



KENSINGTON FIRE PROTECTION DISTRICT
AGENDA OF SPECIAL and ADJOURNED MEETINGS OF THE
BOARD OF DIRECTORS
Wednesday, September 30, 2020 7:00pm
Via Zoom Teleconference

Due to COVID-19, and in accordance with California Executive Orders N-25-20 and N-29-20, the District Board meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting. To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting by accessing <https://zoom.us/j/95307798554?pwd=emN1NlV5ajVRUndFUG4zSIRad2J2UT09> (on the day and time of the meeting) and may provide public comment by sending comments to the Board President and Board Clerk via email at public.comment@kensingtonfire.org. Comments will then be read into the record, with a maximum allowance of 5 minutes per individual comment, subject to the Chair's discretion.

Any member of the public who needs special accommodations should email public.comment@kensingtonfire.org 48 hours prior to the meeting. This will enable the Kensington Fire Protection District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title 1).

Oral communications will be taken on each agenda item. Each member of the public will be allotted the same maximum number of minutes to speak as set by the President before or during its consideration, except that public speakers using interpretation assistance will be allowed to testify for twice the amount of the public testimony time limit (California Government Code section 54954.3(a)).

Please click the link below to join the webinar:

<https://zoom.us/j/95307798554?pwd=emN1NlV5ajVRUndFUG4zSIRad2J2UT09>

Passcode: 010474

Or iPhone one-tap :

US: +16699009128,,95307798554#,,,,,0#,,010474# or +12532158782,,95307798554#,,,,,0#,,010474#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or +1 312 626 6799 or +1 646 558 8656
or +1 301 715 8592

Webinar ID: 953 0779 8554

Passcode: 010474

International numbers available: <https://zoom.us/j/95307798554?pwd=emN1NlV5ajVRUndFUG4zSIRad2J2UT09>

7:00 PM

1. SPECIAL MEETING CALL TO ORDER/ROLL CALL

President Stein, Vice President Padian, Directors Dommer, Kosel, and Nagel

2. ORAL COMMUNICATIONS. Comments are limited to items on this special meeting agenda. Speakers shall be required to provide their names and addresses prior to giving public comments.

3. Approve Supplemental Transmittal (ACTION) (supporting material)

4. ADJOURN SPECIAL MEETING

7:15 PM – RECONVENE ADJOURNED MEETING from September 9, 2020

ORAL COMMUNICATIONS. This place on the agenda is reserved for comments and inquiries from citizens and Board members concerning matters that do not otherwise appear on the agenda. Speakers shall be requested to provide their names and addresses prior to giving public comments or making inquiries.

7. ADMINISTRATIVE ITEMS

7.5. Public Safety Building Financing and Decision Plan (ACTION) (supporting material)

7.7. Proposed Amendment to Policy 8 Checking Account (First Reading) (ACTION)
(supporting material)

7.8. Consider Emergency Preparedness Agenda Items for:

- **Calling a Special Meeting on All or Specific Items (ACTION), or**
- **Discussing at the Current Meeting on All or Specific Items (ACTION)**
 - 7.8.1. Changes to Kensington Traffic and Evacuation Patterns Now Completed (INFORMATION)**
 - 7.8.2. Recommendation to ask the Board to request the El Cerrito Fire Department and the KPPCSD to use Nixle and NextDoor to (1) notify the public of Red Flag Days and (2) notify the public in advance of the first warning of impending Diablo Wind Events (ACTION)**
 - 7.8.3. Status of Proposal for a Pilot Program to Provide Emergency Radios to Members of the Public (DISCUSSION/ACTION)**
 - 7.8.4. Status and Future Steps for Investigating the Acquisition and Installment of Emergency Public Address Systems for Kensington (DISCUSSION)**
 - 7.8.5. Request for the Board to Approve Action Items Proposed by the Kensington Police Department Regarding Investigation into Potential Changes in Parking Configuration on six segments of Kensington streets, including public input, and to approve the production (no cost) of an educational video to explain the rationale for the proposed parking changes (ACTION)** (supporting material)
 - 7.8.6. Request from Emergency Preparedness Committee to Hire a Part-Time Emergency Preparedness Coordinator (Discussion and possible ACTION)**
(supporting material)
 - 7.8.7. Preliminary calculations of the traffic load on Kensington's streets during an emergency evacuation with little warning; implications for educating residents (DISCUSSION)**(supporting material)

8. Board Reports

Informational reports from Board members or staff covering the following assignments:

- a. Finance Committee (Stein/Dommer) (supporting material)
- b. Emergency Preparedness Committee (Padian/Nagel) (supporting material)
- c. California Special Districts Association Representatives:
 - i. County (Nagel)
 - ii. State Professional Development and Membership Services Committees (Kosel)

9. Adjournment

The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on October 14, 2020 at 7:00pm via Zoom Teleconference. The deadline for agenda items to be included in the Board packet is Wednesday, October 7, 2020 by 1:00pm.

If you challenge a decision of the Board of Directors in court, you may be limited to raising only those issues you or someone else raised at the Board Meeting or in written correspondence delivered at, or prior to, the Board Meeting.

TO: Auditor Controller of Contra Costa County:

TRANSMITTAL - APPROVAL

Forwarded herewith are the following invoices and claims for goods and services received which have been approved for payment:

**KENSINGTON FPD
TRANSMITTAL - APPROVAL
Invoices**

PY/CY:
BATCH #.:
DATE : 9/30/2020
LOCATION #: 13
FILENAME: KENSINGTON

VEND #	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND /ORG	SUB-ACCT	TASK	OPT.	ACTIVITY /WORK AUTH.	ENCUMB (P.O.) / Invoice #	P/C	PAYMENT AMOUNT
50297	BHI Management Consulting	7/29/2020	Inv 020-18	7840	2490						5,300.00
#####	Everbridge	8/4/2020	Q54134	7840	2490						3,090.00
50298	Julie Stein	8/10/2020	Warrant 608461 Correction	7840	2490						1.08

TOTAL

8,391.08

Kensington FPD Approval

Notes: BHI July Invoice Omitted from August Transmittal, August was Approved on September Transmittal



TO: Board of Directors
Kensington Fire Protection District

DATE: September 9, 2020

RE: Public Safety Building Shared Financing: Decision Plan and Draft Proposal for Board Review

SUBMITTED BY: Mary A. Morris-Mayorga, Interim General Manager

Recommended Action

Discuss the proposed public safety building renovation financing, decision plan for potential occupancy by KPPCSD, and project schedule. Take action as deemed appropriate by the Board of Directors:

- Provide staff direction on financing;
- Provide staff direction on terms to incorporate in a letter or memorandum of understanding for KPPCSD potential occupancy, if the Board desires.

Background

Ross Drulis Cusenbery Architecture (RDC) is in the process of seeking determination by the County of Contra Costa (CCC) on the conceptual design plan for the potential public safety building renovation. While initial verbal feedback through meetings indicated that the it may be possible for approval excluding the elevator, during recent follow-up conversations CCC confirmed that they believe an elevator will be required. Due to current project workload they will not be able to provide an official determination for several weeks (attached).

RDC and the Interim General Managers of KFPD and KPPCSD held a meeting to discuss options for proceeding. In light of the likelihood that an elevator will be required, it is prudent for RDC to develop a final revision of the conceptual design with input from the Police and Fire Chiefs to demonstrate the District’s due diligence. This will provide a comprehensive decision-making package for presentation to the Boards.

The Interim General Managers for both KFPD and KPPCSD have been continuing to discuss the remaining schedule. The proposed project decision process and plan includes the major steps with tentative dates for purposes of providing an overall schedule, updates will be provided as they occur. Some steps assume that KPPCSD will occupy space in the building which could change dependent upon whether the conceptual design will accommodate and decision by either or both Boards. IT may be advisable to establish a Memorandum of Understanding outlining the terms for a smooth and timely decision-making process.

<u>Decision Process and Project Plan</u>	<u>Meeting</u>	<u>Date</u>
Determination of Financing	Regular	9/9/2020
	Regular	10/14/2020
Final Conceptual Design	N/A	September 2020
Presentation of Design to KFPD/KPPCSD Boards/Joint Meeting	Special	Week of 9/28/2020
KFPD Board Discussion/Decision on Joint Occupancy	Regular	10/14/2020

Public Safety Building Shared Financing: Decision Plan and Draft Proposal for Board Review

KPPCSD Board Discussion/Decision on Joint Occupancy	Regular	10/15/2020 or 10/29/2020
<i>(updated schedule in progress)</i>		
Construction Drawings		TBD
Plan Check		TBD
Project Bidding		TBD
Award Construction Project		TBD
Construction Begins		TBD
Project Completion		TBD

The overall cost of the project, and allocation to each agency in the event shared occupancy is determined, is estimated to be:

<u>Construction/Temporary Space</u>	<u>Total</u>	<u>KFPD</u>	<u>KPPCSD</u>
Construction (Based on Conceptual Design Estimate)	\$ 4,579,000	\$ 3,746,000	\$ 833,000
Soft Costs	1,144,750	936,500	208,250
Temporary Space	972,000	972,000	
	<u>\$ 6,695,750</u>	<u>\$ 5,654,500</u>	<u>\$ 1,041,250</u>
Example of Amortized Cost Over 15 Years at 5%		Annual	\$ 100,316
		Monthly	\$ 8,360

Since the District owns the building, the KPPCSD allocation would typically be paid over time as a component of leasing the space or per other agreement. To reflect the commitment of KFPD to renovate the space allocated to KPPCSD an agreement laying out the lease terms would be initiated prior to proceeding. This would include a termination clause in the event KPPCSD plans to terminate occupancy. The potential cash flow has been incorporated into the reserves schedule below. While there would be available Operating Reserves to fund the gap in Capital Outlay Reserves, securing some form of short-term financing from programs such as through the California Special Districts Financing Corporation is an option. Staff is currently gathering information on this program.

	FY 2021 Budget	FY 2022 Budget	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget
<u>Operating</u>					
Beginning Balance	\$ 5,413,569	\$ 5,305,337	\$ 5,900,016	\$ 4,023,147	\$ 4,652,048
Revenues	\$ 4,679,910	\$ 4,766,626	\$ 4,899,932	\$ 4,999,141	\$ 5,091,231
Expenditures	\$ (4,180,831)	\$ (4,014,636)	\$ (4,119,490)	\$ (4,212,929)	\$ (4,323,024)
Transfer In					
Transfer Out-Capital	\$ (607,311)	\$ (157,311)	\$ (157,311)	\$ (157,311)	\$ (157,311)
Transfer Out-PSB			\$ (2,500,000)		
Ending Balance	\$ 5,305,337	\$ 5,900,016	\$ 4,023,147	\$ 4,652,048	\$ 5,262,944
EC Contract Reserve	(3,500,000)	(3,500,000)	(3,500,000)	(3,500,000)	(3,500,000)
Operating Reserves	\$ 1,805,337	\$ 2,400,016	\$ 523,147	\$ 1,152,048	\$ 1,762,944
<u>Capital Outlay</u>					
Beginning Balance	\$ 4,047,723	\$ 4,207,654	\$ 919,665	\$ 393,182	\$ 555,604
Revenues	52,620	54,700	11,956	5,111	7,223
Expenditures	(500,000)	(3,500,000)	(3,195,750)		
Transfer In-Capital Funding	607,311	157,311	157,311	157,311	157,311
Transfer In-Operating			2,500,000		
Transfer Out					
Capital Outlay Reserves	\$ 4,207,654	\$ 919,665	\$ 393,182	\$ 555,604	\$ 720,138

Fiscal Impact

There is no fiscal impact at this time; however, once the Board takes action to proceed with the project budget amendments will include: capital project and funding; operating expenses; and KPPCSD lease revenue.

Kensington Fire Protection District
Public Safety Building Renovation
Financing

Item 7.5

Costs Have Been Updated Pursuant to Draft Project Budget

<u>Total Renovation Cost</u>	Total	FY 2021	FY 2022	FY 2023
Design/Planning/Management	\$ 808,430	\$ 500,000	\$ 123,372	\$ 185,058
Construction	5,171,243		2,068,497	3,102,746
Project Contingency	725,831		290,332	435,499
Temporary Facility	974,500		974,500	
Additional Costs -Per Project Cost Report	304,137	91,241	106,448	106,448
Total	\$ 7,984,141	\$ 591,241	\$ 3,563,149	\$ 3,829,751

Financing Options

Reserves 100%

Reserves Combined with Construction Loan (CSDA Finance or Other)

KPPCSD Occupied Space (Option B potential)

Construction Cost - based on square footage	\$ 972,946
Soft Cost Estimate - 25%	243,237
Total Estimated Construction Cost	\$ 1,216,183

Options for Funding

Lump Sum (reserves or loan from KFPD)

Amortized Over 15-20 Years

Incorporated into Monthly Lease Payment

Amortized (Rate = 5%)	15 Years	20 Years
Monthly	\$9,617.49	\$8,026.27
Annual	\$ 115,410.00	\$ 96,315.00

Kensington Fire Protection District
 Projected Reserve Balances Including Project Cost Outflow

Item 7.5

	FY 2021 Budget	FY 2022 Budget	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget
Operating					
Beginning Balance	\$ 5,413,569	\$ 5,305,337	\$ 5,901,203	\$ 3,626,357	\$ 4,260,296
Revenues	\$ 4,679,910	\$ 4,767,813	\$ 4,901,955	\$ 5,004,179	\$ 5,096,335
Expenditures	\$ (4,180,831)	\$ (4,014,636)	\$ (4,119,490)	\$ (4,212,929)	\$ (4,323,024)
Transfer In					
Transfer Out-Capital	\$ (607,311)	\$ (157,311)	\$ (157,311)	\$ (157,311)	\$ (157,311)
Transfer Out-PSB			\$ (2,900,000)		
Ending Balance	\$ 5,305,337	\$ 5,901,203	\$ 3,626,357	\$ 4,260,296	\$ 4,876,296
EC Contract Reserve	(3,500,000)	(3,563,145)	(3,500,000)	(3,500,000)	(3,500,000)
Operating Reserves	\$ 1,805,337	\$ 2,338,058	\$ 126,357	\$ 760,296	\$ 1,376,296
Capital Outlay					
Beginning Balance	\$ 4,047,723	\$ 4,116,413	\$ 764,092	\$ 5,585	\$ 162,969
Revenues	52,620	53,513	9,933	73	2,119
Expenditures	(591,241)	(3,563,145)	(3,825,751)		
Transfer In-Capital Funding	607,311	157,311	157,311	157,311	157,311
Transfer In-Operating			2,900,000		
Transfer Out					
Capital Outlay Reserves	\$ 4,116,413	\$ 764,092	\$ 5,585	\$ 162,969	\$ 322,399
<i>Options to Funding Include Short-Term Loan Through CSDA Program</i>					



CSDA Finance Corporation

1112 I Street, Suite 200
 Sacramento, CA 95814
 t: 916.442.7887 f: 916.442.7889
 www.csdafinance.net



PREPARED BY CSDA FINANCE CORPORATION

DATE: September 21, 2020

PROPOSED LEASE PURCHASE FOR: Kensington Fire Protection District

RE: Building Renovation

NOTE: TERMS ARE BASED UPON LEASE BEING BANK QUALIFIED

Purchase Option amount is exclusive of the rental payment due on same date.

