



KENSINGTON FIRE PROTECTION DISTRICT

DATE: September 14, 2022

TO: Board of Directors
Kensington Fire Protection District

RE: Agenda Item 5h – Public Forum or Outreach on the Minimum Space Requirements of the Fire Department

SUBMITTED BY: Bill Hansell, General Manager

Recommended Action

Provide the General Manager with direction on the scope, format, and goals of a proposed joint public meeting.

Background

A co-occupancy concept for the PSB was recently proposed but developed without any input from the Fire and Police Chiefs. The concept is similar to many prior plans that were rejected due to the lack of required space for both the fire and police departments. Such revisions to the current approved construction project would have substantial financial impacts on the district while not providing the space needed for current and future services. In order to inform the public why this and other co-occupancy schemes will not work, the board will review and discuss the fire department's minimum space requirements and determine if a public forum, direct-mail, or other outreach is needed. If necessary, determine the schedule, scope, format, and goals of the forum, publications, or outreach.

Reference material is attached to this report to show the extensive consultant studies and reviews by Fire and Police staff confirming that co-occupancy plans for the PSB will not work. These materials have been presented and discussed in numerous public meetings since 2016, and the problems with the existing PSB, i.e. structural issues, space needs, code compliance, etc, go back to the 1997 needs assessment by the Fire and Police Chiefs. Solutions to finally address those problems are now underway with the current renovation project as approved.

- 06/06/2017 Attachment A = Space Requirements Study by RDC Architects:
“Existing PSB Net Area (Fire and Police) = 5,948sf; Optimal Net Area = 12,118sf”
- 09/11/2019 Attachment B = Space Requirements Study by RDC Architects:
“Standards and Practice Codes showing non-compliance”
- 11/16/2019 Attachment C = Public Forum with RDC Architects:
“A ten-pound problem in a five-pound bag”
- 01/13/2021 Attachment D = Joint Status Report on PSB Renovation by Fire and Police Staff:
“Both Chief Pignoni and Chief Schuld have prepared written comments reflecting the difficulties in developing a conceptual design that meets the facility requirements of both departments. These comments are attached to this report.”

- 03/11/2021 Attachment E = Preliminary Needs Assessment & Financial Analysis:
- *PS Building constructed in 1970.*
 - *Remodeled in 1999.*
 - *Since KPD's establishment in 1946, there has been substantial increase in staffing.*
 - *1946 – 2 Police Officers,*
 - *1957-'99 – 5 Police Officers, and*
 - *2000 to present – 6 to 10 Police Officers.*
 - *There are many more regulatory and reporting demands of law enforcement than when KPD was first established.*
 - *Although staffing and regulatory conditions have increased over the years, there has been no significant expansion of workspace.*
 - *Department of Justice Non-Compliance.*
 - *Lack of space for confidential work.*
 - *Currently, there is no owned or leased space for the Administrative staff. With one exception, everyone is working remotely or in temporary spaces.*
 - *Lack of sufficient and confidential physical storage, filing and archiving space.*
 - *Existing working conditions reduce efficient use of staff time (e.g., confidential matters must be postponed due to lack of confidential work area).*
 - *In the United States, it is uncommon for Fire and Police to be co-located in the same facility. For example, out of approximately 18,000 police departments in the United States, less than 150 have consolidated services under one roof.*
- 03/25/2021 Attachment F = Joint Special Mtg on the Future Location of Fire and Police Departments:
- *1996: KFPD requests Needs Assessment, noting 'The PSB may not be able to be renovated on the present site due to space limitations. Accommodations for the ADA and the functional needs of the police and fire departments may not be able to be met on such a small site.'*
 - *2019: RDC presents a summary of thirteen schemes studied to date. RDC's presentation details all the areas of both the Fire Department and the Police Department which are deficient and do not meet standards and practice codes for contemporary levels of service. Based on solving both the seismic vulnerability and the inadequate facilities for both departments, RDC recommends renovating the PSB for use by the Fire Department and finding safe and appropriate space for the Police Department elsewhere.*
- 04/08/2021 Attachment G = Potential Impact of Future Renovation on Kensington Police Department:
- *No Office Space for the Police Services Assistant.*
 - *No office space for the Traffic Safety Officer.*
 - *No office space for two Sergeants.*
 - *No office space for a Detective.*
 - *No evidence Room or temporary storage lockers for evidence.*

- 04/14/2021 Attachment H = PSB Renovation Recommendation approved on 04/14/2021:
Goal of Recommendations: A Solution for both Fire and Police Departments that solves seismic safety, building code requirements, standards of practice deficiencies, and future space needs in a financially responsible manner.
Recommendation 4c is based upon the following:
- A seismically vulnerable PSB is not acceptable.*
 - Accessibility compliance is required and has been confirmed.*
 - Both departments do not fit in a renovated Public Safety Building, re: January and March meetings and prior analysis. Joint occupancy is not required nor typical.*
 - A larger, new building option has been rejected.*
 - Expansion on-site is not allowed.*
 - ADDITIONAL SPACE IS AVAILABLE NEARBY.*
 - Design/Engineering/Permitting/Bidding requires +/-12 months = Time Prior to Move*
- Recommendation 4d allows for:*
- Proposing rental options to accommodate the Police Department with the support of the KFPD.*
 - Negotiating on KFPD leasing, sub-leasing, for both short-term or long-term space required by KFPD and/or KPPCSD to benefit the whole community.*
- 02/09/2022 Attachment I = Letter on Space Requirement with PSB Construction Documents Net Area Calcs:
“Fire Dept Space Needs from 09/11/2019 KFPD board mtg & 11/16/2019 public mtg:
Optimal (Net Use + Circulation, Mech) = +/-8,000sf
Reduced (Net Use + Circulation, Mech) = +/-6,500sf
Note: Even with Fire Dept-Only occupancy, the Gross Building Area at 6,133sf is 367sf smaller than the "Reduced" recommendation and 1,867sf smaller than the "Optimal" recommendation.”
- Various Attachment J = Design Studies - Options B thru G attempting to combine the Fire and Police Departments in the Renovated PSB:
GM Note: These options were thoroughly discussed and rejected due to non-compliance with space and code needs as referenced in the above documents. Existing conditions that have existed for 50 years while service and code requirements increased does not mean that “those conditions have always worked.” It means those conditions have become more and more deficient. A major capital investment should not result in perpetuating those deficiencies, but accommodating current and future needs.

06/06/2017

Attachment A

Space Requirements Study by RDC Architects:

“Existing PSB Net Area (Fire and Police) = 5,948sf; Optimal Net Area = 12,118sf”

NOTE: Excerpt from 06/06/2017 Report:

Public Safety Building
Preliminary Space Requirements (PSR)
December 12, 2016
RossDrulisCusenbery Architecture, Inc.

Department	Existing Staff	NSF	Optimal Staff	NSF
Fire Department	3	3,202	5	5,955
Police Department	5	1,269	8	2,488
Shared Support		892		500
Building Support		585		990
Total Personnel/NSF	8	5,948	13	9,933
Building Spaces/Circulation		22%		2,185
Total Building Gross SF (BGSF)		5,948		12,118

Parking Requirements	Existing	Optimal
Personal Vehicles	2	7
Department Vehicles	7	7
Visitor Vehicles	0	2
Total Parking	9	16

Preliminary Space Requirements

RossDrulisCusenbery Architecture, Inc.
Kensington Fire Station

100 FIRE DEPARTMENT			Existing				Reduced Program				Optimal Program				Remarks	
Ref. #	Plan Ref. #	Type	Existing NSF	Unit	Staff	Total NSF	Rec NSF	Unit	Staff	Total NSF	Rec NSF	Unit	Staff	Total NSF		
		Personnel														
		Offices														
101		Captain's Office	PO	0	1	0	100	1	1	100	100	1	1	100	Adjacent to sleeping Room. Existing: Included in sleep room	
102	216B	Business Manager Office	PO	92	1	1	92	100	1	1	100	100	1	1	100	At Lobby, Watch Office
103	216C	Paramedic EMT Office	PO	63	1	1	63	100	1	1	100			1	0	
		Subtotal			3	155			3	300			3	200		
		Subtotal Private Office				155				300				200		
		Workstations														
104		Firefighter	WS	0			0		1	0	0		1	0	Included in Watch Office area. New workstation	
105		Engineer	WS	0			0		1	0			1	0	Included in Watch Office area	
		Subtotal			0	0			2	0			2	0		
		Subtotal Workstations				0				0				0		
		Total Personnel Spaces			3				5				5			
		Departmental Spaces														
106		Lobby - F.D.					0	60	1		60	60	1	60	May be combined with Ref. #208	
		General Department Area														
107		Watch Office Area		0			0	150	1		150	200	1	200	w/Firefighter and Engineer workstations	
108		Radio Response/Map Alcove		0			0	40	1		40	20	1	20	Existing: In Day Room. Adjacent to App. Bay	
109		Training Storage		0			0	80	1		80	80	1	80		
110		Training/Community Room					0	240	1		240	400	1	400	Adjacent to Public Lobby	
		Living Area														
111	214C	Day Room		305	1		305	250	1		250	275	1	275		
112	215	Kitchen		201	1		201	250	1		250	275	1	275		
113	214B	Dining		191	1		191	200	1		200	250	1	250	Seating at Table for 6	
114	210	Dorm A, Captain		214	1		214	170	1		170	175	1	175	Existing combines sleep and work areas. Renovation: 2 bed, New: 3 bed	
115	209	Dorm B, Firefighters		180	1		180	170	1		170	175	1	175	Renovation: 2 bed, New: 3 Bed	
116	206	Dorm C, Firefighters		95	1		95	170	1		170	175	1	175	Renovation: 2 bed, New: 3 Bed	
117	208	Bathroom A		50	1		50	105	1		105	105	1	105	At hallway for Firefighter early arrival	
118	207	Bathroom B		66	1		66	105	1		105	70	3	210	For new, one attached to each dorm room.	

100 FIRE DEPARTMENT			Existing				Reduced Program				Optimal Program				Remarks
Ref. #	Plan Ref. #	Type	Existing NSF	Unit	Staff	Total NSF	Rec NSF	Unit	Staff	Total NSF	Rec NSF	Unit	Staff	Total NSF	
119	218	Laundry	83	1		83	100	1		100	100	1		100	
120	211	Storage	10	1		10	100	1		100	100	1		100	
121	219	Radio Room / RACES	62	1	WS	62	48	1		48	65	1		65	
122	205	Hall	111	1		111	0			0	0			0	
123		Staff Restroom				0	88	1		88				0	
		Apparatus Area													
124	114	Apparatus Bay	484	3		1452	800	3		2400	864	3		2592	
														Bay Size Renovation = 16' x 50' Bay Size New = 18' x 48' Recommended width for apparatus bay is 18 feet, reduced to 16 feet wide due to restricted site size Engine 65: 115" tall and 29' long Engine 365: 115" tall and 29' long	
125		Turn out Alcove or Room	0			0	180	1		180	125	1		125	
126		EMS Clean up Alcove	0			0	20	1		20	25	1		25	
127		EMS Supply Storage	0			0	80	1		80	25	1		25	
128		App Bay Refrigeration Alcove	0			0	0			0				0	
129		Workshop Area	0			0	100	1		100	125	1		125	
130		Workshop Area	0			0	100	1		100				0	
131		Cascade Room	0			0	0			0	90	1		90	
132		Hose Storage	0			0	100	1		100	25	1		25	
133	113	Air Compressor	21	1		21	40	1		40	35	1		35	
134	114a	Mop Sink Closet	6	1		6	6	1		6				0	
135		App Bay Generator Storage				0	0			0				0	
136		Fire Pole				0	48	1		48	48	1		48	
		Subtotal				3047				5400				5755	
		Subtotal Departmental Spaces				3047				5400				5755	
		Total NSF			3	3202			5	5700			5	5955	
		Parking Requirements													
		Personal Vehicles		2				4				6			
														An additional 2 for FD park against the north end of the lot	
		Department Vehicles		1				1				1		Chief/Battalion Chief or staff - either a large SUV or a pick-up truck	
		Total Parking		3				5				7			

100 FIRE DEPARTMENT			Existing				Reduced Program				Optimal Program				Remarks
Ref. #	Plan Ref. #	Type	Existing NSF	Unit	Staff	Total NSF	Rec NSF	Unit	Staff	Total NSF	Rec NSF	Unit	Staff	Total NSF	
		Site Requirements													Fire Department: Indicate need for exterior training and staging areas.
		Storage Shed		1											
		Outdoor BBQ Area	301	1		301	300	1		300					Existing on deck, okay as alt.
		Training													Discuss. Dual purpose w/parking
		Vehicles Staging / Apron					560	3		1680	630	3		1890	Discuss
		Total Site Requirements								1980				1890	

Preliminary Space Requirements

RossDrulisCusenbery Architecture, Inc.
Kensington Fire Station

200 POLICE DEPARTMENT				Existing				Reduced Program				Optimal Program				Remarks
Ref. #	Rm #		Type	Existing NSF	Unit	Staff	Total NSF	Rec NSF	Unit	Staff	Total NSF	Rec NSF	Unit	Staff	Total NSF	
		Personnel														
		Offices														
201	102	Police Chief Office	PO	119	1	1	119	160	1	1	160	125	1	1	125	
202		Detective	PO				0	100	1	1	100	100	1	1	100	Existing shared with Police Aid. Locate with Police Aid
203	103	Supervisor 1 Office	PO	92	1	1	92	100	1	1	100	100	1	1	100	Discuss: Single Shared Office?
204	108	Supervisor 2 Office	PO	73	1	1	73	100	1	1	100	100	1	1	100	
		Subtotal				3	284			4	460			4	425	
		Subtotal Private Office					284				460				425	
		Workstations														
205	101	Clerical / Reception	WS	59	1	1	59	80	1	1	80	80	1	1	80	Adjacent to Public Lobby. Provide security glazing. Access to Staff Restroom
206	109	Police Aid	WS	75	1	1	75	64	1	1	64	64	1	1	64	Existing shared with Detective, Near Property & Evidence Locate with Ref. #202, Detective
207		Officer Workstation	WS				0	36	1	1	36			2	0	Verify: May be redundant to "Report Writing"
		Subtotal				2	134			3	180			4	144	
		Subtotal Workstations					134				180				144	
		Total Personnel Spaces				5				7				8		
		Departmental Spaces														
208	101A	Lobby - P.D.		47	1		47	60	1		60	60	1		60	May be combined with Ref. #106 w/restroom. Adj to Ref. #205, Clerical/Reception
209		Interview Rooms		0			0	100	1		100	100	1		100	Discuss: Number of Secure Interview Rooms
210		Conference / Briefing		0			0	240	1		240	200	1		200	
211		Juvenile Interview Room					0	100	1		100				0	
212		Witness Interview Room					0	100	1		100				0	Adjacent to Lobby / Reception
213	201	Lockers / Dressing Men / Shower		66	1		66	150	1		150	200	1		200	Includes shower
214	204	Lockers/Dressing Women / Shower		51	1		51	100	1		100	100	1		100	Includes shower
215	106	Copy / File Storage		101	1		101	100	1		100	100	1		100	
216		Reception Active Files					0	36	1		36	25	1		25	
217	107	Storage		44	1		44	100	1		100	100	1		100	
218		Evidence Processing		0			0	75	1		75	75	1		75	Bag & Tag adjacent to Ref. #219, Transfer Lockers
219		Transfer Lockers		0			0	64	1		64	64	1		64	Adjacent to Ref. #218, Evidence Processing

Preliminary Space Requirements

RossDrulisCusenbery Architecture, Inc.
Kensington Fire Station

400 BUILDING SUPPORT			Existing				Reduced Program				Optimal Program				Remarks
Ref. #	Rm #	Type	Existing NSF	Unit	Staff	Total NSF	Rec NSF	Unit	Staff	Total NSF	Rec NSF	Unit	Staff	Total NSF	
		Personnel													
		Offices													
		Subtotal				0		0		0		0		0	
		Subtotal Private Office				0				0				0	
		Workstations													
		Subtotal			0	0			0	0			0	0	
		Subtotal Workstations				0				0				0	
		Total Personnel Spaces			0				0				0		
		Departmental Spaces													
401	212	Janitor	11	1		11	40	1		40	40	1		40	
402	213	Mechanical	71	1		71	150	1		150	150	1		150	
404		Electrical	0			0	80	1		80	80	1		80	
405		Communications/IT Room	0			0	80	1		80	80	1		80	
406		Stairs	200	1		200	220	2		440	220	2		440	Accurately charge -needs - not enough
407		Water Heater	0			0	20	1		20	20	1		20	Accurately assess needs - not enough
408		Elevator	0			0	100	1		100	100	1		100	
409		Elevator Equipment Room	0			0	80	1		80	80	1		80	
410	101B	Hallway Level 1	169	1		169				0				0	
411	205A	Hallway Level 2	72	1		72				0				0	
		Subtotal				585				990				990	
		Subtotal Departmental Spaces				585				990				990	
		Total NSF			0	585			0	990			0	990	
		Parking Requirements													
		Total Parking			0				0				0		
		Site Requirements													
		Yard Storage					80	1		80	80	1		80	
		Emergency Generator	62	1		62	80	1		80	80	1		80	
		Total Site Requirements				62				160				160	

09/11/2019

Attachment B

Space Requirements Study by RDC Architects:

“Standards and Practice Codes showing non-compliance”

An aerial photograph of a densely populated residential area, likely Kensington, showing a mix of green spaces, trees, and buildings. A large, irregularly shaped pond is visible on the right side of the image. The text is overlaid on the center of the image.

kensington public safety building

- board of directors meeting

september 11, 2019

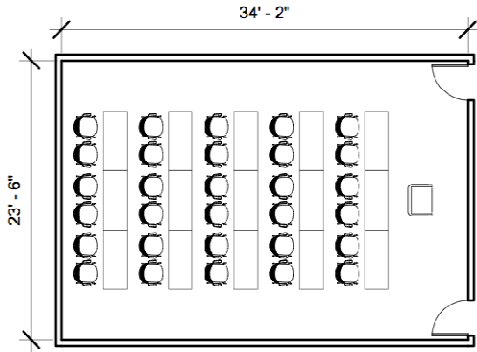
paths to correct the situation

- seismic retrofit only (no operational improvements)
- remodel and expand
- tear down and start again
- find new site

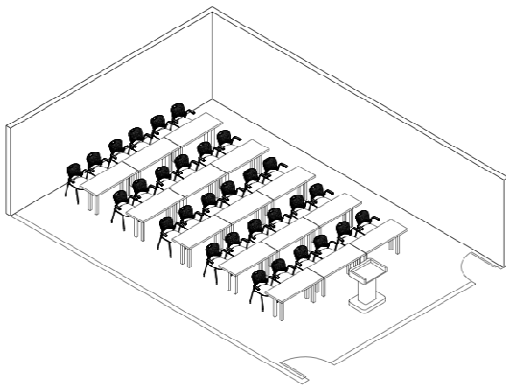
13 schemes studied

0	Retrofit	"Seismic Retrofit"
A	Renovation	"Incremental Expansions"
B	Renovation	"1 Story Excavation"
C	Rebuild	"2 Story Excavation"
D	Rebuild	"Mezzanine"
E	Rebuild	"Mezzanine w/ Lot"
F	Rebuild	
G	Rebuild	"Reversed"
AA	New	"Stacked Departments"
BB	New	"Side by Side Departments"
CC	New	"New Mezzanine"
DD	New	"Operational Ground Floor"
FF	New	"Nested in Topography"

standards &
practice codes



1 FLOOR PLAN
3/32" = 1'-0"



2 PERSPECTIVE

RossDrulisCusenbery
ARCHITECTURE

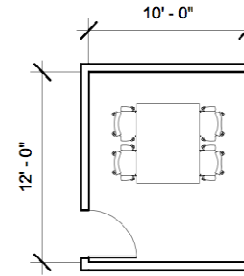
Project Number: 2012130

Date: October 29, 2012

Scale: 3/32" = 1'-0"

Drawn by: Author

ASSEMBLY
(BRIEFING)/TRAINING
ROOM 803 SF



1 FLOOR PLAN
1/8" = 1'-0"



2 PERSPECTIVE

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ARCHITECTURE

Project Number: 2012130

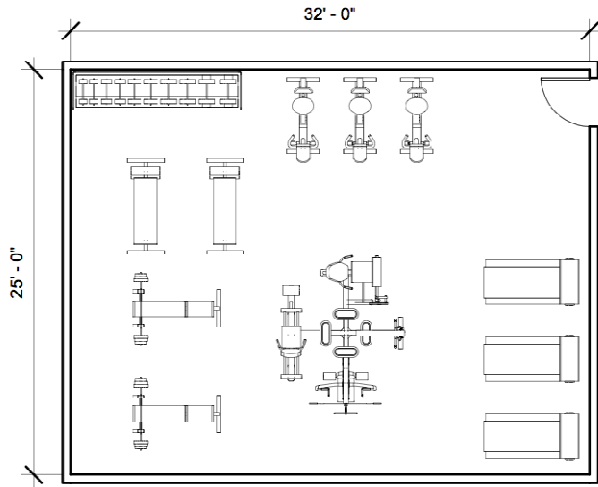
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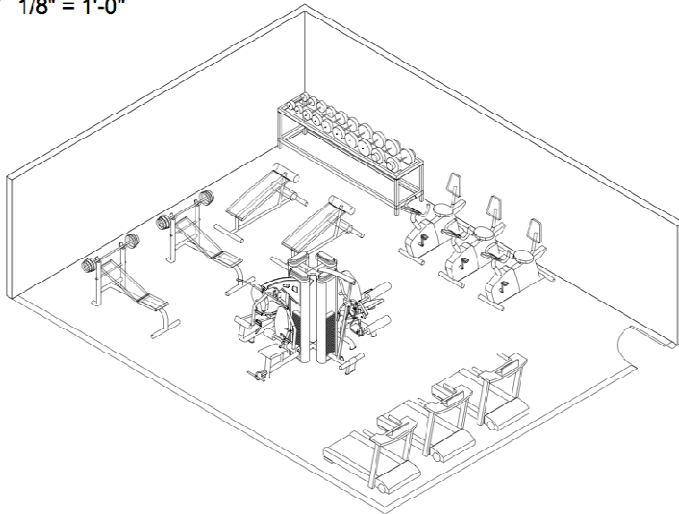
Drawn by: Author

