



Date: July 11, 2024
To: Board of Directors
From: David Aranda, Interim General Manager
Subject: Discussion and Direction Regarding Strategic Plan Priorities and Cost Estimates Based on the Post Workshop Memorandum from Ridgeline

Recommendation

Discussion and direction regarding Strategic Plan priorities and cost estimates based on the post workshop memorandum from Ridgeline.

Background

The Board of Directors met on Thursday May 9, 2024 and worked with Ridgeline in developing a list of items that were of importance to them. This special meeting today is to continue to work through this list and develop some time lines for each of the items along with estimated costs. You will note in this document that estimated costs have been left with xxx's. The IGM is still working on the costs for some of the items and feels it best to have a discussion about the costs with the entire board before determining what all of us feel the costs will be. Ridgeline will need some sort of estimated costs to complete their fiscal analysis.

The following information below is your IGM's recommendations and best estimates he has available. Hopefully this will allow each board member to give some thought in advance of our special meeting so we might have a productive and successful meeting on July 11th. The order this appears is in conjunction with the worksheet Ridgeline developed and is not to be understood to be in priority order. The priority will be determined by the fiscal years the board wishes to address these items.

COMMUNITY SURVEY: The current fiscal year (FY25) either have an agenda item for the entire Board to work on developing a survey for the community or appoint an ad hoc committee to develop a survey. Cost is estimated to be at under \$xxxx.

PUBLIC OUTREACH: The current fiscal year (FY25) develop a plan in which hard copy newsletter will be sent to residents on a quarterly basis, e-mail addresses will be solicited from residents for information updates, social media platforms will be developed for the district to utilize and the districts website will be looked at by professionals and revised and regularly updated. Cost is estimated to be at \$xxxx and this was not budgeted for the current fiscal year but money is available.

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ORDINANCE UPDATE: The IGM recommends addressing this in Fiscal Year 26. Writing and approving ordinances is not a large project and there is minimal costs involved with legal and publications notices. What will be costly and a bit time consuming is developing an administrative citation code that provides the legal means in which the District can enforce the ordinances that are in place or are to be in place. Cost is estimated to be \$xxxx which involves legal work and possibly some additional consulting to codify the ordinances into a document that is easy to reference, use and apply.

USABLE ANNEX BUILDING: The IGM recommends that this item not be addressed until Fiscal Year 28. There are a number of reasons for waiting a few years. First, the priority for the Board and community is determining the feasibility, cost and likelihood of a new police building. Second, money involved in addressing the Annex building necessary improvements from a geotechnical and aesthetic standpoint will not be available over the next few years. Third, it gives the District time to look for FEMA grants to possibly finance the annex building improvements, and fourth a Park Master Plan may determine the exact use for the Annex Building. Cost estimates are in the \$xxxx range.

KPPCSD BUILDING OPTION 1. Build a new building south of the county library on Arlington. Move in date projects to be Fiscal Year 2029. Cost estimate is \$xxxx.

KPPCSD BUILDING OPTION 2. Provide the necessary infrastructure and move the modular to the area south of the library on Arlington. Move in date projects to be Fiscal Year 2028. Cost estimate is \$xxxx.

KPPCSD BUILDING OPTION 3. Continue to utilize the existing agreement with Mobile Modular and the City of El Cerrito and stay put for the next five years. There would be no capital costs for this option. The Board would review the various options in fiscal year 2029.

ADDITIONAL FUNDING. The recommendation from the IGM is to plan on some sort of assessment vote for November 2026. The details of the dollar amount, the type of assessment and the marketing would need to be worked out when the Board determines the direction it wants to go regarding the new building. FY27 funding estimated costs would be \$xxxx.

PARK MASTER PLAN. The recommendation would be for a Park Master Plan to be developed in Fiscal Year 2026 at a cost of \$xxxx. A Park Master Plan would assist in determining additional funding needs and other potential capital needs for the park facility.

SOLID WASTE RATE AND FRANCHISE FEE STUDIES. This study is budgeted for fiscal year 2025. The estimated cost is \$xxxx.

EMERGENCY PREPAREDNESS PLAN. This is very important but it seems that there are always things that jump ahead of getting this done. I am hopeful that in fiscal year 2026 the District will work with the Fire District in obtaining professional help to develop an emergency plan and put the plan into practice. Estimated cost for an outside consultant is \$xxxx.

DETERMINATION OF REORGANIZATION FEASIBILITY. The IGM is hopeful that the study will be completed by Ridgeline so that a discussion on the financial reports will determine if both agencies

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are going to move forward with reorganization by January 2025. So the feasibility study should be completed in the fiscal year 2025 and there is some money budgeted to complete this process. Should the report be positive in recommending reorganization from a financial standpoint and both boards wish to move forward with reorganization the IGM is suggesting that an additional \$xxxx per agency may be needed to fully accomplish this. While that money is not budgeted for fiscal year 2025 the District has the necessary funds to accomplish this project in the current fiscal year.