Interest rate quote is valid for an acceptance within 15 days and lease funding within 60 days.

Payments: Annually in arrears	Financing Amount \$2,000,000	Interest Rate 2.35%	Term 5 Years
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PMT #	Due Date	Rent Payment	To Principal	To Interest	Purchase Option
1		\$428,636.59	\$381,636.59	47,000.00	
2		428,636.59	390,605.05	38,031.54	
3		428,636.59	399,784.27	28,852.32	844,533.57
4		428,636.59	409,179.20	19,457.39	427,170.79
5		428,636.59	418,794.89	9,841.70	0.00

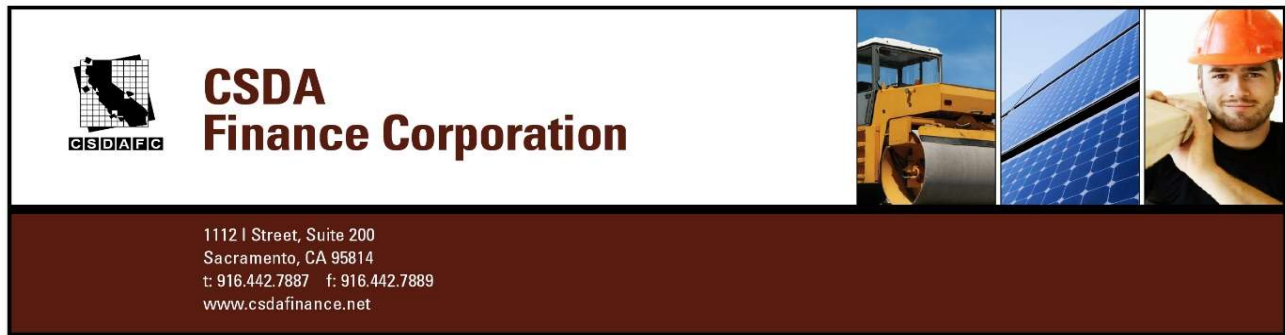
TOTALS:	<u>\$2,143,182.95</u>	<u>\$2,000,000.00</u>	<u>\$143,182.95</u>
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Approved and agreed to: Kensington Fire Protection District

By: _____

Date: _____

Title: _____



CSDA Finance Corporation

1112 I Street, Suite 200
 Sacramento, CA 95814
 t: 916.442.7887 f: 916.442.7889
 www.csdafinance.net

PREPARED BY CSDA FINANCE CORPORATION

DATE: September 21, 2020

PROPOSED LEASE PURCHASE FOR: Kensington Fire Protection District

RE: Building Renovation

NOTE: TERMS ARE BASED UPON LEASE BEING BANK QUALIFIED

Purchase Option amount is exclusive of the rental payment due on same date.

Interest rate quote is valid for an acceptance within 15 days and lease funding within 60 days.

Payments: Annually in arrears	Financing Amount \$2,000,000	Interest Rate 2.75%	Term 10 Years
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PMT #	Due Date	Rent Payment	To Principal	To Interest	Purchase Option
1		\$231,479.44	\$176,479.44	55,000.00	
2		231,479.44	181,332.62	50,146.82	
3		231,479.44	186,319.27	45,160.17	
4		231,479.44	191,443.05	40,036.39	
5		231,479.44	196,707.74	34,771.70	1,089,072.24
6		231,479.44	202,117.20	29,362.24	882,912.69
7		231,479.44	207,675.42	23,804.02	671,083.77
8		231,479.44	213,386.50	18,092.94	453,429.54
9		231,479.44	219,254.62	12,224.82	229,789.82
10		231,479.44	225,284.14	6,195.30	0.00

TOTALS:	<u>\$2,314,794.40</u>	<u>\$2,000,000.00</u>	<u>\$314,794.40</u>
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Approved and agreed to: Kensington Fire Protection District

By: _____

Date: _____

Title: _____



	Kensington Fire Station Renovation
September 15, 2020	

Cost Model Manager - Preliminary Project Cost Report

SUMMARY	Estimated Budget 15-Sep-20	Anticipated Cost (AC) \$/ GSF	Comments
Land Acquisition	\$0	\$0	Not Applicable
Entitlements & Permits	\$67,238	\$10	Planning, Building fees
Design, Planning and Management	\$808,430	\$125	Architects, Engineers, Project/Construction Management
Construction and Related Costs	\$5,171,243	\$798	Construction, Utilities, Inspections, Change Order Contingency
Telephone and Data Systems	\$102,200	\$16	Servers, racks, communication equipment etc
Furnishings, Fixtures and Equipment	\$99,700	\$15	Chairs, tables, sleeping quarter furnishings, lounge area furnishings etc
Audio Visual and Security	\$35,000	\$5	TVs, Security equipment
Owner Costs	\$974,500	\$0.00	Temporary facility costs
Project Contingency	\$725,831	\$112	10% of above costs
TOTAL PROJECTED PROJECT BUDGET	\$7,984,141	\$1,082	

	Kensington Fire Station Renovation
September 15, 2020	



Cost Model Manager - Preliminary Project Cost Report

ENTITLEMENT & PERMITS	Estimated Budget 15-Sep-20	Anticipated Cost (AC) \$/ GSF	Comments
Entitlement Planning Fees	10,000	1.54	Allowance
		-	
Permit Building Permit	57,238	8.83	Allowance @ 1.25% of construction cost
PW Permit		-	
Fire		-	
Encroachment		-	
Total - Entitlement & Permits	67,238	\$ 9	

Cost Model Manager - Preliminary Project Cost Report

DESIGN, PLANNING & MANAGEMENT	Estimated Budget 15-Sep-20	Anticipated Cost (AC) \$/ GSF	Comments
Design Professionals			
Architect	549,480	84.80	Allowance at 12% of construction cost
Landscape Architect		-	
Structural engineer		-	
Electrical		-	
Mechanical		-	
Plumbing		-	
Civil Engineer		-	
Data, Audio Visual, Security		-	
Food Service - kitchen design		-	
Specialty Consultants		-	
Project/Construction Management	228,950	35.33	Allowance at 5% of construction cost
Reimbursables	10,000	1.54	Allowance
Owner Direct Consultants			
Geotech	10,000	1.54	Allowance
Environmental - Hazmat	5,000	0.77	Allowance
Topo and Alta surveys	5,000	0.77	Allowance
Total - Design, Planning & Management	808,430	\$ 125	

Cost Model Manager - Preliminary Project Cost Report

CONSTRUCTION COSTS and RELATED COSTS	Estimated Budget 15-Sep-20	Anticipated Cost (AC) \$/ GSF	Comments
Construction	4,579,000	706.64	Per estimate
Public Art	0	-	Not included
Related Costs of Construction			
Hazmat Abatement	0	-	Included in construction budget
Contractor Labor & Performance Bond	0	-	Included in construction budget
SWPPP	0	-	Not required
Utility Fees	100,000		Allowance
Fire Service	0	-	Included in utility fee
Potable, irrigation	0	-	Included in utility fee
PG&E	0	-	Included in utility fee
Cable/Telecommunications	0	-	Included in utility fee
Insurance - Builder's Risk	0	-	Not included
Testing & Inspections	34,343	5.30	Allowance @ 0.75% of building and site development cost
Change Order Contingency	457,900	70.66	Allowance @ 10% of construction cost
Total - Construction Costs	5,171,243	783	

Cost Model Manager - Preliminary Project Cost Report

TELEPHONE and DATA SYSTEMS	Estimated Budget 15-Sep-20	Anticipated Cost (AC) \$/ GSF	Comments
Cabling	0	-	Included in construction budget
Telecom, Server, Network Switches, Comm. Equipment	97,200	15.00	Allowance, reuse existing?
Desktop/laptop computers	5,000	0.77	Allowance, reuse existing?
Total - Telephone and Data Systems	102,200	16	
FURNISHINGS, FIXTURES & EQUIPMENT	Estimated Budget 15-Sep-20	Anticipated Cost (AC) \$/ GSF	Comments
Furnishings	97,200	15.00	Allowance, reuse existing?
Owner Supplied Breakroom Equipment	2,500	0.39	Allowance, reuse existing?
Total - Furnishings, Fixtures and Equipment	99,700	15	
AUDIO VISUAL and SECURITY	Estimated Budget 15-Sep-20	Anticipated Cost (AC) \$/ GSF	Comments
Public announcement system	0	-	Not included
Audio Visual Systems	10,000	1.54	Allowance, reuse existing?
Assisted Listening Devices	0	-	Not included
Security System - CCTV, Card Keys etc.	25,000	3.86	Head in equipment costs allowance
Total - Audio Visual and Security	35,000	5	

Cost Model Manager - Preliminary Project Cost Report

OWNER COSTS	Estimated Budget 15-Sep-20	Anticipated Cost (AC) \$/ GSF	Comments
Legal	0	-	Not included
Staff Cost	0	-	Not included
Temp Facility	972,000	-	Preliminary budget for 14 months
Financing Fees	0	-	Not included
Ground Breaking, Project Opening etc	2,500	-	
Total - Owner Costs	974,500	0.00	

GENERAL CONCEPT PLAN ASSUMPTIONS:

THE ATTACHED DRAWINGS ARE CONCEPTUAL IN NATURE AND ARE BASED ON PRELIMINARY FACTORS/ASSUMPTIONS THAT INCLUDE:

1. THE EXISTING BUILDING DOCUMENTATION IS INCOMPLETE. THE CURRENT LAYOUTS ARE BASED ON PAPER-DRAWINGS PROVIDED BY THE DISTRICT, BUT HAVE NOT BEEN CROSS-REFERENCED BY CONDITIONS IN THE FIELD. DETAILED AS-BUILT DRAWINGS ARE REQUIRED TO VALIDATE CURRENT CONDITIONS.

2. THE MAJORITY OF THE MECHANICAL EQUIPMENT IS ASSUMED TO BE RELOCATED TO THE ROOF OR OTHER AREA EXTERIOR TO THE MAIN BUILDING.

3. THE ELEVATOR ASSUMES A MACHINE ROOM-LESS (MRL) CONFIGURATION. THIS FEASIBILITY IS TO BE VERIFIED.

4. FURTHER VERIFICATION REQUIRED TO VALIDATE REDUCING THE SIZE OF THE ELECT/COMM/IT SPACE. A DETAILED AS-BUILT ASSESSMENT IS REQUIRED.

5. FURTHER ENGINEERING—INCLUDING STRUCTURAL DESIGN AND SHEAR WALL REQUIREMENTS—MAY IMPACT THESE SPACE LAYOUTS

AREA CALCULATIONS

FIRST FLOOR GROSS: 3,092sf
 FIRST FLOOR F.D. NET: 1547sf
 -includes elevator, stair, app. bays & support spaces
 FIRST FLOOR P.D. NET: 859 sf
 FIRST FLOOR SHARED NET: 297 sf
 -includes lobby, secure hallway, restroom

SECOND FLOOR GROSS: 2,932sf
 -excludes existing 327sf outdoor terrace
 SECOND FLOOR F.D. NET: 2,796sf
 SECOND FLOOR SHARED NET: 163 sf
 -includes elec., mech & gen rooms

Net areas do not include interior partitions or exterior walls.