PUBLIC
INTERVIEW
ROOM 120 SF

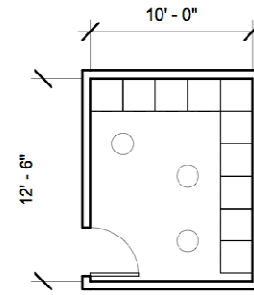
Police Station: Space Standards



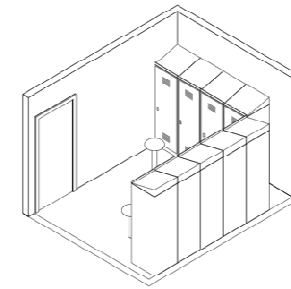
1 FLOOR PLAN
1/8" = 1'-0"



2 PERSPECTIVE



1 FLOOR PLAN
1/8" = 1'-0"

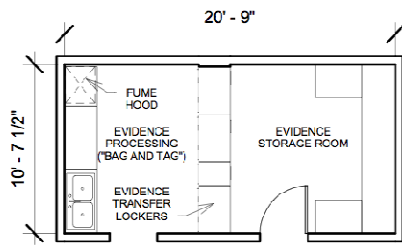


2 PERSPECTIVE

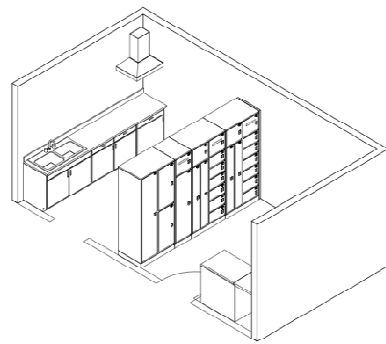
	Project Number: 2012130			WELLNESS ROOM 800 SF
	Date: October 20, 2012	Scale: 1/8" = 1'-0"	Drawn by: Author	

	Project Number: 2012130			LOCKER ROOM 125 SF
	Date: October 20, 2012	Scale: 1/8" = 1'-0"	Drawn by: Author	

Police Station: Space Standards

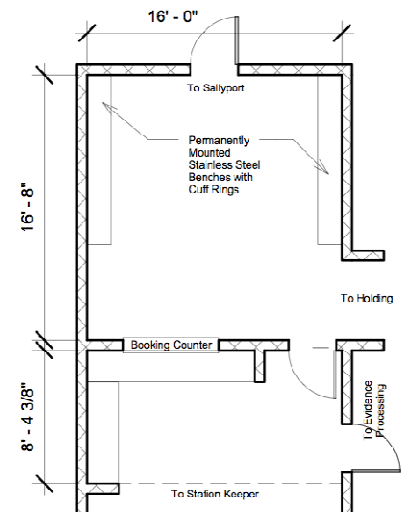


1 FLOOR PLAN
1/8" = 1'-0"

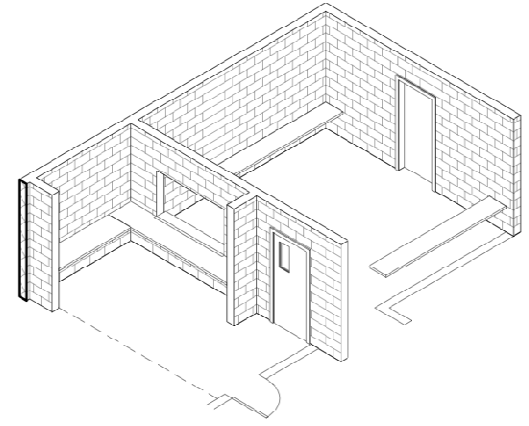


2 PERSPECTIVE

	EVIDENCE PROCESSING AND STORAGE 100/120 SF		
	Project Number: 2012130	Date: October 29, 2012	Scale: 1/8" = 1'-0" Drawn by: Author



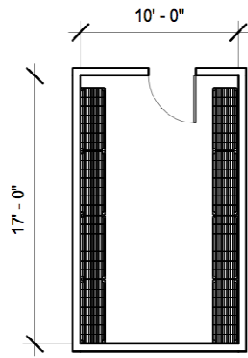
1 FLOOR PLAN
1/8" = 1'-0"



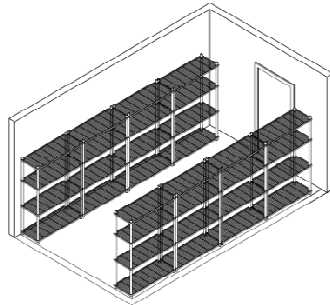
2 PERSPECTIVE

	BOOKING/INTAKE 400 SF		
	Project Number: 2012130	Date: October 29, 2012	Scale: 1/8" = 1'-0" Drawn by: Author

Police Station: Space Standards



① FLOOR PLAN
1/8" = 1'-0"



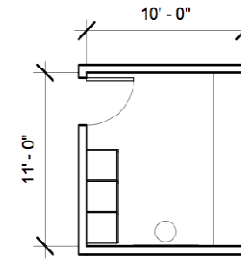
② PERSPECTIVE

RossDrulisCusenbery
ARCHITECTURE

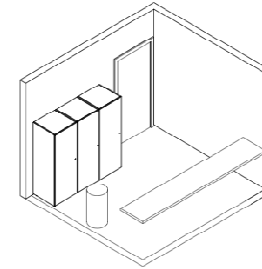
Project Number: 2012130

Date: October 29, 2012 Scale: 1/8" = 1'-0" Drawn by: Author

PROPERTY
LOCKERS/SEIZED
PROPERTY 170
SF



① FLOOR PLAN
1/8" = 1'-0"



② PERSPECTIVE

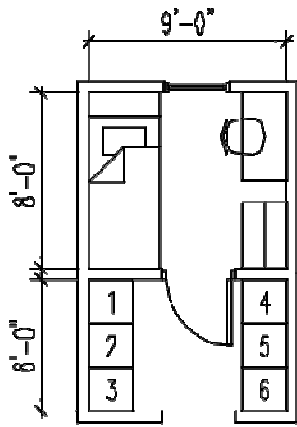
RossDrulisCusenbery
ARCHITECTURE

Project Number: 2012130

Date: October 29, 2012 Scale: 1/8" = 1'-0" Drawn by: Author

WEAPONS
CLEANING 110
SF

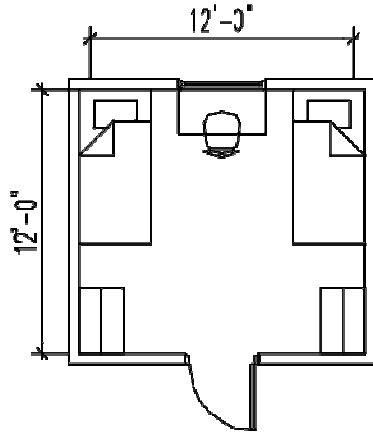
Police Station: Space Standards



433 – SLEEPING ROOM
W/ LOCKER ROOM ALCOVE

SCALE: 1/8" = 1'-0"

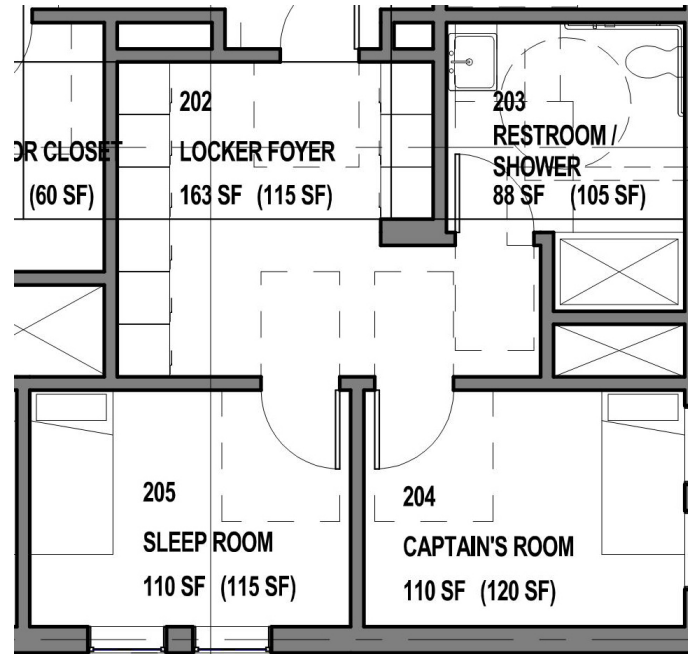
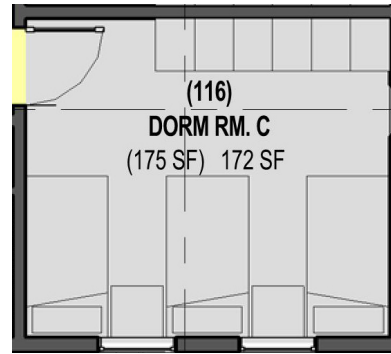
SLEEP ROOM: 72 SQ.FT.
LOCKER ALCOVE: 54 SQ.FT.
TOTAL: 126 SQ.FT.



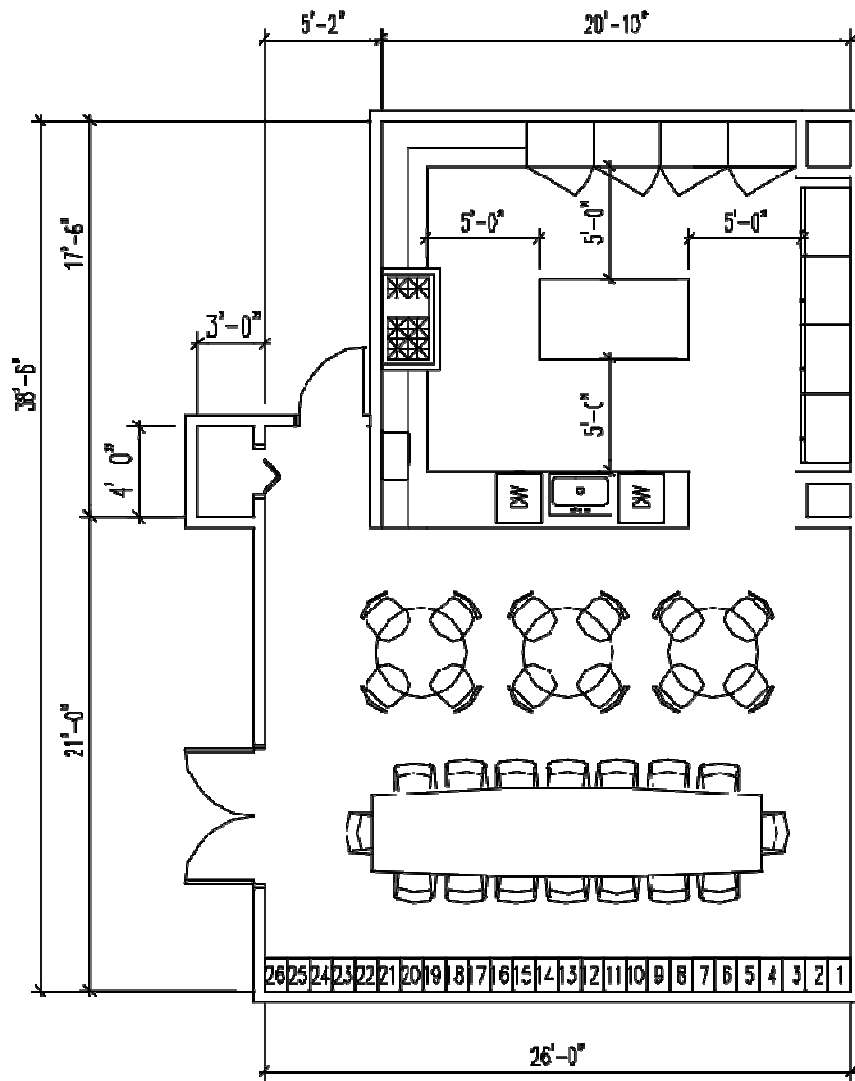
441 – RIDE ALONG
DOUBLE SLEEPING ROOMS

SCALE: 1/8" = 1'-0"

SLEEP ROOM: 144 SQ.FT.



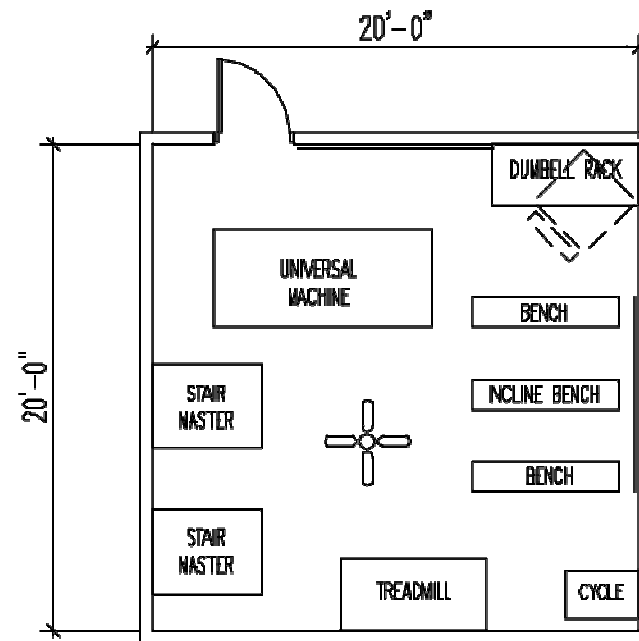
Fire Station: Space Standards



439 — KITCHEN—DINING/BEANERY

SCALE: 1/8" = 1'-0"

KITCHEN: 363 SQ. FT.
 DINING AREA: 566 SQ. FT.
 TOTAL AREA: 929 SQ. FT.

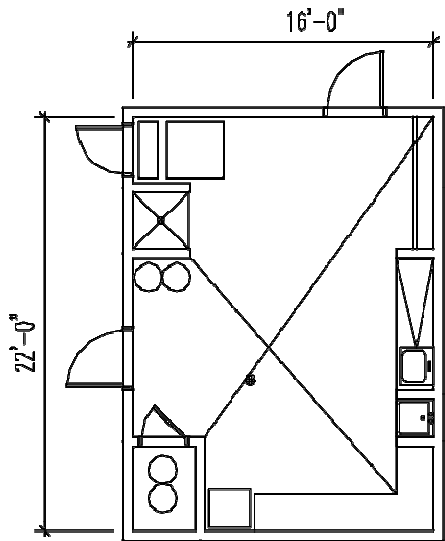


320 — EXERCISE ROOM

SCALE: 1/8" = 1'-0"

400 SQ. FT.

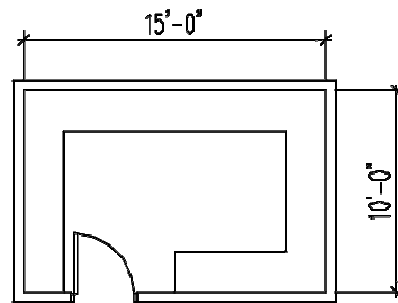
Fire Station: Space Standards



415 – DECONTAMINATION/
CLEAN ROOM/
BUNKER GEAR CLEANING

SCALE: 1/8" = 1'-0"

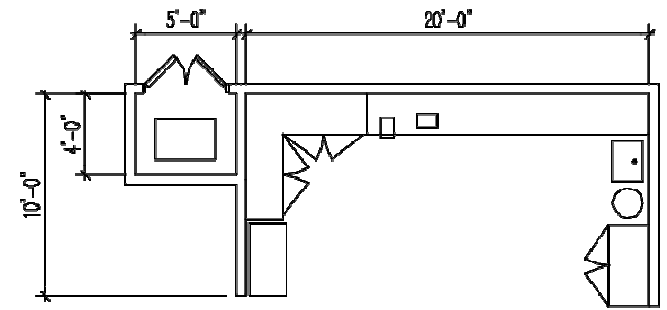
350 SQ.FT



419 – APPARATUS
EQUIPMENT STORAGE – LADDER

SCALE: 1/8" = 1'-0"

150 SQ.FT.

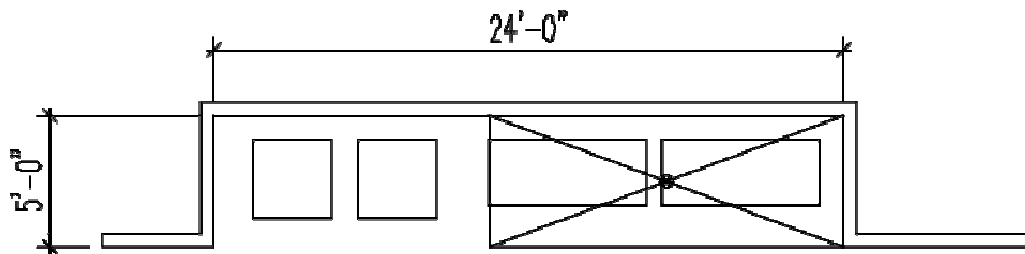


420 – MAINTENANCE
WORK AREA/SHOP

SCALE: 1/8" = 1'-0"

WORK AREA: 200 SQ.FT.
COMPRESSOR: 20 SQ.FT.
TOTAL: 220 SQ.FT.

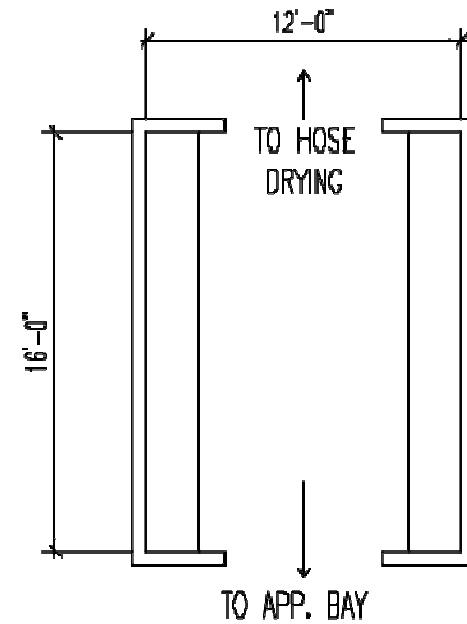
Fire Station: Space Standards



423 – HOSE DRYER/
STORAGE ALCOVE

SCALE: 1/8" = 1'-0"

120 SQ. FT.

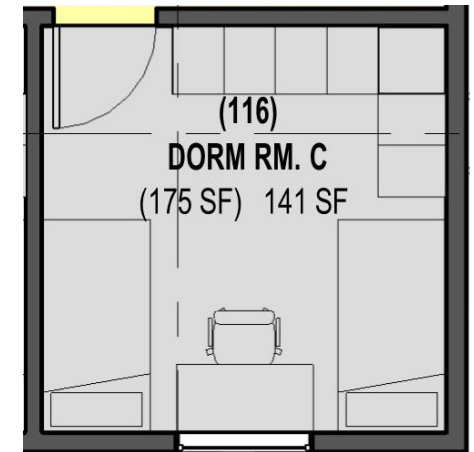
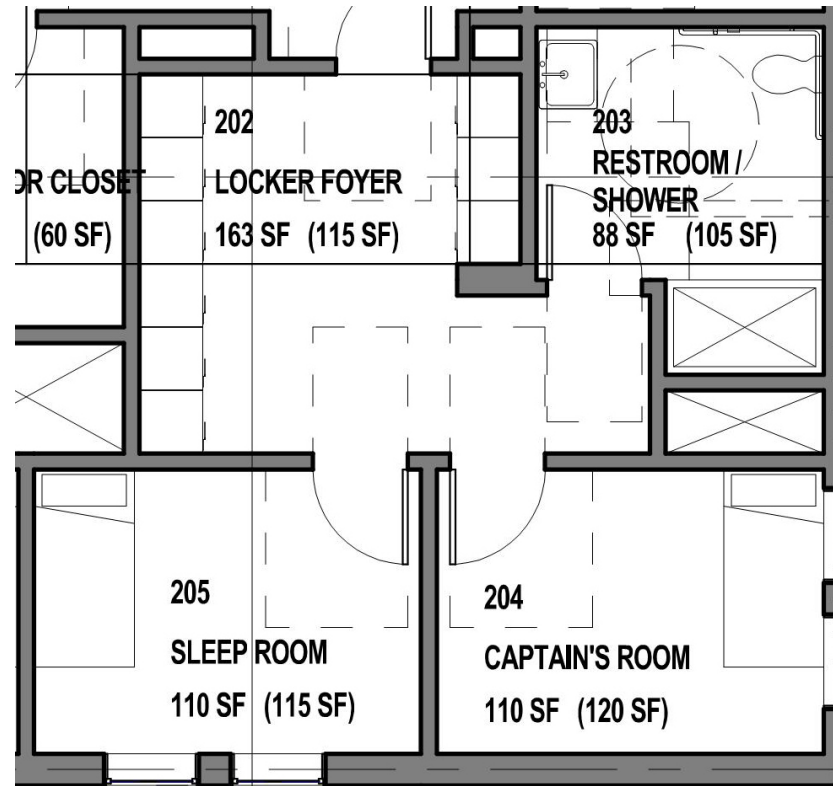
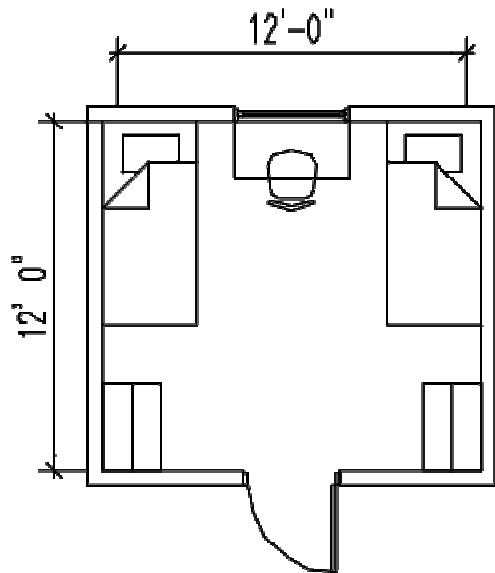


