



Date: May 12, 2022

To: Board of Directors

From: Rick Benson, Interim General Manager

Subject: Temporary Relocation of District Offices

Recommendations:

Approve locating, on a temporary basis, the KPPCSD administrative and police operations to 10940 San Pablo Avenue, Unit B, in El Cerrito. Authorize the Interim General Manager to enter into agreements relating to the relocation with the City of El Cerrito, Mobile Modular Management Corporation and the Kensington Fire Protection District in accordance with terms as described.

Rationale for Recommendation:

In order to facilitate the remodel of the Kensington Public Safety building it is necessary for the KPPCSD to vacate the premises before the end of this summer. While the district continues its search for a permanent location, it is critical that the District be able to provide services to the public. This nearby location in El Cerrito is ideal.

Background

In March your Board was made aware, through Kensington Fire, that the City of El Cerrito has two modular buildings located on their property that are currently not being used. City staff indicated a willingness to discuss making one or both of these buildings available for KPPCSD use. Subsequently, your Board directed staff to enter into negotiations with the city to explore a possible property lease. The proposal has been presented to the City Council of El Cerrito and they have approved the concept.

Discussion and Analysis:

The property under consideration is a mobile unit located at 10940 San Pablo Avenue. It has approximately 3000 ft.² and is immediately available. The city is willing to allow KPPCSD to occupy

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the building so long as the District assumes the leasing costs from the modular company and absorbs utility costs and the cost of the alarm monitoring.

The modular company is willing to allow for the transfer of the lease at the same cost the city is currently paying. The Kensington Fire Protection District has also expressed a willingness to assist KPPCSD in defraying some of the cost of the temporary relocation by subleasing excess space within the building. At the time of this writing discussions are underway with a contractor who will be able to remodel the building to meet the District's requirements.

Chief Gancasz has had the opportunity to look over the facility and to analyze its suitability. He and I are convinced that this facility will work well for the District and will not, in any way, hinder the Police Department's ability to provide services to the citizens of Kensington. At most times, police officers are patrolling the streets of Kensington. Rarely are they dispatched directly from the police station. Therefore, response time will not change. Regardless, the location in El Cerrito is only a few minutes from the current Public Safety Building.

A temporary move to this location will not alter the Kensington Police Department's relationship with any other department. We will continue to provide and benefit from mutual aid agreements with nearby entities but the Kensington officers will not be providing police services in El Cerrito.

Fiscal Impact:

The cost of the lease with Mobile Modular is \$5,488.80 per month. Kensington Fire is willing to provide a payment to KPPCSD in the amount of \$2,438.55 amounting to a net rental cost of \$3,050.25 which equals what the District is currently paying for space in the Public Safety Building. Pass through charges from the city for sewer and alarm monitoring is \$357. The District will also be responsible for other utility charges and for the cost of modifications to the building to suit the District's needs.