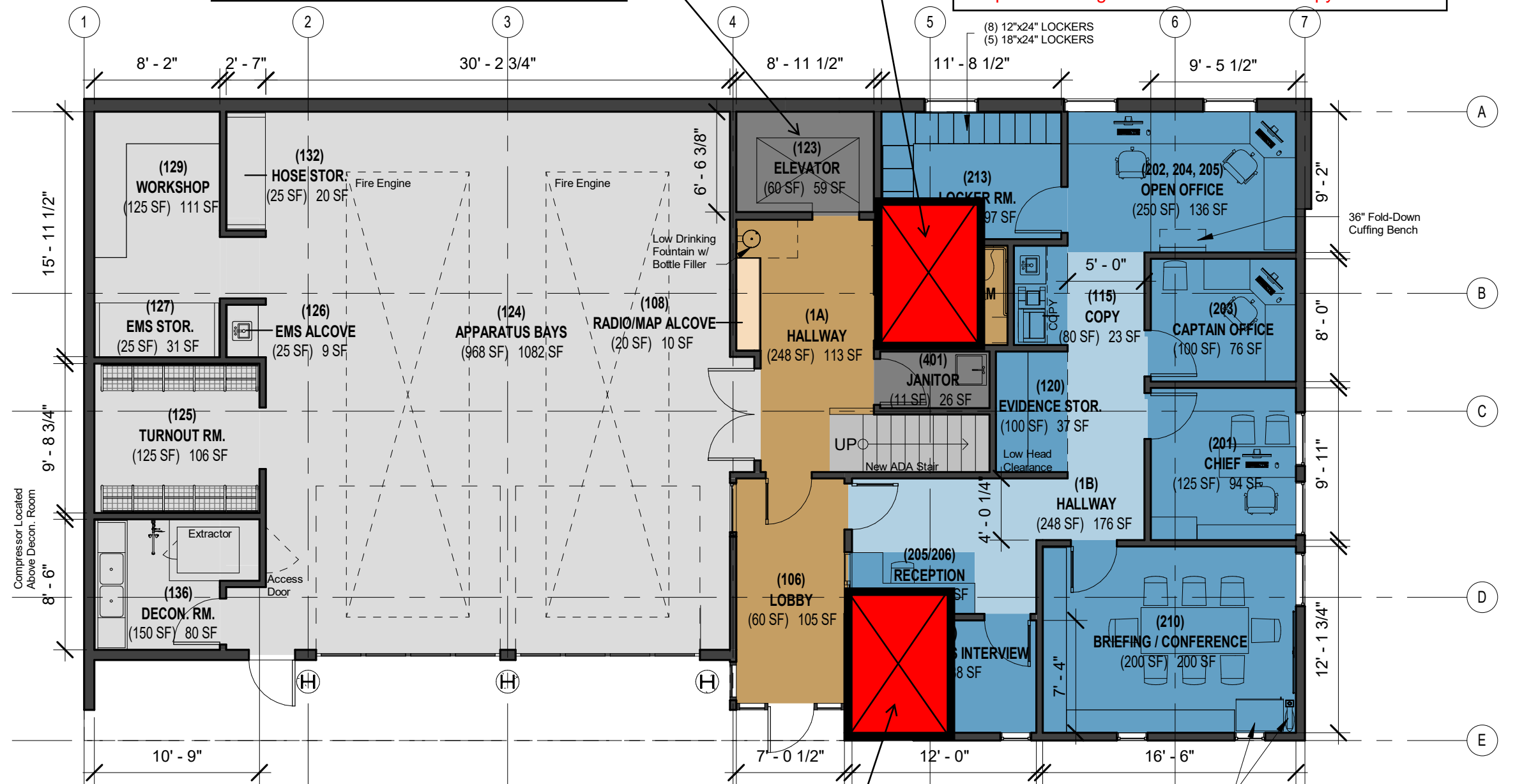
RossDrulisCusenbery Architecture, Inc.

OPTION D [Current Option]

Current location of the elevator may have possible conflict with foundations of east wall.

OPTION D [Alternative 01]

- requires moving restroom to location to east, in the Option D elevator location.
 - requires redesign of PD locker room & copy area

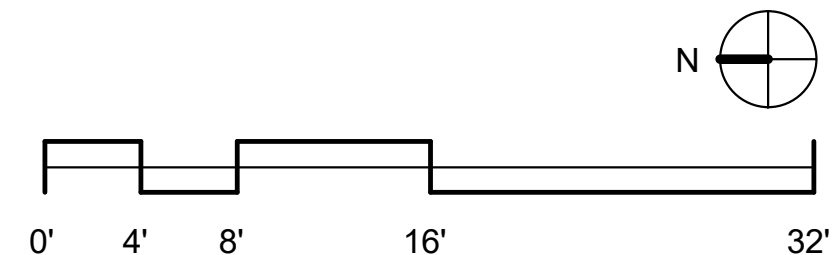


OPTION D [Alternative 02]

- requires redesign of PD reception and briefing.
 - redesign the Option D elevator location for use as PD interview room or other PD use.

Conceptual alternative elevator location concepts are presented here for review.

**FIRST FLOOR OPTION D
 With Elevator & Enclosed Deck**



OPTION D [Current Option]

The current location of the elevator displaces the existing mechanical equipment room. It is likely that some of this equipment will need to be relocated to the roof.

OPTION D [Alternative 01]

- requires redesigning access to the fitness room
- reduces the size of the fitness room.

GENERAL CONCEPT PLAN ASSUMPTIONS:

THE ATTACHED DRAWINGS ARE CONCEPTUAL IN NATURE AND ARE BASED ON PRELIMINARY FACTORS/ASSUMPTIONS THAT INCLUDE:

1. THE EXISTING BUILDING DOCUMENTATION IS INCOMPLETE. THE CURRENT LAYOUTS ARE BASED ON PAPER-DRAWINGS PROVIDED BY THE DISTRICT, BUT HAVE NOT BEEN CROSS-REFERENCED BY CONDITIONS IN THE FIELD. DETAILED AS-BUILT DRAWINGS ARE REQUIRED TO VALIDATE CURRENT CONDITIONS.

2. THE MAJORITY OF THE MECHANICAL EQUIPMENT IS ASSUMED TO BE RELOCATED TO THE ROOF OR OTHER AREA EXTERIOR TO THE MAIN BUILDING.

3. THE ELEVATOR ASSUMES A MACHINE ROOM-LESS (MRL) CONFIGURATION. THIS FEASIBILITY IS TO BE VERIFIED.

4. FURTHER VERIFICATION REQUIRED TO VALIDATE REDUCING THE SIZE OF THE ELEC/COMM/IT SPACE. A DETAILED AS-BUILT ASSESSMENT IS REQUIRED.

5. FURTHER ENGINEERING—INCLUDING STRUCTURAL DESIGN AND SHEAR WALL REQUIREMENTS—MAY IMPACT THESE SPACE LAYOUTS

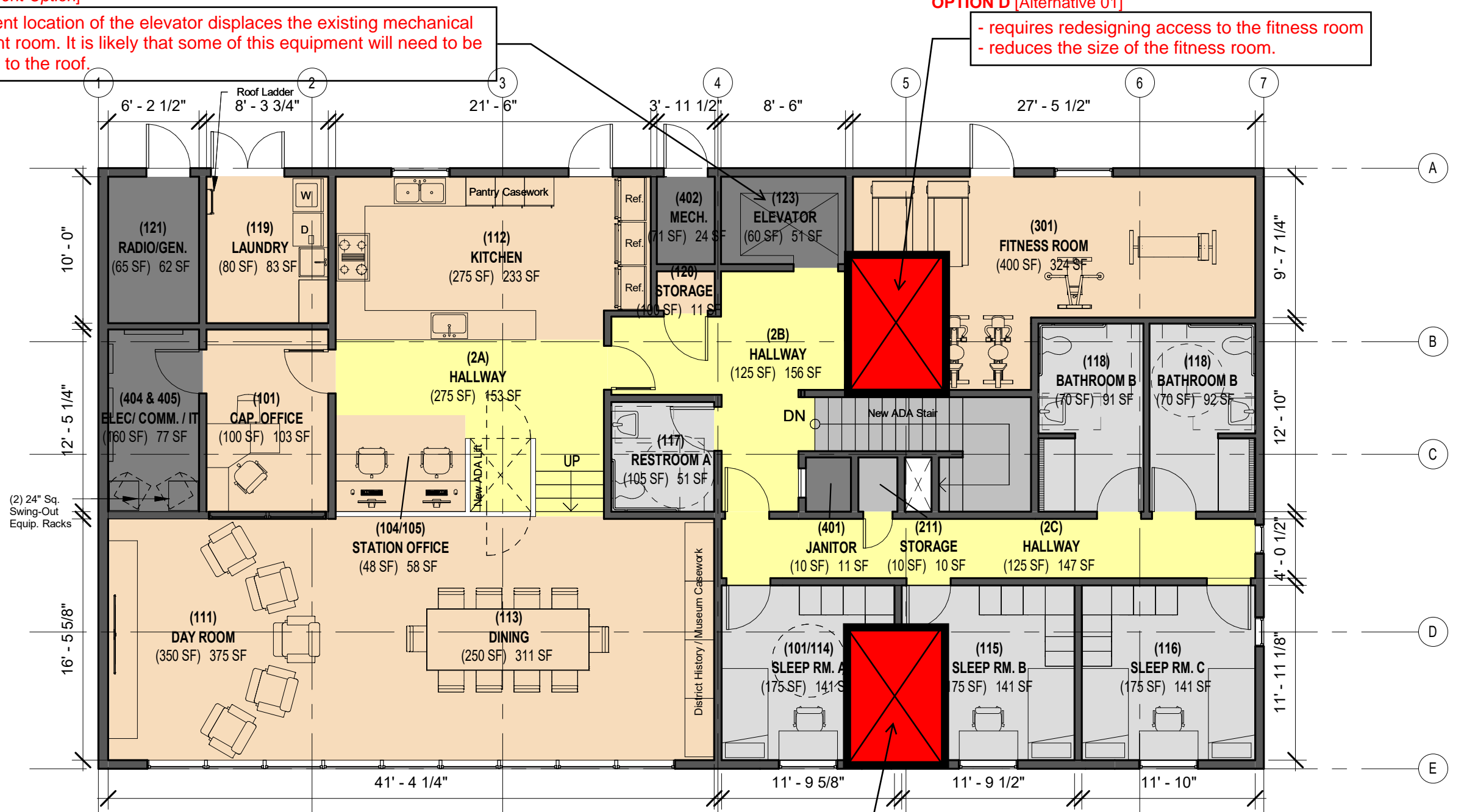
AREA CALCULATIONS

FIRST FLOOR GROSS: 3,092sf
 FIRST FLOOR F.D. NET: 1547sf
 -includes elevator, stair, app. bays & support spaces
 FIRST FLOOR P.D. NET: 859 sf
 FIRST FLOOR SHARED NET: 297 sf
 -includes lobby, secure hallway, restroom

SECOND FLOOR GROSS: 2,932sf
 -excludes existing 327sf outdoor terrace
 SECOND FLOOR F.D. NET: 2,796sf
 SECOND FLOOR SHARED NET: 163 sf
 -includes elec., mech & gen rooms

Net areas do not include interior partitions or exterior walls.

RossDrulisCusenbery Architecture, Inc.

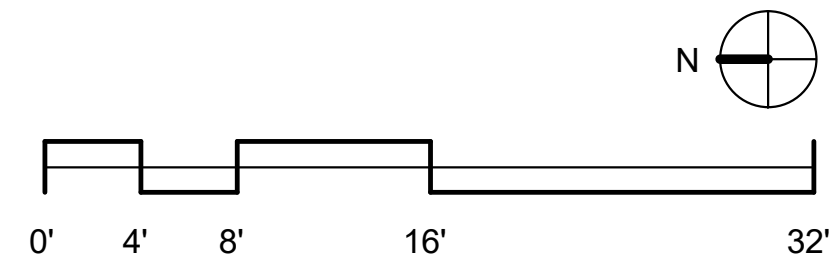


OPTION D [Alternative 02]

- requires redesign of sleep rooms, bathrooms and fitness room.
- requires redesign of hallways and circulation on second floor.

Conceptual alternative elevator location concepts are presented here for review.

**SECOND FLOOR OPTION D
With Elevator & Enclosed Deck**



CONCEPTUAL SECOND FLOOR PLAN - RENOVATION



Kensington Public Safety Building
217 Arlington Avenue
Kensington, CA 94707

Conceptual Cost Plan
for
Kensington Fire Station
Renovation

July 22, 2020



1900 Powell Street, Suite 470
Emeryville, CA 94608
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www.mack5.com

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Conceptual Cost Plan

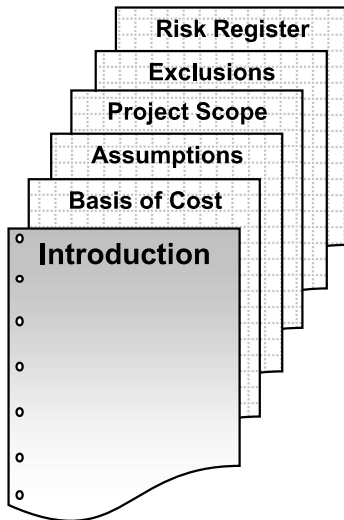
Commentary

Kensington Fire Station

Introduction
Basis of Cost
Assumptions
Exclusions

July 22, 2020

introduction

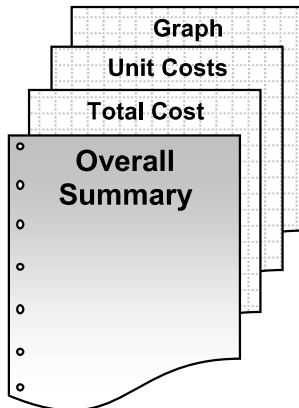


mack5 was requested to carry out a Conceptual Design Cost Plan for the renovation of existing Kensington Fire Station, located at 217 Arlington Avenue, Kensington, CA 94707

The first part of the Report contains the basis of the report, the assumptions made, description of the project scope, and exclusions to the costs which contain items that have potential to impact cost at some point in the future.

The Overall Summary section contains a Summary of Gross Floor Areas, an Overall Project Summary, and Component and Trade Cost Summaries with Graphs.

Each section contains Control Quantities, a Cost Summary and Graph, and a Detailed Breakdown of Costs.



project introduction

Kensington Fire Protection District proposes to renovate the existing fire station. The existing 6,060gsf, 2-story, Kensington Public Safety building houses the fire and police department. It is a wood & steel framed structure constructed in 1971. The building has undergone multiple renovation in 1998, 2004 and 2010. Trash and storage structures have been added behind the building at the north end of the parking lot.

The existing fire station includes 3-apparatus bays (converted to 2), apparatus support spaces including a workshop, medical storage and clean-up room, turnout storage and related janitor facilities, ADA restroom and station office, kitchen, dining, dayroom and laundry room, private sleeping quarters with unisex restrooms and mechanical/electrical/communications rooms.

items used for cost estimate

narrative/drawing Preliminary Space Requirements prepared by
RossDrullisCusenberry Architecture, Inc., dated 08/21/2019
Conceptual Retrofit Design prepared by IDA, dated 09/05/2019

architectural Architectural floor plans prepared by RossDrullisCusenberry
Architecture, Inc., dated 09/05/2019
A-01 Existing first floor
A-02 Existing second floor
Architectural floor plans prepared by RossDrullisCusenberry
Architecture, Inc., dated 06/01/2020
First Floor Option B
Second Floor Option B

assumptions

- (a) Construction will start in September, 2021
- (b) A construction period of 12 months
- (c) The general contract will be competitively bid by a minimum of five (5) qualified contractors
- (d) The general contractor will have full access to the site during normal business hours
- (e) There are no phasing requirements
- (f) The contractor will be required to pay prevailing wages

exclusions

- (a) Cost escalation beyond the midpoint date of March, 2022
- (b) Loose furniture and equipment except as specifically identified
- (c) Compression of schedule, premium or shift work, and restrictions on the contractor's working hours
- (d) Soft Cost such as testing and inspection fees, architectural design and construction management fees, assessments, taxes, finance, legal and development charges
- (e) Scope change and post contract contingencies
- (f) Environmental impact mitigation
- (g) Temporary housing for displaced management and staff
- (h) Moving and relocation cost
- (i) Utility fees

Conceptual Cost Plan

Overall Summary
Kensington Fire Station
Renovation

Gross Floor Areas
Overall Summary
Component Summary
Trade Summary

July 22, 2020

	Area	%	\$/SF	\$,000
Building Renovation	6,480	96%	\$674.83	\$4,373
Site Improvement	7,700	4%	\$26.71	\$206
TOTAL CONSTRUCTION & SITEWORK	6,480	100%	\$706.57	\$4,579

ADD Alternate:	\$,000
ADD: Elevator and wheelchair lift	\$512

Cost Allocation:	
Cost Allocation to Police Department	\$833

Construction Cost Analysis:	\$,000
Replacement Construction Cost	\$8,284
50% Replacement Construction Cost	\$4,142
Renovation Construction Cost (ref. Building Renovation Cost Above)	\$4,373
Overage	\$231

Conceptual Cost Plan

**Building Renovation
Kensington Fire Station**

Control Quantities
Building Renovation Summary
Detailed Cost Breakdown

July 22, 2020

Enclosed Areas		height
First floor	3,120	12.00
Second floor	3,280	14.00

Subtotal of Enclosed Area	6,400
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Covered Area	160
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Subtotal of Covered Area at half value	80
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Total of Gross Floor Area	6,480
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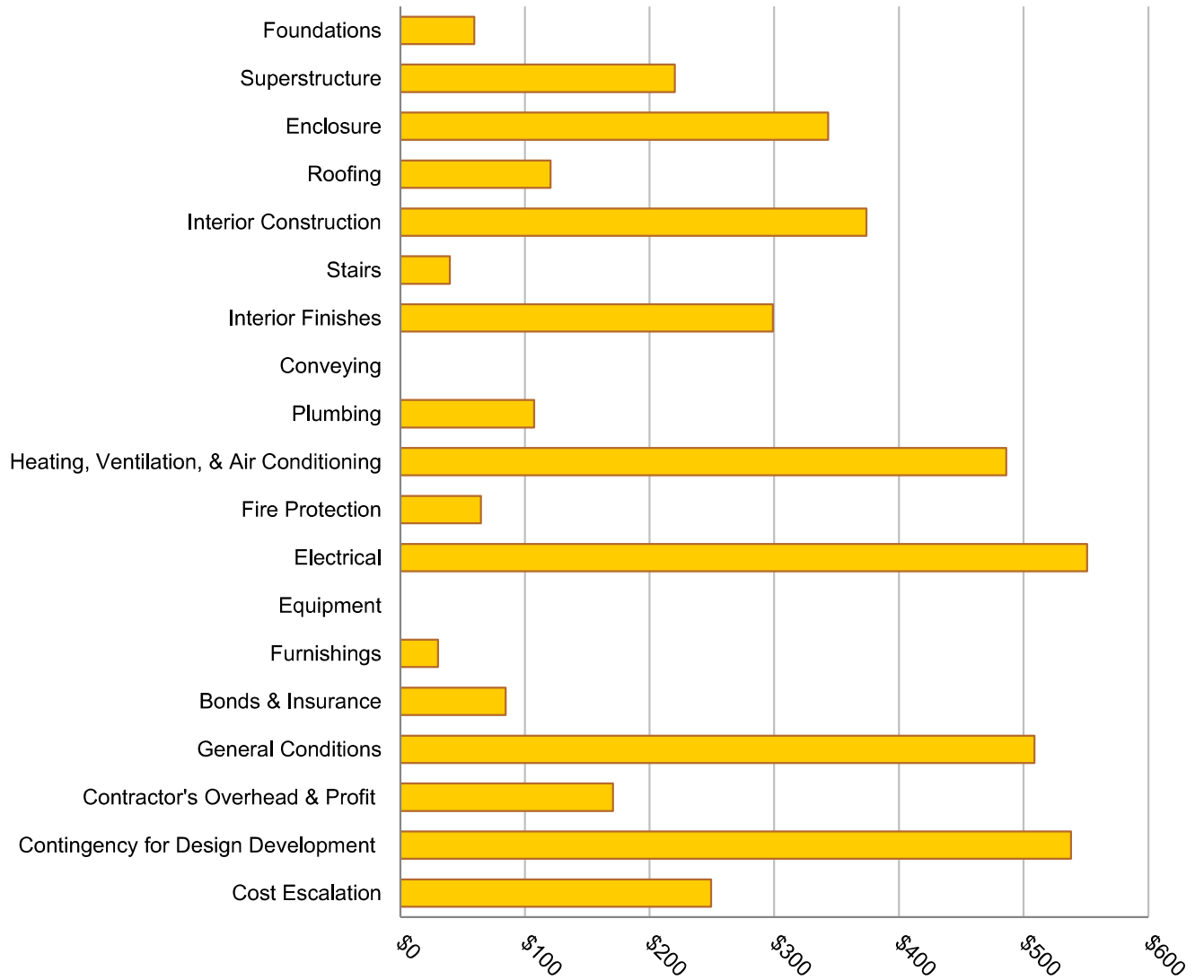
CONTROL QUANTITIES

			Ratio to Gross Area
Number of stories (x1,000)	2	EA	0.309
Gross Area	6,480	SF	1.000
Enclosed Area	6,400	SF	0.988
Covered Area	160	SF	0.025
Footprint Area	3,280	SF	0.506
Volume	83,360	CF	12.864
Gross Wall Area (excluding retaining wall)	4,110	SF	0.634
Finished Wall Area	93% 3,817	SF	0.589
Windows or Glazing Area	7% 294	SF	0.045
Roof Area - Flat	3,882	SF	0.599
Roof Area - Sloping	-	SF	0.000
Roof Area - Total	3,882	SF	0.599
Roof Glazing Area	0	SF	0.000
Interior Partition Length	640	LF	0.099
Elevators (x10,000)	0	EA	0.000
Plumbing Fixtures (x1,000)	13	EA	2.006

CSI UniFormat Summary	6,480 SF	%	\$/SF	,\$000
Foundations		1%	\$9.20	\$60
Superstructure		5%	\$33.98	\$220
Enclosure		8%	\$52.97	\$343
Roofing		3%	\$18.61	\$121
Interior Construction		9%	\$57.69	\$374
Stairs		1%	\$6.17	\$40
Interior Finishes		7%	\$46.15	\$299
Conveying		0%	\$0.00	\$0
Plumbing		2%	\$16.58	\$107
Heating, Ventilation, & Air Conditioning		11%	\$75.00	\$486
Fire Protection		1%	\$10.00	\$65
Electrical		13%	\$85.00	\$551
Equipment		0%	\$0.00	\$0
Furnishings		1%	\$4.69	\$30
Selective Building Demolition		3%	\$19.41	\$126
Subtotal - Building Construction		65%	\$435.46	\$2,822
Bonds & Insurance	3.00%	2%	\$13.06	\$85
General Conditions	17.50%	12%	\$78.49	\$509
Contractor's Overhead & Profit	5.00%	4%	\$26.35	\$171
Subtotal		82%	\$553.36	\$3,586
Contingency for Design Development	15.00%	12%	\$83.00	\$538
Cost Escalation	6.04%	6%	\$38.47	\$249
TOTAL CONSTRUCTION BUDGET		100%	\$674.83	\$4,373

NOTE: Inclusions and Exclusions listed in the Commentary Section.

CSI UniFormat Summary



FOUNDATIONS	Quantity	Unit	Rate	Total (\$)
Special Foundation				
11.2 Add Drilled piers to resist slope failure				
Mobilization and demobilization	1	LS	\$15,000.00	\$15,000
Testing	1	LS	\$10,000.00	\$10,000
18" diameter pier x 10' deep	3	EA	\$8,000.00	\$24,000
Slab On Grade				
Allowance to patch/repair existing slab on grade, affected by the seismic retrofit	1,060	SF	\$10.00	\$10,600
Subtotal For Foundations:				\$59,600

SUPERSTRUCTURE	Quantity	Unit	Rate	Total (\$)
Structural Mitigation				
11.1 Strengthen diaphragm and vertical transition at split level, with plywood diaphragm nailing	425	SF	\$30.00	\$12,750
11.3 Strengthen shear wall at grid 1,4,7,A&E; add plywood shearwalls and holdowns or increase nailing at existing shearwalls and replace holdowns as required	3,504	SF	\$30.00	\$105,120
11.4 Provide holdown to foundation, typical at line E (allow at 12" o.c.)	52	EA	\$205.00	\$10,660
11.4 Provide posts to end of shearwall, typical at line E (allow at 12" o.c.)	44	LF	\$205.00	\$9,020
11.5 Install additional anchor bolts to strengthen connection of moment frame to foundation	1	LS	\$3,500.00	\$3,500
11.6 Strengthen moment frame beams by adding steel to build up beam section	43	LF	\$260.00	\$11,180
11.6 Columns strengthening as required	44	LF	\$260.00	\$11,440
Roof Structure				
Extend roof structure over exterior deck; including plywood sheathing and wood framing	322	SF	\$75.00	\$24,150

SUPERSTRUCTURE

	Quantity	Unit	Rate	Total (\$)
Miscellaneous				
Miscellaneous metal	6,480	GSF	\$2.00	\$12,960
Miscellaneous rough carpentry	6,480	GSF	\$1.00	\$6,480
Temporary scaffolding, shoring and safety measure	6,480	GSF	\$2.00	\$12,960
Subtotal For Superstructure:				\$220,220

ENCLOSURE

	Quantity	Unit	Rate	Total (\$)
Enclosure to (E) exterior deck & App Bay 1				
Wood shingles, complete with water vapor membrane, sheathing, rigid insulation and metal stud frame	180	SF	\$105.00	\$18,900
Exterior Wall				
(N) Horizontal shingles and building paper, over existing plywood	3,637	SF	\$45.00	\$163,643
(N) gypboard, fire taped over (E) plywood - allowance	3,637	SF	\$10.00	\$36,365
Interior Finish To Exterior Wall				
Painted gypwall over insulation and metal stud frame	180	SF	\$16.00	\$2,880
Exterior Windows				
Replace (E) window to match existing	114	SF	\$140.00	\$15,890
(N) Aluminum framed window at dayroom, allow 5'-0"high	180	SF	\$140.00	\$25,200
Fascias, Bands and Trims				
Architectural detailing and trim	4,110	GWA	\$3.00	\$12,330
Exterior Doors				
Existing single leaf door, refinished & repaint	5	EA	\$300.00	\$1,500
Replace (E) double leaf door to match existing - to laundry room				<i>NIC, Deleted</i>
New single leaf door to apparatus bay	1	EA	\$3,200.00	\$3,200
Overhead roll-up door at apparatus bay (re-use existing door)	2	EA	\$10,000.00	\$20,000

ENCLOSURE	Quantity	Unit	Rate	Total (\$)
Exterior Soffit				
New wood soffit	160	SF	\$75.00	\$12,000
Miscellaneous				
Caulking and sealants	6,480	GSF	\$2.00	\$12,960
(N) flashing at foundation wall	245	LF	\$75.00	\$18,375
Subtotal For Enclosure:				\$343,243

ROOFING	Quantity	Unit	Rate	Total (\$)
Roof Coverings				
Redo existing asphalt built up roofing system, including rigid insulation	3,560	SF	\$22.00	\$78,320
Extend roofing system to deck area	322	SF	\$50.00	\$16,100
Modification/interface to (E) roofing system	45	LF	\$150.00	\$6,750
Roofing Upstands and Sheetmetal				
Flashing, gutters and rainwater downpipes	3,882	SF	\$5.00	\$19,410
Roof Lights				
Clerestory roof				<i>NIC, Existing to remain in place</i>
Skylights				<i>NIC, Existing to remain in place</i>
Subtotal For Roofing:				\$120,580

INTERIOR CONSTRUCTION	Quantity	Unit	Rate	Total (\$)
Interior Partitions				
Wood stud framing with gypwall on both sides, non-rated allow 10'high	6,400	SF	\$30.00	\$192,000
Premium for 20% rated partition	1,280	SF	\$8.00	\$10,240
Blocking and backing	6,480	GSF	\$2.00	\$12,960
Window Walls				
Sidelight at Capt, allow 7'high	28	SF	\$100.00	\$2,800
Interior glasswall at lobby 106, allow 5'high	40	SF	\$100.00	\$4,000

INTERIOR CONSTRUCTION

	Quantity	Unit	Rate	Total (\$)
Interior Doors & Door Hardware				
Single leaf door	22	EA	\$3,000.00	\$66,000
Double leaf door	1	PR	\$5,000.00	\$5,000
Double leaf door, at storage room	2	PR	\$4,000.00	\$8,000
Premium for specialty door hardwares; card key locking system and automatic openers where required	1	LS	\$10,780.00	\$10,780
Fittings				
Protective guards, barriers and bumpers	6,480	GSF	\$0.50	\$3,240
Prefabricated toilet compartments, showers and accessories				
Toilet Accessories, single stall	4	RM	\$1,000.00	\$4,000
Shower stall and accessories	2	EA	\$3,000.00	\$6,000
Shelving and millwork				
Janitor's shelf and mop rack			<i>NIC, Move to FF&E Budget</i>	
Storage casework			<i>NIC, Move to FF&E Budget</i>	
Hose storage			<i>NIC, Move to FF&E Budget</i>	
Cabinets and countertops				
At workshop			<i>NIC, Move to FF&E Budget</i>	
At EMS Storage & alcove			<i>NIC, Move to FF&E Budget</i>	
At Radio/Map alcove	8	LF	\$500.00	\$4,000
At Decon Rm			<i>NIC, Move to FF&E Budget</i>	
At training room/doc	22	LF	\$600.00	\$13,200
At kitchen			<i>NIC, Reuse Existing</i>	
At laundry			<i>NIC, Reuse Existing</i>	
Pantry casework	6	LF	\$700.00	\$4,200
Entertainment center at dayroom			<i>NIC, Move to FF&E Budget</i>	
District/museum casework			<i>NIC, Move to FF&E Budget</i>	
Built-in desk at business manager & watch office			<i>NIC, Move to FF&E Budget</i>	
Allowance for miscellaneous casework			<i>NIC, Move to FF&E Budget</i>	
Chalkboards, insignia and graphics				
Door ID/signage	25	EA	\$200.00	\$5,000
Directional & wayfinding signs	6,480	GSF	\$1.00	\$6,480
Chalkboards/tackboards and mapping wall			<i>NIC, Move to FF&E Budget</i>	
Retain and remount (E) exterior signage			\$3,000.00	\$3,000
Miscellaneous				
Rough carpentry	6,480	GSF	\$2.00	\$12,960

Subtotal For Interior Construction: \$373,860

STAIRS	Quantity	Unit	Rate	Total (\$)
Stair Construction				
New ADA stair, complete with handrail/guardrail	1	LS	\$35,000.00	\$35,000
Short ADA stair	1	LS	\$5,000.00	\$5,000
Fire pole				<i>NIC, Deleted</i>
Ladders and Fire Escapes				
Roof access ladder				<i>NIC, Keep existing</i>
Subtotal For Stairs:				\$40,000
INTERIOR FINISHES	Quantity	Unit	Rate	Total (\$)
Floor Finishes				
Durable quality carpet tile in sleep rooms	525	SF	\$8.00	\$4,200
Sealed concrete on apparatus bay & mechanical/electrical room	1,344	SF	\$5.00	\$6,720
Athletic flooring tiles in exercise/fitness room	400	SF	\$12.00	\$4,800
Exposed finished concrete or similar in lobbies and hallway	580	SF	\$25.00	\$14,500
Ceramic floor tile and base at restrooms	305	SF	\$30.00	\$9,150
Resilient sheet flooring in offices, living areas, storage, kitchen & training room	3,246	SF	\$15.00	\$48,690
Water vapor emission control - allowance	4,171	SF	\$4.00	\$16,684
Bases				
Allow for rubber base	1,767	LF	\$4.00	\$7,068
Wall finishes				
Paint to interior walls	12,800	SF	\$3.00	\$38,400
Ceramic tile in bathrooms & showers, allow 6'high	696	SF	\$30.00	\$20,880
Painted plywood wainscot at apparatus bays, 8' high	928	SF	\$7.50	\$6,960
Protective wainscot at primary operational circulation, 48"high				<i>NIC, Deleted</i>
Ceiling Finishes				
Gypsum board ceilings, painted; 30% Lay-in ACT; 70%	3,802	SF	\$25.00	\$95,060
	1,630	SF	\$8.00	\$13,037
Paint exposed ceiling in apparatus bay	968	SF	\$3.00	\$2,904
Allowance for soffits	200	LF	\$50.00	\$10,000
Subtotal For Interior Finishes:				\$299,053

CONVEYING

Quantity	Unit	Rate	Total (\$)
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See ADD Alternate

Subtotal For Conveying:**PLUMBING**

Quantity	Unit	Rate	Total (\$)
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Plumbing Fixtures and connection piping;
including domestic water, sanitary waste, vent
and service piping

13 FX

Water closet, floor, manual flush

4 EA

\$3,000.00 \$12,000

Lavatory, wall hung, lever faucet

4 EA

\$3,200.00 \$12,800

Kitchen sink, dbl, SS faucet, disposer

NIC, Reuse Existing

Mop sink, floor type, trim

1 EA

\$3,400.00 \$3,400

Service sink, double

1 EA

\$3,300.00 \$3,300

Laundry sink, single

NIC, Reuse Existing

Shower receptor, drain, valve & head

2 EA

\$4,400.00 \$8,800

Laundry box, recessed w/ WHA

1 EA

\$2,000.00 \$2,000

Dishwasher (connections only)

1 EA

\$350.00 \$350

Miscellaneous fixtures

6,480 GSF

\$2.00 \$12,960

Plumbing equipments; including water heater,
recirculating pump and expansion tank

6,480 GSF

\$5.00 \$32,400

Rain Water Drainage

*See Roofing Section*Trade Specialties; including testing and
sterilization, pipe sleeves, fire stopping, etc.

6,480 GSF

\$3.00 \$19,440

Subtotal For Plumbing:**\$107,450****HEATING, VENTILATION, & AIR-CONDITIONING**

Quantity	Unit	Rate	Total (\$)
----------	------	------	------------

Heating & Cooling System

New heating & cooling system; including
trade demo, air handling equipments, air
distribution system including exhaust & grille,
VRF system and fan coil units, controls and
instrumentation, system testing & balancing

6,480 GSF

\$75.00 \$486,000

Subtotal For Heating, Ventilation, & Air-Conditioning:**\$486,000**

FIRE PROTECTION	Quantity	Unit	Rate	Total (\$)
Fire Sprinkler System				
Automatic fire sprinkler system	6,480	GSF	\$10.00	\$64,800
Subtotal For Fire Protection:				\$64,800

ELECTRICAL	Quantity	Unit	Rate	Total (\$)
Electrical Service and Distribution for normal and emergency power; including distribution equipments, feeders and grounding and miscellaneous equipment connections	6,480	GSF	\$30.00	\$194,400
Lighting and Power Specialties Wiring; including LED lighting fixtures, lighting controls, branch receptacles and branch circuitry	6,480	GSF	\$26.00	\$168,480
Communications and Security				
Fire alarm system	6,480	GSF	\$6.00	\$38,880
Telecommunications rough-in & devices and cabling	6,480	GSF	\$5.00	\$32,400
Public Announce/Fire Alert System	6,480	GSF	\$5.00	\$32,400
Security equipments; including installation, cable and programming	6,480	GSF	\$4.00	\$25,920
Audio Visual system rough-in and power	6,480	GSF	\$4.00	\$25,920
Trade Specialties; including trade demo, seismic restraint, fees & permits, testing & studies and lightning protection	6,480	GSF	\$5.00	\$32,400
Subtotal For Electrical:				\$550,800

EQUIPMENT	Quantity	Unit	Rate	Total (\$)
Commercial Equipment				
Commercial grade kitchen equipments, including (3) refrigerators, (1) freezer, range/oven, hood exhaust, dishwasher, garbage disposal, microwave oven				<i>NIC, FF&E</i>
Residential grade Laundry equipment; Washer & Dryer				<i>NIC, FF&E</i>
Equipments at turnout room				<i>NIC, FF&E</i>
Washer extractor				<i>NIC, FF&E</i>
Drying cabinet				<i>NIC, FF&E</i>
Fitness Equipments				<i>NIC, FF&E</i>
Subtotal For Equipment:				

FURNISHINGS

	Quantity	Unit	Rate	Total (\$)
Fixed Furnishings				
Light control & vision equipments				
Window shades, manual	294	SF	\$15.00	\$4,403
Project screens at training room				<i>NIC, FF&E</i>
Amenities & convenience items				
Fire extinguisher cabinets	1	LS	\$3,000.00	\$3,000
Entrance mats and frames	1	LS	\$5,000.00	\$5,000
Staff mailboxes				<i>NIC, FF&E</i>
Bike storage				<i>NIC, FF&E</i>
Mirrors in exercise/fitness				<i>NIC, FF&E</i>
Wire mesh lockers at turnout room				<i>NIC, FF&E</i>
Shop finish lockers at dorm	18	EA	\$1,000.00	\$18,000
Moveable Furnishings				
Dayroom/Bedroom/sleep room furnishings				<i>NIC, FF&E</i>
Office desk and chairs				<i>NIC, FF&E</i>
Classroom tables and chairs				<i>NIC, FF&E</i>
Subtotal For Furnishings:				\$30,403

SELECTIVE BUILDING DEMOLITION

	Quantity	Unit	Rate	Total (\$)
Exterior Demolition				
Demo and remove (E) shingles at exterior wall	3,637	SF	\$10.00	\$36,365
Demo and remove (E) window glazing	114	SF	\$30.00	\$3,405
Demo and remove (E) apparatus bay roll-up door	3	EA	\$1,500.00	\$4,500
Demo and remove (E) roofing system	3,560	SF	\$3.00	\$10,680
Interior Building Demolition				
Demo and remove (E) gypwall	6,400	SF	\$3.00	\$19,200
Demo and remove (E) floor, wall, ceiling finishes and casework	6,400	SF	\$3.00	\$19,200
Hazardous Materials Abatement - allowance	6,480	GSF	\$5.00	\$32,400
Subtotal For Selective Building Demolition:				\$125,750

Conceptual Cost Plan

**Site Improvement
Kensington Fire Station**

Control Quantities
Site Improvement Summary
Detailed Cost Breakdown

July 22, 2020

Site Improvement Control Quantities	Job #19650
	July 22, 2020

Site Areas

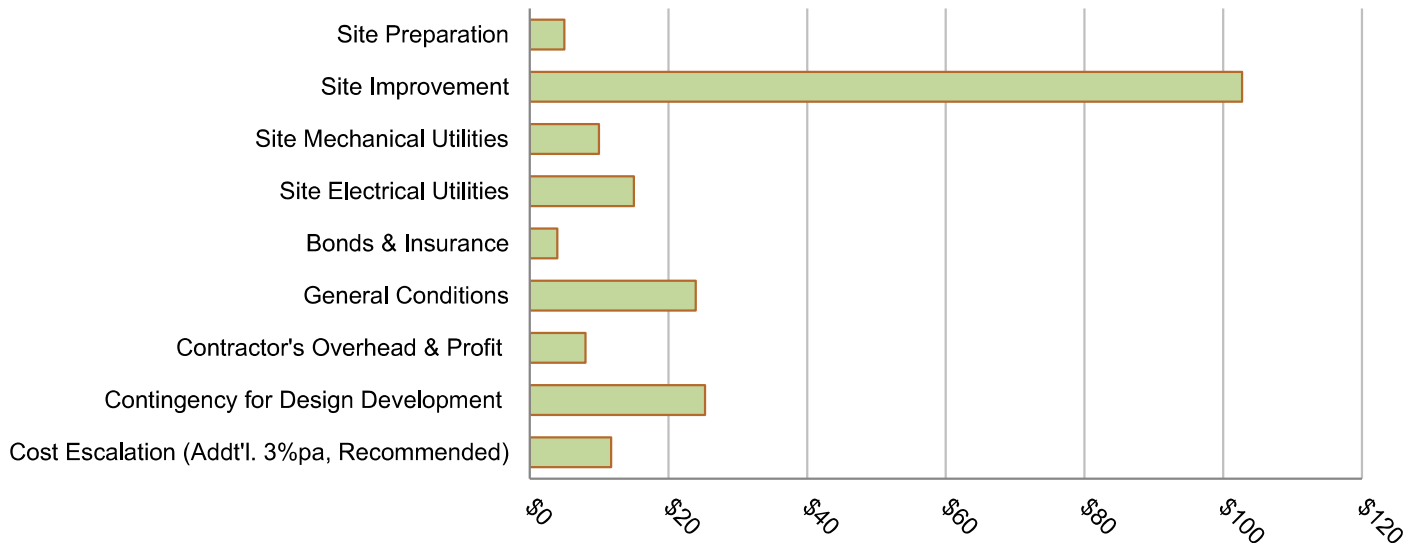
Site Improvement	7,700
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Subtotal of Enclosed Area	7,700
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CSI UniFormat Summary	7,700 SF	%	\$/SF	,\$000
Site Preparation		2%	\$0.65	\$5
Site Improvement		50%	\$13.34	\$103
Site Mechanical Utilities		5%	\$1.30	\$10
Site Electrical Utilities		7%	\$1.95	\$15
Subtotal - Sitework		65%	\$17.23	\$133
Bonds & Insurance	3.00%	2%	\$0.52	\$4
General Conditions	17.50%	12%	\$3.11	\$24
Contractor's Overhead & Profit	5.00%	4%	\$1.04	\$8
Subtotal		82%	\$21.90	\$169
Contingency for Design Development	15.00%	12%	\$3.29	\$25
Cost Escalation (Addtl. 3%pa, Recommended)	6.04%	6%	\$1.52	\$12
TOTAL CONSTRUCTION BUDGET		100%	\$26.71	\$206

NOTE: Inclusions and Exclusions listed in the Commentary Section.

CSI UniFormat Summary



SITE PREPARATION	Quantity	Unit	Rate	Total (\$)
Allowance for erosion control	1	LS	\$5,000.00	\$5,000
Subtotal For Site Preparation:				\$5,000
SITE IMPROVEMENT	Quantity	Unit	Rate	Total (\$)
Vehicular Paving				
Existing parking - allowance for concrete repair and restriping	5,100	SF	\$5.00	\$25,500
Existing driveway Apron; patch/repair as required	900	SF	\$10.00	\$9,000
Replace (E) driveway/ramp	320	SF	\$35.00	\$11,200
Pedestrian Paving				
Replace (E) sidewalk	440	SF	\$25.00	\$11,000
Replace (E) curb and gutter	100	LF	\$50.00	\$5,000
Landscape and Irrigation				
Replace (E) landscape area	240	SF	\$25.00	\$6,000
Site Improvement				
Modify/replace (E) concrete ramp, curbs and gutter, landscaping and concrete planters - along Arlington Avenue	700	SF	\$50.00	\$35,000
Subtotal For Site Improvement:				\$102,700
SITE MECHANICAL UTILITIES	Quantity	Unit	Rate	Total (\$)
Allowance for minor modification	1	LS	\$10,000.00	\$10,000
Subtotal For Site Mechanical Utilities:				\$10,000
SITE ELECTRICAL UTILITIES	Quantity	Unit	Rate	Total (\$)
Electrical Service and Distribution				
Add EV Stations (Dual) with (2)-40A Wiring	1	EA	\$15,000.00	\$15,000
Site Lighting				<i>NIC, Existing to remain</i>
Site Communications and Security				<i>NIC, Existing to remain</i>
Subtotal For Site Electrical Utilities:				\$15,000

Conceptual Cost Plan

Alternates
Kensington Fire Station

Alternates Cost Breakdown

July 22, 2020

ADD: Elevator and wheelchair lift	Quantity	Unit	Rate	Total (\$)
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ADD:

Structural Foundation

Elevator pit; including excavation & offhaul, waterproofing membrane, reinforced concrete wall & mat foundation/slab on grade	1	LS	\$50,000.00	\$50,000
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Structural Elevator Wall & Framing

2-hour rated elevator shaft	624	SF	\$45.00	\$28,080
Miscellaneous structural steel framing to new opening, 2F	24	LF	\$300.00	\$7,200
Allowance for machine room	1	LS	\$10,000.00	\$10,000

Elevator

Passenger elevator, hydraulic, 2-stops	1	EA	\$160,000.00	\$160,000
Wheelchair lift	1	EA	\$35,000.00	\$35,000
Elevator pit ladder	1	EA	\$5,000.00	\$5,000

Electrical Allowance

Elevator & wheelchair connection, including upgrade to service and distribution system	1	LS	\$25,000.00	\$25,000
Elevator cab lighting & connection	1	LS	\$5,000.00	\$5,000
Fire alarm & data connection	1	LS	\$5,000.00	\$5,000

Mark-up's per Overall Summary	54.97%			\$181,560
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Subtotal For Add: Elevator And Wheelchair Lift: \$511,840

Cost Breakout for Police Department	Quantity	Unit	Rate	Total (\$)
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Gross Floor Area

First floor, PD net	978	SF		
First floor, Shared net (includes lobby, conference/interview, secure hallway, restroom (calculated 1/2 of the area)	209	SF		
Grossing factor, 4%	48	SF		

PD Area	1,235	SF	\$435.46	\$537,793
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Mark-up's per Overall Summary	54.97%			\$295,633
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Subtotal For Cost Breakout For Police Department: \$833,426

Conceptual Cost Plan

Variance Report
Kensington Fire Station

Comparison Summary
Variance Analysis

July 22, 2020

	<i>DELTA</i>	<i>Building Option B Conceptual</i>		<i>Previous Option C Dated 12/23/2019</i>	
		<i>\$/SF</i>	<i>\$,000</i>	<i>\$/SF</i>	<i>\$,000</i>
CSI UniFormat Summary					
Foundations	\$2	\$9.20	\$60	\$9.35	\$58
Superstructure	\$30	\$33.98	\$220	\$30.55	\$190
Enclosure	\$31	\$52.97	\$343	\$50.31	\$313
Roofing	\$32	\$18.61	\$121	\$14.32	\$89
Interior Construction	\$9	\$57.69	\$374	\$58.72	\$365
Stairs	\$10	\$6.17	\$40	\$4.83	\$30
Interior Finishes	\$39	\$46.15	\$299	\$41.89	\$260
Conveying		-	-	-	-
Plumbing	\$3	\$16.58	\$107	\$16.86	\$105
Heating, Ventilation, & Air Conditioning	\$20	\$75.00	\$486	\$75.00	\$466
Fire Protection	\$3	\$10.00	\$65	\$10.00	\$62
Electrical	\$23	\$85.00	\$551	\$85.00	\$528
Equipment		-	-	-	-
Furnishings	\$3	\$4.69	\$30	\$4.46	\$28
Subtotal - Building Construction	\$206	\$435.46	\$2,822	\$420.99	\$2,616
Site Preparation		\$0.77	\$5	\$0.80	\$5
Site Improvement		\$15.85	\$103	\$16.53	\$103
Site Mechanical Utilities		\$1.54	\$10	\$1.61	\$10
Site Electrical Utilities		\$2.31	\$15	\$2.41	\$15
Subtotal - Sitework		\$20.48	\$133	\$21.36	\$133
Total - Building and Sitework Constr	\$206	\$455.93	\$2,954	\$442.35	\$2,748
Bonds & Insurance	\$7	\$13.68	\$89	\$13.20	\$82
General Conditions	\$38	\$82.18	\$533	\$79.67	\$495
Contractor's Overhead & Profit	\$13	\$27.59	\$179	\$26.72	\$166
Contingency for Design Development	\$39	\$86.91	\$563	\$84.34	\$524
Cost Escalation	\$42	\$40.28	\$261	\$35.25	\$219
TOTAL CONSTRUCTION BUDGET	\$344	\$706.57	\$4,579	\$681.52	\$4,234
GROSS FLOOR AREA	267 SF	6,480 SF		6,213 SF	



Mary Morris-Mayorga <mmayorga@kensingtonfire.org>

KPSB: Contra Costa County Communications Status Report

Mark Zall <mzall@rdcarchitecture.com>

Thu, Aug 20, 2020 at 5:46 PM

To: Mary Morris-Mayorga <mmayorga@kensingtonfire.org>

Cc: Mallory Cusenbery <mcusenbery@rdcarchitecture.com>

KPSB: Contra Costa County Communications Status Report

Mary,

I spoke with Judi Kallerman Principal Plan Checker

For Contra Costa County on Tuesday 08/18. Here is a brief summary of that call. Regarding enclosing the second floor deck area and replacement cost valuation required by the seismic restrictions of the Alquist-Priolo Act, they have not made a determination regarding which government entity is responsible for interpretation and enforcement of the act. They raised this issue at a recent all staff meeting, but it did not reach closure. She will continue to move it forward, but there is no information at this time. Regarding the elevator, she thinks that it will be required, but does not yet have a final determination. I asked her to look closely at the plans and our documentation before making a final decision. She said that they are extremely busy and will not be able to get to any of these issues for at least a couple of weeks. She said I may continue to send regular emails and calls trying to move this forward. RDC is working to diplomatically reach closure on these issues with the County.

Regards, Mark

Mark Zall AIA

Associate

RossDrulisCusenbery Architecture Inc.[18294 Sonoma Highway](#)[Sonoma, California 95476](#)

Direct: 707 931-6389

Office: 707 996-8448 X 117



TO: Board of Directors
Kensington Fire Protection District

DATE: September 9, 2020

RE: PROPOSED AMENDMENT TO POLICY 8 CHECKING ACCOUNT (FIRST READING)

SUBMITTED BY: Mary A. Morris-Mayorga, Interim General Manager

Recommended Action

Staff recommends the Board consider approving proposed amendments to *Policy 8 Checking Account* and holding the first reading.

Background

At the August 12, 2020 Board of Directors meeting, the Board authorized the Interim General Manager to pay recurring bills and provide a monthly report. In addition, the Board adopted a resolution temporarily increasing the checking account limit from \$35,000 to \$150,000. Staff presented proposed amendments to *Policy 8 Checking Account* to increase the checking account limit in order to facilitate better workflow and payments; however, due to concerns regarding the potential loss of interest additional information is being provided on.

<u>Checking Account Increased Balance Analysis</u>	<u>Current</u>	<u>Proposed</u>
Maximum Balance	\$ 35,000	\$ 200,000
Mechanics Bank Interest Rate	0.35%	0.35%
LAIF Interest Rate	1.47%	1.47%
 Annual Revenue/Expense		
Interest Earnings - Mechanics Bank (on maximum balance)	\$ 123	\$ 700
Interest Earnings - LAIF (on proposed - current maximum)	2,426	(2,426)
Staff Time - County coordination/vendor communication	(4,550)	4,550
Net Savings/(Cost)	<u>\$ (2,001)</u>	<u>\$ 2,824</u>

Fiscal Impact

Lost interest revenue is more than offset by staff time expended on County payment coordination combined with vendor communication on outstanding invoices.

Attachments: Policy 8 Checking Account (redline and clean)

KENSINGTON FIRE PROTECTION DISTRICT OPERATIONS MANUAL

Policy Title and Number: 8 Checking Account

8.10 The District shall maintain a revolving fund checking account at a local bank. The balance in said account shall at no time exceed \$200,000. The General Manager or their designee shall request replenishment of this fund from the County through its accounts payable process.

8.20 Checks written on the account must be authorized by the KFPD budget. Two signatures are required on every check. Said signatures shall be those of the General Manager and/or the Directors on the Finance Committee.

8.30 Documentation such as receipts and/or invoices shall be maintained for the amount of each expenditure.

8.40 Voided checks shall be maintained in the District's files with the signature portion removed.

KENSINGTON FIRE PROTECTION DISTRICT OPERATIONS MANUAL

Policy Title and Number: 8 Checking Account

8.10 The District shall maintain a revolving fund checking account at a local bank. The balance in said account shall at no time exceed \$~~35200~~,000. The General Manager or their designee shall request for replenishment of this fund from the County through its accounts payable process ~~to replenish the checking account in the amount of the checks written during the preceding month.~~

8.20 Checks written on the account must be authorized by the KFPD budget. Two signatures are required on every check. Said signatures shall be those of the General Manager and/or the Directors on the Finance Committee.

8.30 Documentation such as (Receipts and/or invoices) shall be maintained for the amount of each expenditure.

8.40 Voided checks shall be maintained in the District's files with the signature portion removed.

3566453.1



TO: Board of Directors
Kensington Fire Protection District

DATE: September 9, 2020

RE: Emergency Parking and Evacuation Planning

SUBMITTED BY: Mary A. Morris-Mayorga, Interim General Manager

Recommended Action

For information only; no action requested at this time.

Background

Beginning in 2019, Supervisor Gioia's office has held meetings with local agencies focused on Wildcat Canyon/Tilden Park fire prevention and response that arose from resident concerns. On July 9, 2020 a meeting was held to clarify roles of County Public works and local law enforcement; background and meeting notes are attached.

Officer Brad Harms presented potential parking configuration changes to support evacuation traffic flow (map attached) to determine County Public Works steps required. He would lead community outreach if the plan proceeds. If the KPPCSD and KFPD pass resolutions of support for this, Supervisor Gioia would pass a traffic resolution to initiate County Public Works efforts.

As KPPCSD is in charge of traffic, they have begun a public outreach program and may take action at a future meeting. If that occurs or in the interim, the KFPD may wish to hear the presentation by Officer Harms to learn more about this project. appropriate.

Fiscal Impact

There would be no fiscal impact from this item.

Attachments: Emergency Parking and Evacuation Planning Background/Meeting Notes
Letter from Residents on Windsor
Map of Proposed Parking Direction Changes

Meeting Background and Notes Provided by Supervisor Gioia's Office

Kensington Red Flag Parking

Background

In 2019, Supervisor Gioia's office started convening a regional group of residents, fire agency officials, law enforcement officials, representatives from the County Office of Emergency Services, PG&E and EMBUD focused on wildland fire prevention and response along the Wildcat Canyon/Tilden Park urban interface with residential areas.

This group was started after being contacted by various residents and local fire safety groups along the Wildcat Canyon/Tilden Park urban interface asking Supervisor Gioia about wildland fire prevention and response. These communities include Kensington, El Cerrito, East Richmond Heights, Richmond and El Sobrante. All of these communities are represented at the meetings.

The goal was to have representatives from each community, agency, and organization rather than an open town hall style approach, which could operate like a working group. Supervisor Gioia's office offered to facilitate the working group's efforts for as long as needed or wanted. This informal group is a regional community collaborative, and not an official county effort. No votes are taken; and there are no officers.

Participation from Kensington has been from the Kensington Public Safety Council, Kensington Fire and Police officials, KPPCSD and Kensington Fire Protection District Board members, KPOA, KIC, and Kensington Neighbors for Wildfire Prevention.

Meeting topics have included vegetation management in East Bay Regional Park District lands, cameras and other technological methods of fire detection, evacuation planning, vegetation management in residential areas along the interface (creating defensible space), PG&E Planned Power Outages including EBMUD reservoir capacity when power is out; Contra Costa County's emergency warning system, and recently, interest by some community members in creating an East Bay Hills Wildland Fire Joint Powers Authority.

Kensington Parking and Evacuation Planning

At a May 27, 2020 meeting, the agenda included a brief presentation from Kevin Padian, Kensington Fire Protection District Board member, on a Kensington evacuation plan analysis commissioned by the District, at his request. Parking along the interface has been a topic of discussion at several meetings, primarily on the impacts of parked cars on narrow and/or dead-end roads during an evacuation. A restricted parking model used in Los Angeles County was mentioned as an example.

During this discussion, there was lack of clarity on the roles of County Public Works and local law enforcement with parking or transportation flow changes. There was a decision to hold a separate, Kensington focused meeting to discuss this further, as part of planning next steps.

Kate Rauch in Supervisor Gioia's office offered to host a meeting on Zoom, and Supervisor Gioia offered to facilitate. Kate asked residents to suggest who should be invited, and received several responses over the following weeks.

The Zoom meeting was held on July 9, 2020. Attendees included Larry Nagel (KFPD), Kevin Padian (KFPD), Monish Sen (County Public Works Traffic Engineer), Jerry Fahy (County Public Works Transportation Division), Brad Harms (Kensington Police), Christopher Deppe (KPPCSD), Bill Lindsay (KPPCSD manager), Michael Pigoni (EC/Kensington Fire), Walt Schuld (Kensington Police), Cyrus Modavi (KPPCSD), and Mary Morris-Mayorga, (KFPD administrator).

Item 7.8.5

Kensington Police Officer Brad Harms had worked on parking configuration changes to support traffic flow in the event of an evacuation, which he presented at this meeting. The concept applies to six streets, where he recommends changing the direction of parking, to allow for more efficient egress in an emergency.

Officer Harms had discussed the concept with County transportation engineers and had a clear idea of what would be involved to make the changes.

County traffic engineer Monish Sen discussed the County's role in making these changes.

Officer Harm's plan starts with community outreach to residents in all affected streets/blocks. There was discussion on how this outreach should be done; how to reach people and invite them to block meetings (via Zoom). Various outreach methods discussed included a video, social media, websites.

There was discussion of how to decide whether to make the parking changes. Need a neighborhood majority of support? If so, what is the majority. Can/should the changes be done without this?

Board of Supervisors needs to pass a traffic resolution in order for the changes to be effective (as a consent item). Supervisor Gioia said he would support as long as both the KPPCSD and KFPD Boards adopted resolutions of support. The resolution can be placed on Board of Supervisors agenda pretty quickly after the District Boards passed their own resolutions of support. Important to act quickly since it is fire season.

General support expressed for the plan, contingent on neighborhood outreach and buy-in. Concern expressed for taking quick action because of fire season.

Next steps identified: Discussion by district boards, and community/neighborhood outreach.

Item 7.8.5

PROPOSED INITIAL SAFETY PARKING CHANGES FOR KENSINGTON, PHASE ONE

As everyone knows, Kensington is a small town built gradually over several decades but not optimally planned. Our terrain is steep and complex, our roads are narrow and winding, and parking is a perennial problem. We have over 5000 people clustered into a square mile. Getting cars past each other on these narrow streets is difficult at the best of times. We have to make plans in case of emergency.

What we've learned is that in the event of an emergency – such as a fire roaring through Tilden Park – we need better plans in order to evacuate everyone effectively. Our Police and Fire Departments are working together to raise everyone's awareness and help get residents prepared to evacuate. A big part of this is making sure that your path to safety is as clear as possible. And that may require a few changes.

Last year the Fire Board commissioned a Traffic Evacuation Study using experts from UC Berkeley's Institute for Transportation Studies. These experts measured every street in town and counted the cars. They planned out possibilities for evacuating. And they made a series of recommendations for how we can change our traffic patterns to help everyone evacuate more safely.

With this new Traffic Evacuation Study, we have data to work with. The most problematic area for evacuation in town is the southeast part. This roughly encompasses the neighborhoods from the Summit Reservoir to around Hilltop School. The streets are narrow and steep, and parking is tight. And it's not always oriented in the most efficient direction for evacuation and safety.

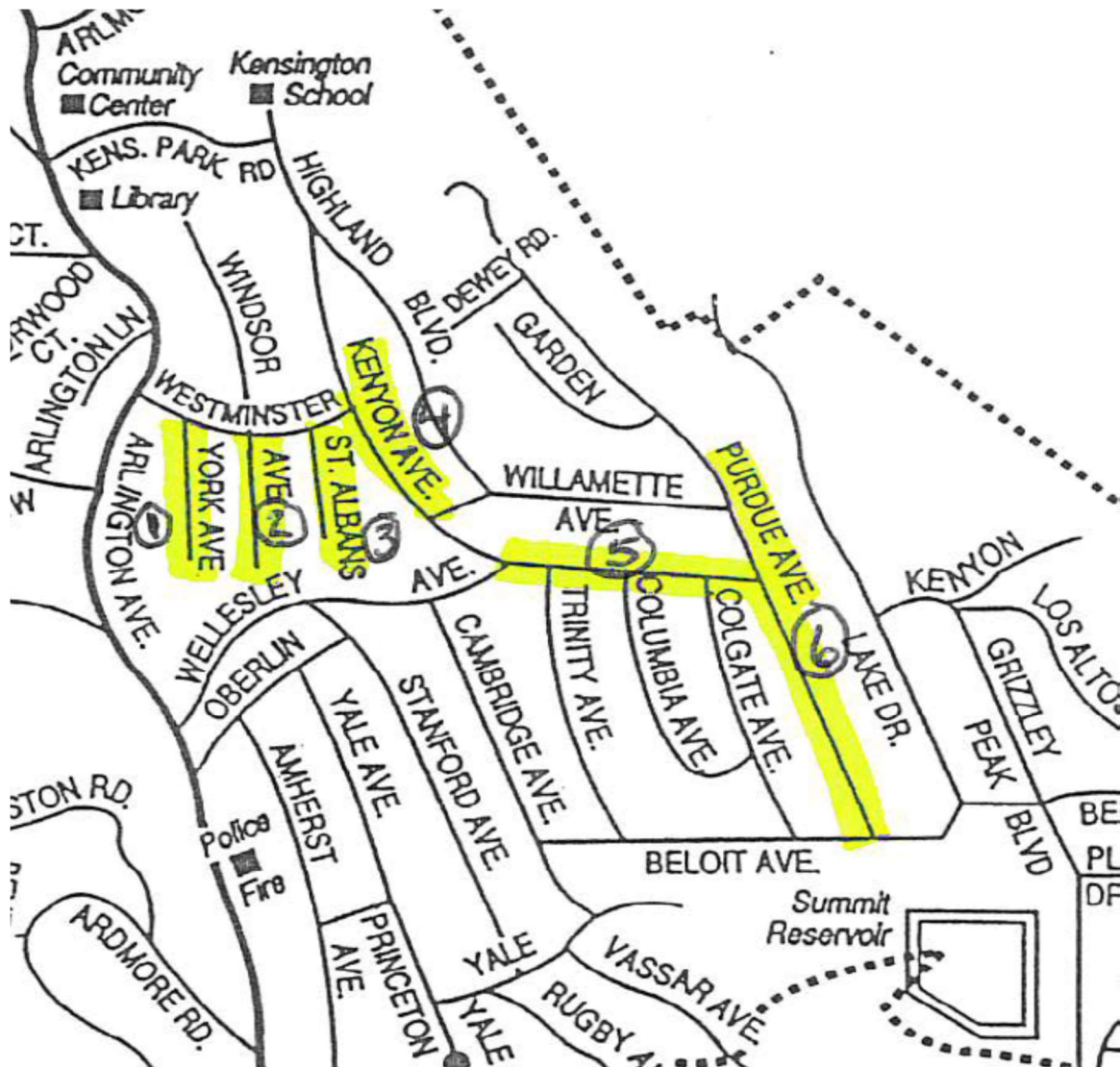
In considering traffic recommendations, we focused first on the area around Hilltop School, because we want to keep our children safe and be able to get them out quickly in case of emergency. This means coordinating those plans with surrounding streets. There are some changes in the orientation of parking on some street segments that can be made for everyone's safety.

At the outset, we want to consider six changes, which fall into two groups. The first group is the three one-block cul-de-sacs off Westminster. These are York, Windsor, and St. Albans. Right now, the cars are parked on the west side of the street, facing the cul-de-sac. And frankly, that's very hazardous. In case of an emergency, every car on that street has to do a K-turn to face outward. This will slow everyone's evacuation. And if someone tries to drive to the end of the cul-de-sac to turn around, they'll be going in the opposite direction of evacuating traffic. So this is not workable.

On these three blocks, it makes sense to turn parking to the other side of the street, facing north toward Westminster. It's a simple shift, but it can save lives.

Item 7.8.5

The second group of considered changes is on Purdue and Kenyon. Specifically, the changes are:



1. **York Avenue** (Note: new direction the parked vehicles will now be facing, is outward towards Westminster, no longer facing the end of the cul-de-sac).
2. **Windsor Avenue** (Note: new direction the parked vehicles will now be facing, is outward towards Westminster, no longer facing the end of the cul-de-sac).
3. **St. Albans** (Note: new direction the parked vehicles will now be facing, is outward towards Westminster, no longer facing the end of the cul-de-sac).
4. **Kenyon Avenue** between Willamette Avenue and Westminster. (Note: -New direction the parked vehicles will now be facing, is downhill towards Arlington Avenue).
5. **Kenyon Avenue** between Purdue Avenue and Wellesley Avenue. (Note: -New direction the parked vehicles will now be facing, is downhill towards Arlington Avenue).
6. **Purdue Avenue** between Beloit Avenue and Kenyon Avenue. (Note: -New direction the parked vehicles will now be facing, is downhill towards Arlington Avenue).

Item 7.8.5

We believe, based on the data from the traffic study and the larger picture for all of Kensington, that these changes are going to make this neighborhood safer. We know it's not a perfect solution for everyone. Some people will feel inconvenienced. We understand that, and we're sorry to have to ask you to change. But this is good change, and we hope you'll cooperate to help your neighbors.

We want to hear your concerns, and we'll do everything we can if there's a problem. We also want you to think of your neighbors, not just in your immediate neighborhood, but in those uphill from you and downhill from you, wherever you live. All of you will have to evacuate in case of an emergency. A choke point, a traffic jam, anywhere in the system will affect others. And these choke points prevent fire engines and other emergency vehicles from getting where they need to be. Many of our street segments that will need to be used in an evacuation have parking on both sides of the street with room for only one lane of traffic. All the cars on one side of the street will have to do K-turns to face the evacuation direction. The cumulative effect of this pattern will stall evacuation for blocks and blocks, taking time that we will not have.

These are the first of a number of changes that Kensington Police and Fire, working with the County Supervisor's office, will want to propose. But other things are happening. We're removing the concrete bollards around Kensington Park and elsewhere and replacing them with chain link that can be removed in emergencies to help evacuation. We've arranged with Sunset View Cemetery to allow evacuation through their property at the gate at Sunset and Franciscan. Our traffic experts estimate that this will drain 30% of traffic through the hills and alleviate stress on surrounding streets. And once we work out the details, you should be seeing blue emergency evacuation signs at important intersections throughout town.

We ask the District Boards and the people of Kensington to support these proposed changes because in an emergency they will save lives. Please approve the proposed motions so that we can proceed in this vital work. Thank you.

1. The Board considers approving a request sponsored by the KPD and the Emergency Preparedness Committee of the KFPD, based on recommendations of the Traffic Evacuation study commissioned by the KFPD, to recommend to the County proposed parking orientation changes on six Kensington street segments. (ACTION)

2. The Board considers approving the production of an educational video, to be accessed on the websites of both Boards, with public safety officials explaining the need for evacuation preparations and how proposed parking changes implement that. (ACTION)



Mary Morris-Mayorga <mmayorga@kensingtonfire.org>

Re: proposed parking changes to Windsor Avenue

Julie Stein <jstein@kensingtonfire.org>

Fri, Aug 14, 2020 at 2:32 PM

To: Elaine Emery <hipon@aol.com>

Cc: Walt Schuld <wschuld@kppcsd.org>, cdeppe@kppcsd.org, rsherriswatt@kppcsd.org, enottoli@kppcsd.org, shacaj@kppcsd.org, cmodavi@kppcsd.org, Don Dommer <ddommer@kensingtonfire.org>, Janice Kosel <jkosel@kensingtonfire.org>, Larry Nagel <lnagel@kensingtonfire.org>, Kevin Padian <kpadian@kensingtonfire.org>, Mary Morris-Mayorga <mmayorga@kensingtonfire.org>, Michael Pigoni <MPigoni@ci.el-cerrito.ca.us>

Dear Ms. Emery,

Thank you for taking the time to write and for including the Kensington Fire Protection District Board of Directors in your correspondence. I have copied the KFPD Interim General Manager Mary Morris-Mayorga and Fire Chief Michael Pigoni. Please note that as a governing body, the KFPD board of directors has not discussed the proposed parking changes at any meeting of the full board of directors.

You can find the fire board meeting agendas on our website: <https://www.kensingtonfire.org>
The next regular board of directors meeting is scheduled for Wednesday September 9 at 7pm.

Best regards,
Julie Stein
President, 2020
Kensington Fire Protection Board

On Fri, Aug 14, 2020 at 2:16 PM Elaine Emery <hipon@aol.com> wrote:

From Windsor Avenue residents:

There has been much discussion on our block about this proposal. Upon learning that the County will honor a majority opinion on any individual block, I canvassed all 31 residents. We have 29 who are against the change, and two who are neutral.

Almost all residents on our block prefer, or strongly prefer that we continue parking on the west side, but be allowed to face our cars toward Westminster. We understand that it's a CA Vehicle Code issue, but can this option please be explored? This would preserve the sight-line from one end of the block to the other, and would mitigate the worry about parking under poles and wires.

One response was virtually unanimous: that the proposed parking change would do nothing to help in the event of a disaster. The difficulty will be as we try to enter Westminster from our block, and even worse from Westminster onto Arlington. There is strong feeling on this point. Access to Arlington is already a big headache, every morning at the normal busy times.

Several other concerns that were raised:

--Many feel strongly about not parking directly under the telephone poles and wires in case any of those come down.

9/3/2020

Kensington Fire Protection District Mail - Re: proposed parking changes to Windsor Avenue

--Cars parking on the east side reduces our 'sight line.' A substantial safety issue when kids are playing in the street, and for anyone pulling out of a driveway. It's not uncommon for delivery drivers or non-residents to go too fast on our block for reduced sight lines to be safe.

--Reduced number of parking spaces? Some are not convinced that the east side offers as much parking as the west.

--When ATT, Comcast, Sonic, etc. come to work on their equipment, they need to park right under those poles. As it is now, those areas are always open.

Concern was raised about maintaining good relations with our police, if this new mandate were to result in tickets or fines.

Respectfully,

Elaine Emery

--

Julie Stein
Director and President, 2020
Kensington Fire Protection District
www.kensingtonfire.org

**Draft Proposed Job Description
Emergency Preparedness Coordinator, KFPD**

The Kensington Fire Protection District (KFPD) seeks a part-time Coordinator of the implementation of Emergency Preparedness measures approved by the KFPD Board. Principal duties will be in three major areas:

1. Rebuilding of Kensington's CERT program, including not only earthquake preparation but emergency evacuation procedures, house hardening and safe vegetation practices, and neighborhood alert coordination;
2. Education of Kensington's public about emergency alert and evacuation procedures and advice, using District website and other media, NextDoor, the Outlook and other outlets, in coordination with the Emergency Preparedness Committee;
3. Working with local and county officials to implement the District's goals of emergency preparedness and public safety.

The Coordinator will report to the District's General Manager through the EPC, which will set the immediate goals and objectives of the position, with the general supervision of the KFPD Board. This is a position of activism, communication, and education, not of administration.

The successful candidate will have at least a Bachelor's Degree with a specialization (or substantial life experience) in public administration, writing, conservation biology, or any field related to public safety and communication. CERT expertise is required. Familiarity with District structure and operations is desirable but can be acquired on the job. Salary and hours, not to exceed 50%, are negotiable depending on experience.

Candidates will please submit a CV with personal contact information, along with a statement of no more than a page summarizing your training and experience and why you are the best fit for this position. Send to fire@kensingtonfire.org by [date]. The KFPD is an equal opportunity employer. [etc.]

**MINUTES OF THE MARCH 2, 2020 FINANCE COMMITTEE MEETING
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

Date of Meeting: March 2, 2020

Time of Meeting: 4 p.m.

**Place of Meeting: Kensington Public Safety Building, Conference Room
217 Arlington Avenue, Kensington, CA 94707**

PRESENT: **Directors Present:** Julie Stein & Don Dommer
 Staff: Chief Pigoni, Glenn Lazof of RGS, Shahrzad Pantera of RGS,
 Sasha Amiri-Nair of RGS
 Public: Cyrus Modavi, Lynn Wolter

CALL TO ORDER:

President Stein called the meeting to order at 4:02 p.m. and called roll.

PUBLIC COMMENT:

None.

(5 on the agenda) Midyear Review a. Fire Contract:

Chief Pigoni gave his review of the Fire Contract and there was a discussion had by the committee.

(5 on the agenda) Midyear Review b. District Budget:

Glenn Lazof gave his report on the District Budget and there was a discussion had by the committee.

(3 on the agenda) FY 2019 Kensington Fire Protection District 2019 – Financial Statements – Final:

There was a discussion had by the committee. No action was taken.

ADJOURNMENT: The meeting was adjourned at 6:07 p.m.

These minutes were approved at the Finance Committee Meeting on August 27, 2020.

Attest:

Finance Committee Member



KENSINGTON FIRE PROTECTION DISTRICT
Finance Committee Meeting Minutes

Thursday, July 16, 2020, 2:00pm
Via Zoom Teleconference

This meeting will be conducted exclusively in remote access format in compliance with Executive Order N-29-20 issued by Governor Newsom and the Contra Costa County Shelter-in-Place Order.

Please click the link below to join the webinar:

<https://zoom.us/j/98009345697>

Or iPhone one-tap :

US: +16699009128,,98009345697# or +13462487799,,98009345697#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592 or +1
 312 626 6799 or +1 646 558 8656

Webinar ID: 980 0934 5697

International numbers available: <https://zoom.us/u/aecjyArYKm>

1. Call to Order/Roll Call

President Stein called the meeting to order at 2:02pm. Present: President Stein and Director Dommer. One member of the public in attendance.

2. Public Comment

None

3. Approve Minutes of the March 2, and May 22, 2020 Finance Committee Meetings

The minutes of March 2, 2020 are included in the Regional Government Services (RGS) payment dispute letter and since there is not enough information to act on these yet, the Committee did not approve at this time. The minutes of May 22, 2020 were approved by President Stein and Director Dommer.

4. Discussion Items

4.1. Standard Review Process of the Interim General Manager's Timesheets/Reimbursements
 Interim General Manager (IGM) Morris-Mayorga reviewed the process and timesheets/reimbursements. President Stein asked for clarification on payment of wages and noted a missing reimbursement for FedEx board packet printing. These are for review only, no action is required unless the Committee has issues to refer to the Board.

4.2. Transmittal Approval Process

IGM Morris-Mayorga reviewed this process and provided an overview of an administrative manual which will incorporate this in accordance with the *Expectations of the Interim General Manager*. President Stein inquired about check signatures required.

4.4 Role and Responsibilities of the Finance Committee – Initial Planning

This item was taken prior to 4.3. IGM Morris-Mayorga reviewed the initial planning for this including typical roles and responsibilities. President Stein noted from a sample of another agency that an alternate may be a good idea.

4.3. RDC Architecture Invoices – KFPD vs. KPPCSD Work Billings for April and May 2020

IGM Morris-Mayorga reviewed these invoices with the Committee along with additional information provided by RDC to determine whether it clarified any of the prior questions.

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The Committee agreed that these should not be charged to the District with exception of a charge on May 4 for apparatus bay work.

- 4.5 Financing Components and Arrangements on the Public Safety Building Renovation
IGM Morris-Mayorga briefly reviewed potential financing options for the public safety building renovation in the event the KPPCSD occupies space in the building. Cyrus Modavi, member of the public, commended Director Dommer for all of his work on the public safety building.

5. Future Agenda Items

President Stein confirmed that the Finance Committee would be reviewing the Final Budget at a meeting prior to Board approval in September and noted that the Fire Services Contract Fee should be updated if there are changes in the City of El Cerrito's budget which would impact it.

6. Adjournment

The meeting was adjourned at 3:07pm.



KENSINGTON FIRE PROTECTION DISTRICT Finance Committee Meeting

Minutes
Thursday, August 27, 2020, 1:30pm

Via Zoom Teleconference

This meeting will be conducted exclusively in remote access format in compliance with Executive Order N-29-20 issued by Governor Newsom and the Contra Costa County Shelter-in-Place Order.

Please click the link below to join the webinar:

<https://zoom.us/j/98047362815>

Or iPhone one-tap :

US: +16699009128,,98047362815# or +13462487799,,98047362815#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 312 626 6799 or +1 646 558
8656 or +1 301 715 8592

Webinar ID: 980 4736 2815

International numbers available: <https://zoom.us/u/adSpp6GSS1>

1. Call to Order/Roll Call

The meeting was called to order at 1:30pm.

Present

Directors: President Stein and Director Dommer

Staff: Interim General Manager Mary Morris- Mayorga, Fire Chief Michael Pigoni

2. Public Comment

There was no public comment at this time.

4. Discussion Items

The following item was taken next:

4.5. Fire Services Contract Fee (supporting documentation)

Chief Pigoni discussed the City's budget issues and noted that in his June presentation the fee schedule incorporated reductions in the Non-Suppression Overtime, deferring replacement of an engine, then COVID-19 set in making it impossible to provide training programs such as CPR and CERT. He reviewed other cuts in capital improvement which is not part of the fee schedule as well as increases in CalPERS contributions that may be offset by other savings such as PEPPRA. The budget as presented to the Board in June for shared costs remains the same.

3. Approve Minutes of the March 2, and July 16, 2020 Finance Committee Meetings

With a correction on the March 2nd minutes to include a member of the public, Lynn Wolter, the Committee is in agreement on approving the minutes.

4. Discussion Items

4.1. Interim General Manager's Timesheets/Reimbursements

The committee reviewed these and had no concerns.

4.6. Final Budget FY2020-21 (discussed in conjunction with 4.2 Long-Term Financial Plan)

Interim General Manager Mary Morris-Mayorga reviewed the budget and changes that have been made since approval of the Preliminary Budget. Cash reserve funds were reviewed to assist in planning for the public safety building renovation.

4.3. Public Safety Building Shared Financing: Decision Plan and Draft Proposal for Board Review in September

IGM Morris-Mayorga provided an update to the Committee that the County has verbally stated an elevator will be required; however, official notification may not be received for weeks. In a meeting with RDC it was recommended that the conceptual design be revisited to determine if it is possible to accommodate both agencies meeting the needs of the Fire and Police Chiefs. For the schedule, it would be beneficial to incorporate more specific estimate of dates in conjunction with Board meetings. This will be provided in the Board proposal.

4.4. Office Space Lease

IGM Morris-Mayorga presented various office space lease locations that have been reviewed and there are two that may provide the necessary space for the District. Even if the public safety building is not renovated, it is not ideal for housing administrative staff.

5. Future Agenda Items

6. Adjournment at 3:25pm



KENSINGTON FIRE PROTECTION DISTRICT

Emergency Preparedness Committee Meeting

Meeting Minutes
Thursday, June 25, 2020

Via Zoom Teleconference

This meeting was conducted exclusively in remote access format in compliance with Executive Order N-29-20 issued by Governor Newsom and the Contra Costa County Shelter-in-Place Order. The following people were present.

Directors: Larry Nagel and Kevin Padian
EPC Members: Lisa Caronna, Katie Gluck, Peter Guerrero, Paul Moss, David Spath
Public: Danielle Madugo, Lorika G., Chief Tom Welch (Mill Valley), Mike Shanks and Chris Roller (Genasys)
Staff: Mary Morris-Mayorga

1. Call to Order/Roll Call: The meeting was called to order at 3:05 PM by Chair Kevin Padian.
2. The minutes of the May 28, 2020 Emergency Preparedness Committee meeting were approved.
3. There were no public comment on items not on the agenda.
4. The following brief reports were made by EPC members:

Peter Guerrero: Peter is writing a thank you letter to Wildfire Safety. Also asked to have the camera pointed down Wildcat Canyon during read flag days. The letter will be signed by Julie Stein, the President of the KFPD.

The camera looking NW is caked "Vollmer Tower Top." It's current view encompasses the reservoir., Wildcat Canyon, and the Kensington/EI Cerrito/Richmond ridge. The camera looking SE is called "Vollmer Peak" and it is currently looking at Mt. Diablo, south. Diablo winds blow strongly from the NE, so there is currently a blind spot between these two views. The cameras can, however, be rotated.

Lisa Caronna has done some research on chippers. She is suggesting that think about placing dumpsters around town. We will discuss this further at the next meeting.

5. Discussion Items

5.1. Presentation on PA/Siren devices by Mike Shanks and Chris Roller of Genasys

Genasys markets a Multi-Channel Public Safety System which includes audio alerting, telecom messaging, sirens, and Integrated Speaker Management and Remote Activation. The system can be activated remotely. The systems is IPAWS certified and systems have been installed in Newport Beach, Laguna Beach and Mill Valley.

The preliminary layout for Kensington has three speakers, but more may be required to heard during high wind conditions (40-60 mph wind). Kevin Padian reported that has received a sample contract.

Marin County is using their Measure C funds to pay for the speakers. Berkeley is proposing something similar to Measure C as a possible source of funds. Oakland also is considering investigating speakers in the Oakland hills.

The Genasys quote was \$ 379,000 for three towers.

Katie Gluck noted that there are other vendors but that she has had trouble contacting them.

5.2. Discussion of PA/Siren devices with Mill Valley Deputy Chief of Operations and Training Chief Tom Welch:

Chief Tom Welch from Mill Valley gave a report on the sirens in Mill Valley. There are six sites built out with sirens. Installation by and went very smoothly. Both the local fire department and police department are able activate the sirens.

Sirens were installed by GRE Electric, which is a partner with Genasys.

5.3. Proposal from ECFD for a 3-year, \$5000 software service contract with ZoneHaven:

Kevin Padian reported that he doesn't understand what the \$ 10,000 allocated by the board has paid for, and he will ask ZoneHaven to give a status report to the full board.

5.4. Update and discussion of implementing Traffic Evacuation Study recommendations with KPD

Kevin reported that he and KPD Traffic Officer Brad Harms visited Sunset Cenetary last Friday and had a meeting with the management. Sunset Cenetary is agreeable to opening the cemetery in an emergency and have given Officer Harms a key to the gates. They have agreed to allow us to install exit signs in the cemetery.

There are eight ballards in town that are controlled by the county. These will be replaced by chains that can be unlocked in an emergency.

Kevin Padian reported that parking will be changed on Red Flag Days. A meeting with John Gioia's office, Contra Costa Department of Public Works, the KPD, and KFPD is in the works. Kevin also reported that he has ordered 24 vests for volunteer traffic guides.

Officer Harms operated a very successful volunteer program in his previous department.

Kevin Padian reported that the EBMUD is reluctant to let their reservoir be used as a Temporary Refuge Area (TRA) because of liability and security issues.

6. Future Agenda Items:

5.1 Increasing use of local communication resources for information and evacuation planning

5.2 Possible positions: part-time Emergency Preparedness Coordinator; grant-writing consultant

5.3 Increasing and improving cell signal coverage for Kensington

5.4 Hilltop Elementary School evacuation plans

7. The next meeting will be held on July 23, 2020 at 3-5 PM via Zoom.

8. Adjournment Meeting adjourned at 5:02 PM.

These minutes were prepared by Larry Nagel and approved at the Committee meeting on 30 July 2020.

Attest: _____
Emergency Preparedness Committee Member