424 – HOSE STORAGE

SCALE: 1/8" = 1'-0"

192 SQ.FT.

Fire Station: Space Standards



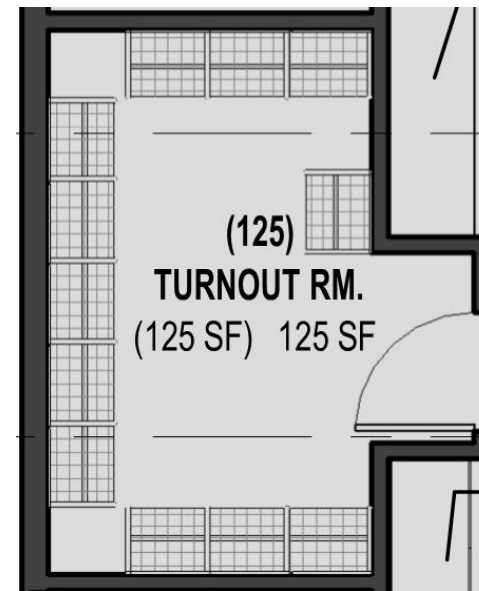
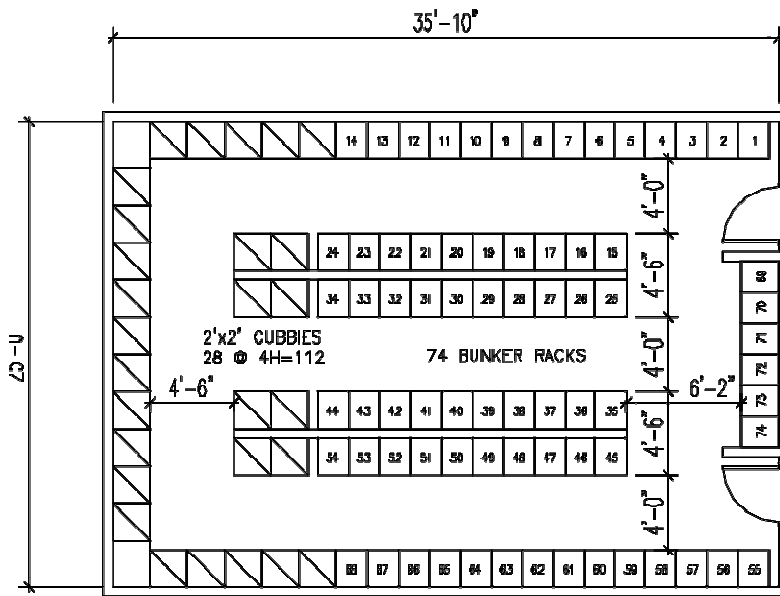
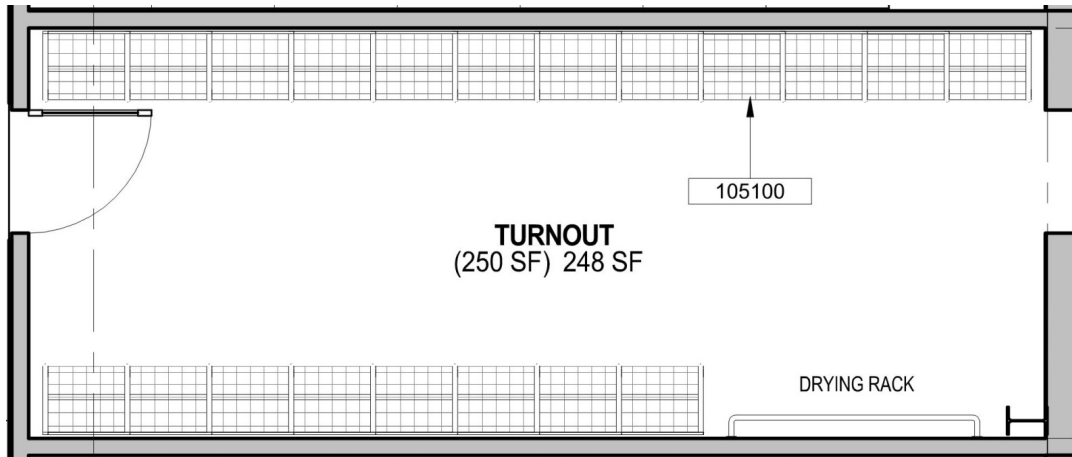
kensington PSB proposed

441 – RIDE ALONG DOUBLE SLEEPING ROOMS

SCALE: 1/8" = 1'-0"

SLEEP ROOM: 144 SQ.FT.

Fire Station: Space Standards



kensington PSB proposed

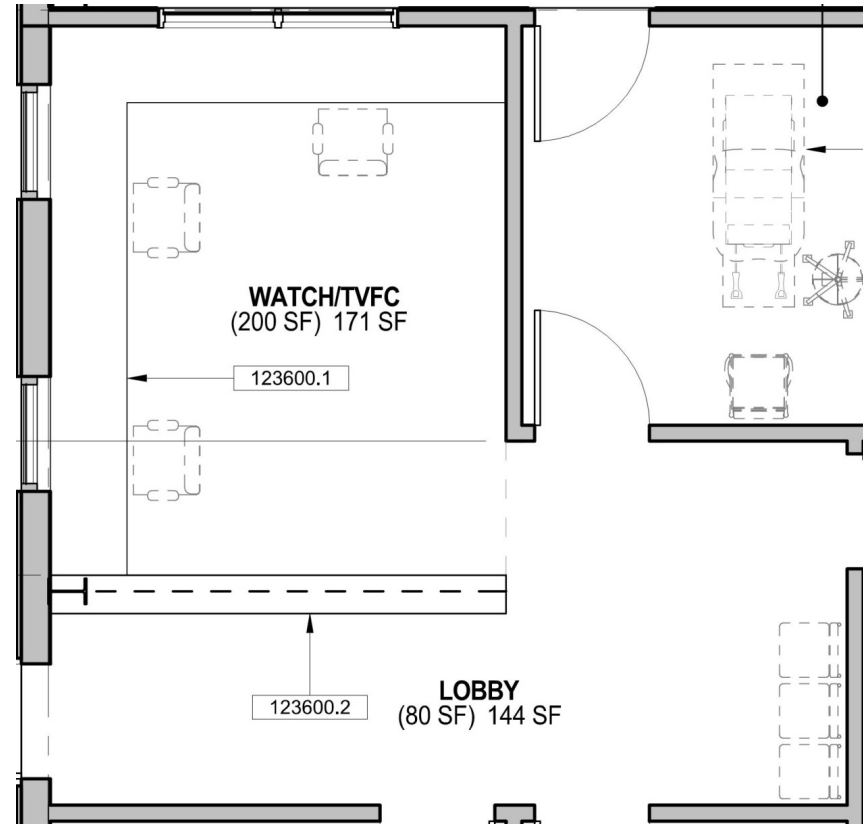
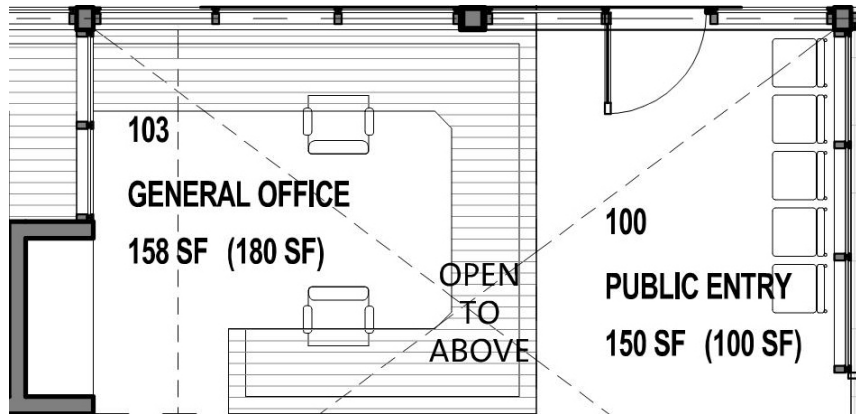
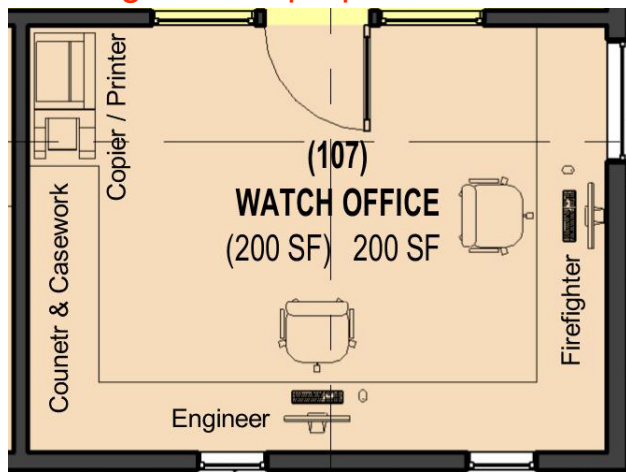
416 – BUNKER STORAGE ROOM/
DRYING ROOM

SCALE: 1/8" = 1'-0"

893 SQ.FT.

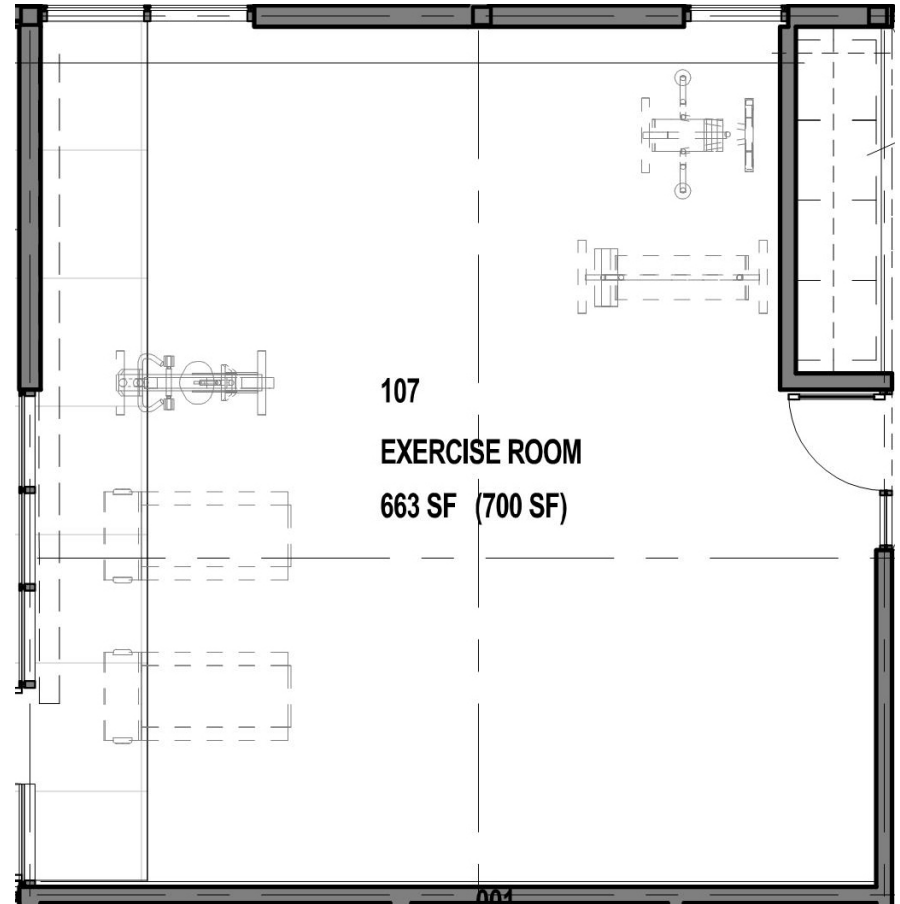
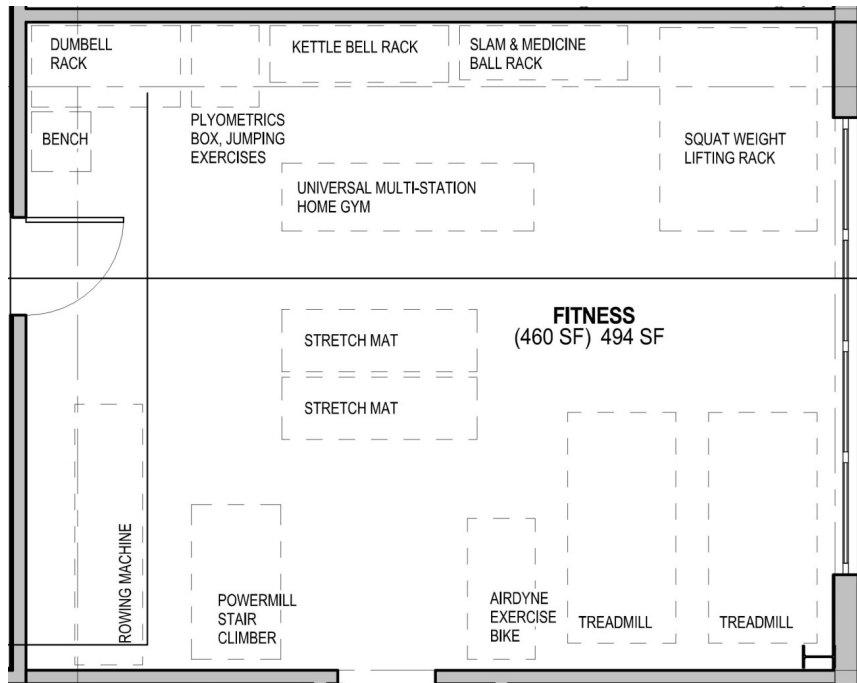
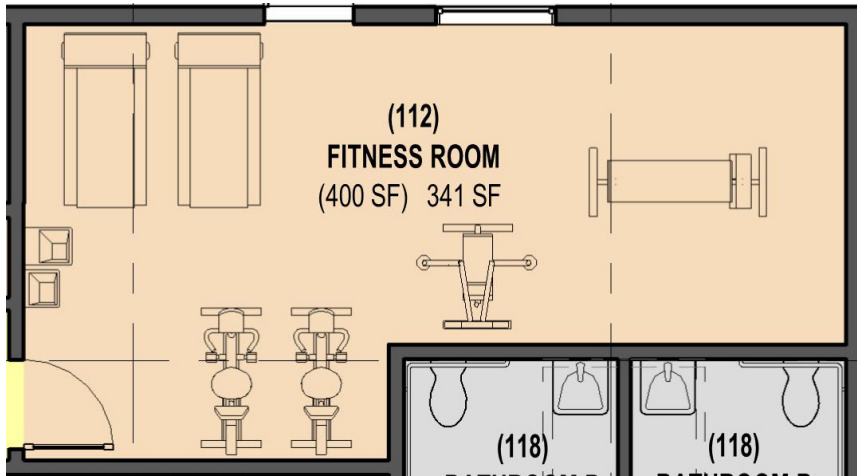
Fire Station: Space Standards

kensington PSB proposed



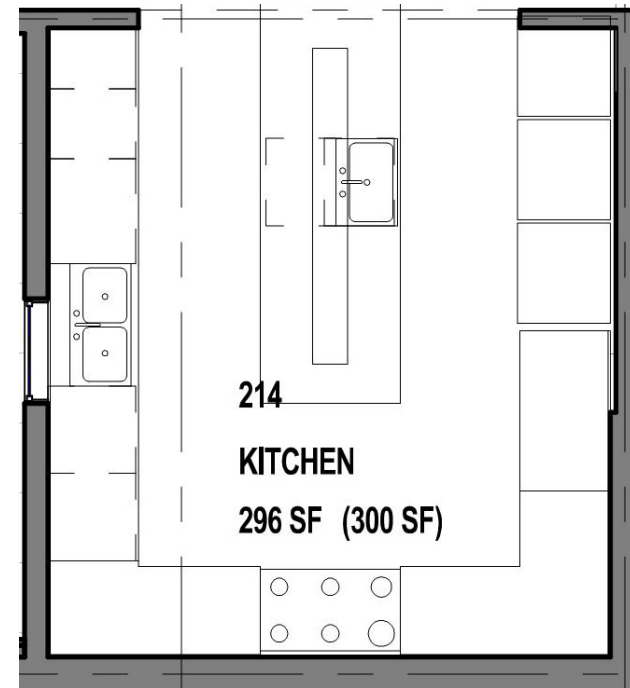
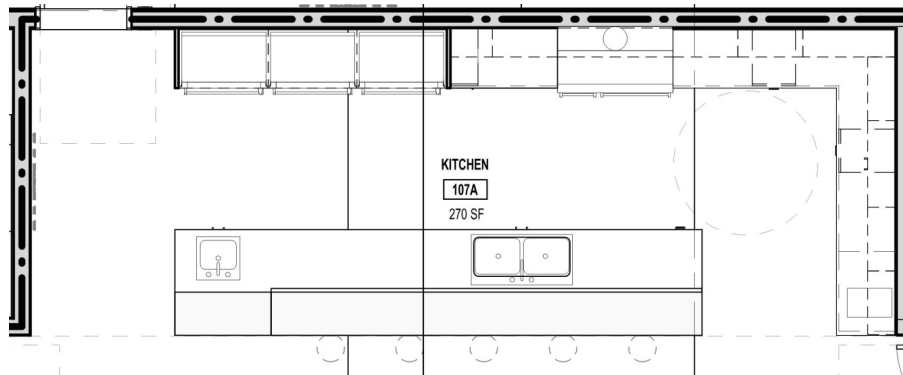
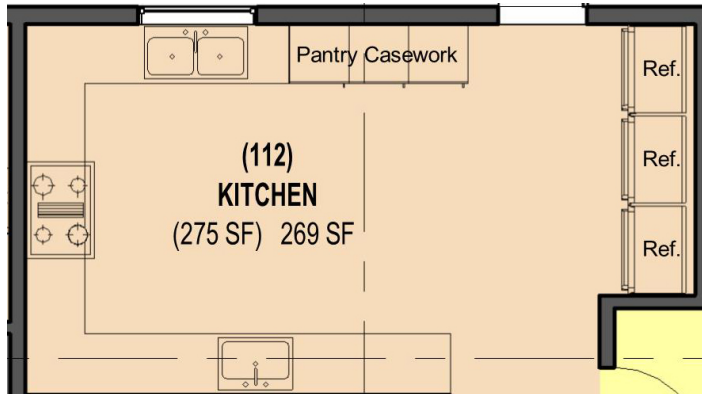
Fire Station: Space Standards

kensington PSB proposed



Fire Station: Space Standards

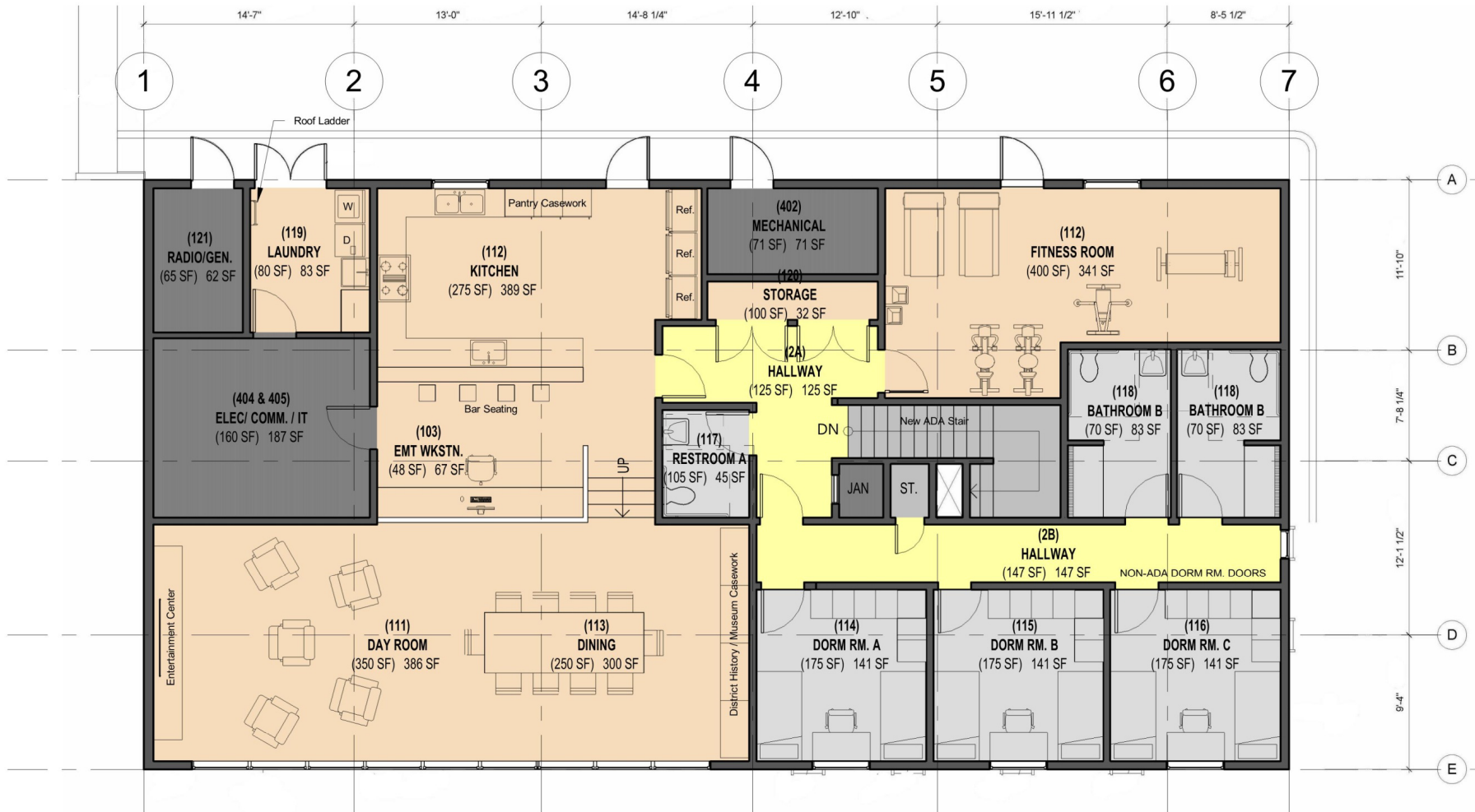
kensington PSB proposed



Fire Station: Space Standards



Fire Station Renovation First Floor



Fire Station Renovation Second Floor - 2

11/16/2019

Attachment C

Public Forum with RDC Architects:

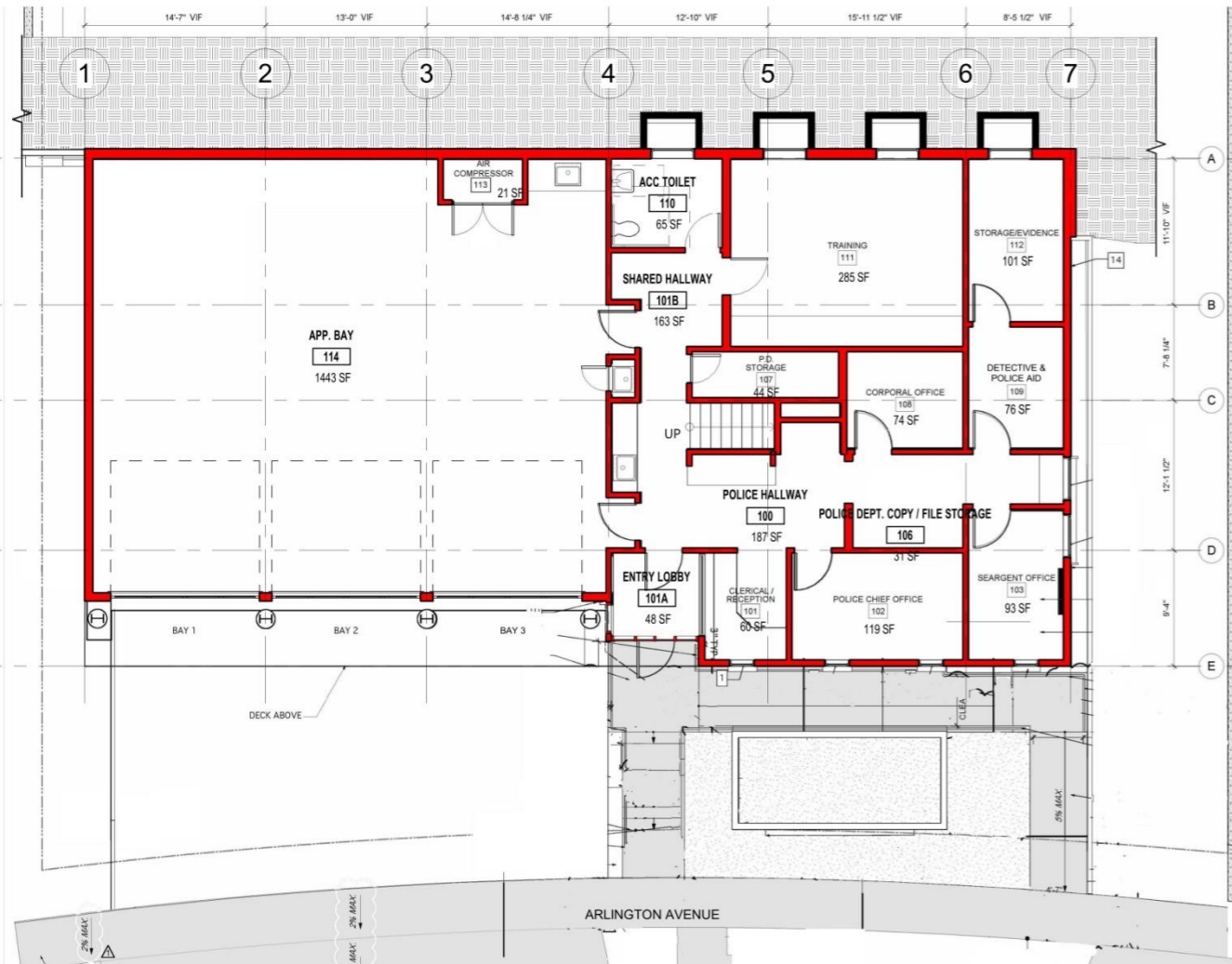
“A ten-pound problem in a five-pound bag”



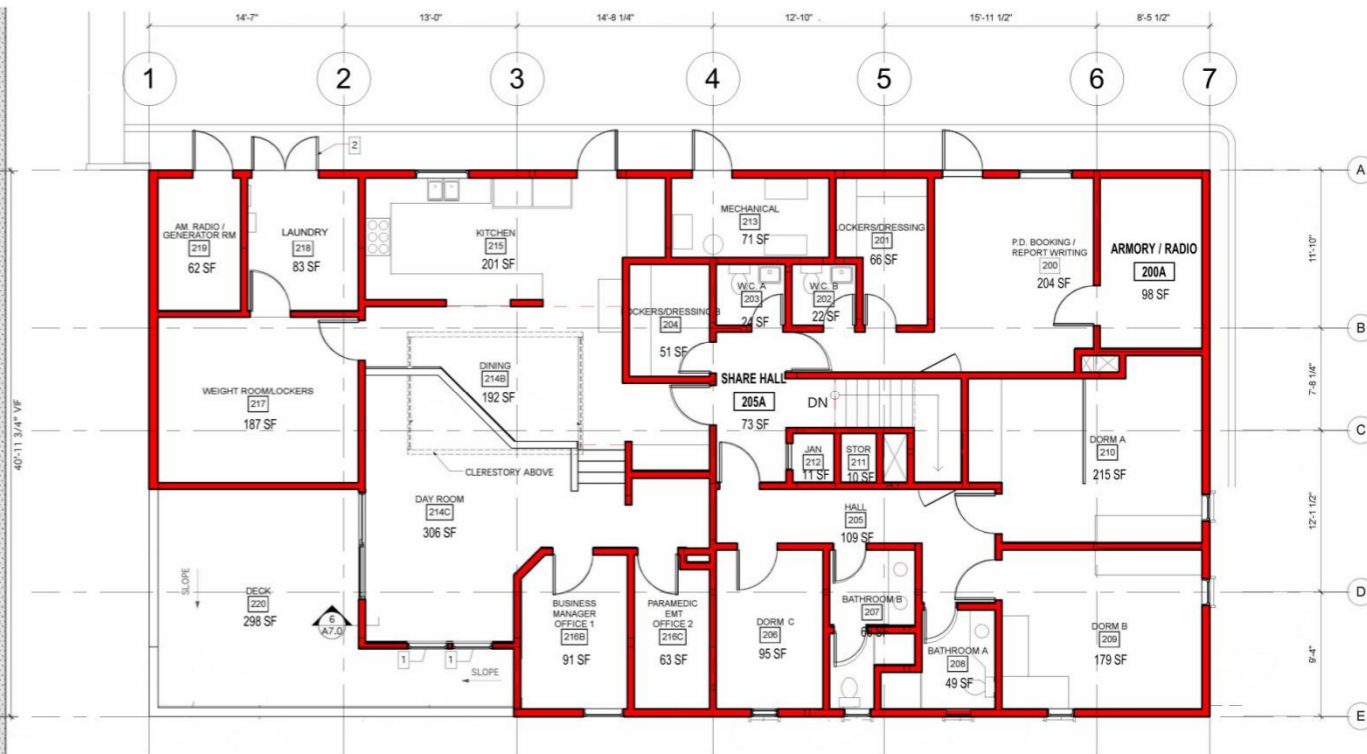
kensington public safety building

public forum: status update

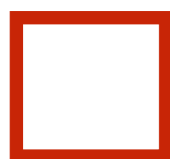
november 16, 2019



level 01



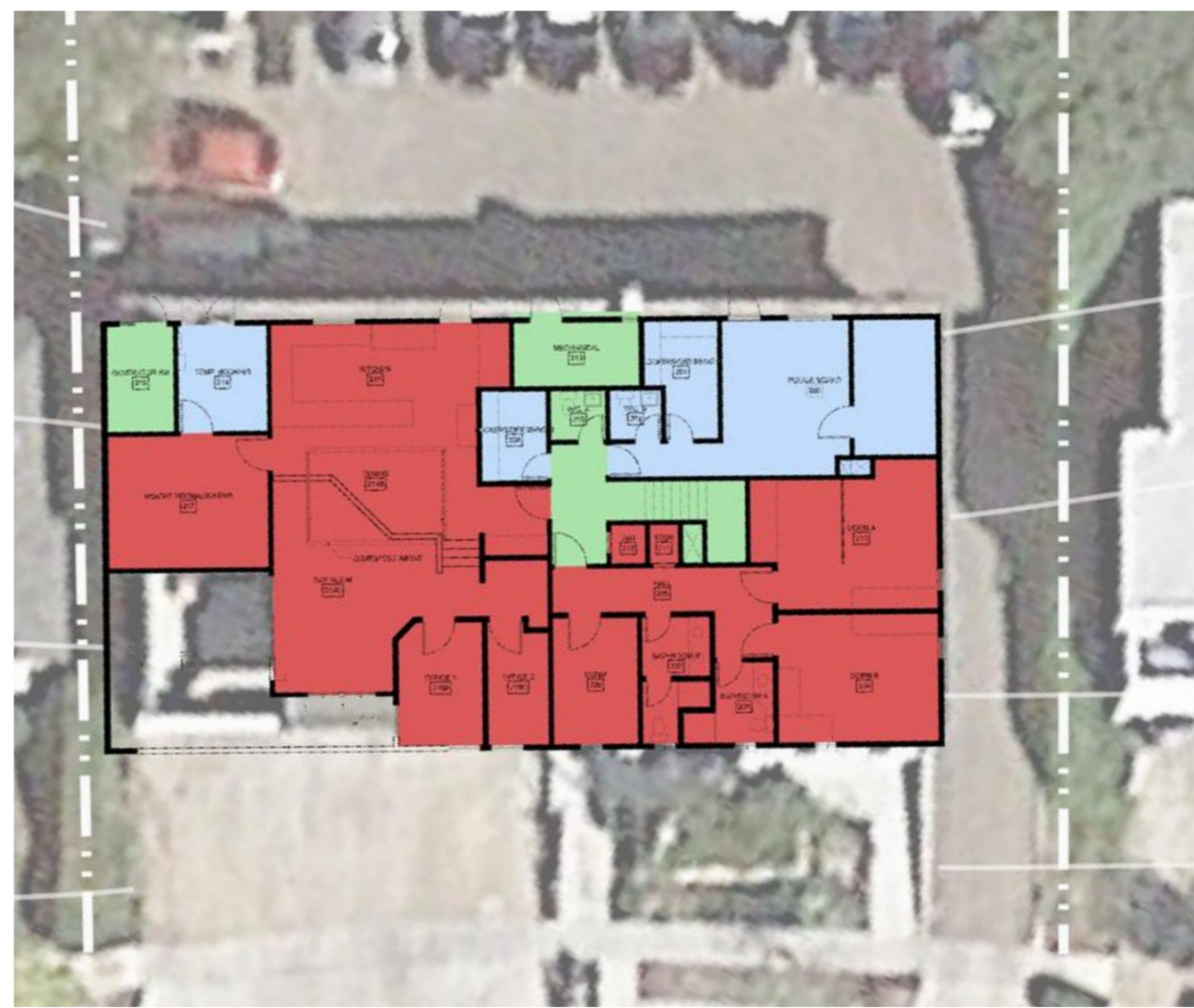
level 02



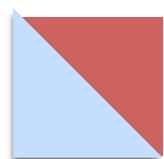
existing public safety building



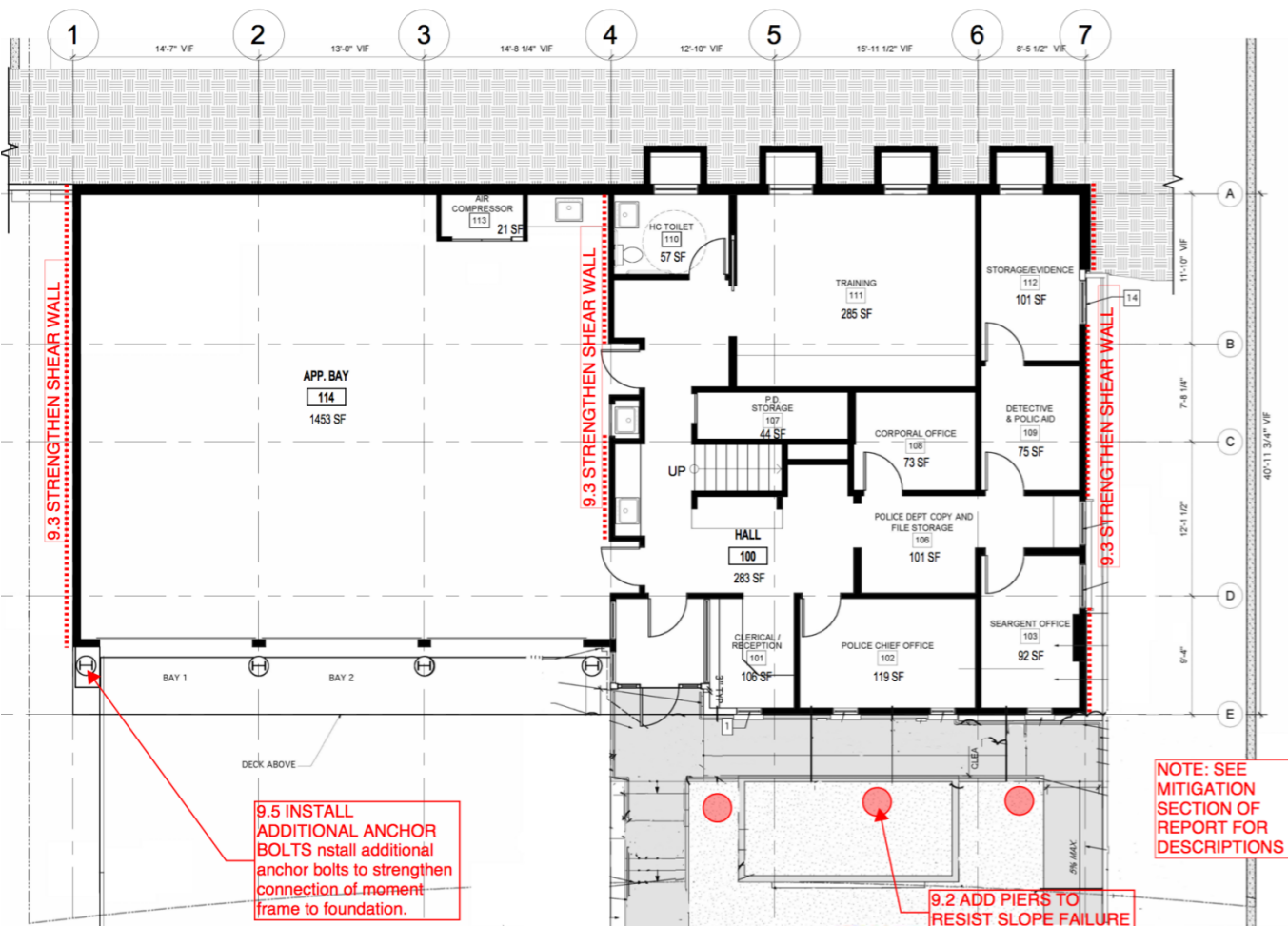
level 01



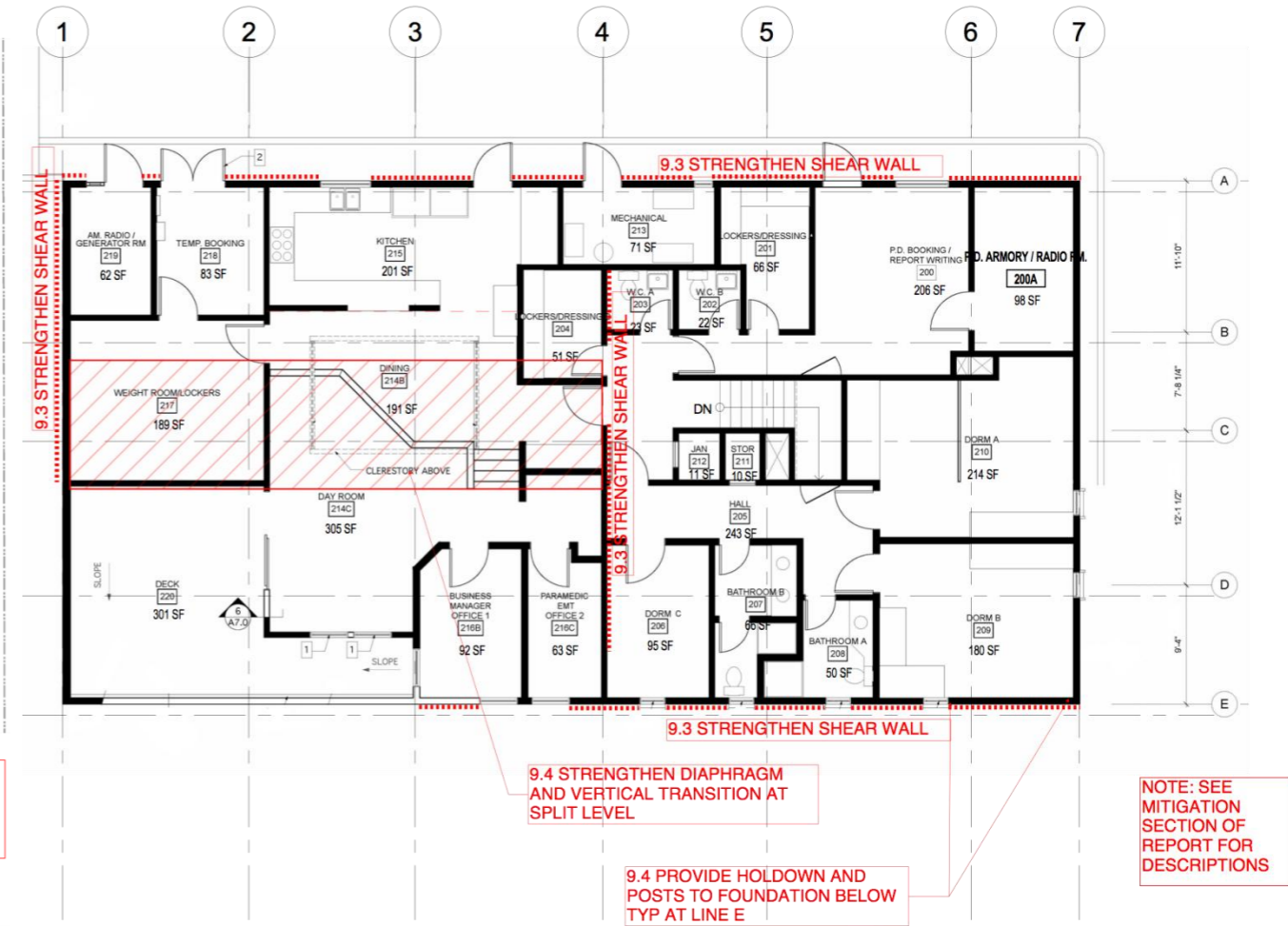
level 02



programmatically tangled



level 01



level 02



seismic upgrade requirements

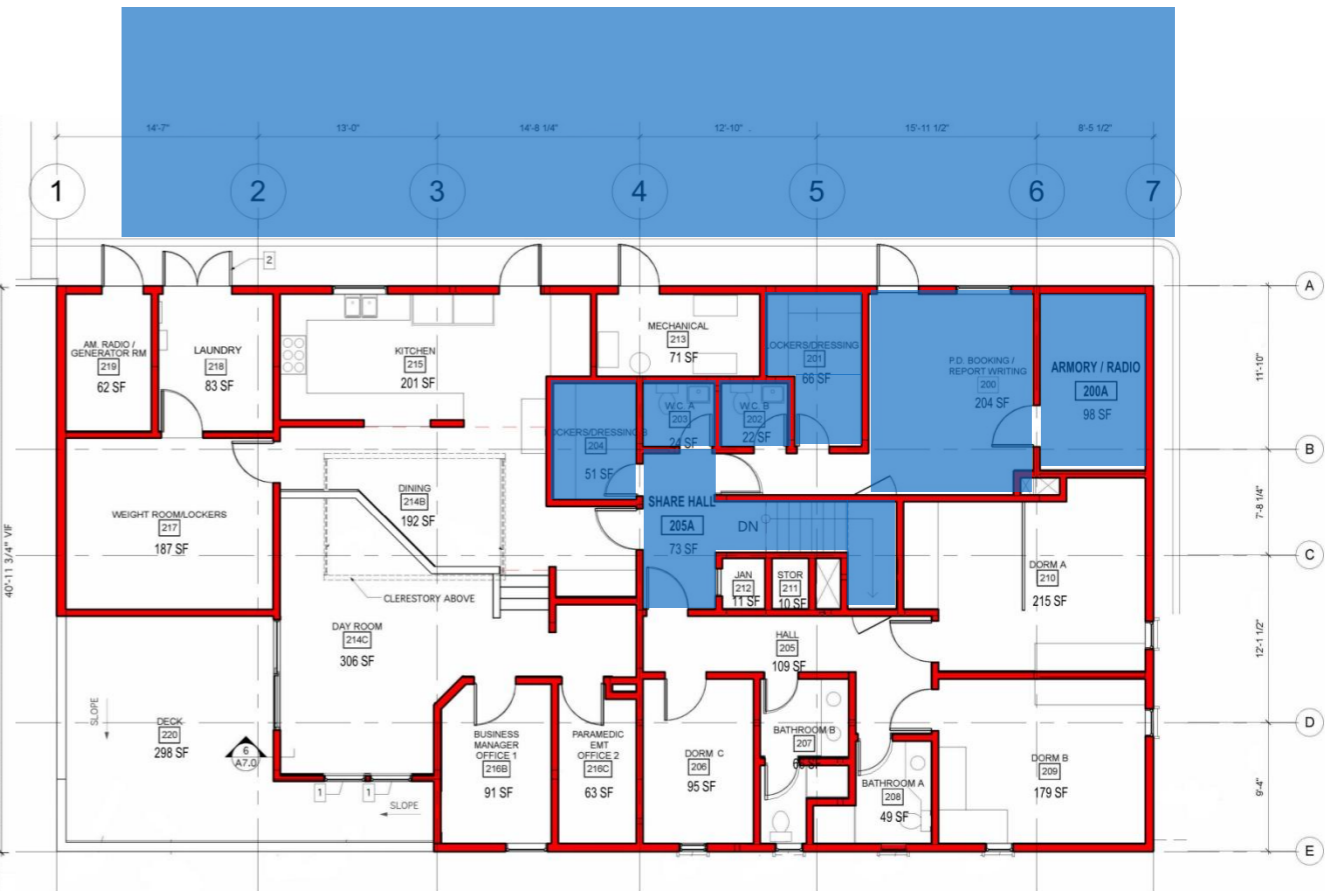


level 01



level 02

 ADA non-compliant areas



police department: non-conforming/non-compliant



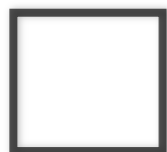
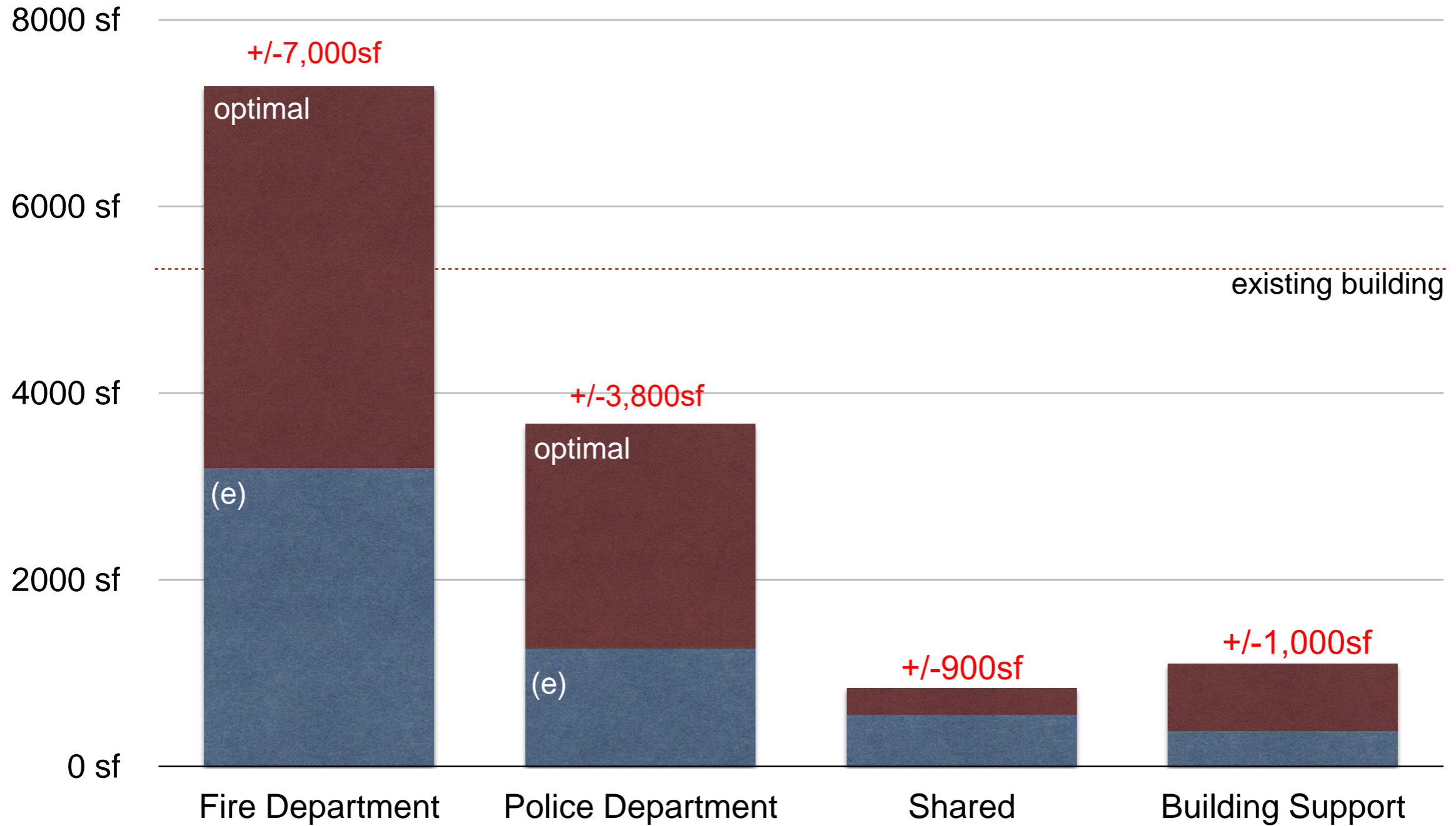
level 01



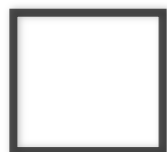
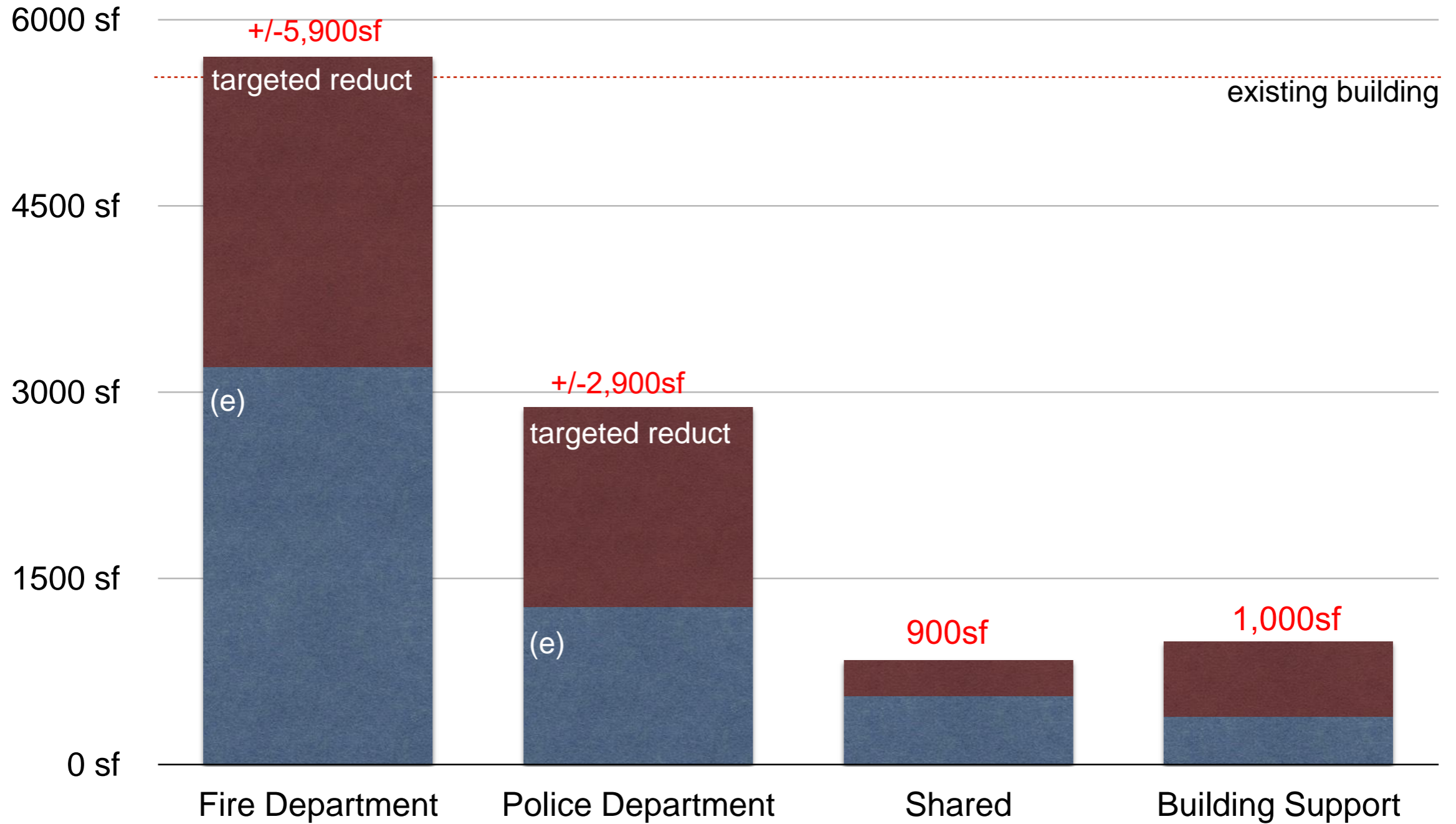
level 02



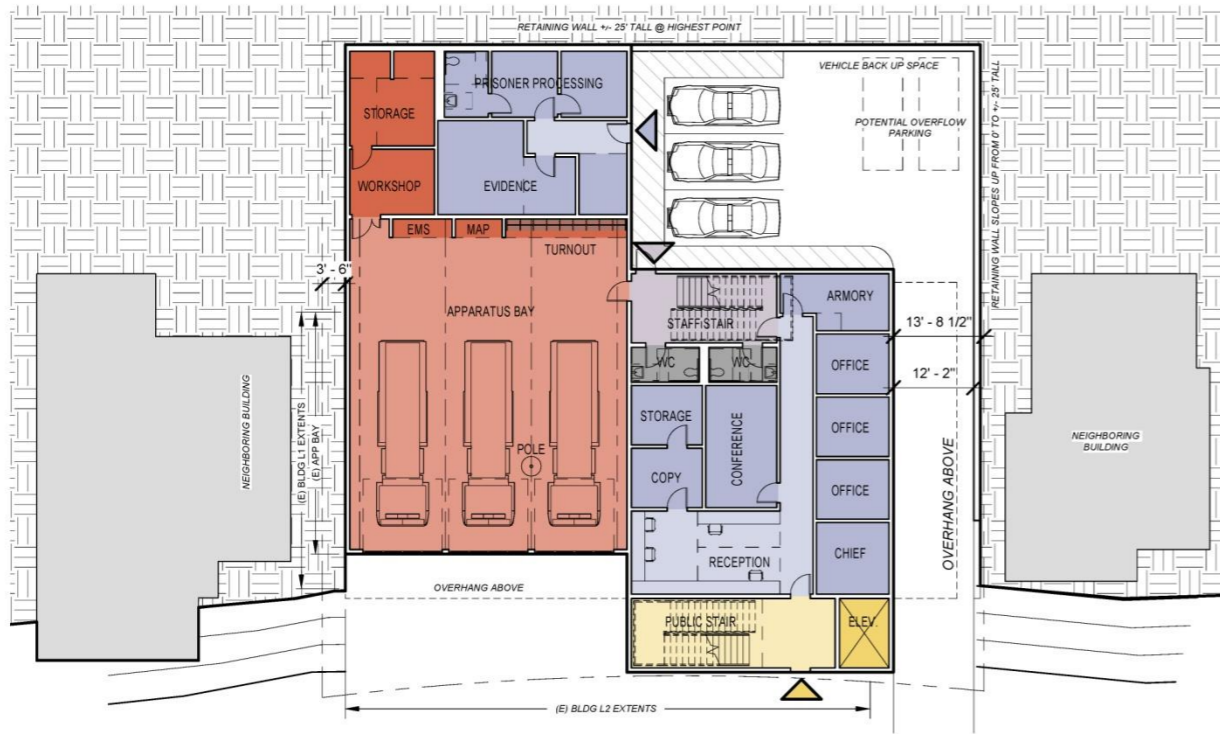
fire department:nonconforming/non-compliant areas



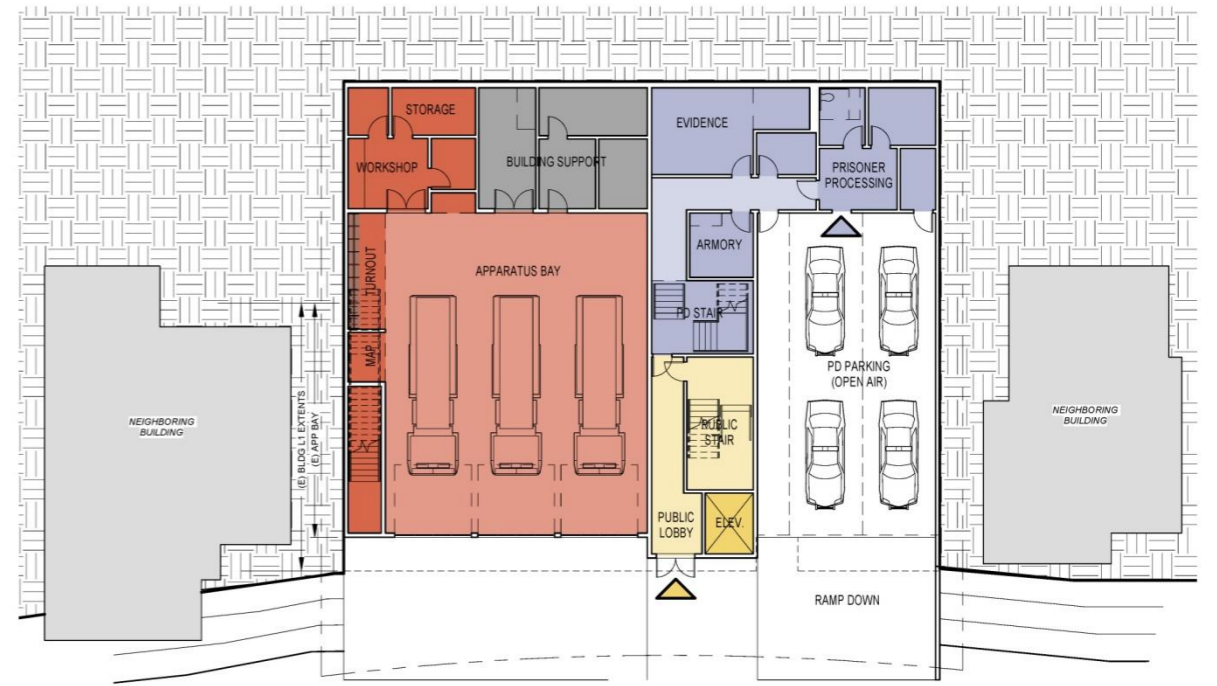
existing vs. optimal program areas



existing vs. target reduction program areas



option 01



option 02



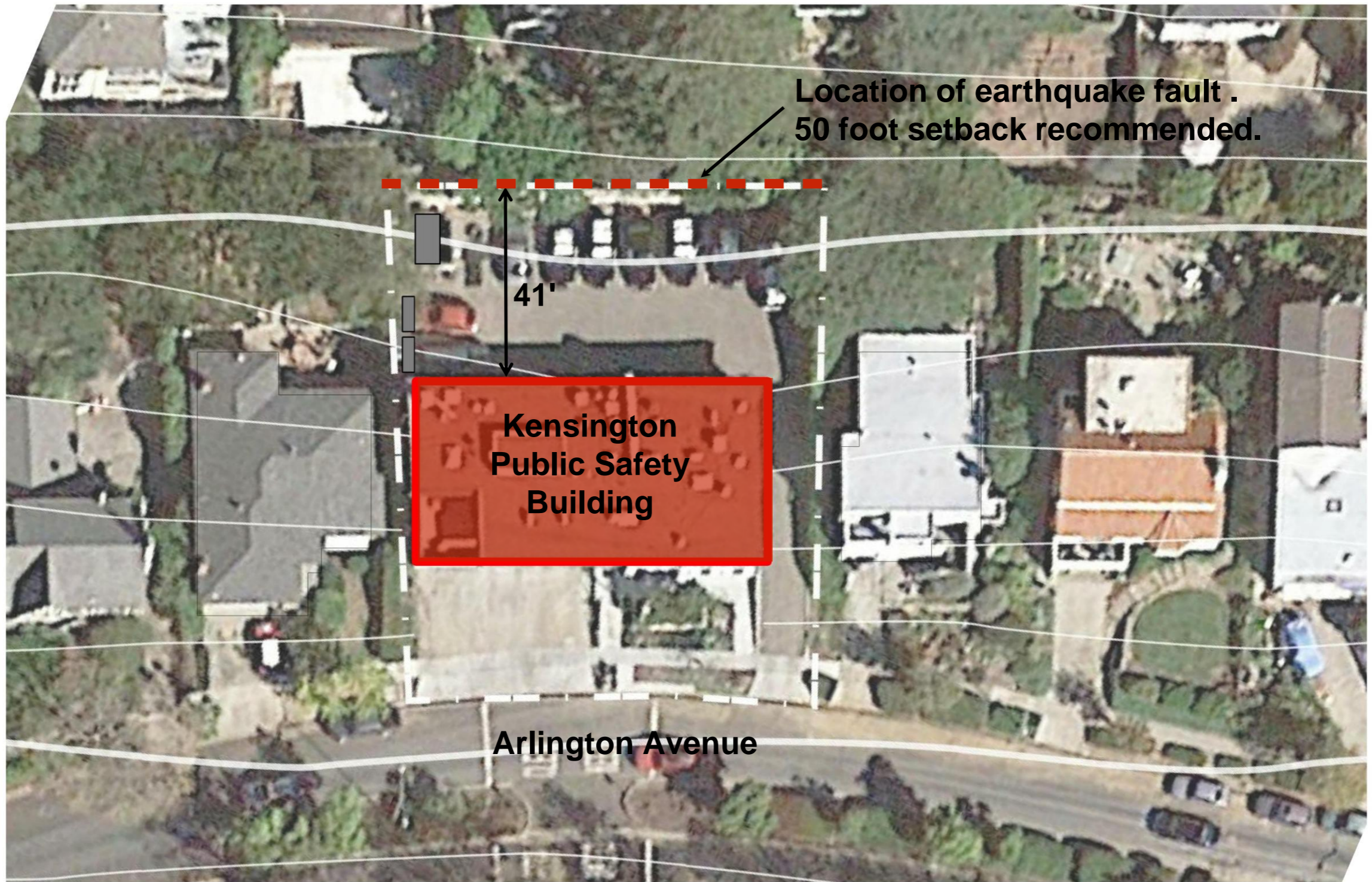
option 03



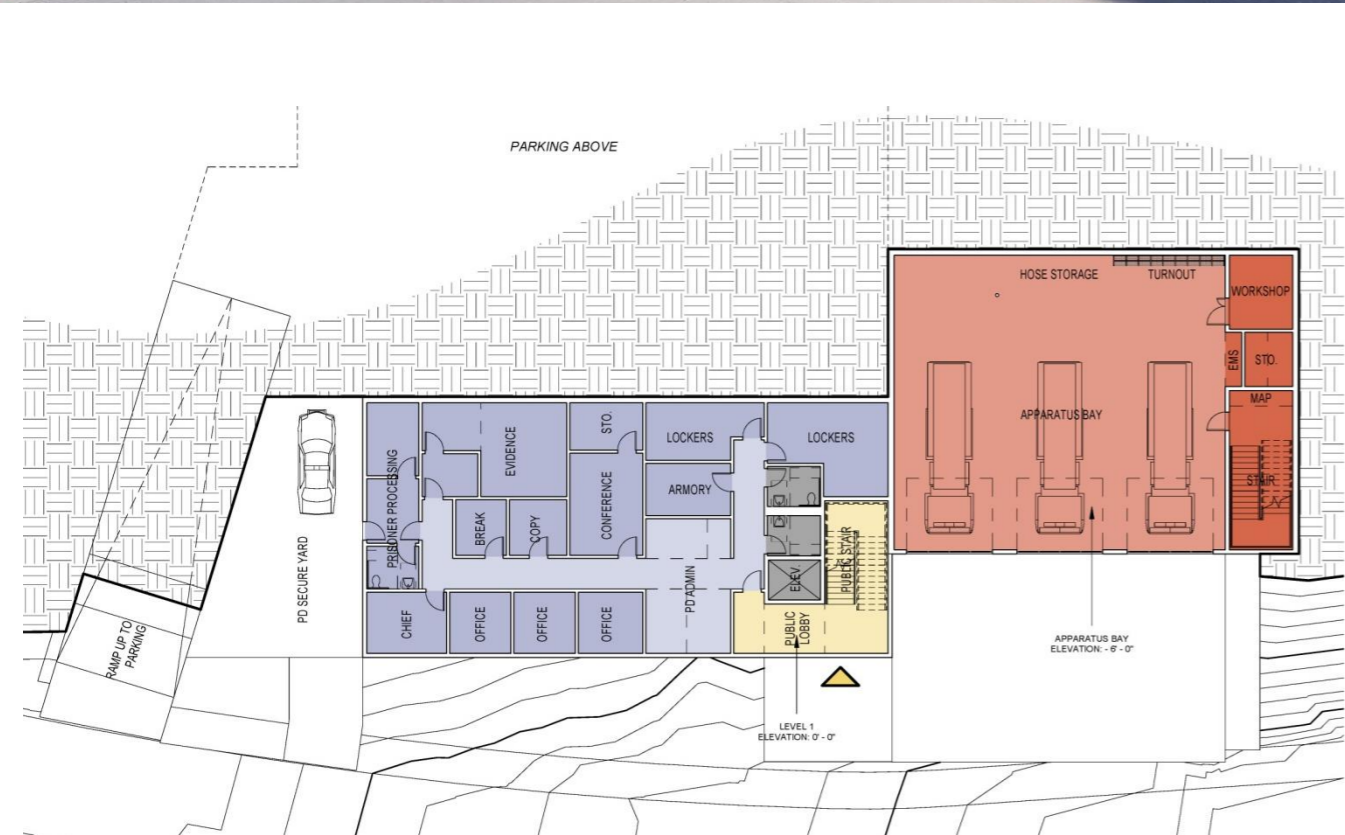
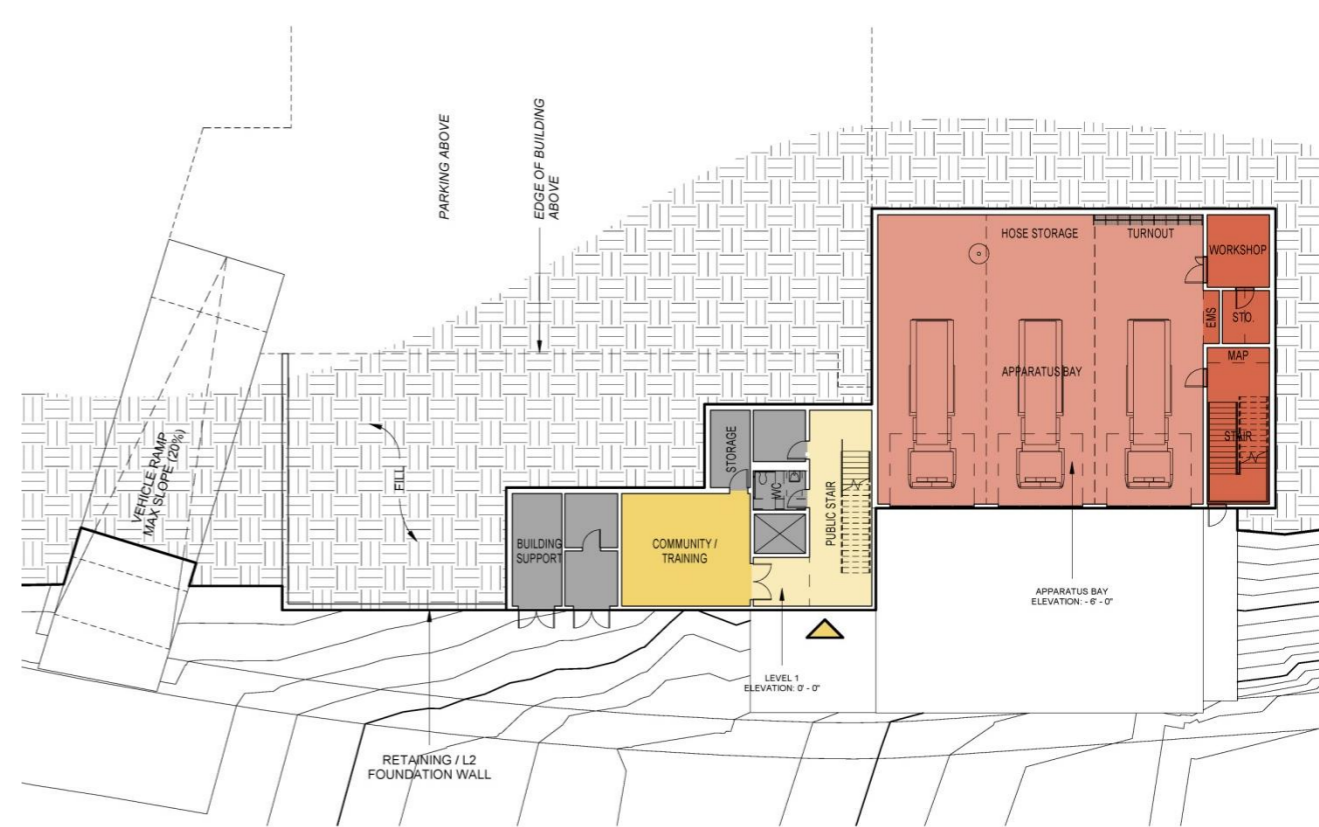
option 04



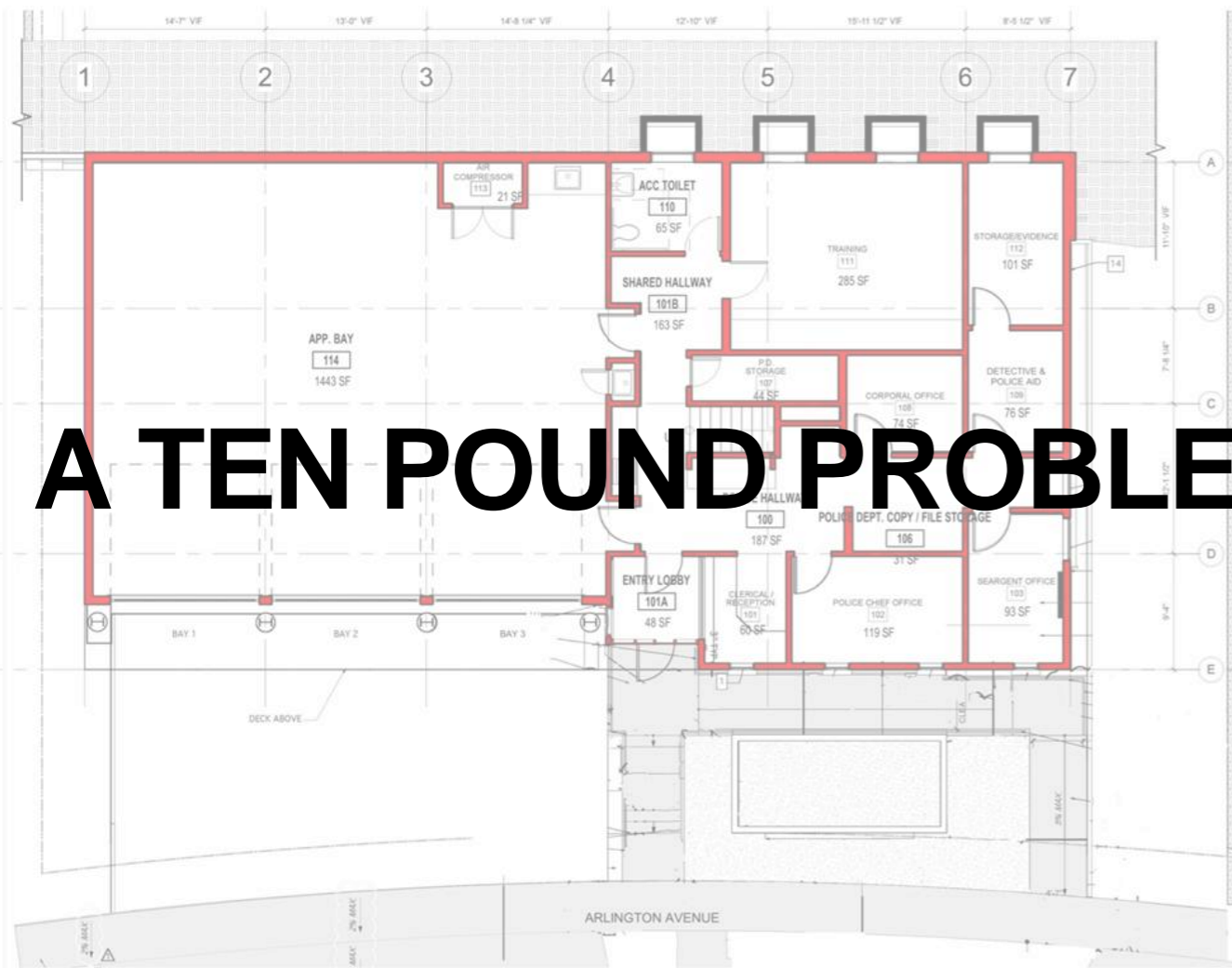
expansion not allowed



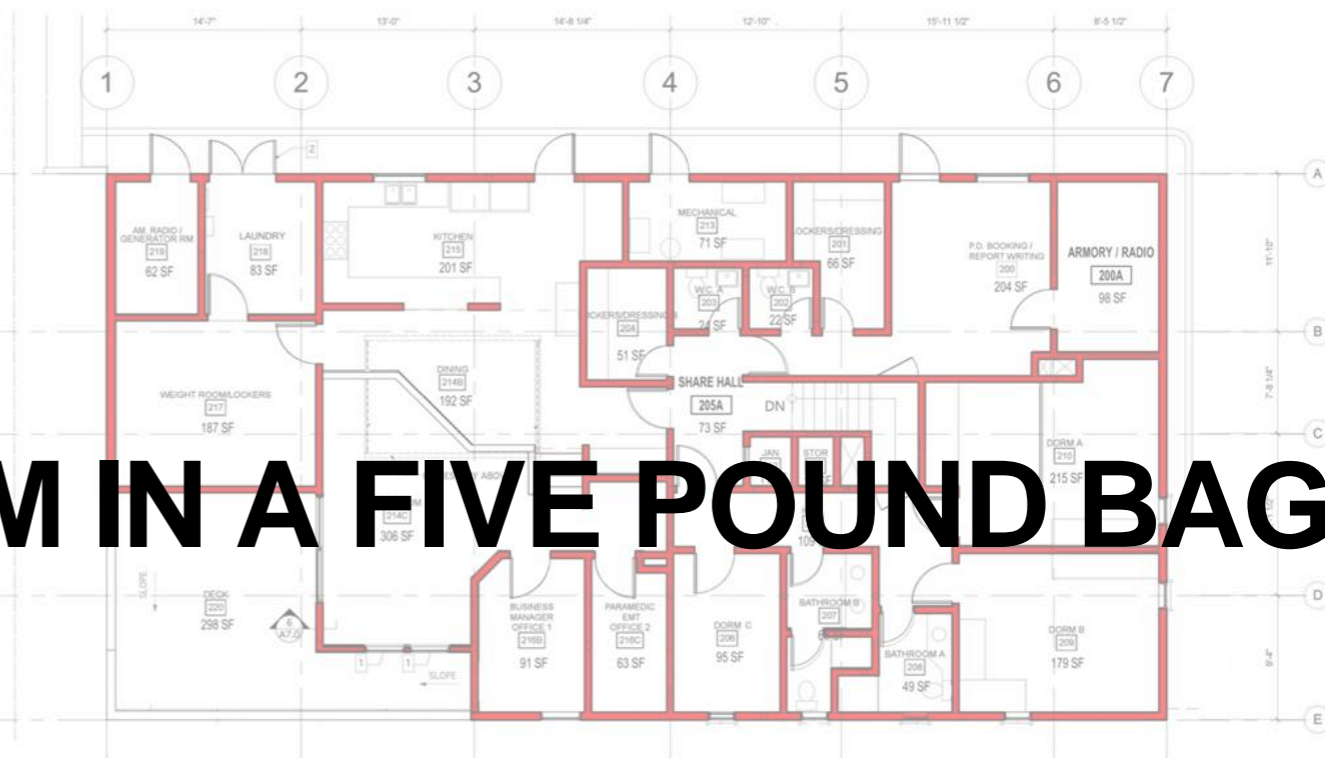
expansion not allowed



approvable new sites not identified



level 01



level 02

A TEN POUND PROBLEM IN A FIVE POUND BAG



back to the existing building

- *Contact.* **BSCC — Bureau of State & Community Corrections**
- *Research:* **CA Dept. of Conservation** [Geological Survey — Alquist Priolo Earthquake Fault Zones]
- *Contact.* **DSA — Dept. of the State Architect**
- *Contact.* **Contra Costa County Dept. of Conservation & Development**
 1. Supervising Structural Engineer
 2. Accessibility Division

allowable remodel \$\$

The value of the structure is the replacement cost to construct a building of the same size. The Owner should get a cost estimate for the replacement cost of the building. This will then establish the 50% upper limit that can be spent on the renovation of the building. However, the building department will have to accept the estimated costs.

conclusion

- replacement-cost cost estimate required
- 50% of above = renovation budget
- County verification required
- scope may need to be reconsidered

accessibility requirements

The building will need to comply with all California Building Code (CBC) regulations for accessibility. An accessible path of travel between levels is required. All levels of the building will need to be made accessible either by a ramp or an elevator. All portions of the building will need to comply with CBC accessibility regulations. This includes, but is not limited to; parking, entries, kitchen, restrooms, showers, sleeping rooms, living areas, offices, training rooms and public areas.

conclusion

- elevator required
- wheelchair lift @ split level required
- verify all operational areas provide for accessibility

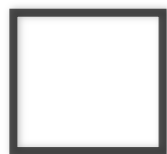
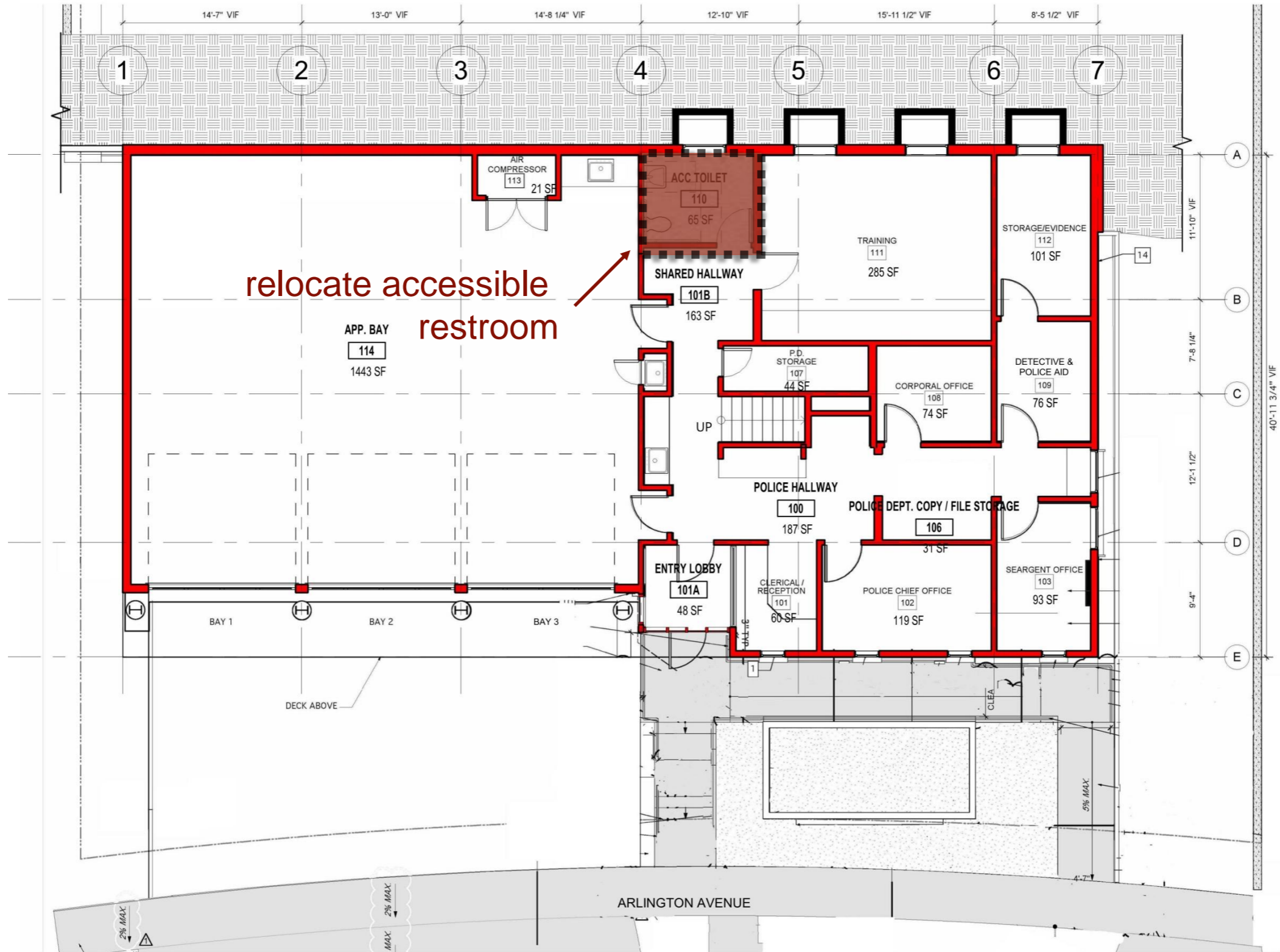
expansion vs. occupancy

The occupancy of the building may not be increased by any means from the occupant load that currently exists in the building.

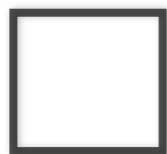
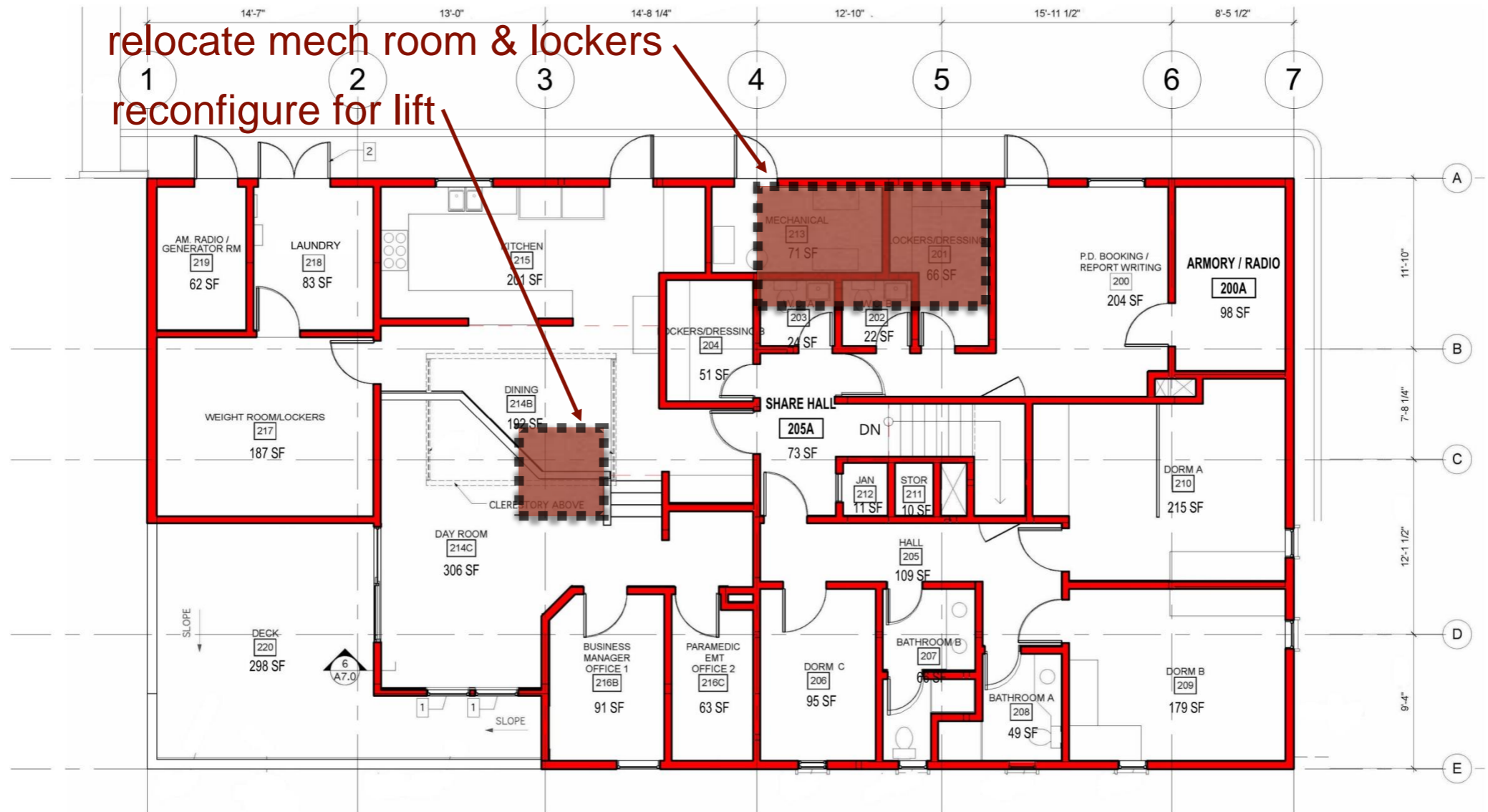
conclusion

- proposed plans may not increase occupancy

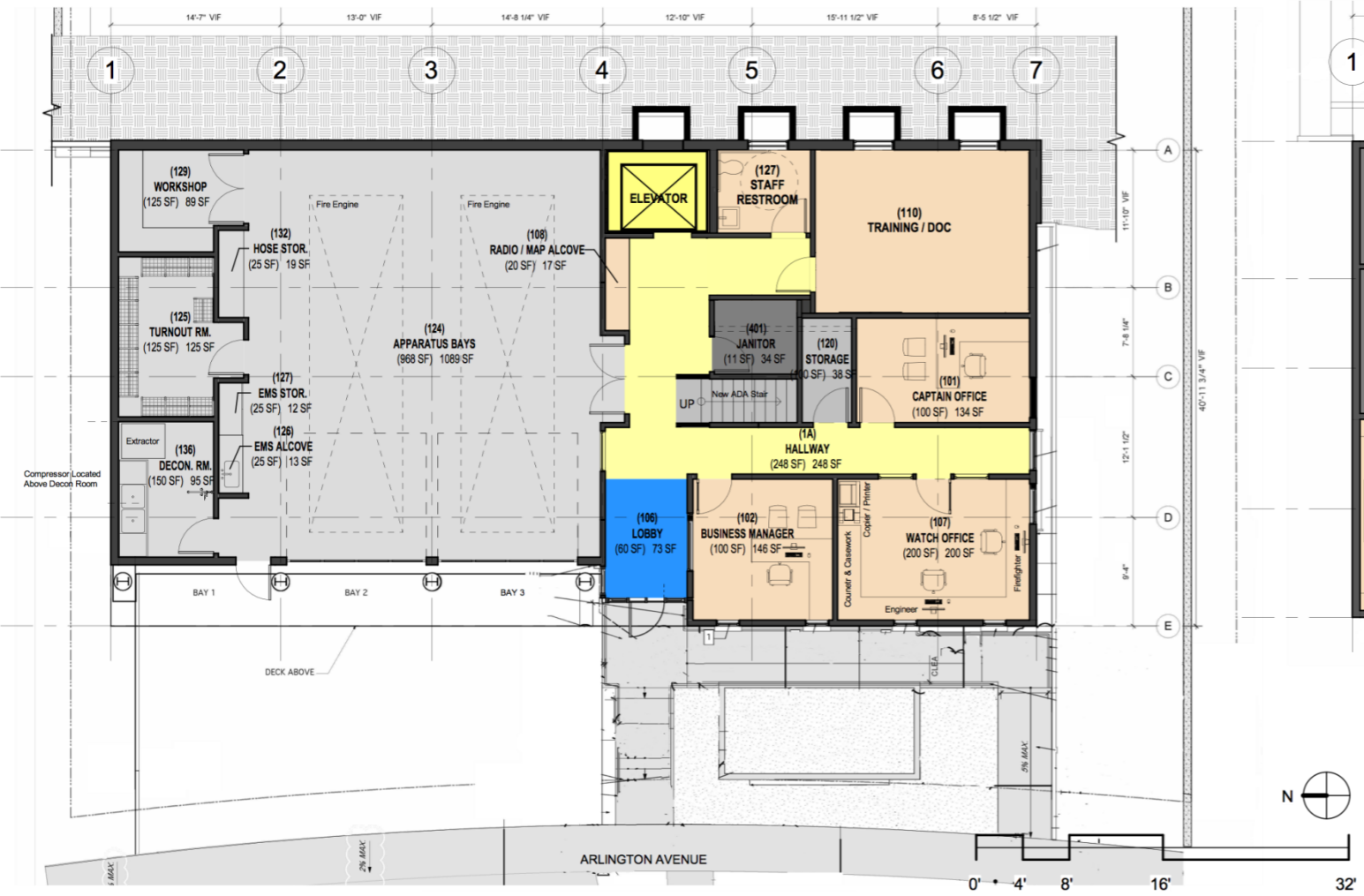
*NOTE: preliminary analysis verifies that the current plans to **not** increase occupancy*



existing level 01: new elevator



existing level 02: new elevator



scenario 01: *existing footprint, fire department only*

01/13/2021

Attachment D

Joint Status Report on PSB Renovation by Fire and Police Staff:

“Both Chief Pighi and Chief Schuld have prepared written comments reflecting the difficulties in developing a conceptual design that meets the facility requirements of both departments. These comments are attached to this report.”



**KFPD BOARD OF DIRECTORS MEETING
January 13, 2021
ITEM 7.1**



**KPPCSD BOARD OF DIRECTORS MEETING
January 14, 2021
ITEM 8**

**JOINT STATUS REPORT ON PUBLIC SAFETY BUILDING RENOVATION AND CONSIDERATION TO INITIATE
A JOINT REVIEW OF THE CURRENT CONCEPTUAL DESIGN BY MEMBERS OF THE KPPCSD AND
KENSINGTON FIRE PROTECTION DISTRICT BOARDS**

SUMMARY OF RECOMMENDATION

Receive a status report on the Public Safety Building renovation project, and consider directing staff to schedule a public meeting consisting of two members from each of the KPPCSD and KFPD boards to review the project.

BACKGROUND

A renovation or replacement of the KFPD Public Safety Building (PSB) has been a subject of consideration since 2016 when a seismic evaluation by Biggs Cardosa Associates Inc., Structural Engineers, determined that *"Because the building does not meet the latest seismic code requirements and due to its proximity to major earthquake faults there is the possibility that significant structural damage may occur with loss of life during a seismic event."* The report, dated 02/16/2016, recommended that *"the existing building be replaced or fully evaluated based on the requirements of the 2013 California Building Code by a registered Structural Engineer to determine the structural framing elements that are deficient"* and that *"a replaced structure would not only perform better during an earthquake but address many of the operational issues of the existing station."* It should be noted that the current 2019 CA building code is now two cycles beyond the 2013 version and has increased requirements for building life safety.

Subsequent studies of the PSB evaluated numerous options to remedy the safety and operational deficiencies of the building. In January, 2017, the architectural firm of RossDrulisCusenbery (RDC) presented a "Feasibility and Master Plan Final Report" which fully assessed the existing building, site, programmatic space requirements, civil infrastructure (BKF Engineers), structural (IDA Structural Engineers), and cost estimates (Mack5 Consultants) for the following:

- 1) Renovation (6K gsf at \$652psf = \$4M),
- 2) Replacement on site (14K gsf at \$579psf = \$8M), or
- 3) Building at a new location (19K gsf at \$595psf = \$11.5M).

In November, 2017, a geophysical investigation report by Advanced Geological Services on the existing PSB site stated that "No definitive fault indications were observed..." but suggested that "...there may be a geologic discontinuity...along the retaining wall between the back of the firehouse parking lot and the neighbor's yard." A further report by Rockridge Geotechnical in January 2018 stated that, "The location

of the suspected fault and resulting setbacks are expected to significantly limit the potential of extending the footprint of the proposed building to the eastern property line.”

At a KFPD board meeting on 09/11/2019, RDC presented a summary of the thirteen schemes studied to date which referenced a “Conceptual Retrofit Design” that included an explanation of the Alquist-Priolo Earthquake Zone Act. The Act “...prohibits the location of developments and structures for human occupancy across the traces of active faults” and limits alterations or additions of existing buildings on such sites to 50% of the value of the structure. RDC’s presentation detailed all the areas of both the Fire Department and the Police Department which are deficient and do not meet standards and practice codes for contemporary levels of service. The RDC recommendation, based on solving both the seismic vulnerability and the inadequate facilities for both departments, was to renovate the PSB for use by the Fire Department and to find safe and appropriate space for the Police Department elsewhere.

Before proceeding with this recommendation, the KPPCSD Board pursued the idea of having RDC develop a design that would house both the Fire and Police departments in the PSB, and the Board worked with the Fire District for permission to engage RDC to explore this possibility.

At its meeting of January 23, 2020, the KPPCSD Board, with the concurrence of the KFPD, approved an agreement with RDC in the amount of \$15,673 for their firm to develop a design for the renovation of the Public Safety Building that could accommodate space needs of both KFPD and the KPPCSD Police Department. It was understood that there was no guarantee that this work by RDC would result in a feasible design, but the Board majority felt that it was worthwhile to fund this additional work.

During the course of the work by RDC, several technical design issues arose that required additional analysis and meeting(s) with the Contra Costa County Building Official. These issues involved accessibility and seismic requirements for the renovated Public Safety Building, and were outside of the original scope of work contracted for by KPPCSD. To continue this architectural analysis, the KPPCSD provided additional funding for an Extra Service Request (ESR 001), with the cost of that ESR split evenly with the Fire District. The cost to each agency was approximately \$13,000.

On September 17, 2020, KPPCSD and KFPD staff received from the architect the draft conceptual plans for a new “Option D” for the renovated Public Safety Building. This conceptual plan incorporated an elevator and a wheelchair lift, and redesigned space on the ground floor to improve the layout of the Kensington Police Department based on prior comments from the department. The plan also incorporated an altered layout for the apparatus bays and support spaces. This conceptual design enclosed the outdoor deck area, and included modifications to meet accessibility codes.

Neither the Fire District nor the Police Department staff found design “Option D” to be completely acceptable, and both KPPCSD staff and Fire District staff participated in discussions with the architect to review their specific concerns associated with the conceptual design. At the November 11th, 2020, regular board meeting of the KFPD, the directors approved closing out RDC’s ESR007, effectively pausing any further work in lieu of the concerns expressed.

CURRENT STATUS OF BUILDING DESIGN

Following several additional discussions independent of RDC in December 2020 that included the KPPCSD General Manager Bill Lindsay, KFPD General Manager Bill Hansell, Police Chief Walt Schuld, and Fire Chief Michael Pigoni, Mr. Hansell made revisions to the prior conceptual Option D plan (attached)

that attempted to address concerns by each of the chiefs. Both Chief Pigoni and Chief Schuld have prepared written comments reflecting the difficulties in developing a conceptual design that meets the facility requirements of both departments. These comments are attached to this report. The managers and chiefs briefly discussed alternatives that would solve the space constraints of renovating the existing building, but, at this juncture, staff believes that it is important to receive a policy review by board members from each of the agencies so that there is an understanding at the governance level of what facility needs can and cannot be addressed through renovation of the Public Safety Building within the existing building footprint. Specifically, the general managers believe that the boards should authorize staff to schedule a joint committee consisting of two members of each board to review the status of the project in detail. (It may be noted that each board previously appointed a committee that could serve this purpose.)

While the agenda, format and objectives need to be more fully developed, the concept for a joint committee or board meeting is as follows:

- The meeting would be a public meeting;
- No decisions would be made at the meeting; it would involve a workshop-style presentation and discussion by members of both Boards to gather information needed for future, separate decision-making by each of the respective Boards;
- The meeting would be jointly facilitated by the general managers from both agencies;
- The workshop would include a presentation by KFPD General Manager Hansell, and police and fire staff, that would provide information on issues that are common to both agencies:
 - Overview and history of the project;
 - Review of initial design objectives;
 - Current status, including conceptual designs;
 - Feasibility of pursuing joint occupancy in the PSB;
 - Alternatives to joint occupancy in the PSB (if applicable);
 - Recommended process for closure on a final conceptual design;
 - Preliminary project schedule; and
 - Project budget estimate.

The above is meant only to be a tentative listing of topics to be addressed.

RECOMMENDATION

Receive a status report on the Public Safety Building renovation project, and consider directing staff to schedule a public meeting consisting of two members from each of the KPPCSD and KFPD boards to review the project.

FISCAL IMPACT

There is no significant additional fiscal impact associated with the recommended action described in this report.

ATTACHMENTS

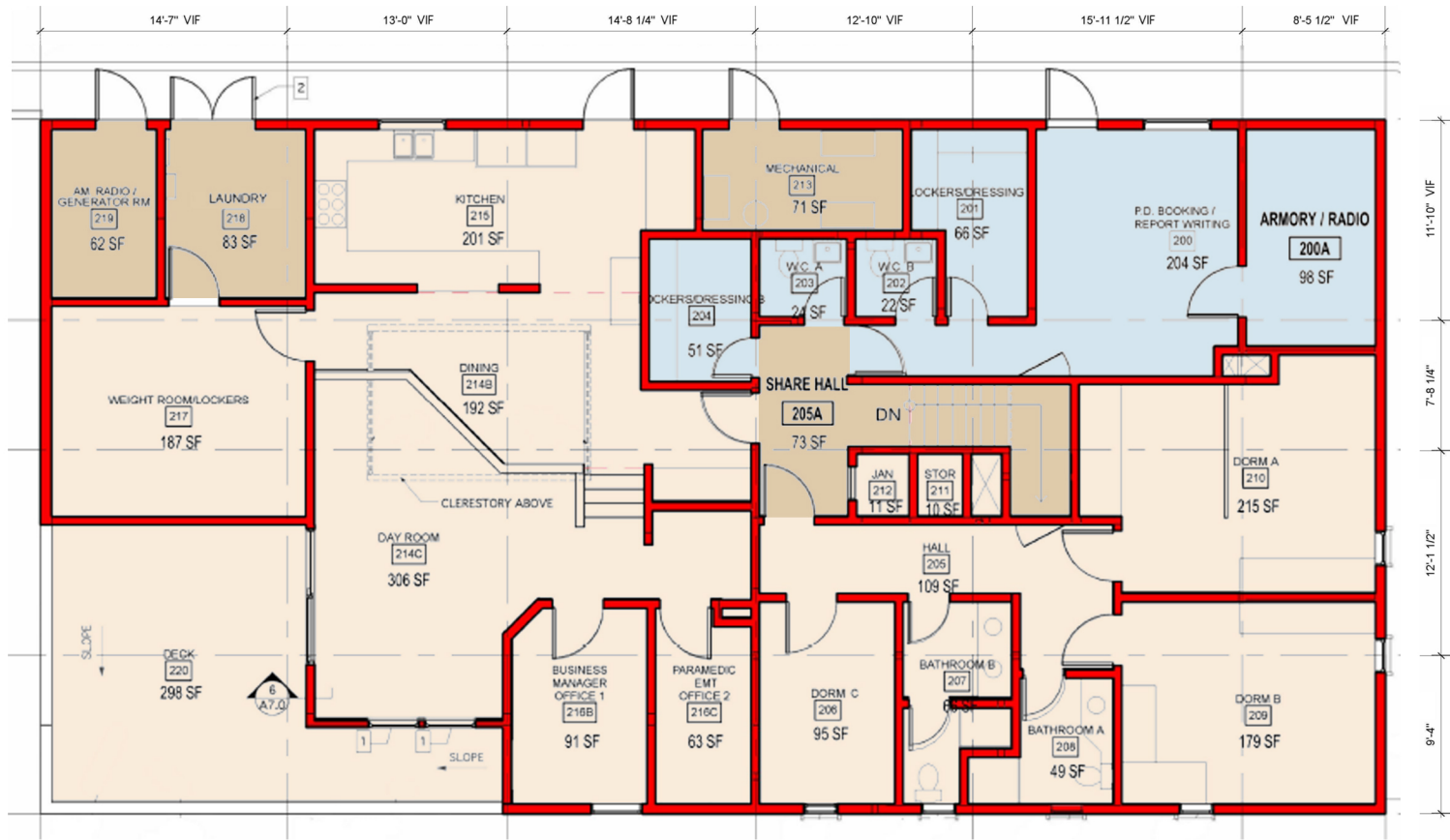
- Current analysis of the renovated Kensington Public Safety Building as prepared by KFPD General Manager Bill Hansell
- Memorandum from KFPD Fire Chief Pigoni Regarding Public Safety Building Design
- Memorandum from KPPCSD Police Chief Walter Schuld Regarding Public Safety Building Design

SUBMITTED BY:

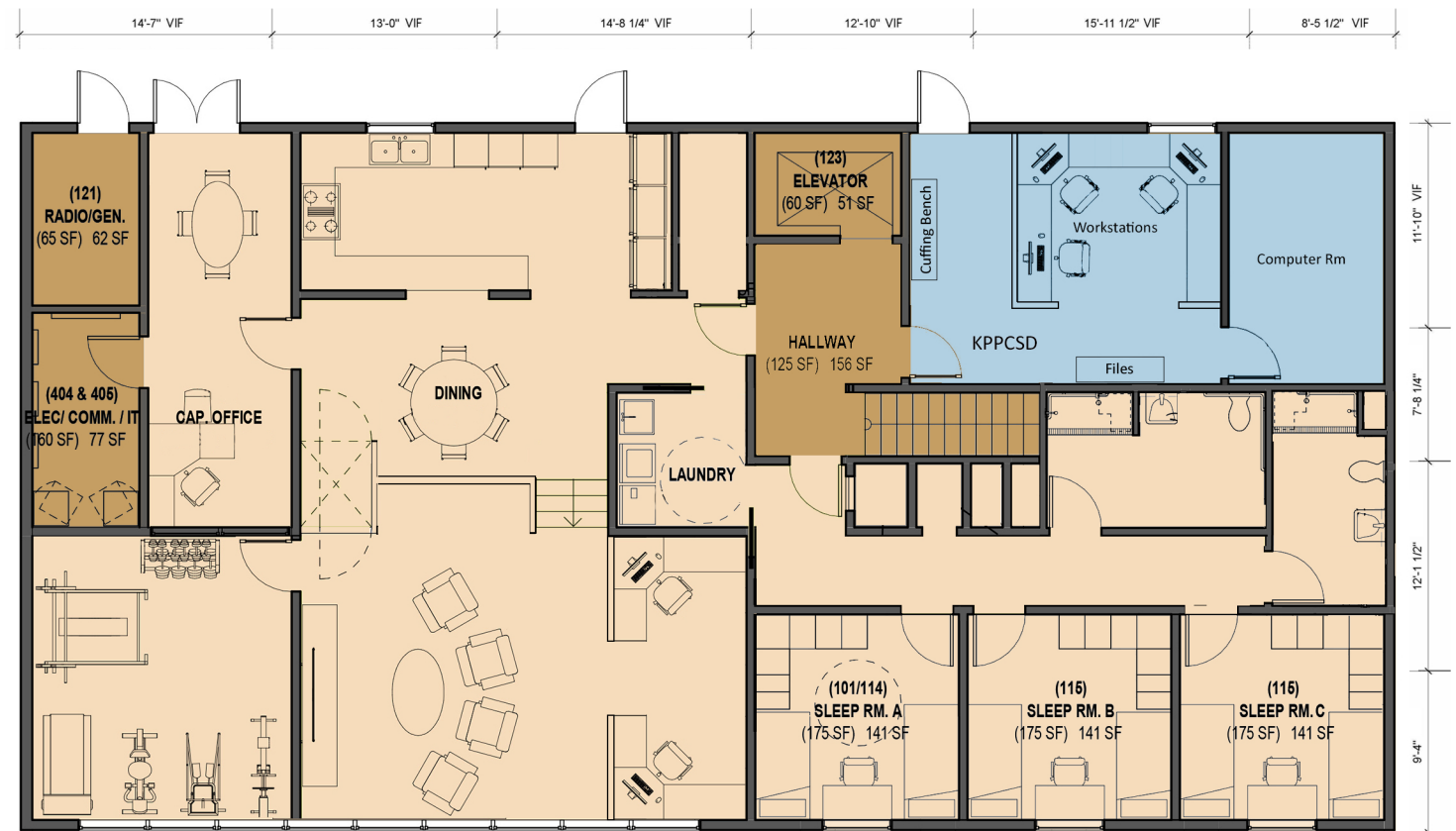
Bill Lindsay
Interim General Manager, KPPCSD

And

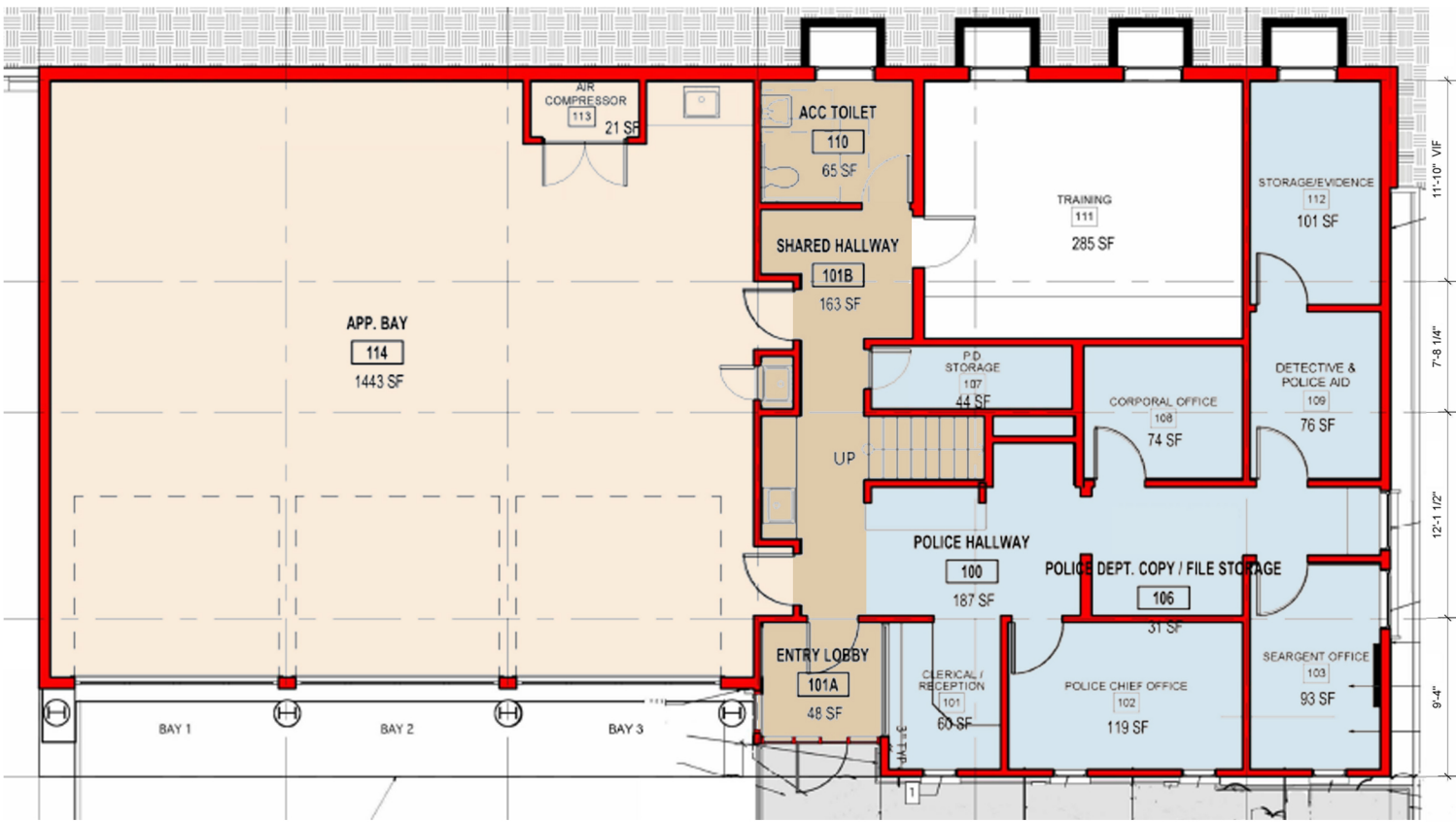
Bill Hansell
General Manager, KFPD



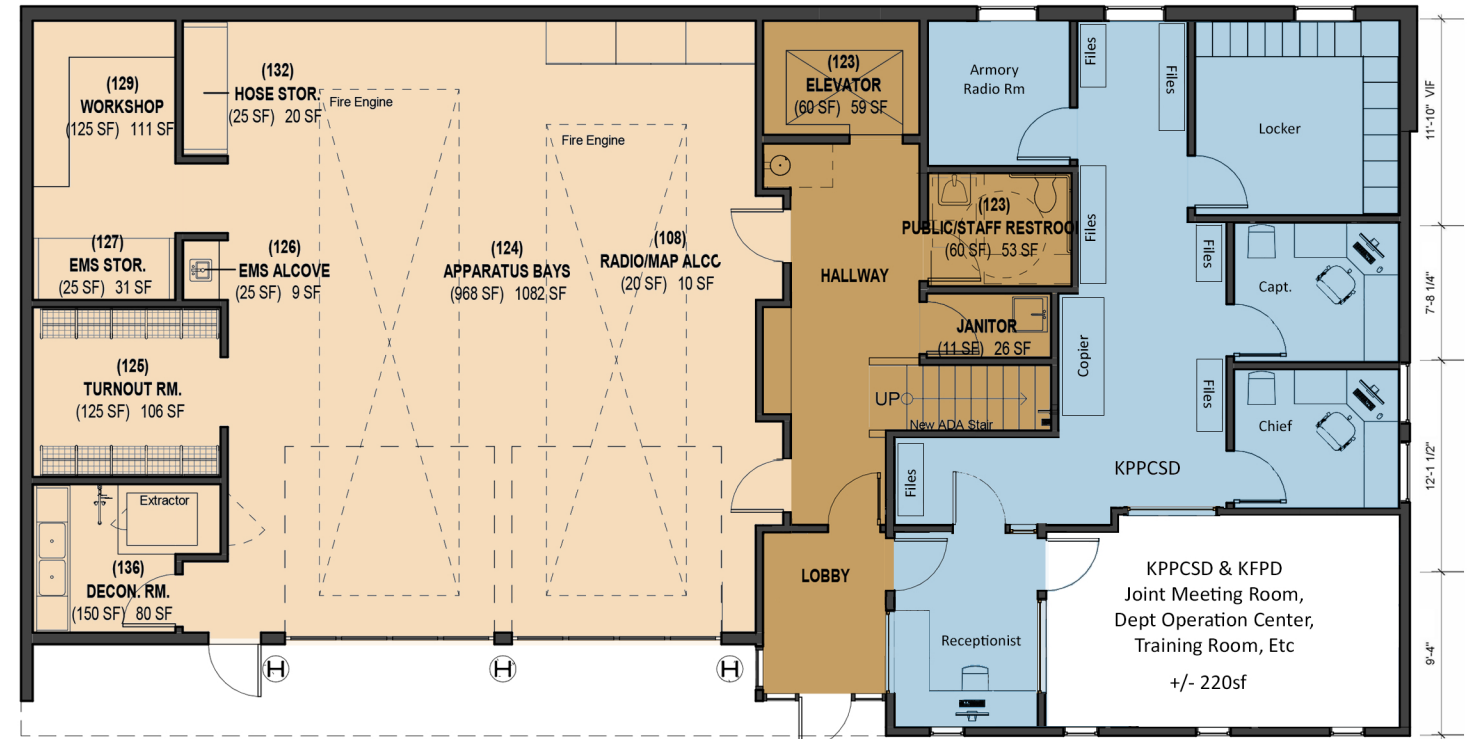
Existing: 2nd Fl Plan



Proposed: 2nd Fl Plan



Existing: 1st Fl Plan



Proposed: 1st Fl Plan

KPPCSD
 KFPD
 Circulation/Bldg Mech

Scheme "G" Note:
 KPPCSD Area Calcs
 1st Fl = +/- 650 sf gross*
 2nd Fl = +/- 378 sf gross
 Total = +/- 1,025 sf gross**
 * May require 2nd restrm.
 **Not incl. Joint Mtg Room





EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

www.el-cerrito.org



DATE: January 7, 2021

TO: Bill Hansell: General Manager

FROM: Michael Pigoni: Fire Chief

RE: **Revision G Comments**

Per your request after our meeting today regarding the Station remodel, I have updated my memo to you that was dated December 31, 2020. I have discussed the new layout represented in Revision G with the labor group as well as the management group to get more perspective views on the design. Below is a list of concerns, thoughts and wishes that were brought forward as well as ones of my own, many of which have already been shared.

- 1. Conference Room:** The Public Safety building currently has a joint use conference room that is approximately 285 sq. ft. Revision G has a joint meeting room that is technically within the PD side of the room and is only 220 sq. ft. While this is smaller than the existing room, it can be made to work, but would need confirmation that there is no security concern with PD in that the public/vendors/others would be entering this space. The importance of a dedicated conference/meeting room needs to be a high priority for potential large scale emergencies, shift meetings and/or training. There is also the concern that this shared room would be used as part time office space by non-sworn police staff or other CSD personnel. *Preference is still for a dedicated office for Fire on the first floor as well as a larger shared conference room accessed directly from the public area that is set up for training and to serve as a an EOC and/or DOC.*
- 2. Apparatus Bay:** Preference is to not lose the third apparatus bay. The spare bay provides room to reload hose packs, layout and inspect rescue equipment, work on projects, provide a training area for practicing with fire equipment, running positive pressure fans etc. without moving the apparatus outside. This space also provides area for growth if the District in the future wants to consider additional equipment to augment services. This could include a type 6 brush truck or a utility pickup, portable water tank trailer and pump with hose reels for pre-positioning during high fire danger, decontamination trailer, or an emergency equipment cache trailer with equipment similar to the CERT sheds that could be towed to neighborhoods in the event of a major event. *Preference is to leave hose/turnout racks where they are (which works fine) and look at modifying the work shop area to have the extractor towards the rear of the apparatus room.*
- 3. Kitchen:** It was pointed out that moving the kitchen to the current deck/patio area would create issues with using the outdoor barbeque grills that are located in the parking area just outside the kitchen window. This would require the firefighters to be moving back and forth between the kitchen and outside traversing the through the day room and stairs multiple times. Additionally, there appears to be a loss in storage area in the kitchen, mainly the pantry for each shift. *Due to the possible safety issue and disturbance to others, preference is to leave the kitchen in the current location with the revisions as laid out in Revision D.*
- 4. Bedrooms:** The bedroom layout permits two beds and a workstation/desk in each one. While normally only one person uses each bedroom at a time, during high fire danger (Red Flag) when the Department increases staffing, personnel are forced to share rooms. In retrospect of this current pandemic, it is evident that larger bedrooms would provide better isolation when additional personnel are required. An alternative to larger

rooms would be a 4th dorm that not only assists for additional staffing, but in looking to the future, it would provide the option for the District to consider a 4th firefighter and provided the NFPA 1720 required staffing of 4 personnel on an engine. A fourth firefighter, commonly referred to as 4/0 staffing would provide for safer and more efficient operations at emergency scenes. *Preference is for a total of 4 dorms with two beds in each that provide a minimum of 6' between the beds and a work station in each one.*

5. **Captain's Office:** The Captain's office is shown in what is currently the workout/electrical room. Three of the four walls have considerable amount of equipment including electrical panels, conduit, computer servers, phone system, etc. I would question if this infrastructure can be relocated easily. Additionally, attention needs to be made for insulating the walls to provide privacy when meeting/counseling personnel or other work that requires discretion. *Preference would be to increase the size of this room to allow to meet with the whole crew at one time and/or provide a dedicated larger office on the first floor.*
6. **Crew Office Space:** The work area/office off the day room for the engineer and firefighter is viewed as not optimal due to the potential distraction if someone else is in the day room. At a minimum, there should be a door installed and additional insulation with possible 6" walls to isolate outside distractions. *Preference would be to relocate the work spaces away from the day room.*
7. **Workout Room:** The relocated area for the workout room to the current kitchen area is not acceptable due to the size. This area is no larger than the current area being utilized (when including the area in the day room that is also used) and would actually have less floor space considering the walkway to access the parking lot cannot be used and must be kept clear. The other option discussed of using the current deck area is also not an acceptable location due to the noise distraction to the proposed Captains office and day room. This area is also smaller than currently being used when considering the area in the day room also being utilized for equipment. *Preference is to go back to Revision D design.*
8. **Radios:** While there is a location now for the dispatch printers by the doors to the apparatus on the first floor, there needs to be a location in the upstairs area to install the radios for both Richmond and Con Fire. The radios need to be located where they can be accessed easily. This will require something centrally located in the kitchen/dayroom area with countertop area for writing on next to them. Currently they are located adjacent to the kitchen on the counter under the historical cabinet and door to the stairwell. *Preference is to locate the radios on the second floor near the center workstation that is shown near the wheelchair lift for the upper day room.*
9. **Historical Display/Museum:** Revision G does not have any area designed for the historical items that are currently on display above the radio cabinet. History is extremely important in the Fire Service as are displaying items from years gone by. *Preference is to provide an adequate display cabinet in the day room area.*
10. **Restrooms:** I question the feasibility of only one restroom for PD and it is located on the first floor. There is no facility on the second floor. As currently designed, anyone in custody will need to be allowed to use the public restroom in the first floor hallway. This is a safety concern for Fire personnel and any public that is brought in. *Preference is that a secure restroom be provided for PD on the second floor to be more convenient for them and promote safety in the public areas.*
11. **Parking:** Parking behind the Station has always been a problem and was made even worse years ago when the emergency generator was installed and took up more spaces. Currently Fire has two spaces against the wall and then nose into the garbage can storage area. Every other day when there is shift change, it requires personnel to play musical chairs with the cars to switch out positions. Most days one or two oncoming firefighters will park in front of the Station which has and continues to generate complaints from citizens.

(unknown why) *Preference is to re-negotiate the contract with PD to provide one or two more parking spaces for Fire.*

12. Ballistic Protection: At this point, the location of the PD's armory is not indicated and assumed it would be back on the second floor if Revision G is followed, but once located, there remains the same concern as today for protection from an accidental discharge with ballistic reinforcement added to the walls and/or ceiling depending on final location.

KENSINGTON POLICE DEPARTMENT
217 Arlington Ave
Kensington, CA 94707-1401
(510) 526-4141



Walt Schuld
Interim Chief of Police

DATE: January 7, 2021
TO: Bill Lindsay, Interim General Manager
FROM: Walt Schuld, Interim Chief of Police
SUBJECT: Public Safety Building

I have reviewed the latest proposal "Option G" for sharing space with the Fire Department in the Public Safety Building. There are concerns about the amount of space available to provide for a professional and efficient police department.

Our existing space consists of 1222 sq. ft. which is constricted but if needed we can make it work. Option G shows our gross square footage to be 1,025 sq. ft. We lose 200 sq. ft. of usable space. In addition, with the insertion of a mandatory computer room¹ of at least 110 sq. ft. we lose a total of 310 sq. ft. from an already confined space. The following are the deficiencies that we will have with Option G:

1. We are losing more space rather than gaining needed space.
2. We lose the office for the sergeants to do paperwork or conduct counseling sessions.
3. We lose dedicated workstations for the Police Services Assistant to run stats, purchase supplies, arrange for training, keep records, fill out reports for DOJ, etc.
4. We lose a dedicated workstation for the Detective and Traffic/Community Services officer. Both are on the computer for all our law enforcement software and responding to the community by email, phone and zoom meetings.
5. Nine employees will have to share three workstations.
6. We lose our evidence storage including temporary storage.
7. No room for growth for Reserves or Volunteers. Volunteers would have to be offsite.
8. No sink, small refrigerator, or cupboards. Officers will be required to keep non-perishable food items in their uniform lockers or eat out.
9. Live Scan machine will have to take the space of one of the file cabinets.
10. No separate locker room for females.
11. Only one public restroom (not very significant but we currently have a private restroom upstairs and a public restroom downstairs).

Some of the above deficient areas we can make do without but overall, I cannot recommend that the police department attempt to fit into a 1,025 sq. ft. space. The proposal actually deteriorates the conditions that is now available for the police department and certainly does not look toward future growth (volunteers, reserve officers, and cadets).

Walt Schuld
Interim Chief of Police

¹ Department of Justice requirement to have a secure computer room. We are currently out of compliance.

03/11/2021

Attachment E

Preliminary Needs Assessment & Financial Analysis:

- *PS Building constructed in 1970.*
- *Remodeled in 1999.*
- *Since KPD's establishment in 1946, there has been substantial increase in staffing.*
- *1946 – 2 Police Officers,*
- *1957-'99 – 5 Police Officers, and*
- *2000 to present – 6 to 10 Police Officers.*
- *There are many more regulatory and reporting demands of law enforcement than when KPD was first established.*
- *Although staffing and regulatory conditions have increased over the years, there has been no significant expansion of workspace.*
- *Department of Justice Non-Compliance.*
- *Lack of space for confidential work.*
- *Currently, there is no owned or leased space for the Administrative staff. With one exception, everyone is working remotely or in temporary spaces.*
- *Lack of sufficient and confidential physical storage, filing and archiving space.*
- *Existing working conditions reduce efficient use of staff time (e.g., confidential matters must be postponed due to lack of confidential work area).*
- *In the United States, it is uncommon for Fire and Police to be co-located in the same facility. For example, out of approximately 18,000 police departments in the United States, less than 150 have consolidated services under one roof.*

Where should the future home of the KPPCSD be located?



Preliminary Needs Assessment & Financial Analysis

Kensington Police Protection and
Community Services District

March 11, 2021



Existing facilities often fail on the criterion of adequate space. In most cases, increases in police services and personnel have not been accompanied by increased space to support them.

It is common for police department staffing and operations to have expanded significantly along with community needs and growth since the time the existing facility was built or acquired. In many cases, an existing police facility may provide very little of the total required space that a detailed space needs analysis will recommend.

**~ Police Facilities Planning Guidelines,
International Association of Chiefs of Police**



Presentation Objectives

To provide an overview and understanding of:

- Current Status of Project
- Existing and Future Working Conditions
- Public Safety Considerations of Employees
- Industry standards for police facilities, and
- Preliminary financial analysis of the most promising options for the future home of KPPCSD.



Presentation Outline

- Introduction & Overview
- Modern Law Enforcement: Today's Regulatory & Administrative Framework
- Industry Standards
- Employee Safety & Continuity of Service
- Location & Housing Options
- Preliminary Financial Analysis



Introduction & Overview



Project Status

- Long standing Fire District and KPPCSD discussions and analysis to renovate the Public Safety Building.
- Several scenarios considered:
 - Renovate existing building footprint for both Fire and KPD.
 - Renovate existing building for Fire District and relocate KPD to another facility:
 - Buy/lease an existing facility for KPD, or
 - Build a new KPD on vacant land.
 - Build a new joint Public Safety Building.
- For the past several months, the focus has been to renovate the existing Public Safety Building and building footprint to accommodate both Fire and Police.
- Meanwhile, KPPCSD staff have also been exploring lease and/or lease-to-own options in the event the renovations cannot accommodate both Fire and Police.



Existing Conditions

- PS Building constructed in 1970.
- Remodeled in 1999.
- Since KPD's establishment in 1946, there has been substantial increase in staffing.
 - 1946 – 2 Police Officers,
 - 1957-'99 – 5 Police Officers, and
 - 2000 to present – 6 to 10 Police Officers.
- There are many more regulatory and reporting demands of law enforcement than when KPD was first established.
- Although staffing and regulatory conditions have increased over the years, there has been no significant expansion of workspace.



Existing Conditions (Cont.)

- Department of Justice Non-Compliance.
- Lack of space for confidential work.
- Currently, there is no owned or leased space for the Administrative staff. With one exception, everyone is working remotely or in temporary spaces.
- Lack of sufficient and confidential physical storage, filing and archiving space.
- Existing working conditions reduce efficient use of staff time (e.g., confidential matters must be postponed due to lack of confidential work area).



Existing Conditions (Cont.)

- Lack of privacy for routine work (e.g., difficult to work in same space when one person is on the phone while another is trying to write a report).
- Insufficient work square footage for social distancing and/or the next public health and safety risk.
- Shortage of restroom facilities.



Modern Law Enforcement: Today's Regulatory & Administrative Framework



Requirements

- **Department of Justice Requirements:**

District is out of compliance. DOJ requires 110 square feet of secured space.

- **Required Evidence Room:**

Contracting out to secure evidence is cost prohibitive and not considered a best practice or the industry standard.

- **Minimum Equipment and Space Requirements:**

- **Patrol Officers** - 3 computers for 6 patrol officers.
- **Sergeants** - 2 computers in one office and adequate space to perform necessary job functions.

- **Confidential Workspace Requirements:**

In addition to the Police of Chief, any other management and Sergeants need work spaces that allow for confidential meetings and discussions (e.g., Internal Affairs investigation, performance evaluations, disciplinary action, meeting with members of the public on confidential matters).



Deficiencies & Constraints

- **Secured Filing, Storage and Archiving:**
Lack of secure physical storage, filing and archiving space, especially for State Regulated & Confidential Files.

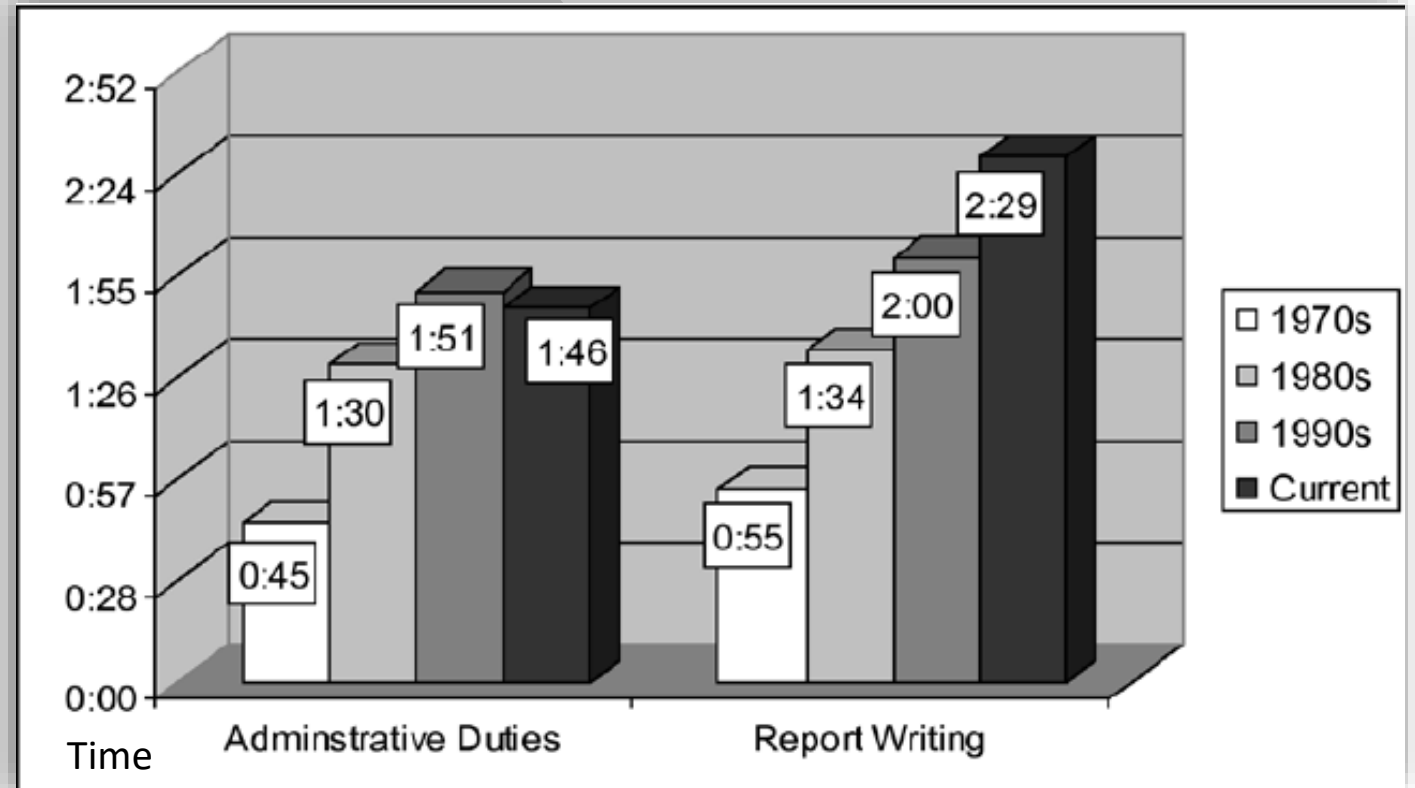
Employee Background Files	Officer Field Training Program files
Internal Affairs Investigations	Homicide/Major Crimes Investigations
Personal Files	Counseling Files
Human Resource Files	Payroll
Evidence Documentation	Citizen Complaints
Fleet Equipment & Building Maintenance	Police Forms (Citations, Towing, Legal)
Community Forms	Department of Justice Data (AB 392)

- **Administrative Staff:**
Insufficient space in PS building to co-locate administrative support staff with KPD.
- **Restroom Facility Shortage:**
There is one restroom on the first floor shared by Police, Fire, Administrative and Civilian Staff as well as the public. There is also one sub-standard bathroom upstairs used by 6 patrol officers.



Administrative Duties – Changes Over Time

While police administrative and reporting duties, as well as the demand for service, have increased substantially over the past 30 years, the number of officers in police departments has not increased proportionally to meet these demands.



Source: Malm, Aili & Pollard, [Utilizing activity-based timing to analyze police service delivery](#). Law Enforcement Executive Forum, 2007.

Routine Duties & Activities

Important and Essential Duties for Police Sergeant and Other Police Management:

- ✓ Plans, schedules, organizes, assigns, reviews and evaluates the work of sworn and non-sworn staff on an assigned shift.
- ✓ Provides input into selection, disciplinary and other personnel matters; may counsel employees as required.
- ✓ Plans, develops, presents and maintains records of training programs; trains staff in work procedures; reviews and approves reports prepared by sworn staff.
- ✓ Oversees, reviews and evaluates a variety of departmental programs and County-wide joint ventures; may represent the department and the District in contacts with other law enforcement agencies.
- ✓ Directs ongoing and sensitive internal affairs investigations.
- ✓ Schedules the work of employees to provide for coverage and makes day-to-day assignments as required by the needs of the department.
- ✓ Assists in the preparation and administration of the departmental budget; prepares grant proposals for various state and federal programs.
- ✓ Performs the full range of patrol duties.



Source: Kensington Police Protection and Community Services District Police Sergeant and Chief of Police Job Description, KPPCSD.org.

Routine Duties & Activities

Administrative Staff Support of KPD Activities:

- ✓ Budget,
- ✓ Payroll,
- ✓ Public information requests,
- ✓ Political matters,
- ✓ Policy related action and response,
- ✓ CalPERS management,
- ✓ PD regulations & Grants,
- ✓ Police Fleet, Purchase Equipment,
- ✓ Legislation and State Mandates,
- ✓ Injury on Duty,
- ✓ Police equipment,
- ✓ Uniforms,
- ