69	180.00	363.38	360.00	21,750.00
568 · Prisoner/Case Exp./Booking	2,526.03	1,500.00	3,003.92	1,500.00	6,400.00
570 · Training	712.00	900.00	1,317.48	2,500.00	10,000.00
572 · Recruiting	1,008.50	541.67	1,008.50	1,625.01	6,500.00
574 · Reserve Officers	30.00	337.50	87.00	1,012.50	4,050.00
576 · Misc. Dues, Meals & Travel	0.00	1,500.00	440.00	2,750.00	3,140.00

KPPCSD

Unaudited Profit & Loss Budget Performance

September 2015

	Sep 15	Budget	Jul - Sep 15	YTD Budget	Annual Budget
580 · Utilities - Police	208.62	0.00	1,701.64	1,500.00	10,000.00
581 · Bldg Repairs/Maint.	3,027.98	416.67	3,904.24	1,250.01	5,000.00
582 · Expendable Office Supplies	819.22	500.00	1,695.21	1,500.00	6,000.00
588 · Telephone(+Rich. Line)	587.60	700.00	1,237.90	1,700.00	8,904.00
590 · Housekeeping	852.70	333.33	910.02	999.99	4,000.00
592 · Publications	0.00	50.00	208.32	150.00	2,500.00
594 · Community Policing	829.22	100.00	896.67	300.00	4,000.00
596 · WEST-NET/CAL I.D.	0.00	0.00	5,508.00	5,925.00	5,925.00
599 · Police Taxes Administration	872.51	900.00	1,732.61	1,750.00	3,500.00
Total 550 · Other Police Expenses	21,273.83	16,200.84	50,219.00	77,365.02	325,269.00
600 · Park/Rec Sal & Ben					
601 · Park & Rec Administrator	733.50	650.00	2,216.70	1,950.00	7,800.00
602 · Custodian	1,750.00	1,900.00	5,250.00	5,700.00	22,750.00
623 · Social Security/Medicare - Dist	0.00	49.75	0.00	149.25	597.00
Total 600 · Park/Rec Sal & Ben	2,483.50	2,599.75	7,466.70	7,799.25	31,147.00
635 · Park/Recreation Expenses					
640 · Community Center Expenses					
642 · Utilities-Community Center	336.50	650.00	915.56	1,300.00	5,616.00
643 · Janitorial Supplies	38.28	800.00	709.91	800.00	800.00
646 · Community Center Repairs	0.00	250.00	347.48	750.00	3,000.00
Total 640 · Community Center Expenses	374.78	1,700.00	1,972.95	2,850.00	9,416.00
660 · Annex Expenses					
662 · Utilities - Annex	253.99		253.99	249.99	1,000.00
666 · Annex Repairs	0.00	83.33	0.00	249.99	1,000.00
668 · Misc Annex Expenses	0.00	83.33	0.00	249.99	1,000.00
Total 660 · Annex Expenses	253.99	166.66	253.99	499.98	2,000.00
670 · Gardening Supplies	0.00	83.33	0.00	249.99	1,000.00
672 · Kensington Park O&M	5,879.50	6,525.00	12,408.11	19,575.00	78,300.00

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KPPCSD
Unaudited Profit & Loss Budget Performance
 September 2015

	Sep 15	Budget	Jul - Sep 15	YTD Budget	Annual Budget
674 · Park Construction Exp	0.00	0.00	0.00	0.00	5,000.00
678 · Misc Park/Rec Expense	0.00	83.33	0.00	249.99	1,000.00
Total 635 · Park/Recreation Expenses	6,508.27	8,558.32	14,635.05	23,424.96	96,716.00
800 · District Expenses					
810 · Computer Maintenance	3,267.00	9,300.00	13,126.00	11,470.00	24,288.00
820 · Cannon Copier Contract	397.38	600.00	1,176.34	2,000.00	5,700.00
830 · Legal (District/Personnel)	22,019.44	8,300.00	22,019.44	24,900.00	99,530.00
835 · Consulting	10,684.04	5,000.00	11,834.04	5,000.00	15,000.00
840 · Accounting	4,385.00	2,000.00	11,339.00	6,000.00	34,000.00
850 · Insurance	0.00	1,000.00	0.00	30,000.00	30,000.00
860 · Election	0.00	0.00	0.00	0.00	0.00
865 · Police Bldg. Lease	0.00	0.00	0.00	1.00	1.00
870 · County Expenditures	0.00	0.00	0.00	1,500.00	22,300.00
890 · Waste/Recycle	303.07	1,600.00	909.21	2,600.00	25,000.00
898 · Misc. Expenses	93.20	1,275.00	4,791.36	3,825.00	15,300.00
899 · Depreciation Expense	0.00	0.00	0.00	0.00	0.00
Total 800 · District Expenses	41,149.13	29,075.00	65,195.39	87,296.00	271,119.00
950 · Capital Outlay					
962 · Patrol Cars	0.00	0.00	0.00	0.00	30,000.00
963 · Patrol Car Accessories	0.00	0.00	0.00	0.00	3,000.00
965 · Weapons / Radios	0.00	0.00	0.00	0.00	10,000.00
967 · Station Equipment	0.00	0.00	0.00	0.00	7,000.00
968 · Office Furn/Eq	0.00	0.00	0.00	0.00	6,000.00
972 · Park Buildings Improvement	0.00	2,100.00	0.00	6,300.00	25,000.00
Total 950 · Capital Outlay	0.00	2,100.00	0.00	6,300.00	81,000.00
Total Expense	215,697.09	253,025.40	846,564.98	736,549.70	2,858,921.00
Net Ordinary Income	-186,123.58	-227,818.50	620,833.25	1,518,662.66	53,330.74
Other Income/Expense					

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KPPCSD
Unaudited Profit & Loss Budget Performance
 September 2015

	Sep 15	Budget	Jul - Sep 15	YTD Budget	Annual Budget
Other Expense					
700 · Bond Issue Expenses					
701 · Bond Proceeds	0.00	0.00	0.00	0.00	0.00
710 · Bond Admin.	2,417.70	0.00	4,801.12	0.00	0.00
715 · Bond Interest Income	0.00	0.00	0.00	0.00	0.00
720 · Bond Principal	0.00	0.00	125,718.06	0.00	0.00
730 · Bond Interest	0.00	0.00	17,992.40	0.00	0.00
Total 700 · Bond Issue Expenses	2,417.70	0.00	148,511.58	0.00	0.00
995 · Loss/(Gain) - Asset Disposition	0.00	0.00	0.00	0.00	0.00
Total Other Expense	2,417.70	0.00	148,511.58	0.00	0.00
Net Other Income	-2,417.70	0.00	-148,511.58	0.00	0.00
Net Income	-188,541.28	-227,818.50	472,321.67	1,518,662.66	53,330.74

KPPCSD
Unaudited Profit & Loss Budget Performance
July 2014 through June 2015

	Jul '14 - Jun 15	Budget	Jul '14 - Jun 15	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
400 · Police Activities Revenue					
401 · Levy Tax	1,482,672.28	1,413,620.00	1,482,672.28	1,413,620.00	1,413,620.00
402 · Special Tax-Police	681,690.00	680,000.00	681,690.00	680,000.00	680,000.00
403 · Misc Tax-Police	138.07		138.07		
404 · Measure G Supplemental Tax Rev	501,949.76	501,443.00	501,949.76	501,443.00	501,443.00
410 · Police Fees/Service Charges	1,443.10	1,500.00	1,443.10	1,500.00	1,500.00
411 · Kensington Hilltop Svcs Reimb	9,450.00		9,450.00		
412 · Special Assignment Revenue	20,731.59		20,731.59		
413 · West County Crossing Guard Reim	7,010.00		7,010.00		
414 · POST Reimbursement	1,262.79		1,262.79		
415 · Grants-Police	113,972.54		113,972.54		
416 · Interest-Police	1,551.60	2,500.00	1,551.60	2,500.00	2,500.00
418 · Misc Police Income	22,881.11	18,000.00	22,881.11	18,000.00	18,000.00
419 · Supplemental W/C Reimb (4850)	25,791.36		25,791.36		
Total 400 · Police Activities Revenue	2,870,544.20	2,617,063.00	2,870,544.20	2,617,063.00	2,617,063.00
420 · Park/Rec Activities Revenue					
424 · Special Tax-L&L	34,334.92	33,000.00	34,334.92	33,000.00	33,000.00
427 · Community Center Revenue	35,635.50	30,000.00	35,635.50	30,000.00	30,000.00
436 · Interest-Park/Rec	0.00	100.00	0.00	100.00	100.00
438 · Misc Park/Rec Rev	202.00	500.00	202.00	500.00	500.00
Total 420 · Park/Rec Activities Revenue	70,172.42	63,600.00	70,172.42	63,600.00	63,600.00
440 · District Activities Revenue					
448 · Franchise Fees	25,443.03	21,000.00	25,443.03	21,000.00	21,000.00
456 · Interest-District	-61.73	350.00	-61.73	350.00	350.00
458 · Misc District Revenue	21,381.98		21,381.98		
Total 440 · District Activities Revenue	46,763.28	21,350.00	46,763.28	21,350.00	21,350.00
Total Income	2,987,479.90	2,702,013.00	2,987,479.90	2,702,013.00	2,702,013.00
Expense					
500 · Police Sal & Ben					
502 · Salary - Officers	978,325.45	980,983.00	978,325.45	980,983.00	980,983.00
504 · Compensated Absences	23,584.10	8,800.00	23,584.10	8,800.00	8,800.00
506 · Overtime	46,111.01	45,000.00	46,111.01	45,000.00	45,000.00
508 · Salary - Non-Sworn	72,844.89	81,900.00	72,844.89	81,900.00	81,900.00
516 · Uniform Allowance	7,932.54	8,000.00	7,932.54	8,000.00	8,000.00
518 · Safety Equipment	1,364.52	2,500.00	1,364.52	2,500.00	2,500.00

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KPPCSD
Unaudited Profit & Loss Budget Performance
July 2014 through June 2015

	Jul '14 - Jun 15	Budget	Jul '14 - Jun 15	YTD Budget	Annual Budget
521-A · Medical/Vision/Dental-Active	175,458.57	190,306.00	175,458.57	190,306.00	190,306.00
521-R · Medical/Vision/Dental-Retired	146,742.26	135,748.00	146,742.26	135,748.00	135,748.00
521-T · Medical/Vision/Dental-Trust	58,058.00	58,058.00	58,058.00	58,058.00	58,058.00
522 · Insurance - Police	4,999.00	5,240.00	4,999.00	5,240.00	5,240.00
523 · Social Security/Medicare	13,063.98	16,308.00	13,063.98	16,308.00	16,308.00
524 · Social Security - District	4,560.16	5,078.00	4,560.16	5,078.00	5,078.00
527 · PERS - District Portion	381,773.50	378,780.00	381,773.50	378,780.00	378,780.00
528 · PERS - Officers Portion	88,534.37	89,008.00	88,534.37	89,008.00	89,008.00
530 · Workers Comp	37,972.00	50,000.00	37,972.00	50,000.00	50,000.00
Total 500 · Police Sal & Ben	2,041,324.35	2,055,709.00	2,041,324.35	2,055,709.00	2,055,709.00
550 · Other Police Expenses					
552 · Expendable Police Supplies	4,432.49	1,500.00	4,432.49	1,500.00	1,500.00
553 · Range/Ammunition Supplies	3,053.29	3,000.00	3,053.29	3,000.00	3,000.00
560 · Crossing Guard	10,514.74	10,515.00	10,514.74	10,515.00	10,515.00
562 · Vehicle Operation	44,153.91	60,000.00	44,153.91	60,000.00	60,000.00
564 · Communications (RPD)	123,057.13	156,070.00	123,057.13	156,070.00	156,070.00
566 · Radio Maintenance	21,648.94	21,750.00	21,648.94	21,750.00	21,750.00
568 · Prisoner/Case Exp./Booking	9,365.91	5,400.00	9,365.91	5,400.00	5,400.00
570 · Training	8,048.09	10,000.00	8,048.09	10,000.00	10,000.00
572 · Recruiting	0.00	6,500.00	0.00	6,500.00	6,500.00
574 · Reserve Officers	2,083.19	4,050.00	2,083.19	4,050.00	4,050.00
576 · Misc. Dues, Meals & Travel	2,485.00	3,140.00	2,485.00	3,140.00	3,140.00
580 · Utilities - Police	11,065.96	8,960.00	11,065.96	8,960.00	8,960.00
581 · Bldg Repairs/Maint.	1,626.01	1,000.00	1,626.01	1,000.00	1,000.00
582 · Expendable Office Supplies	6,451.60	6,000.00	6,451.60	6,000.00	6,000.00
588 · Telephone(+Rich. Line)	8,355.34	8,904.00	8,355.34	8,904.00	8,904.00
590 · Housekeeping	4,453.99	4,000.00	4,453.99	4,000.00	4,000.00
592 · Publications	2,836.60	2,200.00	2,836.60	2,200.00	2,200.00
594 · Community Policing	2,915.47	2,000.00	2,915.47	2,000.00	2,000.00
596 · WEST-NET/CAL I.D.	13,655.00	13,925.00	13,655.00	13,925.00	13,925.00
599 · Police Taxes Administration	3,397.22	3,300.00	3,397.22	3,300.00	3,300.00
Total 550 · Other Police Expenses	283,599.88	332,214.00	283,599.88	332,214.00	332,214.00
600 · Park/Rec Sal & Ben					
601 · Park & Rec Administrator	7,032.94	7,800.00	7,032.94	7,800.00	7,800.00
602 · Custodian	21,000.00	22,750.00	21,000.00	22,750.00	22,750.00
623 · Social Security/Medicare - Dist	484.00	597.00	484.00	597.00	597.00
Total 600 · Park/Rec Sal & Ben	28,516.94	31,147.00	28,516.94	31,147.00	31,147.00
635 · Park/Recreation Expenses					

KPPCSD
Unaudited Profit & Loss Budget Performance
July 2014 through June 2015

	Jul '14 - Jun 15	Budget	Jul '14 - Jun 15	YTD Budget	Annual Budget
640 · Community Center Expenses					
642 · Utilities-Community Center	5,584.64	5,616.00	5,584.64	5,616.00	5,616.00
643 · Janitorial Supplies	1,544.80	800.00	1,544.80	800.00	800.00
646 · Community Center Repairs	2,860.84	3,000.00	2,860.84	3,000.00	3,000.00
Total 640 · Community Center Expenses	9,990.28	9,416.00	9,990.28	9,416.00	9,416.00
672 · Kensington Park O&M	49,720.59	79,524.00	49,720.59	79,524.00	79,524.00
678 · Misc Park/Rec Expense	170.00		170.00		
Total 635 · Park/Recreation Expenses	59,880.87	88,940.00	59,880.87	88,940.00	88,940.00
800 · District Expenses					
810 · Computer Maintenance	24,433.07	24,288.00	24,433.07	24,288.00	24,288.00
820 · Cannon Copier Contract	5,141.60	5,700.00	5,141.60	5,700.00	5,700.00
830 · Legal (District/Personnel)	240,957.04	150,000.00	240,957.04	150,000.00	150,000.00
835 · Consulting	19,152.54	7,500.00	19,152.54	7,500.00	7,500.00
840 · Accounting	27,172.82	35,750.00	27,172.82	35,750.00	35,750.00
850 · Insurance	57,398.15	30,000.00	57,398.15	30,000.00	30,000.00
860 · Election	8,608.25	10,000.00	8,608.25	10,000.00	10,000.00
865 · Police Bldg. Lease	1.00	1.00	1.00	1.00	1.00
870 · County Expenditures	20,116.40	22,300.00	20,116.40	22,300.00	22,300.00
890 · Waste/Recycle	38,164.35	118,600.00	38,164.35	118,600.00	118,600.00
898 · Misc. Expenses	6,651.20	12,300.00	6,651.20	12,300.00	12,300.00
899 · Depreciation Expense	69,280.68		69,280.68		
Total 800 · District Expenses	517,077.10	416,439.00	517,077.10	416,439.00	416,439.00
950 · Capital Outlay					
962 · Patrol Cars	29,308.28	30,000.00	29,308.28	30,000.00	30,000.00
963 · Patrol Car Accessories	18,241.10	16,000.00	18,241.10	16,000.00	16,000.00
972 · Park Buildings Improvement	0.00		0.00		
Total 950 · Capital Outlay	47,549.38	46,000.00	47,549.38	46,000.00	46,000.00
Total Expense	2,977,948.52	2,970,449.00	2,977,948.52	2,970,449.00	2,970,449.00
Net Ordinary Income	9,531.38	-268,436.00	9,531.38	-268,436.00	-268,436.00
Other Income/Expense					
Other Expense					
700 · Bond Issue Expenses					
701 · Bond Proceeds	-175,583.24		-175,583.24		
710 · Bond Admin.	12,252.58		12,252.58		
715 · Bond Interest Income	-242.80		-242.80		

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KPPCSD
Unaudited Profit & Loss Budget Performance
 July 2014 through June 2015

	Jul '14 - Jun 15	Budget	Jul '14 - Jun 15	YTD Budget	Annual Budget
720 · Bond Principal	123,024.10		123,024.10		
730 · Bond Interest	38,599.06		38,599.06		
Total 700 · Bond Issue Expenses	-1,950.30		-1,950.30		
995 · Loss/(Gain) - Asset Disposition	-1,001.00		-1,001.00		
Total Other Expense	-2,951.30		-2,951.30		
Net Other Income	2,951.30	0.00	2,951.30	0.00	0.00
Net Income	12,482.68	-268,436.00	12,482.68	-268,436.00	-268,436.00

KPPCSD
Transaction Detail By Account
 July through September 2015

Date	Num	Name	Memo	Split	Amount
420 · Park/Rec Activities Revenue					
427 · Community Center Revenue					
07/16/2015	1189		CC Rental 6-...	112 · General ...	412.50
07/16/2015	4434		CC Rental 7-...	112 · General ...	300.00
07/16/2015	1350		CC Rental 7-...	112 · General ...	450.00
07/16/2015	1393		CC Rental 7-...	112 · General ...	300.00
07/16/2015	1036		CC Rental 7-...	112 · General ...	600.00
07/16/2015	006		Alanon Mtg J...	112 · General ...	90.00
08/04/2015	264		CC Rental P...	112 · General ...	700.00
08/04/2015	3751		CC Rental P...	112 · General ...	900.00
09/01/2015	208		CC Rental 8-...	112 · General ...	375.00
09/01/2015	224		CC Rental 8-...	112 · General ...	400.00
09/01/2015	3126		CC Rental 8-...	112 · General ...	375.00
09/01/2015	009		Wake Up to ...	112 · General ...	90.00
Total 427 · Community Center Revenue					4,992.50
438 · Misc Park/Rec Rev					
08/04/2015	4445		Tennis Court ...	112 · General ...	40.00
Total 438 · Misc Park/Rec Rev					40.00
Total 420 · Park/Rec Activities Revenue					5,032.50
TOTAL					5,032.50

KPPCSD

Transaction Detail By Account

July through September 2015

Date	Num	Name	Memo	Split	Amount
600 · Park/Rec Sal & Ben					
601 · Park & Rec Administrator					
07/15/2015		Di Napoli, Andrea		112 · General ...	395.10
07/29/2015		Di Napoli, Andrea		112 · General ...	388.20
08/13/2015		Di Napoli, Andrea		112 · General ...	314.10
08/27/2015		Di Napoli, Andrea		112 · General ...	385.80
09/14/2015		Di Napoli, Andrea		112 · General ...	330.90
09/29/2015		Di Napoli, Andrea		112 · General ...	402.60
Total 601 · Park & Rec Administrator					2,216.70
602 · Custodian					
07/15/2015	16466	William Driscoll	7/1 - 7/15/15 ...	112 · General ...	875.00
07/30/2015	16503	William Driscoll	7/16 - 7/31/1...	112 · General ...	875.00
08/14/2015	16539	William Driscoll	8/1 - 8/15/15 ...	112 · General ...	875.00
08/28/2015	16576	William Driscoll	8/16 - 8/31/1...	112 · General ...	875.00
09/15/2015	16601	William Driscoll	9/1 - 9/15/15 ...	112 · General ...	875.00
09/30/2015	16642	William Driscoll	9/15 - 9/30/1...	112 · General ...	875.00
Total 602 · Custodian					5,250.00
Total 600 · Park/Rec Sal & Ben					7,466.70
TOTAL					7,466.70

KPD Monthly Crime Statistics

August 2015

Part 1 Crimes	Reported	Open/ Pending	Suspended	Closed	Arrest
Homicide	0	0	0	0	0
Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Assault	1	0	1	0	0
Residential Burglary	1	1	0	0	0
Larceny Theft	7	7	0	0	0
Vehicle Theft	2	2	0	0	0
Arson	0	0	0	0	0
Part 1 Totals	<u>11</u>	<u>10</u>	<u>1</u>	<u>0</u>	<u>0</u>

Other Crimes					
Other misdemeanor	1	0	0	1	1
Identity Theft	2	2	0	0	0
Fraud	1	1	0	0	0
Forgeries	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	1	1	0	0	0
Drugs	0	0	0	0	0
Warrant	1	0	0	1	1
Hit and Run Felony	0	0	0	0	0
Hit and Run Misdemeanor	0	0	0	0	0
Other Misdemeanor Traffic	0	0	0	0	0
Other Crime Totals	<u>6</u>	<u>4</u>	<u>0</u>	<u>2</u>	<u>2</u>

All Crime Totals	<u>17</u>	<u>14</u>	<u>1</u>	<u>2</u>	<u>2</u>
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Traffic Accidents (Non Injury)	5
Traffic Accidents (Injury)	1

KPD Crime Statistics

YTD 2015

Part 1 Crimes	Reported	Open/ Pending	Suspended	Closed	Arrest
Homicide	0	0	0	0	0
Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Assault	3	0	1	2	1
Residential Burglary	15	11	1	3	0
Larceny Theft	44	26	18	0	0
Vehicle Theft	13	9	2	2	0
Arson	0	0	0	0	0
Part 1 Totals	<u>75</u>	<u>46</u>	<u>22</u>	<u>7</u>	<u>1</u>

Other Crimes					
Other misdemeanor	5	0	4	1	1
Identity Theft	26	18	7	1	0
Fraud	3	3	0	0	0
Forgeries	0	0	0	0	0
Restraining Order Violations/ Stalking/ Criminal Threats	2	0	0	2	0
Sex Crimes (other)	0	0	0	0	0
Assault/ Battery (other)	2	0	1	1	0
Vandalism	12	4	6	2	0
Drugs	2	0	0	2	2
Warrant	4	0	0	4	4
Hit and Run Felony	0	0	0	0	0
Hit and Run Misdemeanor	11	5	5	1	0
Other Misdemeanor Traffic	3	0	0	3	3
Other Crime Totals	<u>70</u>	<u>30</u>	<u>23</u>	<u>17</u>	<u>10</u>

All Crime Totals	<u>145</u>	<u>76</u>	<u>45</u>	<u>24</u>	<u>11</u>
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Traffic Accidents (Non Injury)	28
Traffic Accidents (Injury)	2

* 2011 case

Team 1 Statistics

Traffic Stops	19
Moving Citations	5
Parking Citations	17
Vacation	
Security Checks	37
Field Interviews	4
Traffic Collision Reports	5
Cases	15
Arrests	2
Calls for Service	159

BRIEFING/TRAINING:

SERGEANT'S SUMMARY:

School is back in session so please slow down and pay special attention to all pedestrians. Officers are addressing problem traffic areas and issuing citations, so please obey the rules of the road.

KPD and KFD are participating in another Drug Take Back event here at the Public Safety building on Saturday September 26. It has been successful in taking back prescription, over the counter drugs, as well as other medications. The drugs will later be incinerated by the DEA, who sponsors the event. 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 will start 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 will start 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 and we took 6 collisions in the month of August.

SIGNIFICANT EVENTS:

- 2015-2983 On 8/1/15, Officer responded to a reported commercial burglary in the 200 blk of Arlington Avenue.
- 2015-2955 On 8/4/15, Officer responded to a reported vehicle collision in the 00 Blk of Highland Blvd.
- 2015-2963 On 8/5/15, Officer responded to San Francisco jail to arrest and transport an arrestee to CC County Jail for an outstanding warrant for a Kensington residential burglary that had been committed in November of 2014. The suspect in this case pled guilty and was sentenced to 3 months County jail and felony probation.
- 2015-2974, 2978, 2980 and 2981 On 8/6/15, an Officer responded to 4 reported thefts from vehicles and vehicle tampering in the 100 Blk of Lake Drive and 200 Blk of Amherst Avenue. A Kensington stolen vehicle was recovered in the area of the thefts and items taken from these victims were recovered within it. Four suspects are being sought for questioning. Three have been identified.
- 2015-2982 and 3042 On 8/6/15, an Officer responded to a reported theft of a vehicle in the 200 Blk of Colgate Avenue. The vehicle was recovered soon after in Kensington containing stolen items from Kensington residents.
- 2015-3018 On 8/9/15, an Officer responded to a reported theft from an unlocked vehicle in the 200 Blk of Coventry Road.
- 2015-3020 On 8/9/15, an Officer responded to a reported theft of a no trespass sign in the 00 Blk of Highland Blvd.
- 2015-3029, 3034, 3036, and 3040 On 8/10/15, Officers responded to reported thefts from unlocked vehicles in the 200 Blk of Lake Drive, 200 Blk of Cambridge Avenue, 00 Blk of Arlington Avenue, and 00 Blk of Arlington Court.
- 2015-3118 On 8/18/15, an Officer responded to a reported assault in the 1600 Blk of Ocean View Avenue.
- 2015-3119 On 8/18/15, an Officer responded to a reported identity theft in the 400 Blk of Ocean View Avenue.
- 2015-3144 On 8/22/15, Officer took a reported theft from a purse in the 300 Blk of Colusa Avenue. The victim was uncooperative with the investigation.

- 2015-3146 On 8/22/15, an Officer responded to a reported theft of a vehicle in the 100 Blk of Willow Lane.
- 2015-3155 On 8/23/15, Officers responded to the 00 Blk of Ardmore Path for a suspicious death. This case is under investigation.
- 2015-3158 On 8/24/15, an Officer responded to the 200 Blk of Grizzly Peak Blvd for a reported theft of yard items.
- 2015-3193 On 8/28/15, an Officer responded to the 600 Blk of Canon Drive/Tilden Park for an apparent suicide. Scene was turned over to East Bay Parks Police.
- 2015-3199 On 8/29/15, an Officer responded to the 200 Blk of Arlington Avenue for a reported trespassing, the person was arrested, cited and released.

KPD Monthly Crime Statistics

September 2015

Part 1 Crimes	Reported	Open/ Pending	Suspended	Closed	Arrest
Homicide	0	0	0	0	0
Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Assault	0	0	0	0	0
Residential Burglary	3	3	0	0	0
Larceny Theft	6	6	0	0	0
Vehicle Theft	3	0	0	3	0
Arson	0	0	0	0	0
Part 1 Totals	<u>12</u>	<u>9</u>	<u>0</u>	<u>3</u>	<u>0</u>

Other Crimes					
Other misdemeanor	4	0	0	4	4
Identity Theft	1	1	0	0	0
Fraud	0	0	0	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	5	4	0	1	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	0	0	0	0	0
Other Misdemeanor Traffic	0	0	0	0	0
Other Crime Totals	<u>10</u>	<u>5</u>	<u>0</u>	<u>5</u>	<u>4</u>

All Crime Totals	<u>22</u>	<u>14</u>	<u>0</u>	<u>8</u>	<u>4</u>
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Traffic Accidents (Non Injury)	6
Traffic Accidents (Injury)	1

* Stats not received

KPD Crime Statistics

YTD 2015

Part 1 Crimes	Reported	Open/ Pending	Suspended	Closed	Arrest
Homicide	0	0	0	0	0
Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Assault	3	0	1	2	1
Residential Burglary	18	14	1	3	0
Larceny Theft	50	32	18	0	0
Vehicle Theft	16	9	2	5	0
Arson	0	0	0	0	0
Part 1 Totals	87	55	22	10	1

Other Crimes					
Other misdemeanor	9	0	4	5	5
Identity Theft	27	19	7	1	0
Fraud	3	3	0	0	0
Forgeries	0	0	0	0	0
Restraining Order Violations/ Stalking/ Criminal Threats	2	0	0	2	0
Sex Crimes (other)	0	0	0	0	0
Assault/ Battery (other)	2	0	1	1	0
Vandalism	17	8	6	3	0
Drugs	2	0	0	2	2
Warrant	4	0	0	4	4
Hit and Run Felony	0	0	0	0	0
Hit and Run Misdemeanor	11	5	5	1	0
Other Misdemeanor Traffic	3	0	0	3	3
Other Crime Totals	80	35	23	22	14

All Crime Totals	167	90	45	32	15
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Traffic Accidents (Non Injury)	34
Traffic Accidents (Injury)	3

* 2011 case

Team 1 Statistics

Traffic Stops	29
Moving Citations	9
Parking Citations	2
Vacation	
Security Checks	15
Field Interviews	5
Traffic Collision Reports	6
Cases	11
Arrests	1
Calls for Service	108

BRIEFING/TRAINING:

SERGEANT'S SUMMARY:

School is back in session so please slow down and pay special attention to all pedestrians. Officers are addressing problem traffic areas and issuing citations, so please obey the rules of the road.

KPD and KFD participated in the tenth Drug Take Back event here at the Public Safety building on Saturday September 26. We took in 103.3 Lbs. of prescription, over the counter drugs, as well as other medications. The drugs will be incinerated by the DEA, who sponsors the event. These events are being held semi-annually at the Public Safety building. The next Drug Take Back event will be scheduled in approximately 4 to 6 months. Thank you again for your participation.

Once again this is the time of year when people will start enjoying holiday celebrations and parties, so this is a reminder to drive safely and to not drink and drive. Please report drunk drivers to police and please do not attempt to contact these drivers as this may lead to a traffic collision or altercation.

It is also the time of year that we will start seeing more fog and wet roadways. Please pay more attention to your driving. Historically we see more traffic collision this time of year and we took 7 collisions in the month of September.

SIGNIFICANT EVENTS:

- 2015-3232 On 9/1/15, an officer responded to the 00 Blk of Lawson Drive for a reported commercial burglary.
- 2015-3258 On 9/3/15, an officer responded to the 600 Blk of Oberlin Avenue for a reported residential burglary.
- 2015-3302 On 9/8/15, an officer responded to the 00 Blk of Lawson Drive for a reported commercial burglary.
-
- 2015-3304 On 9/8/15, an officer responded to the 200 Blk of Kenyon Avenue and Wellesley Avenue for a reported non-injury traffic collision.
-
- 2015-3308 On 9/8/15, an officer responded to the 200 Blk of Amherst Avenue for a reported identity theft.
-
- 2015-3382 On 9/16/15, an officer responded to the 200 Blk of Arlington Avenue for a reported stolen vehicle.
-
- 2015-3383 On 9/16/15, an officer responded to the 200 Blk of Arlmont Drive for a reported vehicle theft.
-
- 2015-3384 On 9/16/15, an officer responded to the 200 Blk of Arlmont Drive for a reported theft from a vehicle.
-
- 2015-3390 On 9/17/15, officers responded to the 200 Blk of Arlington Avenue for a reported subject trespassing and was arrested for probation violation and trespassing.
-
- 2015-3395 On 9/18/15, an officer responded to the 200 Blk of Arlington Avenue for a reported non-injury traffic collision.
-
- 2015-3463 On 9/25/15, an officer responded to the 200 Blk of Arlington Avenue for a reported theft from an unlocked vehicle.
-
- 2015-3477 On 9/27/15, officers responded to the 1600 Blk of Oak View Avenue for a reported welfare check and located a male subject who was deceased. This case is under investigation.
-
- 2015-3489 On 9/28/15, officers responded to the 00 Blk of Rincon Drive for a reported windows being shoot out by a BB gun. Officers located a subject who was taken to county hospital for mental health evaluation.
-
- 2015-3498 On 9/29/15, officers responded to the 700 Blk of Wellesley Avenue for a reported non-injury traffic collision.

SEPTEMBER 2015 WATCH COMMANDER MONTHLY REPORT

Sergeant Hull

TEAM #2 STATISTICS

Sergeant Hull (K17) – (1800-0600)

Master Sergeant Hull (K17) – issued 0 traffic citations and 0 parking citations

MSgt. Hull took three days of vacation

Officer Wilkens sustained OJI and has been assigned to light duty.

Officer:	Empty Shift (0600-1800)	Hull (K17) (1800-0600)
Days Worked	00	11
Traffic Stops	00	02
Moving Citations	00	00
Parking Citations	00	00
Vacation/Security Checks	00	00
Cases	00	05
Arrests	00	01
Traffic Accident Reports	00	00
Calls for Service	00	37

BRIEFING/TRAINING:

- Law Enforcement accommodation of violent mentally ill suspects when taking them into custody.
- GPS tracking of convicted persons may be unconstitutional
- Supreme Court limits detaining person in routine traffic stop
- PC 148(a)(1) Resisting Arrest
- PC 69 Resisting an Executive Officer

SERGEANT'S SUMMARY:

The District again suffered numerous thefts from vehicles at night and a few residential burglaries that appear to have occurred during the day time. Vehicles that suffered thefts were found to have been left unlocked. The District suffered one stolen vehicle this month.

SIGNIFICANT EVENTS:

- 2015-3473 – On 9-26-2015, Sgt. Barrow responded to the 1600 block of Ocean View Ave to a reported mental patient.
- 2015-3463 – On 9-25-2015, Officer Ramos responded to the 200 block of Arlington Ave. to a report of items stolen from a vehicle.
- 2015-3434 – On 9-23-2015, Sgt. Hui responded to the 300 block of Coventry Rd. to a report of theft from a vehicle.

- 2915-3435– On 9-23-2015, Sgt. Hui responded to the 500 block of Colusa Ave. to a report of a stolen vehicle.
- 2015-3436 – On 9-23-2015, Sgt. Hui responded to the 200 block of Coventry Rd. to a report of vandalism.
- 2015-3437 - On 9-23-2015, Sgt. Hui responded to the 200 block of Coventry Rd. to a report of vandalism.
- 2015-3438 – On 9-23-2015, Sgt. Hui responded to the 200 block of Coventry Rd. to a report of vandalism.
- 2015-3439 – On 9-23-2015, Sgt. Hui responded to the 400 block of Berkeley Park Blvd. to a report of theft from a vehicle.
- 2015-3403 – On 9-19-2015, Sgt. Hull responded to the 200 block of Trinity Ave. to a report of a resident bitten by a dog.
- 2015-3404 – On 9-19-2015, Sgt. Hull responded to the 00 block of Arlington Ct. to a report of a missing person.
- 2015-3395 – On 9-18-2015, Sgt. Barrow responded to the 200 block of Arlington Ave. to a report of a non-injury vehicle collision.
- 2015-3390 – On 9-17-2015, Sgt. Hull responded to the 200 block of Arlington Ave. and arrested a subject for trespassing and probation violation.
- 2015-3345 – On 9-12-2015, Sgt. Hull responded to the 500 block of Arlington Ave. to a report of loud music.
- 2015-3329 – On 9-10-2015, Sgt. Barrow responded to the 100 block of Arlington Ave. to a reported non-injury vehicle collision.
- 2015-3320 – On 9-9-2015, Sgt. Hui responded to the 200 block of Arlington Ave. and arrested a subject for trespassing, vandalism, and obstruction a peace officer.
- 2015-3322 – On 9-9-2015, Sgt. Hui responded to the 00 block of Avon Rd. to a report of vandalism
- 2015-3273 – On 9-4-2015, Sgt. Hull responded to the 00 block of Lawson Rd. to a report of theft.
- 2015-3258 – On 9-3-2015, Sgt. Barrow responded to the 600 block of Oberlin Ave. to a report of residential burglary.

Lynn Wolter

From: Marilyn Stollon <mstollon@sonic.net>
Sent: Wednesday, September 09, 2015 8:09 AM
To: Vanessa Cordova Gmail; Pat Gillette GMail; Rachelle Sherris-Watt; Len Welsh GMail; Chuck Toombs; Kevin Hart; Lynn Wolter
Subject: Re board meeting issues

Dear Board of Directors, and Mr. Hart,

As we will be unable to attend the board meeting we would like to have our views added to the record.

We understand the 2009 ordinance is being reviewed for its legality. We would encourage the board to rescind it if possible, to avoid costly legal bills. The reasons have been stated by others and we are in support of Catya de Neeregard's letter.

We are more than ever committed to separating the GMCop position as it is becoming abundantly clear as Mr. Hart proceeds to do his job without oversight by anyone on his level regarding budget, citizen complaints, pra's, HR benefits etc. As a cop he is fine, just not combined.

Also, we would like to see real improvement in terms of unbiased reporting of the minutes and letters included in the agenda, improved communication procedures of the district secretary. This is also in support of the letter sent by Catya deNeeregard.

Lastly, we have concerns regarding the public record of board meetings from 2009-11 that were removed from the website in April !!! for 'reformatting'.

Because there are those who in the past have deleted, made unintelligible or not even recorded the proceedings 'accidentally', we are very concerned that the public record will be lost. If it is audio only, who will identify the voices on the tape????

Please inform the public on ND and the town website with complete information as we are entitled to know the current and ongoing status.

We are hoping that this is not another "here we go again" situation in terms of how business is being done in the district.

Sincerely,

Marilyn Stollon
John Gaccione

Sent from my iPhone

STATEMENT OF LEONARD SCHWARZBURD
READ AND SUBMITTED AT KPPCSD BOARD MEETING
SEPTEMBER 10, 2010

This statement stems from the facts that follow and is made for two reasons: 1) My name has been used in the official record of the KPPCSD Board in a way that misrepresents what I said and damages me and has the potential to cause me further damage. 2) I do not wish to see the reputation of our community's process of governance further stained by the pattern it represents. Confronting the issue is a necessary step in providing the transparency needed for the reforms underway to succeed.

On February 12, 2015 at the KPPCSD meeting Don Morris made a sincere statement of his belief based on the way the writ was characterized in the community and asked that he be corrected if anything he said was incorrect. He then went on to characterize the petitioners as having frivolously filed the writ costing the district legal fees and for charging wrongful conduct on the part of the then DM/COP who had been cleared by the DA. He further opined that we had falsely turned the issue around blaming the board for its use of its lawyers.

It should be kept in mind that this statement was made in a climate where the board was attempting to collect \$158,000 in legal fees from the 6 petitioners and significant attempts were afoot in the community to justify that pursuit.

Someone from the audience called out in response to his request for correction that the district could have avoided the writ being filed and Mr. Morris asked in good faith, "How?" At that point, after 5 minutes and 7 seconds of Mr. Morris statement President Welsh abruptly cut off further discussion.

After two very short speakers who were ahead of me in line, I seeking to counter the impression that the writ was filed frivolously made the following 42 second statement.

"Just a point of clarification, just a point of clarification. The DA's letter with regard to the charges that were brought, were claimed to have stated that there was no evidence of wrong doing. That's not what it said. It said there was no evidence of criminal wrong doing, though it was represented the other way. And one of the reasons that there was no evidence of criminal wrong doing is that there was no per diem established by this board. There were no regulations to have been broken."

Lynn Wolter reduced that statement to:

"Leonard Schwartzburd said the DA's letter, with regards to the charges that were brought , stated there was no evidence of criminal wrongdoing."

Thus she changed it from a correction to his statement to a support of his statement.

I informed her of my objection on March 10th when the agenda for that meeting, containing the minutes for the Feb. 12th meeting was sent out out.

She responded the same day saying she transcribed my full statement and would amend the minutes as the board directs, though as the minutes were not yet approved the matter was still fully in her hands and she having transcribed the full statement that day knew the truth of the matter. On that date she sent the full transcribed statement to President Welsh instructing him: "If the minutes should be amended, the board may do so when the consent calendar is discussed. The copy of that email in my possession brackets my statement and has Ms. Wolter's hand written words, Approved amendment, This replaces sentence on pg 13"

An email from President Welsh to me on that same date stated **"Let's take it up at the board meeting. I have no objection to putting the whole quote in as a one time deal, and since it is short, and will support that..."**

It was reasonable for me to understand from this that the minutes as presented to the public in the agenda of March 12th would be so changed. It remains to the present date entirely unchanged and without any reference to it being amended.

Upon learning of this subsequently I requested a meeting with President Welsh and Interim DM/COP Hart which took place on July 19th. During that meeting I learned from Mr. Hart that the only place the notation regarding an amendment existed in the minutes was in the copy kept in the office at the police station. In the understanding that the minutes would be corrected and in the interest of healing I agreed to not make a formal complaint against Ms. Wolter.

On August 19th I had a second meeting with Interim DM/COP Hart in which he informed me that Ms. Wolter knew he was meeting with me and that the corrections would be dealt with when he returned to the office.

We next spoke of it on August 22nd at Mr. Hart's "Meet and Greet" when he mentioned something to me about a drop down menu that I didn't understand but didn't pursue as he was quite busy introducing himself to the community present. I was impressed with his five prohibitions, the first a prohibition against lying.

Several days later I learned that there was a new feature on the web site called "Amended Minutes," that the mentioned drop down menu referred to. Going to that part of the site there are three sets of amended minutes listed providing only the dates, 2/12/15, 3/12/15 and 9/4/15 with no other information present. It appears to fit a pattern that all three of the amended minutes concern either myself, Catherine de Neergaard, or Cathie Kosel, all three involved with the writ litigation directly. Haig Harris, the attorney representing Cathie wrote that a statement attributed to him in the minutes of 3/12/15 regarding her status on the writ that was "Patently untrue." Another person who complained about her statement, in writing, being entirely absent was Marilyn Stollon, another critic of the way the board has operated. In the minutes of April 19th Director Cordova commented that some members of the community hadn't seen their comments recorded in the minutes.

I note that to the present date, September 9th there is no indication whatsoever to alert a reader of the original minutes as still presented to the public concerning where to find the amended minutes concerning my statement of Feb 12th let alone that such amended minutes even exist.

And when I first went to the amended minutes of Feb 12th from the drop down menu there was no indication of which minutes had been amended. Knowing what I was looking for I went to the page with the single misrepresenting sentence and there I found a nearly entirely illegible hand written marginal notation by Ms. Wolter's hand.

On August 31st President Welsh and I had a phone call and together looked on line at what I was still complaining about and he said that the marginal notation was illegible and that would have to be fixed. The rest of the call didn't turn out well, but indeed the notation was made legible. And my true complete statement of Feb. 12th can be found by taking the additional step of scrolling to the end of that document. And there is another addition to the first page of the amended minutes, another hand written note by Ms. Wolter directing the reader to scroll to page 13 for the next clue about how to get to the true statement.

Thus if a member of the community, or a historian of these Kensington battles, or a member of the press or a lawyer researching for a client was examining the minutes of the first instance, the logical place anyone would look, they would have no way to know that what is there had been objected to regarding its contextual truth and indeed that it had been amended on the basis of that objection so that it told the truth and what that truth actually was. And if they had somehow been able to divine that they would have had to go through five additional steps to be able to finally exclaim "eureka."

Thank you Pat Gillette for injecting a bit of sanity into the mix below with your Email from France.

Sept 8

Greetings from France. I will not be at the Sept meeting but I too am a bit baffled as to why we can't change the minutes as they appear in the record of the meeting they reflect (if I am understanding Leonard's point correctly). I realize that is not how it has been done in the past but can't we change the practice so the record is easily accessible and clear? Maybe I am missing something..

It has been said numerous times, in different ways, during various discussions, that Kensington Fire gets a lot more "property tax" revenue than Kensington Police. One number quoted by a former KPPCSD Director is "\$1,000 more per parcel per year"¹ — at over 2000 parcels, that's over \$2 million.

So I asked: Is Kensington "A Tale of Two Districts" — one rich, one poor?

In 2013/14, KFPD received almost \$3 million in *ad valorem* property taxes plus \$200 thousand from a special property tax.² KPPCSD received just over \$1.3 million in *ad valorem* taxes, but \$1.2 million in special taxes.³ The totals were roughly \$3.2 million for fire and emergency medical services vs. \$2.5 million for police, park-rec., and garbage services — a difference of under \$700 thousand, not over \$2 million.

But, not on KPPCSD's ledger was an additional **\$200 thousand** for a park tax/assessment/bond ~~(apparently~~ for the land purchase, which went somewhere other than to the District,⁴ plus **\$1.2 million** in rate payments for garbage service, which went directly to Bay View.⁵ Include these and it's almost **\$4 million in costs** to Kensington residents for services provided by KPPCSD — about \$760 thousand more than KFPD services.

Supporting data is tabulated in "Tax Revenue: KFPD vs. KPPCSD."

1. "Vice President Lipscomb said that the Fire Department receives 31% of property tax revenues plus a special assessment and that the KPPCSD receives 13% plus two special assessments. She further said that the difference between these two totals translated into the Fire District receiving \$1,000 more per parcel per year than the KPPCSD" (minutes of February 13, 2014, KPPCSD meeting, underlining by ASD).

2. KFPD: *ad valorem* "Property Taxes," \$2,982,111 (30.0% of "1% COUNTYWIDE TAX" paid by Kensington property owners); "Special Taxes," \$200,428 [\$83.00/single-family parcel]; "Lease Income" from KPPCSD, \$31,514; total property tax revenue, \$3,214,053; "Actual Revenue" (all sources), \$3,311,614. Sources: kensingtonfire.org, "Financial Reports, FY 13-14 Revenue & Expenditures"; County "TAX RATE AREA ALLOCATION FACTORS FOR FISCAL YEAR 2014-2015, REPORT NO. EA9248.01," wiewghted average for areas 85043 & 85064; 2013/14 "SECURED PROPERTY TAX BILL" for ASD, in brackets; quotation marks indicate terminology used in source document.

3. KPPCSD: "Levy Tax" (*ad valorem* property tax), under Police, \$1,329,306 (13.5% of "1% COUNTYWIDE TAX" paid by Kensington property owners); "HomeOwners' Tax, under Police," \$12,560; "Special Tax-Police," under Police, \$681,390 [\$300.00/parcel]; "Measure G Supplemental Tax Rev," under Police, \$488,103 [\$214.90/parcel]; total property tax revenue for Police, \$2,511,359; "Taxes-L&L, under Park/Rec, \$33,496 [\$14.86/parcel]; "Police Bldg Lease" expense to KFPD, under District, minus \$31,514; "Franchise Fee" from Bay View, under District, \$21,500; total property tax and fee revenue, \$2,534,841; "Total Income" (all sources), \$2,724,327. Sources: kensington-california.org, "Budget Documents" for 2014/15, "Revenue Projection," using "Estimated Actual for 2013-2014", and "04/09/14" expenditure table for lease expense, under "2013/2014 BUDGET"; County "TAX RATE AREA ALLOCATION FACTORS FOR FISCAL YEAR 2014-2015, REPORT NO. EA9248.01," wiewghted average for areas 85043 & 85064; 2013/14 "SECURED PROPERTY TAX BILL" for ASD, in brackets; quotation marks indicate document terminology.

4. "KENSINGTON PARK AD (code VE)," \$97.80/parcel (per 2013/14 " SECURED PROPERTY TAX BILL" for ASD), times ~2200 parcels, ~\$215,000. Number of parcels calculated as follows: special police tax, 681,390/300.00=2271; measure G tax, 488,103/214.90=2271; Bay View single family accounts, 2116 (per HF&H letter of October 3, 2013, to GM/COP Harman). Note: The police taxes have different rates for single-family, multiple-units, commercial, etc., properties; therefore, the number of parcels is an estimate and total revenue from this tax/assessment is likewise an estimate. Another note: According to the County Tax Collector's office, NBS Government Finance Group (800 676 7516) manages the account; NBS says the revenue "goes to Kensington Police Protection District"; in May GM/COP Harman told me it probably was for the park purchase financed through the County. Does anybody know?

5. GM/COP Harman memo to KPPCSD Board, October 10, 2013, regarding BV rate review by HF&H using "targeted revenue amount of \$1,242,935" beginning January 2014, less Franchise Fee.

Tax Revenue: KFPD vs. KPPCSD

KFPD¹

KPPCSD²

"Property Taxes" (30.0% of "1% Countywide Tax") ³	\$s	"Levy Tax" (13.5% of "1% Countywide Tax") ³ — Police	\$s
"Special Taxes" (\$83.00/parcel)	2,982,111	"HomeOwners' Tax" — Police	1,329,306
Total Tax Revenue — for Fire (from above)	200,428	"Special Tax-Police" (\$300.00/parcel) — Police	12,560
Fire: Cost Per Parcel/Property⁴	3,182,539	"Measure G Supplemental Tax Rev" (\$214.90/parcel) — Police	681,390
	~1,447	Total Tax Revenue — Police (from above)	488,103
		Police: Cost Per Parcel/Property⁴	2,511,359
			~1,142 ⁵
"Lease Income" (from KPPCSD)	31,514	"Taxes-L&L" (\$14.86/parcel) — Park&Rec	33,496
KFPD Total Tax Revenue (from above)	3,214,053	"Police Bldg Lease" (to KFPD) — District	-31,514
KFPD: Cost Per Parcel/Property	~1,461	"Franchise Fee" (from BV) — District	21,500
"Actual Revenue" (all sources, per KFPD document)	3,311,614	KPPCSD Total Tax Revenue (from above)	2,534,841
		KPPCSD: Cost Per Parcel/Property	~1,152
		"Total Income" (all sources, per KPPCSD document)	2,724,327
		KPPCSD: Associated Tax/Assessment/Charge	
		"Kensington Park Ad" (\$97.80/parcel) ⁶	~215,160
		BV Rate Charges (less Franchise Fee) ⁷	~1,221,435
KFPD Total Tax Revenue	3,214,053	KPPCSD Total Tax Revenue + Associated Costs	3,971,436
KFPD: Cost Per Parcel/Property	~1,461	KPPCSD: Cost Per Parcel/Property	~1,805

1. For 2013/14, source: kensingtonfire.org, "Financial Reports, FY 13-14 Revenue & Expendures" (document terminology in quotation marks). Source for per parcel rate (single-family residential) 2103/14 "SECURED PROPERTY TAX BILL" for ASD.

2. For 2013/14, source: kensingtoncalifornia.org, "KPPCSD 2014-15 Budget," p 2-4, using revenues under "Estimated Actual 2013/2014" and expenditure under "2013/2014 Budget" (document terminology in quotation marks). Source for per parcel rate (single-family residential): 2103/14 "SECURED PROPERTY TAX BILL" for ASD.

3. County "TAX RATE AREA ALLOCATION FACTORS FOR FISCAL YEAR 2014-2015, REPORT NO. EA9248.01," weighted average for areas 85043 & 85064.

4. Number of parcels: estimated at 2200 based on the following: special police tax, 681,390/300.00=2271; measure G tax, 488,103/214.90=2271; Bay View single family accounts, 2116, per HF&H letter of October 3, 2013, to GM/COP Harman.

5. If 7-10% of Levy Tax plus HomeOwners' Tax is designated as revenue for general use under "District," cost per parcel/property for police-only is ~\$1,050.

6. "KENSINGTON PARK AD (code VE)" per 2013/14 "SECURED PROPERTY TAX BILL" for ASD, for land purchase, managed by NBS Government Finance Group, calculation: 97.80x2200.

7. GM/COP Harman memo to KPPCSD Board of Directors, October 10, 2013, regarding BV Rate Review by HF&H: "targeted revenue amount of \$1,242,935" effective January 2014.

Office Report prepared by Marty Westby, Administrator
Kensington Community Council Board Meeting
October 5, 2015

KASEP:

KASEP Fall session started Monday, September 21st and continues through to December 18th. The final shake-out of fall classes offered this Fall KASEP Session totals 46 KCC/KASEP classes with 405 seats filled. Eight classes were cancelled due to low enrollment. Last year, FALL 2014, 430 seats filled and in Fall 2013, approximately 320 seats filled. In 2014, 193 families participated in KASEP and this year 198 families enrolled their children into at least one KASEP/KCC class.

There was a shift in escort services to and from KASEP classes. Starting September 2015, Neighborhood School continues to escort kindergarten children up to NS after KASEP classes. KCC now escorts children up to NS after each of the afternoon classes finishes. This FALL, KCC escorts approximately 138 children, grades 1-6th up to NS during the week.

Winter KASEP Online Registration is scheduled for Tuesday, December 1st at 7:30pm. To register, go to the website, WWW.KensingtonCommunityCouncil.Org. Winter KASEP class information will be available for viewing online, beginning November 16th. KASEP Class Brochures will be going home in student's backpacks the week of November 16th. Classes start Monday January 4, 2016.

KCC Classes and Events:

Adult Exercise classes taught by Kevin Knickerbocker continue Jazzercise, Monday – Friday, 8:15 – 9:15am, Body Sculpting, Tuesday-Thursday, 9:15 – 10:15. All classes are taught at the community center.

The KCC Annual Family Parade and Picnic is scheduled for Sunday, October 18th. Parade meets downtown Kensington and everyone marches to the community center for food, pumpkin decorating, live music and family fun activities. Parade starts at noon and picnic continues until 3:00 pm.

Historic Maybeck walk is scheduled for Sunday, November 1st from 3:00 – 5:00pm. Paul Grunland and Bob Shaner are the historical hosts for this event. Cost \$15; pre-registration is required; call the KCC Office at 510-525-0292. Rain Cancels.

KCC Administrative:

KCC donated two classes to the Kensington Hilltop Garden Party, one for Winter KASEP class and one for Spring KASEP class.

KCC Annual Fund Drive launched in September; generous donations are being received with thanks.

The Recreation Building's annual fire alarm system was tested and passed.

October 2015

October 2015							November 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28
							29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 27	28	29	30	Oct 1	2	3
	7:00pm **Cub Scouts** (CCM) 7:00pm KCC Mtg (CC3)	7:30pm *Boy Scouts (CCM)	7:00am AA (CCM) 7:00pm Parks Bldg Committee (CC3) 7:00pm Citizen's Academy (CCM)	7:00pm Ad Hoc Mtg (CCM) 7:15pm EBC (CC1)		
4	5	6	7	8	9	10
	7:00pm **Cub Scouts** (CCM) 7:00pm KCC Mtg (CC3)	7:30pm *Boy Scouts (CCM)	7:00am AA (CCM) 7:00pm Parks Bldg Committee (CC3) 7:00pm Citizen's Academy (CCM)	6:00pm KPPCSD Mtg (CCM)	6:00pm CC Rental (CCM)	12:00pm CC Rental (CCM)
11	12	13	14	15	16	17
	7:00pm **Cub Scouts** (CCM)	7:30pm *Boy Scouts (CCM)	7:00am AA (CCM) 7:00pm *KFD Mtg (CC3) 7:00pm Citizen's Academy (CCM)	7:15pm EBC (CC1)		12:00pm CC Rental (CCM)
18	19	20	21	22	23	24
KCC Parade and Picnic (CCM)	7:00pm **Cub Scouts** (CCM)	7:00pm Special Brd Mtg Ad Hoc (CC3) 7:30pm *Boy Scouts (CCM)	7:00am AA (CCM) 7:00pm Citizen's Academy (CCM)			8:00am KIC TOWN HALL 5:00pm CC Rental (CCM)
25	26	27	28	29	30	31
	7:00pm **Cub Scouts** (CCM) 7:30pm *KIC (CC3)	7:30pm *Boy Scouts (CCM) 7:30pm *KMAC (CC3)	7:00am AA (CCM) 7:00pm Parks Bldg Committee (CC3) 7:00pm Citizen's Academy (CCM)			

November 2015

December 2015

Su	Mo	Tu	We	Th	Fr	Sa
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		

November 2015

Su	Mo	Tu	We	Th	Fr	Sa
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					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 1	2 7:00pm **Cub Scouts** (CCM) 7:00pm KCC Mitg (CC3)	3 7:30pm *Boy Scouts (CCM)	4 7:00am AA (CCM) 7:00pm Citizen's Academy (CCM)	5 7:15pm EBC (CC1)	6	7 4:00pm CC Rental (CCM)
8	9 7:00pm **Cub Scouts** (CCM)	10 7:30pm *Boy Scouts (CCM)	11 7:00am AA (CCM) 7:00pm *KFD Mitg (CC3) 7:00pm Citizen's Academy (CCM)	12 6:00pm KPPCSD Mitg (CCM)	13	14
15	16 7:00pm **Cub Scouts** (CCM)	17 7:30pm *Boy Scouts (CCM)	18 7:00am AA (CCM) 7:00pm Parks Bldg Committee (CC3) 7:00pm Citizen's Academy (CCM)	19 7:15pm EBC (CC1)	20	21 1:00pm CC Rental (CCM)
22	23 7:00pm **Cub Scouts** (CCM) 7:30pm *KIC (CC3)	24 7:30pm *Boy Scouts (CCM) 7:30pm *KMAC (CC3)	25 7:00am AA (CCM)	26	27 12:00pm CC Rental (CCM)	28
29	30 7:00pm **Cub Scouts** (CCM)	Dec 1	2	3	4	5

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KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

General Manager September 2015 Report

General

Sergeant Hui and I are working on alternatives to the audio & video recording capabilities of the community center. The possibility exists that we may partner with other K groups in town to expand the overall options.

I attended a one day Human Resources Boot Camp this month. I took away a few good items to improve our internal operation.

I met with Sheriff Livingston this month privately to discuss items of common interest for the community.

Work continues on improving the website to make it easier for the community to use. I facilitated a meeting with our webmaster and members of the community to provide feedback and suggestions.

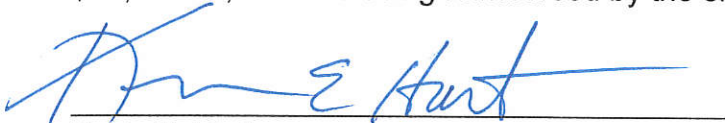
I attended the annual California Special District Conference in Monterey this month, along with Directors Cordova and Sherris-Watt. I attended several workshops and open forum discussions regarding special district operations and found the four day conference extremely worthwhile.

The tree pruning began around the Community Center to ensure fuel reduction in the area. This was accomplished with the assistance of the Diablo Firesafe grant the District received.

Kensington Police and Fire personnel were involved in the National Prescription Drug Take-Back Day on September 26, 2015, which recovered 103.3 pounds of excess drugs.

As of today's date, we have eight (8) applications for the Citizen Academy, which starts on October 7, 2015. Applications are still being accepted up to the start date.

There have been several discussions regarding internal and external audits the past few months. One such internal audit to verify the cost of medical benefits, discovered a discrepancy between the premium payments an employee was paying and that allowed by the MOU. The error first occurred in October 2012, and the net result is about \$10,000.00, which is being reimbursed by the employee to the District.



Kevin E. Hart,
General Manager

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KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

Park Buildings Committee Meeting Schedule

2015

October 7th

October 28th

November 18th

December 16th

2016

January 20th

February 24th

All meetings will begin at 7:00 PM

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KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

Date: Thursday, October 8, 2015

Subject: New Business Agenda Item 6 e.

Minutes - Format

General Manager Hart has received complaints about the manner in which the current summary format of the minutes fail to capture the entirety of comments made by the public.

While researching this matter, GM Hart learned that, at its April 9, 2009 Board meeting, the Board unanimously approved a motion adopting action minutes. For several months following the adoption of this motion, action minutes were produced. Subsequent Boards requested summary minutes.

To reduce the likelihood of such complaints, GM Hart recommends that the Board reaffirm the action taken in 2009. Also, if the Board reaffirms this action, GM Hart would recommend that, in addition to the video recordings currently being made, audio recordings be made.

As has been past practice, written presentations made during public comments and given to Staff may be included, under correspondence, in the Board packet of the Board's next regular meeting.

Minutes – Amendments

Currently, amended minutes are posted on the District website, under a heading so titled. Amendments are handwritten, so that they easily distinguished from original content.

Websites are relatively new for special districts so prototypes and policies for posting amended minutes are not yet available through the CSDA.

Minutes – Proposed Amendments to Policies and Procedures Manual

Director Sherris-Watt has submitted the following suggested additions to the Policies and Procedures Manual:

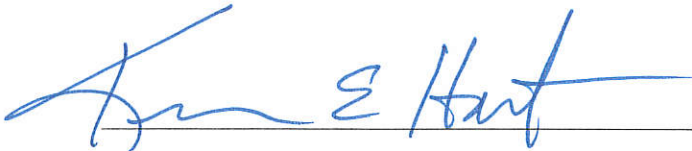
"5060.2.3.3 Registering Changes in Content. When Draft Minutes are not adopted as submitted, changes will be noted in the online addition of the Board packet with an () symbol next to the text to be changed. Changed content will appear in the approved minutes. Changes will be typed. Minutes, once approved and signed by the Board President, will appear electronically under a separate heading from the Board Agenda Packet. The heading will be titled, "Approved*

Minutes" followed by the date of the meeting which they record. Changes to the record may be requested up to one year after the initial meeting date."

5060.2.6 Official minutes will be written in the form of action minutes as of October 9, 2015. Action minutes are defined as, "Including time, place and attendees, a statement of issues considered by the Board and related responses or decisions for the issues. Votes shall be included with names of ayes, nays, and abstentions."

Upon review, it has come to Staff's attention that the proposed addition of 5060.2.3.3 appears to be in conflict with several elements of Section 5060.5 (5060.5, 5060.5.1, 5060.5.2., and 5060.5.3). Therefore, amendments to these sections may be needed. For the Board's reference, Staff has included a copy of the complete Policies and Procedures Manual section "Minutes of Board Meetings".

Should the Board wish to adopt these additions to the Policies and Procedures Manual and/or make amendments to it, please note that these require two readings and adoption by a four-fifths vote.

A handwritten signature in blue ink, reading "Kevin E. Hart", written over a horizontal line.

Kevin E. Hart,
General Manager

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

POLICY MANUAL

POLICY TITLE: Minutes of Board Meetings
POLICY NUMBER: 5060

5060.1 The minutes of a meeting of the Board of Directors are the official record of the proceedings of that meeting.

5060.2 District staff shall keep minutes of all open and public regular, special, and emergency meetings of the Board.

5060.2.1 Draft copies of a meeting's minutes shall be distributed to Directors as a part of the information packet for the next regular Board meeting, at which time the Board shall consider approving the minutes as presented or with modifications.

5060.2.2 If the draft minutes for a meeting are ready for distribution approximately two weeks before the next regular meeting of the Board of Directors, District staff may distribute copies of the minutes to Directors for review. If Directors find errors in grammar, spelling or punctuation, Directors may return copies with suggested corrections to District staff up to one week before the next regular Board meeting. Directors shall not suggest changes in content. District staff may incorporate the suggested corrections in the draft minutes and re-submit them to the Board as part of the information packet for the next regular Board meeting.

5060.2.3 The Board may amend the minutes submitted by District staff only at Board meetings. The following procedure shall be used:

5060.2.3.1 Changes in grammar, spelling, or punctuation. To approve the change(s), the majority of the Board shall vote in favor of the requested change(s). If more than one change is requested and there is no objection to any of the requested changes, all of the changes may be approved with one motion.

5060.2.3.2 Changes in content. To approve the change(s), at least three Directors shall vote in favor of the requested change(s). If more than one change is requested and there is no objection to any of the requested changes, all of the changes may be approved with one motion. If there is a question about the

accuracy of the minutes, discussion and approval of the minutes may be postponed to allow District staff to review the appropriate audio recording.

5060.2.4 Minutes shall become official only after they have been approved at a Board meeting by a minimum of three Directors voting for approval. The Board President shall sign the approved minutes.

5060.2.4.1 A motion to approve the minutes shall be voted on separately from any motion to make changes in the minutes as submitted by District staff.

5060.2.4.2 When the Board has requested and approved changes in the submitted minutes, District staff shall prepare amended minutes at a later date and submit them to the Board President for signature.

5060.2.4.3 District staff shall review all content changes approved by the Board before the approved changes are incorporated into the official minutes. If an approved change is not consistent with the audio recording of the appropriate meeting, the minutes shall be re-submitted to the Board with a report by the General Manager.

5060.2.5 The official minutes of regular, special, and emergency meetings of the Board of Directors shall be retained permanently. Signed originals shall be kept in a fireproof vault or in fire-resistant, locked cabinets. Electronic copies may be available for a limited time on the District's website.

5060.3 Minutes shall not be prepared for discussions and actions taken in closed sessions of the Board of Directors.

5060.4 To help in the preparation and ensure the accuracy of the minutes, meetings of the Board shall be recorded using audio equipment.

5060.4.1 The Chairperson shall announce the fact that a recording is being made at the beginning of each meeting, and the recording device shall be placed in plain view of all present, so far as is possible.

5060.4.2 The recordings, tapes, discs, or other electronic data/information storage devices shall be stored in fire-resistant, locked cabinets or in a fireproof, locked vault.

5060.4.3 For up to 90 days after the date of a meeting or until the minutes of a meeting have been approved by the Board, whichever comes later, members of the public may inspect recordings of that meeting on a playback machine that shall be made available by the District. There shall be no charge for such a request.

5060.4.4 The recordings shall be retained for 90 days after the date of the meeting or until the minutes of the meeting have been approved by the Board of Directors, whichever comes later. After that time, the recording media shall be reused or the recording shall be erased.

5060.4.5 No recordings shall be made during closed sessions of the Board.

5060.5 The minutes are a summary record of the proceedings of meetings of the Board of Directors.

5060.5.1 The minutes of Board meetings shall record all motions, resolutions, and ordinances as having passed or failed, and individual votes shall be recorded. All resolutions and ordinances adopted by the Board shall be numbered sequentially starting new at the beginning of each calendar year.

5060.5.2 The minutes of Board meetings shall also include the following information, if relevant:

- Date, place and type of each meeting;
- Directors present and absent, by name;
- Administrative staff present, by name;
- Visitors and delegations appearing before the Board, by name;
- Call to order, including time;
- Time and name of Directors or District staff arriving late;
- Time and name of Directors or District staff departing before adjournment;
- Names of Directors or District staff absent during the deliberation of an agenda item regardless of whether action was taken;
- Summarial record of public comment regarding matters not on the agenda, including names of commentators, if provided;
- Summarial record of staff reports and Board member comments;
- Approval of the minutes or amended minutes of preceding meetings;
- Approval of financial reports;
- Approval of any items included in the consent calendar;
- Summarial information as to each subject of the Board's deliberation and its disposition;
- Resolutions and ordinances described as to their substantive context;
- Record of all contracts and agreements, and their amendment, approved by the Board;
- All announcements of employment, resignations, or terminations of employment within the District;
- A record of all described bidding procedures and stages in a bidding process, including the authorization of calls for bids, bids received, and

- acceptance of bids;
- Adoption of the annual budget;
- Adoption of new or amended policies and procedures;
- Approval of all dispositions of District assests;
- Approval of all purchases of District assests;
- Record of the vote of each Director on every item for which there was a vote; and,
- Time of meeting adjournment.

5060.5.3 The minutes shall include any other information the Board may deem to be of importance.

KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

Meeting Minutes for 04/09/2009

AGENDA

A regular meeting of the Board of Directors of the Kensington Police Protection and Community Services District was held Thursday April 9, 2009, 7:30 PM , at the Community Center, 59 Arlington Avenue, Kensington, California.

The Board entered into Open Session at 7:30 PM.

ATTENDEES

Elected Members	Guests/Presenters:	
Bill Wright, President	Ciara Wood	
Charles Toombs, Vice President	Joan Gallegos	
Patricia M. McLaughlin, Director	Lynn Wolter	
Cathie Kosel, Director	Kathy Stein	
Cindy Kimball, Director	Henry Schiff	
	Sergeant Angela Escobar	
	Officer Rodney Martinez	
Staff Members	Officer Cesar Celada	
	Officer Doug Medina	
Gregory E. Harman, General Manager/ Chief of Police	Gloria Morrison	
Stephanie Fries, District Secretary	John Stein	

ANNOUNCEMENTS: None

PUBLIC COMMENTS

Joan Gallegos, resident, commented that the Board should have scheduled the April 5, 2009 Special Meeting on a day when all Board member were able to attend.

Ciara Wood, resident, expressed her distress over the Board conducting the April 5, 2009 Special Meeting in the absence of two Board Members.

Sergeant Angela Escobar of the Kensington Police Department asked the Board for a Special Meeting with the Board regarding concerns and issues regarding General Manager/Chief of Police Gregory Harman, to which the Board indicated that protocol must be followed and complaints must be submitted to General Manager/Chief of Police Gregory Harman. If those complaints are not resolved in a satisfactory manner, those complaints may then be brought to the Board of Directors.

**KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

PUBLIC COMMENTS

Val Paola, resident, expressed her concerns regarding the confidentiality of complaints within the Department and the Board of Directors.

Henry Schiff, resident, expressed his concerns regarding the lack of chain of command with a combined General Manager/Chief of Police position.

BOARD DISCUSSION

The Board explained the need for a formal meeting structure and protocol due to the fact that there are a number of personnel issues that are being investigated and the Board has been advised by counsel not to speak to these issues in the interest of confidentiality and privacy. The Board expressed concern over individuals attempting to circumvent due process and emphasized the need to follow protocol to protect the rights and privacy of anyone who is involved in legal disputes with the District.

The Board discussed having an Agenda item for the next Board Meeting to address the possibility of splitting the General Manager/Chief of Police position.

CONSENT CALENDAR

The Board discussed and approved the Consent Calendar.

OLD BUSINESS

The Board discussed Old Business Item #1, the General Manager Liaison Committee and procedural issues concerning the Brown Act. The Board decided to revisit this Agenda item at a later meeting.

PUBLIC COMMENTS

Joan Gallegos, resident, commented that she believes there is a provision in the Board Policy Manual for a General Manager Liaison Committee.

Lynn Wolter, resident, expressed her concerns regarding what she perceives as suspicion on the part of Board Members toward other Board Members with regard to formation of the General Manager Liaison Committee.

KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Break: 8:56 PM to 9:00 PM

NEW BUSINESS

The Board discussed New Business Item #8, report from the Revenue Enhancement Task Force that was established to explore options to reduce or eliminate the KPPCSD budget deficit. The Board discussed the possibility of increasing the Police tax to generate more revenue for the District.

PUBLIC COMMENTS

Gloria Morrison, resident, suggested only using grant & donation money for park improvements.

John Stein, resident, commented that he would like to see a historical breakdown of property tax revenue in Kensington to help give the community a better idea of why we need a tax increase.

Joan Gallegos, resident, suggested that the District start charging for copies of the Agenda Packets and suggested changing the Board Resolution that limit the franchise fees funds to expenses for garbage & recycling.

NEW BUSINESS

The Board discussed New Business Item #8, report from the Expense Reduction Task Force that was established to explore options to reduce or eliminate the KPPCSD budget deficit. The Board discussed reducing staff and/or reduction in salaries and the possible outcome of these actions, having the Police Department managed by another agency, the possible merger of the Fire and Community Services District, and identifying \$48,000 worth of items that could be cut from next year's budget.

PUBLIC COMMENTS

Gloria Morrison, resident, commented that she would not like to see a reduction in Police Staff and suggested eliminating \$230,000 for park improvements from the budget.

Lynn Wolter, resident, commented that she was on the Board when there was a reduction in staff in the Police Department, which resulted in costing the District more money rather than saving money due to increases in overtime pay, higher turnover rate, increased training costs, and higher frequency of illness among officers.

John Stein, resident, asked the Board to consider whether a District merger makes financial, operational, and administrative sense. Suggested that the Board conduct a simply survey of the community to get a better idea of how the community feels.

Kathy Stein, resident, commented that she finds the idea of reducing Police Staff and the idea contracting out particularly distasteful. Commented that contracting out leaves the District open to annexation and loss of cost control.

**KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

NEW BUSINESS

The Board discussed New Business Items #1, 2, and 3, adoption of Resolutions 2009-03, 2009-04, 2009-05.

MOTION: The Board moves to adopt New Business Item #1 - Resolution 2009-03

AYES: Wright, Toombs, McLaughlin, Kimball, Kosel NOES: 0

MOTION: The Board moves to adopt New Business Item #2 - Resolution 2009-04

AYES: Wright, Toombs, McLaughlin, Kimball, Kosel NOES: 0

MOTION: The Board moves to adopt New Business Item #3- Resolution 2009-05

AYES: Wright, Toombs, McLaughlin, Kimball, Kosel NOES: 0

The Board discussed New Business Item #4 with the possibility of amending the language to read "The Board accepts in principal the Kensington Police Protection and Community Services District Planning Workshop Report prepared by Dr. Charles Beesley following the Board Workshop January 17th and 18th, 2009, without agreeing to any specific recommendations."

MOTION: The Board moves to adopt New Business Item #4 - The Board accepts in principal the Kensington Police Protection and Community Services District Planning Workshop Report prepared by Dr. Charles Beesley following the Board Workshop January 17th and 18th, 2009, without agreeing to any specific recommendations

AYES: Wright, Toombs, McLaughlin, Kimball, Kosel NOES: 0

The Board discussed New Business Item #5, adoption of the Mission Statement.

MOTION: The Board moves to adopt New Business Item #5 - Adoption of the Mission Statement

AYES: Wright, Toombs, McLaughlin, Kimball, Kosel NOES: 0

The Board discussed New Business Item #6, adoption of the Vision Statement.

MOTION: The Board moves to adopt New Business Item #6 - Adoption of the Vision Statement

AYES: Wright, Toombs, McLaughlin, Kimball, Kosel NOES: 0

The Board discussed New Business Item #7, adoption of Action Minutes for all Board Meetings.

MOTION: The Board moves to adopt New Business #7 - Adoption of Action Minutes for all Board Meetings

AYES: Wright, Toombs, McLaughlin, Kimball, Kosel NOES: 0

**KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

PUBLIC COMMENTS

Joan Gallegos, resident, commented that a merger does not give the District a guarantee for the same amount of property tax revenue. Commented that when the Kensington Fire District contracted with El Cerrito, El Cerrito did not accept any lateral transfers of any of our Firefighters with the exception of one Captain who was about to retire.

BOARD DISCUSSION

The Board discussed the possibility of having a larger public meeting after defining where the District is in regard to the budget deficit and further discussed the possibility of a community survey.

The Board discussed having an Agenda Item for the next Board Meeting to discuss the review of the Finance Committee.

MOTION: The Board moves to postpone New Business Item #9 - discussion of the recommendations by the Board President and Vice President that the attached goals and objectives for the General Manager/ Chief of Police be approved by the full KPPCSD Board.

AYES: Wright, Toombs, McLaughlin, Kimball, Kosel NOES: 0

The Board entered into Closed Session at 9:50 PM

The Board entered into Open Session at 10:25 PM

The Board discussed Closed Session Item #1 - Discussion of the General Manager/ Chief of Police performance review in compliance with a Board action taken at the Board Meeting on March 12th, pursuant to California Government Code §54957, with no action.

MOTION: President Wright moves to adjourn the meeting at 10:27 PM

AYES: Wright, Toombs, McLaughlin, Kimball, Kosel NOES: 0 ABSENT: 0

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

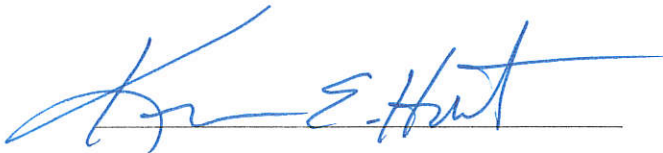
Date: October 8, 2015

Subject: New Business Agenda Item 6 f.

During the month of September, GM Hart engaged the services of a brush clearing and tree removal company to reduce fuel load behind the Community Center. Once the clearing was completed, a suitable space, just off the fire road between the Community Center and the Hilltop School, became available to accommodate a container that could hold emergency/disaster supplies (MREs, potable water, first aid kits, portable generators, etc.) for the community.

It would be beneficial to coordinate with the Kensington Fire Protection District in this endeavor to ensure that suitable supplies are available to the community. The Fire District has expressed interest in this project, and the cost of the supplies and the container would be covered by it.

GM Hart recommends that the Board authorize him to further research the possibility of placing a container, not to exceed 25 feet, in this space.



Kevin E. Hart,
General Manager

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KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

Date: October 8, 2015
TO: KPPCSD Board
FROM: Kevin E. Hart, General Manager
Subject: GM Report on Item #7a-Old Business-Traffic Safety Evaluation Study

The Kensington Police Protection and Community Services Board of Directors first reviewed and discussed this item on May 13, 2010. The University of California Berkeley, Institute of Transportation Studies, Technology Transfer Program, completed a Traffic Safety Evaluation for Kensington.

In summary, the report discussed how a citation is the most effective tool to influence and change drivers' behavior, leading to a raised level of compliance with traffic laws. Going further, the study concluded that having a "Zero Tolerance Policy" is more of a positive spin on preventing serious traffic collisions.

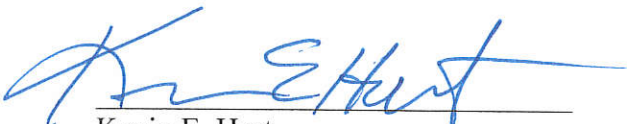
The General Manager disagrees with this assumption and seeks to rescind this policy.

First, the GM believes it's extremely important to enforce traffic laws in order to protect the public safety of pedestrians, and bicyclists and drivers in Kensington. The Kensington Police Department has two motorcycles that are used for traffic enforcement and routinely uses them for high pedestrian activity. Traffic safety continues to be a high priority for Kensington Police.

The GM also believes that its bad public policy to have a "Zero Tolerance Policy" for citations, even though it was primarily for red signals lights and pedestrian crosswalk violations. The perception of the community is that Kensington is only conducting traffic enforcement as a revenue generator. Kensington Police officers should have some form of discretion in the enforcement of traffic law, while still maintaining a high level of driver safety through enforcement efforts.

However, an analysis of traffic stops vs citations issues from 2010-2015, has shown a dramatic decrease in citations issued in recent years. There could be a number of reasons for the decrease, such as staffing levels, etc; but at a minimum the analysis shows the policy is not being enforced pursuant to board direction.

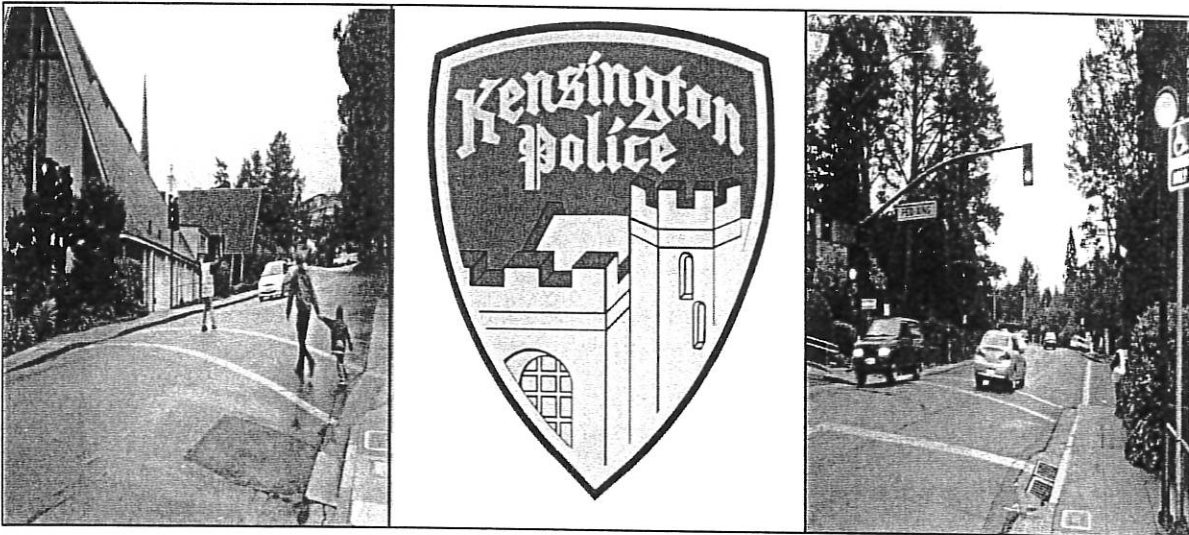
The GM would like to return to the Board in the future with recommendations on other ways to improve traffic safety. In the meantime, the GM recommends the Board rescind the "Zero Tolerance Policy".



Kevin E. Hart
General Manager

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KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT TRAFFIC SAFETY EVALUATION



Evaluation Team:
Engineering: **Matthew Manjarrez, P.E.**
Enforcement: **Donald Uelmen**

March 2010

This report was produced in cooperation with the Kensington Police Protection and Community Services District. Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration. Opinions, findings, and conclusions are those of the authors and not necessarily those of the University of California and/or the agencies supporting or contributing to this report.

**KENSINGTON POLICE PROTECTION
& COMMUNITY SERVICES DISTRICT
TRAFFIC SAFETY EVALUATION**

MARCH 2010

FINAL REPORT

EVALUATION TEAM

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EXECUTIVE SUMMARY

The Kensington Police Protection and Community Services District (KPPCSD), which is governed by five board members elected into office by the Kensington Community, requested that the Technology Transfer Program of the Institute of Transportation Studies at University of California, Berkeley conduct a Traffic Safety Evaluation (TSE) for vehicle traffic and pedestrian safety issues at a crosswalk on Arlington Avenue and Kensington Park Road. A team of two traffic safety experts consisting of a traffic engineer and a traffic enforcement expert conducted this evaluation in January 2010 and prepared this report. The primary objective of this TSE is to improve traffic safety in the unincorporated Community of Kensington.

Based on information provided through the California Highway Patrol's Statewide Integrated Traffic Reporting System (SWITRS) data recorded from 2004 - 2008, there were a total of 230 collisions in Kensington. Based on the same SWITRS data, the Primary Collision Factor (PCF) in collisions on Kensington's streets is improper turning movements. The other critical factors are unsafe starting/backing maneuvers and speed.

The Office of Traffic Safety (OTS) rankings by population group allow cities to compare themselves with all the other cities with similar populations in the State. There are 73 cities in the OTS rankings population group F (2,501 to 10,000);, however, Kensington is not an incorporated city, so the Community is not included in the OTS rankings. A comparison with five communities with similar demographics was created using information from the SWITRS data for the California Smaller Cities, Towns, and Villages (1,000 to 6000 residents) for 2004 through 2008.

Chapter 1 provides an introduction to this report, evaluation objectives and approach, information used, and organization of the report.

Chapter 2 provides an overview of collision data for Community of Kensington, including a map and pertinent charts and graphs illustrating the locations and the historical data of vehicular collisions in the area.

Chapter 3 presents an engineering perspective for improving pedestrian safety at the intersection of Arlington Avenue and Kensington Park Road signalized crosswalk. Options for potential engineering safety improvements are presented.

Chapter 4 focuses on law enforcement's perspective on enforceability issues surrounding the specific location studied in this TSE report. Analysis and suggestions for the improvement of traffic safety issues are presented.

As discussed at the initial meeting with the Police Chief and Contra Costa County Public Works Engineer, the dominant traffic problem appears to be drivers failing to stop for the red signal at the intersection of Arlington Avenue and Kensington Park Road. The Community of Kensington has not recorded any fatal collision in over five years, and it ranks as having the fewest injury collisions when compared to five other similar communities from 2004 through 2008. It had very few bicycle and pedestrian collisions during the same time period. Law enforcement efforts are challenged by a community attitude that local residents should receive verbal warnings rather than citations for traffic violations.

The suggestions presented in this report are based on limited field observations and time spent in the Kensington Community by the TSE evaluators. These suggestions, which are also based on general knowledge of best practices in traffic engineering operations and traffic enforcement, are intended to guide the KPPCSD staff in making decisions for future safety improvement projects in the community, and they may not incorporate all factors which may be relevant to the traffic safety issues in the area.

As this report is conceptual in nature, conditions may exist in the study areas that were not observed and may not be compatible with suggestions in this report. Before finalizing and implementing any physical changes, KPPCSD and Contra Costa County staff may choose to conduct more detailed studies or further analysis to refine or discard the suggestions in this report, if they are found to be contextually inappropriate or appear not to improve traffic safety or traffic operations due to conditions including, but not limited to, high vehicular traffic volume or speeds, physical limitations on space or sight distance, or other potential safety concerns.

1. INTRODUCTION

The Kensington Police Protection and Community Services District (KPPCSD) requested that the Technology Transfer Program of the Institute of Transportation Studies at the University of California, Berkeley conduct a traffic safety evaluation (TSE) for the Community. A team of two traffic safety experts consisting of a traffic engineer and a traffic enforcement expert conducted the TSE and prepared this report.

1.1 Evaluation Objective

The primary objective of this TSE is to evaluate the signalized crosswalk at the intersection of Arlington Avenue and Kensington Park Road to ascertain if motorists are given an adequate warning and clear direction to their responsibility for the safety of pedestrians crossing Arlington Avenue. The Police Chief and Contra Costa County Public Works representative were concerned about the potential for a serious injury collision resulting from drivers failing to stop for the red signal at Arlington Avenue and Kensington Park Road. During the initial meeting, the problem with high speed of traffic on Arlington Avenue was also discussed.

1.2 Evaluation Approach

Prior to their visit to Kensington, the TSE team reviewed various traffic records and other traffic safety related information. This report presents the findings and suggestions of the TSE team to improve traffic safety and traffic operations in the community. The evaluation team determined that there was no prior TSE report completed for Kensington.

The suggestions presented in this report are based on the limited time spent in Kensington by the TSE evaluators, and they may not incorporate all factors which may be relevant to the traffic safety issues in the community. These suggestions are intended to guide the KPPCSD and Contra Costa County Public Works staff in making decisions for future safety improvement projects in Kensington, and they are based on limited field observations and general knowledge of best practices in traffic engineering operations and traffic enforcement. Conditions may exist in the focus areas that were not observed and may not be compatible with suggestions in this report. As this report is conceptual in nature, the Community and County staff may choose to conduct more detailed studies before finalizing and implementing any physical changes. They

may choose to conduct further analysis to refine or discard the suggestions in this report, if they are found to be contextually inappropriate or appear not to improve traffic safety or traffic operations due to conditions including, but not limited to, high vehicular traffic volume or speeds, physical limitations on space or sight distance, or other potential safety concerns.

1.3 Information Used in the Evaluation

The following information was used in preparation of the study:

Table 1: Information Used in Evaluation

Item	Period	Source
Statewide Integrated Traffic Records System (SWITRS) Collision Data	2004 - 2008	SWITRS, and CA Highway Patrol (CHP)
Controller Location Detail	June 20, 2000	Contra Costa County Public Works
Traffic Counts Arlington Avenue 230 ft. north of Rincon Road	Jan. 6, 2010	Contra Costa County Public Works
Traffic Counts Arlington Avenue 170 ft. south of Rincon Road	Jan. 6, 2010	Contra Costa County Public Works
Traffic Counts Rincon Road 160 ft. west of Arlington Avenue	Jan. 6, 2010	Contra Costa County Public Works
Year End Traffic Citations	1994 to 2009	Kensington Police Dept.
Hazardous Violations	2007 to 2009	Kensington Police Dept.
Year End Statistics - Arrests	1993 to 2009	Kensington Police Dept.
Year End Statistics - Reports	1994 to 2009	Kensington Police Dept.

1.4 Organization of this Report

Chapter 2 provides the Community's historical background, a vicinity map of Kensington, the population, and the highway and street systems within the Community Service District. The traffic collision data obtained from Statewide Integrated Traffic Records System (SWITRS) and the Office of Traffic Safety (OTS) and the analysis of the data are discussed in this chapter.

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Chapter 3 presents traffic engineering evaluation and findings on existing traffic and safety concerns at the intersections and roadways requested for evaluation by the Community Service District, as well as suggestions on potential engineering safety improvement measures.

Chapter 4 describes the law enforcement efforts for reducing traffic problems, analysis of the collision data obtained from the sources listed in Table 1, and suggested strategies to improve traffic safety.

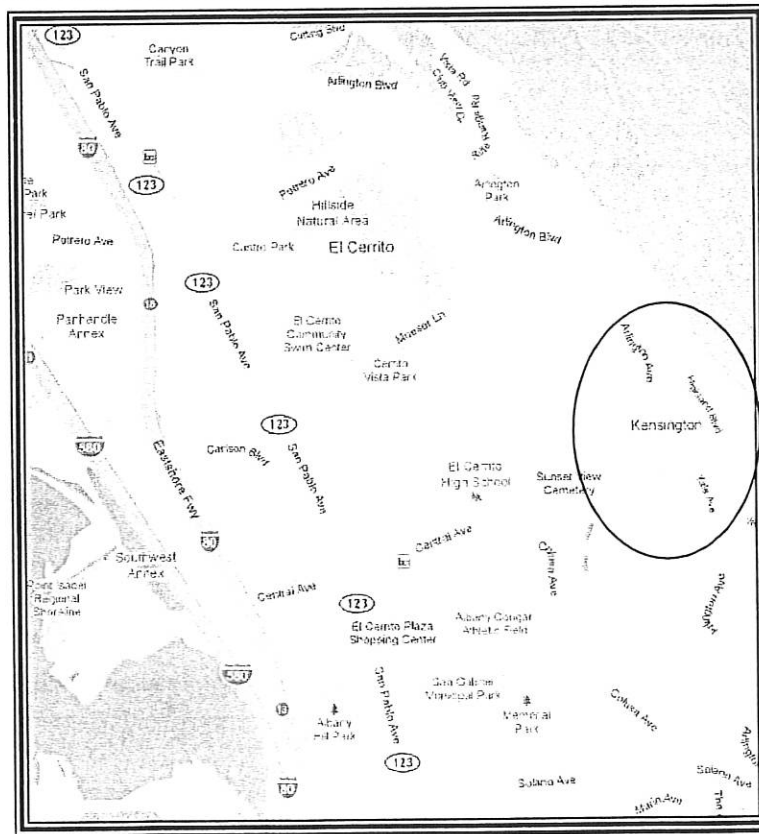
1.5 Acknowledgements

Kensington Police Chief Gregory Harman and Contra Costa Public Works Senior Civil Engineer Jerry Fahy are acknowledged for their cooperation in providing the needed data and their input on local conditions.

2. BACKGROUND AND COLLISION HISTORY

Kensington is an unincorporated Contra Costa County community of about 2,200 homes. Located in the East Bay Hills between cities of Berkeley and El Cerrito, the 4,936 residents occupy a steep hillside area of approximately 1 square mile. Kensington maintains its own police department, as well as park and recreation programs for all ages, via the Kensington Police Protection & Community Services District. The Kensington Fire Protection District provides fire protection and emergency medical services via a contract with City of El Cerrito. Road maintenance is provided by the Contra Costa County Public Works Department.

Figure 2-1: Map of Kensington Community Services District



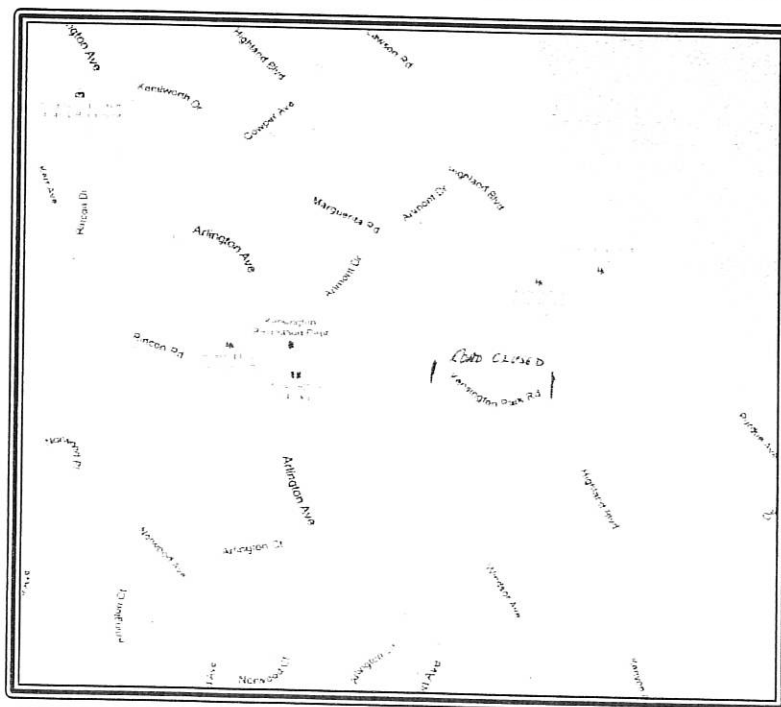
Arlington Avenue is the main road through Kensington and is a commuter route between the cities of Berkeley and El Cerrito. The north/south roadway is two lanes with parking generally allowed on both sides of the street and contains numerous horizontal and vertical curves due to

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the hillside terrain. The speed limit is 25 miles per hour and there is only one traffic signal which is at the intersection of Arlington Avenue with Kensington Park Road/Rincon Road. This signal controls pedestrian traffic in a marked crosswalk crossing Arlington Avenue. During normal operations the signal on Arlington Avenue flashes yellow and the signals facing Kensington Park Road and Rincon Road flash red. The signal is actuated by the pedestrians wishing to cross Arlington Avenue.

Kensington Elementary School and the Library are on the east side of Arlington Avenue, and a church and a residential area are on the west side. The crosswalk is used throughout the day, although the peak pedestrian traffic periods are the AM and PM school commute periods. To assist about 70 students that use the crosswalk to get to school, Kensington has a crossing guard assigned from 7:45 am to 8:45 am, and for students returning home from school, the crossing guard is on duty from 2:00 pm to 3:00 pm. Pedestrians control the signal phase with a button located on a pole on the west and east side of Arlington Avenue. When the button is pushed the flashing yellow light changes to a solid yellow signal for about six seconds before changing to a solid red signal for all directions on Arlington Avenue and Kensington Park Road/Rincon Road.

Figure 2-2: Map of Arlington Avenue & Area of Kensington Park Road & Rincon Road



2.1 Traffic Collision Investigating and Reporting

Traffic Collision (TC) reports are prepared in compliance with the California Highway Patrol (CHP) Collision Investigation Manual (CIM). The Traffic Collision reports submitted by Kensington police officers are reviewed by the shift sergeant and entered into an automated information system prior to submission to the Statewide Integrated Traffic Records System (SWITRS).

2.2 Statewide Integrated Traffic Records System (SWITRS) Statistical Data

SWITRS processes all reported fatal and injury collisions which occur on California's state highways and all other roadways, excluding private property. The Kensington Community is below the statewide expected ratio of Property Damage Only (PDO) to Fatal and Injury Collisions of 2 to 1.

Table 2: Collision Data for Kensington Community Services District

<i>Collision Type</i>	<i># of Collisions</i>				
	<i>2004</i>	<i>2005</i>	<i>2006</i>	<i>2007</i>	<i>2008*</i>
Fatal	0	0	0	0	0
Injury	7	8	1	3	5
Property Damage	39	37	48	47	35
Total	46	45	49	50	40
<i>Bicycle Involved</i>	2	1	0	2	1
<i>Pedestrian Involved</i>	0	0	0	0	1

* 2008 is preliminary data

An analysis of five years of SWITRS data reveals that the highest number of traffic collisions occurs on Mondays and Fridays, as shown on Chart 1.

Chart 1: Collisions by Day of Week (2004 – 2008)

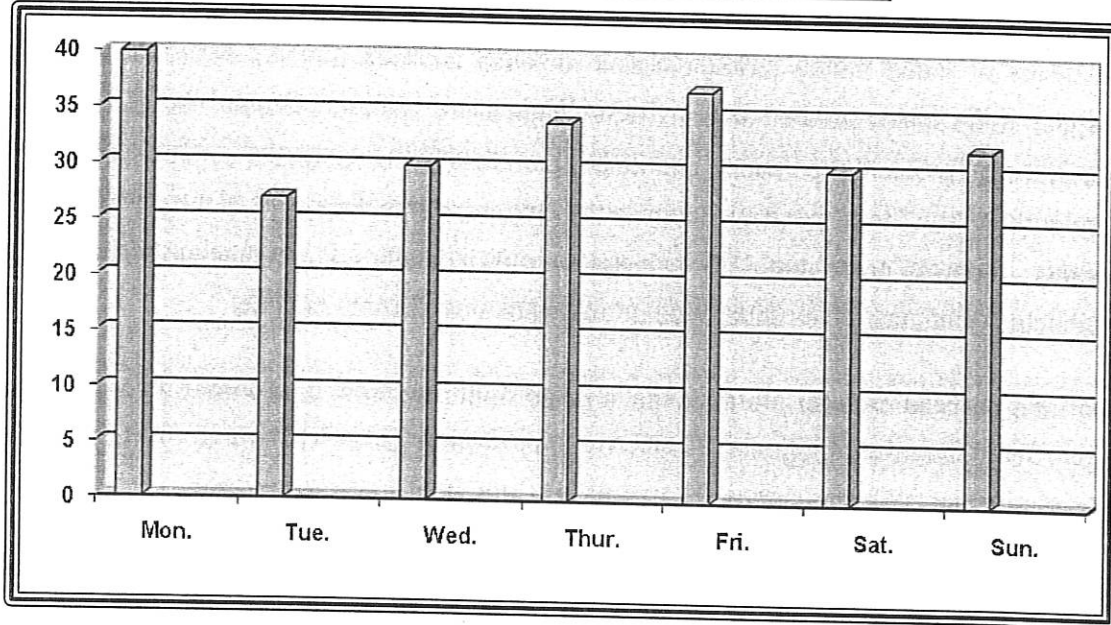
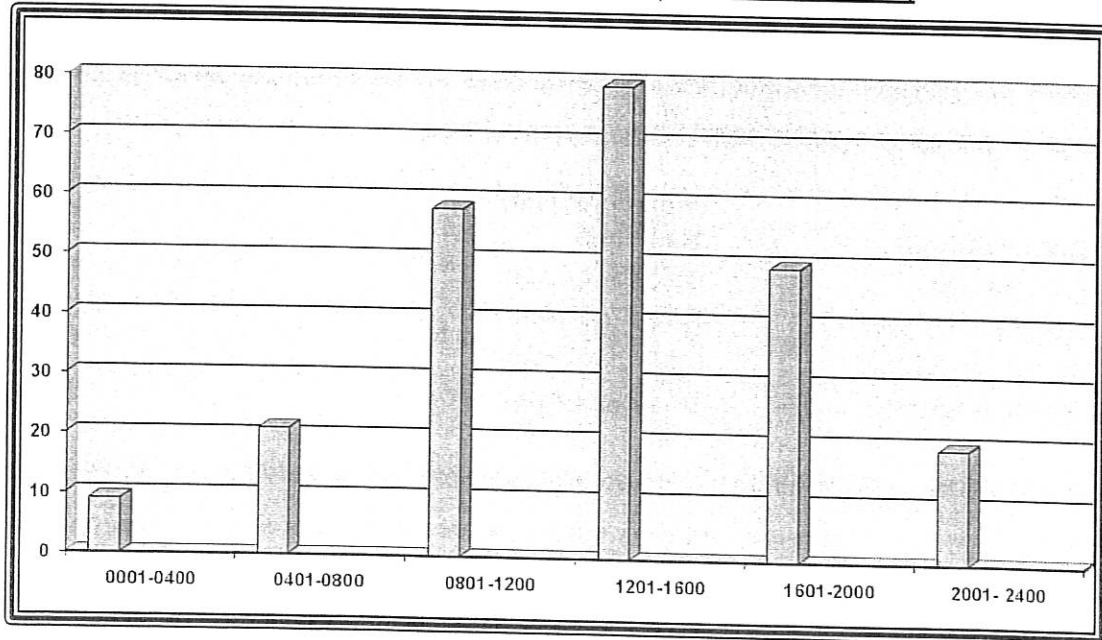


Chart 2 represents an analysis of five years of SWITRS data focusing on hours of the day. The period from 8:00 a.m. through 4:00 p.m. has the highest number of collisions.

Chart 2: Collisions by Hours of the Day (2004 – 2008)



The charts above can assist with scheduling enforcement personnel deployment by day of week and developing shift times to have maximum impact on preventing traffic collisions.

2.3 Office of Traffic Safety Ranking

The Office of Traffic Safety (OTS) collision rankings facilitate funding decisions and identify emerging traffic safety problem areas. The rankings allow cities to compare themselves to other cities with similar-sized populations and help them identify their potential disproportionate traffic safety problem(s). They also allow counties to compare themselves with all the other counties in the state. It may be noted that OTS rankings are only indicators of potential problems; there are many factors that may either understate or overstate a city/county ranking.

Victim and collision data for the rankings is taken from the latest published California Highway Patrol (CHP) Statewide Integrated Traffic Records System (SWITRS) report. OTS provides two types of rankings: 1) victim and collision rankings, and 2) DUI arrest rankings.

Victim and collision rankings are based on rates of victims killed/injured or fatal/injury collisions per "1,000 daily-vehicle-miles-of-travel" (2008 CALTRANS) and per "1,000 average population" (2008-2009 Department of Finance) figures. Pedestrian, bicyclist and motorcycle victim rankings do not take into account the size or demographics of a city or county's pedestrian/bicyclist/motorcyclist population.

Counties are assigned statewide rankings, while cities are assigned population group rankings. Population groups using 2008 SWITRS data are as follows:

Population Group	Victim/Collision Rankings
A = over 250,000	13 cities ranked
B = 100,001 to 250,000	55 cities ranked
C = 50,001 to 100,000	103 cities ranked
D = 25,001 to 50,000	97 cities ranked

For example, for victim/collision rankings, a Population Group Ranking of "1/103" would be assigned to the city with the highest number of victims/collisions per 1,000 residents in

population group C, while a ranking of "103/103" would be assigned to the city with the lowest number of victims/collisions per 1,000 residents in population group C.¹

The Office of Traffic Safety (OTS) does not rank Kensington with the 73 cities in the OTS rankings population group F (2,501 to 10,000) because it is not an incorporated city or town. A comparison with five communities with similar demographics was created using information from the SWITRS data for the California Smaller Cities, Towns, and Villages (1,000 to 6000 residents) data for 2004 through 2008.

Table 3: Comparison of Similar Communities Ranked by Total Collisions

City	Population	Fatal/Injury	PDO	Total	Bicycle	Pedestrian
Broadmoor	4,016	26	127	153	1	5
Woodside	5,352	65	92	157	8	0
Calistoga	5,179	57	168	225	10	5
Kensington	4,963	23	207	230	6	1
Del Mar	4,936	101	134	235	25	9
Carmel	4,081	57	455	512	5	15

Kensington Community has the lowest number of fatal/injury collisions (no fatal collisions in the 5 year period), has the 2nd fewest pedestrian collisions, and the 3rd fewest bicycle collisions in comparison with five other similar communities.

¹ Reference: California Office of Traffic Safety;
http://www.ots.ca.gov/Media_and_Research/Rankings/Explanation.asp

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2.4 Primary Collision Factors

When a driver commits a traffic violation (e.g., speeding, running red light, running stop sign, turning, lane-changing, etc.) that is deemed the cause of a collision, the violation is coded as the Primary Collision Factor (PCF). If it is determined that such a driver is also driving under the influence, the PCF is coded as DUI instead, and the traffic violation is then coded as a secondary cause of collision.

An analysis of the 230 total collisions recorded in the 2004 – 2008 SWITRS data for the Kensington CSD reveals that 194 collisions (or 84% of total collisions) were caused by the four Primary Collision Factors listed in Table 4 below:

Table 4: Primary Collision Factor and Percent of Total Year Data

<i>PCF</i>	<i>2004</i>	<i>%</i>	<i>2005</i>	<i>%</i>	<i>2006</i>	<i>%</i>	<i>2007</i>	<i>%</i>	<i>2008</i>	<i>%</i>
Improper Turning	18	39	23	51	20	41	24	48	24	60
Unsafe Start/Back Maneuvers	10	22	8	18	14	29	13	26	6	15
Speed	9	20	4	9	5	10	4	8	5	13
DUI Involved	1	2	3	7	0	-	0	-	0	-
Unknown/Not Stated	2	4	3	7	9	18	5	10	0	0

It may be noted that the number of collision reports coded as "unknown or Not Stated" under PCF dropped from 18% in 2006 to 0% in 2008 after a leadership change in the Kensington Police Department.

2.5 Intersections with the Highest Collisions

Based on the SWITRS data from 2004 - 2008, there were a total of 230 collisions in the Kensington CSD, with 45 (20%) of those collisions occurring at or in the proximity of an intersection, 150 (65%) not at an intersection and 35 (15%) not coded. Arlington Avenue

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appears as the primary location in 59 (45%) of the collisions, and as the secondary location in 24 (18%) of the collisions.

Table 5: High Collision Arlington Avenue Locations

Intersection of Arlington Avenue at:	Total	Severity		Vehicle Involved with		HO	Collision Type			
		Inj.	PDO	MV	FO		SS	RE	BS	Other
Amherst Avenue	10	1	9	10	0	0	4	4	0	2
Ardmont Avenue	8	0	8	5	3	0	4	1	1	2
Sunset Drive	7	1	6	4	3	0	3	2	0	3
Rincon Road	5	4	1	3	2	0	0	3	0	2
Arlemont Drive	5	2	3	3	1	0	0	3	0	2
Kensington Park Road	3	0	3	2	1	0	1	0	0	2

Key:

- Inj.: Injury
- PDO: Property Damage Only
- MV: Motor Vehicle
- FO: Fixed Object
- HO: Head On
- SS: Sideswipe
- RE: Rear End
- BS: Broadside
- Other: Fixed Object, Pedestrian, Bicycle, Non-collision

Due to the low number of collisions at each location (a five year total), it was agreed to concentrate the efforts of this evaluation at the signalized crosswalk at the intersection of Arlington Avenue and Kensington Park Road/Rincon Road.

3. TRAFFIC ENGINEERING EVALUATION AND IMPROVEMENT MEASURES

This report focuses on a specific location in the Community of Kensington – the signalized pedestrian crossing at intersection of Arlington Avenue and Kensington Park Road/Rincon Road. The community is concerned that vehicles speed through the intersection and fail to stop when the red indication is displayed when pedestrians are crossing. The TSE team reviewed these concerns and identified potential improvements at this location. This chapter presents the findings and suggestions of the TSE team regarding traffic engineering issues.

3.1 Existing Conditions

The signalized pedestrian crossing of Arlington Avenue at its intersection with Kensington Park Road/Rincon Road is the only traffic signal located in the Community of Kensington. The pedestrian crossing provides access across Arlington Avenue to the Kensington Hilltop Elementary School, the Kensington Library, an adjacent church and preschool, and area residences. A school crossing guard is on duty during school commute times from 7:45 to 8:45 am and 2:00 to 3:00 pm on weekdays. The crossing guard reported that approximately 70 pedestrians utilize the signalized crosswalk during each school commute period.

Figure 3-1: Crosswalk on Arlington Avenue at Kensington Park Road



Arlington Avenue carries 6,000 to 7,000 vehicles per day on weekdays. The roadway is located on a hillside and is curvilinear with mature vegetation and development on both sides throughout its length. The horizontal and vertical curvature of the roadway along with the vegetation impedes sight lines approaching the traffic signal; however, adequate sight distance is available to satisfy minimum standards for a roadway with 85th percentile speeds of up to 30 mph. A supplemental traffic signal head is visible for 315 feet in advance of the stop bar for northbound traffic, and a supplemental signal head is visible for 485 feet for southbound traffic.

The signal is pedestrian actuated and provides a protected pedestrian phase during which vehicles on Arlington Avenue, Kensington Park Road, and Rincon Road are given a solid red indication. Therefore, the signal provides an exclusive pedestrian phase. Kensington Park Road and Rincon Road are controlled by both stop signs and traffic signals. The operational characteristics of the signal are summarized below.

- When no pedestrian actuation has been received:
 - Flashing yellow indications are displayed for both directions of Arlington Avenue.
 - Flashing red indications are displayed for both Kensington Park Road and Rincon Road.
 - A steady don't walk (upraised hand) indication is displayed at the pedestrian crossing.
- When a pedestrian actuation is received:
 - A steady yellow indication is displayed followed by a solid red indication for both directions of Arlington Avenue.
 - Solid red indications are displayed to both Kensington Park Road and Rincon Road.
 - A walk (walking person) indication is displayed once the solid red indication is given for Arlington Avenue. A pedestrian clearance interval (flashing upraised hand) is then displayed.
- When the pedestrian clearance interval is complete:

- Flashing yellow indications are once again displayed to both directions of Arlington Avenue.
- Flashing red indications are once again displayed for both Kensington Park Road and Rincon Road.
- A steady don't walk (upraised hand) indication is once again displayed at the pedestrian crossing.

The intent of flashing yellow indication for Arlington Avenue is to allow vehicles to travel through the area freely when no pedestrians are present, while the flashing red indications and stop signs on Kensington Park Road and Rincon Road allow vehicles to proceed onto Arlington Avenue when it is safe to do so after coming to a complete stop. Drivers on Kensington Park Road and Rincon Road must identify acceptable gaps in vehicular traffic on Arlington Avenue to safely make their turns onto that roadway. To accomplish this, adequate sight distance is required, which is available for drivers on Kensington Park Road, but is not available for drivers on Rincon Road. The primary sight distance constraint for drivers on Rincon Road is parked vehicles along the west curb north of the intersection.

When pedestrians are present, the solid red indications on Arlington Avenue, Kensington Park Road, and Rincon Road are intended to stop vehicles on all approaches while pedestrians are crossing. However, the combination of stop signs and signal may provide mixed direction to drivers. A solid red signal means that a driver cannot proceed to make a left turn while a stop sign means that a driver can proceed when it is safe to do so. This issue is further discussed in the following section of this chapter.

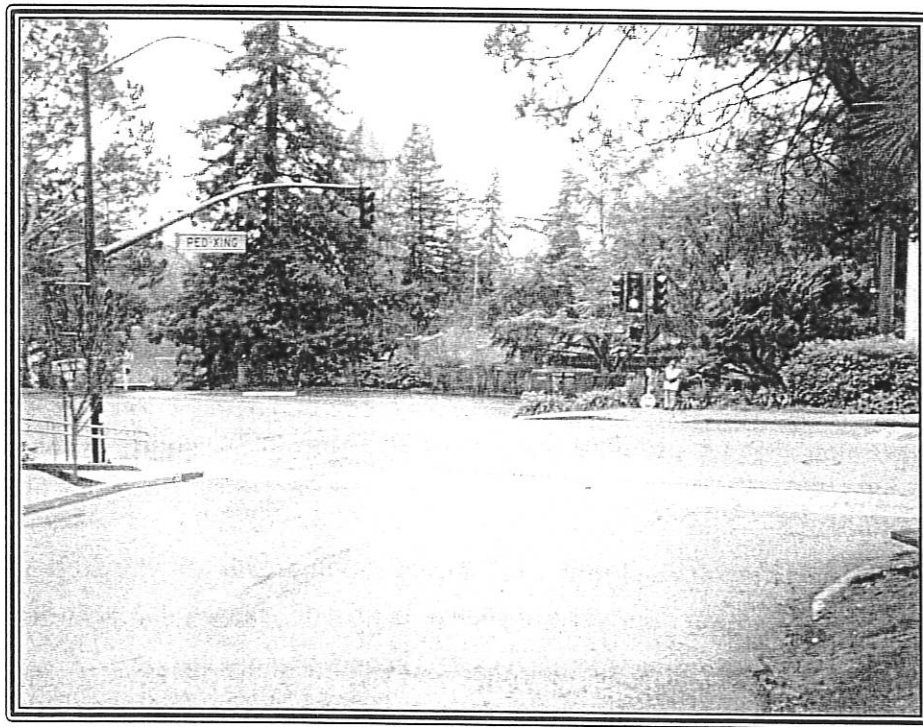
3.2 Compliance with California Code and Design Standards

The signal system located on Arlington Avenue appears to be out of compliance with the California Vehicle Code and the California Manual on Uniform Traffic Control Devices (CAMUTCD). The non-compliance appears to arise from the combination of stop sign control and signal control on the Kensington Park Road and Rincon Road approaches to the intersection. California Vehicle Code section 21355(a) and CAMUTCD section 4D.01 state that stop signs shall not be used in conjunction with traffic signal control and operation.

While the traffic signal system appears to be out of compliance with these codes and standards, it does not appear to operate in an unsafe manner. Field observations revealed that drivers are not confused by the signal system and stop signs. Further, the traffic collision history indicates that drivers are able to safely travel through the area. However, to promote uniformity with traffic control device application throughout the State and the rest of the nation and to minimize potential driver confusion, compliance with these codes and standards is suggested.

This issue cannot be resolved by simply removing the stop signs and pavement legends on Kensington Park Road and Rincon Road because CAMUTCD section 4K.02 requires that a stop sign be used on all approaches to which a flashing red indication is shown. The flashing red beacon would essentially be serving as an intersection control beacon without the required stop sign, which would result in a different non-compliance issue.

Figure 3-2: Kensington Park Road at Arlington Avenue



3.3 Potential Engineering Safety Improvements

A range of potential improvements were identified to assist the Community of Kensington and Contra Costa County with the enhancement of safety and the resolution of the non-compliance issues. Further, even though non-compliance and sight distance issues were identified, the intersection does not appear to present unsafe conditions. Therefore, the local agencies may consider evaluating these improvement options in conjunction with overall community needs and value, and ultimately determine the appropriate course of action at this location.

- **Option 1 – Install a full traffic signal.** This intersection could be converted to a full traffic signal by installing red-yellow-green indications for all vehicular approaches and walk-don't walk indications for all pedestrian crossings. This would require the installation of additional traffic signal poles and associated infrastructure. The stop signs on Kensington Park Road and Rincon Road would be eliminated. The sight distance constraints for drivers turning left from Rincon Road would become less of an issue. This option could be costly, and it may create traffic congestion on Arlington Avenue. A traffic signal warrant study will be needed.
- **Option 2 – Remove signal control from Kensington Park Road and Rincon Road.** The stop signs would remain. This option would not address the sight distance issue, and it would result in two stop controlled approaches with a signalized pedestrian crossing. This option could create conflicts between pedestrians crossing during the protected pedestrian signal phase and traffic stopped at Kensington Park Road and Rincon Road, trying to use gaps created by red signal on Arlington Avenue to make their left turns.
- **Option 3 – Remove the signal control and replace with all-way stop control.** This option would eliminate the non-compliance issue and alleviate the sight distance issue. However, it could create additional congestion on Arlington Avenue.
- **Option 4 – Remove the signal in its entirety.** The stop signs on the two side streets would remain. The non-compliance issue would be eliminated, but the sight distance issue would remain. This option would eliminate signal control protection for pedestrians crossing Arlington Avenue at this intersection, which could degrade overall pedestrian

safety at this location. However, adequate sight distance and gaps would exist for pedestrians to safely cross the street, but pedestrians would need to exercise a high degree of attentiveness and judgment. This may not be a suitable option given the high number of school children who use this crossing.

- **Option 5 – Eliminate on-street parking along the west curb line north of Rincon Avenue.** This option could eliminate or alleviate the sight distance issue depending upon how much parking to be eliminated. It would not address the non-compliance issue. This option could be implemented in combination with any of the other four options. This on-street parking is heavily utilized and its elimination would impact area residents, and the adjacent church and preschool.
- **Option 6 – Implement enhanced traffic law enforcement.** Enhanced law enforcement would probably increase compliance with traffic signal control during pedestrian crossings. This option will be discussed in more detail in Chapter 4.

4. ENFORCEMENT MEASURES

4.1 Traffic Enforcement Capabilities

The Kensington Police Protection and Community Services District is governed by a board of five directors. Operations are under the command of Chief of Police, Gregory Harman, who is also the General Manager of the District.

There are two sergeants assigned to patrol, one detective in investigations, five officers and six reserve officers. Non-sworn personnel include the District Secretary and two part-time employees, the Administrative Aide and Police Services Aide. One sergeant and three officers work 10-hour shifts Sunday through Wednesday, and one sergeant and two officers work 12-hour shifts, Thursday through Saturday. The Police Department performs a variety of services including patrol, traffic enforcement, CPR and First Aid, investigations, and warrant and subpoena services. Many other law enforcement duties are also provided to the citizens of Kensington 24 hours a day, seven days per week.

4.2 California Law Enforcement Challenge (CLEC)

A California Law Enforcement Challenge (CLEC) is a competition between similar sizes and types of law enforcement agencies. It recognizes and rewards the best overall traffic safety programs in California. The areas of concentration include efforts to enforce laws and educate the public in promoting safety. Agencies submit an application which documents their efforts and effectiveness in the safety areas. Kensington Police Department is encouraged to participate in this program and to submit an application by March 26, 2010. CLEC information and applications are available at www.chp.ca.gov/features/clec.html.

4.3 Traffic Citations

The level of enforcement action for traffic violations, issuing a citation or giving verbal warning, is left to the officer's discretion based upon extenuating circumstances and/or whether or not the violator is a local resident. This is a reality in small communities where citizen's concerns and complaints bear a significant influence on community leadership. A citation is the most effective tool to influence and change a driver's behavior leading to a raised level of compliance with

Table 7: Enforcement Index

Year	Total Hazardous Citations	Fatal and Injury Collisions	Enforcement Index
2004	297	7	42
2005	228	8	29
2006	277	1	277
2007	305	3	102
2008	459	5	92

4.5 Speed Enforcement

Due to the narrow roads with parked cars and the terrain, speed is not the top PCF in collisions however it is a major source of traffic complaints. Contra Costa County Public Works has two hand-held radar units available for complaining citizens to use (after a training session) to conduct speed surveys in their neighborhood. Kensington Police has two radar equipped patrol vehicles and three hand-held radars available for speed enforcement. Kensington has an older model radar speed trailer which has not been used recently due to a lack of personnel available to deploy it. Contra Costa County public works also has a radar speed trailer available for deployment in locations where there are a high number of speeding complaints.

4.6 DUI Enforcement

All Kensington officers have completed the Peace Officer and Training (POST) course for administering the Standardized Field Sobriety Test (SFST). Kensington participates in the AVOID the 25 Contra Costa County DUI Enforcement project by providing officers to work with El Cerrito and San Pablo Police Departments at DUI Checkpoints.

Table 8 shows the total number of DUI arrests in Kensington and the percentage of those arrests resulting from DUI collisions.

traffic laws. This result is achieved by the violator remembering the incident, the resulting fine and the effect on the driver's record and auto insurance rates. An added benefit is when the violator relates the incident to friends and neighbors who hopefully remember the circumstances when driving through that particular location to focus on driving safely. Verbal warnings are ineffective in enhancing driver safety, as the violator has a tendency to forget the incident, or if the driver relates the circumstances to associates, the 'spin' most likely ends with the offender "talking the officer out of a ticket". Citations are recorded and can be tracked, wherein verbal warnings are not a viable data resource.

At the Kensington Police Department, traffic citations are recorded annually as Moving and Parking Citations, but not usually tracked by type of violation. Table 6 shows the citations issued from specific violations from 2007 to 2009.

Table 6: Citations for Specific Violations

Year	Speed	Red Light	Stop Sign	Failure to Yield to Pedestrian	Failure to Obey Crossing Guard Pedestrian
2007	11	2	91	3	1
2008	54	8	82	5	1
2009	23	10	33	2	0

4.4 Enforcement Index

The Enforcement Index (number of citations issued / # of fatal & injury collisions), was developed by Northwestern University and is utilized by OTS, as a measure of effectiveness in traffic safety programs. OTS recommends a minimum level of 25 to reach the citation threshold of effectiveness in reducing traffic collisions, and may be used as a guide to measure the success of traffic safety programs. The Enforcement Index for the unincorporated area of Kensington is shown in Table 7:

Table 8: Kensington DUI Arrests (2007 – 2009)

Year	Total Arrests	DUI Collisions	Percentage of DUI Arrests from Collisions
2007	5	0	-
2008	2	0	-
2009	4	0	-
Total	11	0	-

4.7 Vehicle Impound Program

Kensington Police Department has a policy to impound vehicles; however a problem with vehicle storage actually makes the program impractical.

4.8 Seat Belt Enforcement and Use Rate

There were no seat belt or child safety seat citations tracked by the Kensington Police Department, however they may have been included in the 1,050 Mechanical/Registration citations issued in 2007, 2008 and 2009. Kensington has not participated in the "Click It or Ticket" campaign and does not have a record of the community's seat belt use rate.

Kensington Police might consider completing a seat belt use rate survey annually to compare the County's use rate with the current State-wide use rate (95.7% in 2008). An easy format and directions for the survey form can be downloaded from:

<http://ots.ca.gov/Grants/files/pdf/seatbelt/belt.pdf>.

4.9 Safety Enforcement Grants

Kensington has not received any OTS grants due to the community not being an incorporated city.

4.10 Traffic Signal Enforcement

The 20 Red Light violations and 2 "Failure to Obey Crossing Guard" violations occurred at Arlington Avenue and Kensington Park Road as that is only signalized intersection in the community and the only location that have crossing guards assigned. Additionally, some of the 10 "Failure to Yield to Pedestrians" violations most likely occurred at that location. These 32 violations had the potential to result in a serious injury or fatal collision. The Kensington Police Department knows that the probability of fatal or serious injury to a pedestrian, especially a child at the pedestrian crossing would have serious consequences in their community.

4.11 Traffic Safety Public Information

The Kensington Police Department has two public information resources: 1) a local newspaper "The Outlook", which is mailed to every resident ten times per year; and 2) the Police Department's website.

4.12 Coordination among Enforcement Agencies

In addition to participating in the "AVOID" the 25 DUI program, Chief Harman is a member of the Contra Costa County Chief's Association and the West County Chief's Association. Traffic issues can be put on the agenda for either one of these groups.

4.13 "Zero Tolerance Policy"

Based on the statistical data shown in Table 3, "Comparison of Similar Communities Ranked by Total Collisions", the Community of Kensington is relatively free of serious traffic problems. Measuring traffic problems is accomplished by compiling collision data; however it is impossible to measure collisions that have been prevented by police presence and traffic enforcement. Unfortunately most traffic safety and preventative programs begin after a tragedy occurs and a public outcry motivates community leaders to take action.

The problem of motorists failing to stop for the red light at the signalized crosswalk on Arlington Avenue could result in a tragic occurrence.

For many years motorists have believed that municipalities with a zero tolerance for traffic violations use the program as a source of generating revenue for the city. The policy also results in drivers being very careful to obey the traffic laws when traveling through a targeted area and a reduction in the number and severity of traffic collisions.

“Zero Tolerance Policy” is a more positive spin on preventing serious traffic collisions. The goal would be to inform and gain the agreement of law enforcement officers, governmental and judicial representatives, community representatives, and have media support for the program.

It is important to keep the public informed through media of all aspects of the “Zero Tolerance Policy” program, including the purpose and goals, and to warn the public where the focused traffic enforcement would take place, and that a “zero tolerance policy” would be in effect. It is also very important that the community understands, accepts and supports the importance of a “Zero Tolerance Policy” for the intersection and crosswalk at Arlington Avenue and Kensington Park Road.

4.14 Potential Enforcement Safety Improvements

Potential enforcement safety improvements are summarized below:

- Kensington Police Department may consider completing a seat belt use rate survey annually to compare the community's use rate with the current State-wide use rate.
- Traffic issues can be put on the agenda for either one of these groups: Contra Costa County Chief's Association and the West County Chief's Association.
- A “Zero Tolerance Policy” for red signal and pedestrian crosswalk violations could be implemented for intersection of Arlington Avenue and Kensington Park Road after approval by the Community Services District Board.
- A public information campaign could also alert the citizens of the community to the potential serious injury collisions that could occur at the intersection of Arlington Avenue and Kensington Park Road/Rincon Road due to failure to stop at the red signal.

ABOUT THE TECHNOLOGY TRANSFER PROGRAM

The Technology Transfer Program, a division of the Institute of Transportation Studies at the University of California, Berkeley, is the California transportation community's source for professional training, expert assistance, and free resources for public agencies.

The Technology Transfer Program provides training, workshops, conferences, technical assistance and information resources in the transportation-related areas of planning and policy, traffic engineering, project development, infrastructure design and maintenance, safety, environmental issues, railroad and aviation.

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TRAFFIC STOPS INITIATED VS CITATIONS ISSUED ANALYSIS 2010-2015

2010	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
TRAFFIC STOPS	96	93	81	72	59	162	90	178	175	89	132	97
CITATIONS ISSUED	34	23	40	22	37	52	36	89	46	27	72	28
2011												
TRAFFIC STOPS	220	170	172	227	225	144	111	138	108	194	213	108
CITATIONS ISSUED	131	119	49	187	114	108	42	69	63	102	128	32
2012												
TRAFFIC STOPS	93	182	165	100	163	162	140	89	114	127	102	81
CITATIONS ISSUED	65	104	58	46	90	93	88	47	53	67	42	31
2013												
TRAFFIC STOPS	134	92	76	110	91	74	115	141	95	120	48	120
CITATIONS ISSUED	66	44	28	66	58	47	78	105	78	86	39	86
2014												
TRAFFIC STOPS	68	48	104	87	102	75	74	100	146	75	109	76
CITATIONS ISSUED	33	17	67	57	64	37	48	58	89	40	47	36
2015												
TRAFFIC STOPS	66	23	39	67	57	55	44	24				
CITATIONS ISSUED	34	9	15	36	24	26	16	7				

Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

From: Gregory E. Harman, General Manager

Date: Thursday, May 06, 2010

Subject: New Business Item #3 Traffic Survey Report

APPROVED YES NO

FORWARDED TO:

The University of California Berkeley, Institute of Transportation Studies, Technology Transfer Program, has completed their Traffic Safety Evaluation for Kensington. In April, I received the final draft of the report, which is part of this packet.

The conclusion of the study and suggested enforcement measures begin on page 18 of the report, with a final recommendation for improving "Enforcement Safety" appearing on page 23.

In summary, "A citation is the most effective tool to influence and change a driver's behavior leading to a raised level of compliance with traffic laws." (Page 18) "A "Zero Tolerance Policy" is more of a positive spin on preventing serious traffic collisions. The goal would be to inform and gain agreement of law enforcement officers, governmental and judicial representatives, community representatives, and have media support for the program." Page 23

"A Zero Tolerance Policy for red light signal and pedestrian crosswalk violations could be implemented for the intersection of Arlington Avenue and Kensington Park Road after approval by the Community Services District Board. A public information campaign could also alert the citizens of the community to the potential serious injury collisions that could occur at the intersection of Arlington Avenue and Kensington Park Road due to failure to stop at the red light signal." Page 23

I believe the Board has already moved to make the community safer on the roadways by hiring of our 10th officer position with our COPS Grant revenue, and by supporting me in assigning the 10th officer position to primary traffic enforcement duties.

I would request that the Board also support the recommendations of the traffic study, in directing the Kensington Police Department to take a "Zero Tolerance" approach to traffic enforcement in the community, and support a media and public relations

campaign addressing traffic safety in the community and our Zero Tolerance approach to traffic enforcement. I would like to begin the campaign by placing the report on our website and suggesting to the editor of the Outlook a possible story regarding our traffic survey and our efforts to improve traffic safety in the community.

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KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

NEW BUSINESS #2 - Acting Police Chief Rickey Hull will award a commendation to Detective Keith Barrow for his investigation and arrest of a hit and run suspect, KPD# 2010-1457

Acting Police Chief Rickey Hull awarded a commendation to Detective Keith Barrow.

NEW BUSINESS #3 - Acting General Manager Rickey Hull will present the Board with the Kensington Police Protection & Community Services District Traffic Safety Evaluation, prepared by the University of California, Institute of Transportation Studies, Technology Transfer Program for review, discussion, and possible action.

Acting General Manager Rickey Hull presented the Traffic Safety Evaluation and gave a summary of the recommendations which include a zero tolerance traffic enforcement policy for Kensington.

BOARD COMMENTS

Director McLaughlin commented that the strongest recommendation of the survey is the zero tolerance traffic enforcement policy and believes there is no need to look at other recommendations.

Director Stein suggested that the Police Department give regular traffic safety improvement updates to the Board.

PUBLIC COMMENTS

Nicki Kaiser, resident, asked the Board to clarify the zero tolerance policy recommended by the survey. President Toombs responded by noting that a warning is not as effective as giving a ticket, and this is what the survey recommends.

MOTION: The Board moves to accept the Traffic Safety Evaluation and its recommendation regarding the zero tolerance policy.

AYES: Wright, Toombs, McLaughlin, Stein, Kosel

NOES: 0

ABSENT: 0

NEW BUSINESS #4 - Acting General Manager Rickey Hull will present the Board with Resolution 2010-06, a Resolution of the Board of Directors of the Kensington Police Protection and Community Services District, confirming the assessment and ordering the levy for the Kensington Park Assessment District for Fiscal Year 2010/2011, for discussion and Board action.

Acting General Manager Rickey gave a summary of Resolution 2010-06.

MOTION: The Board moves to approve Resolution 2010-06 as presented.

AYES: Wright, Toombs, McLaughlin, Stein, Kosel

NOES: 0

ABSENT: 0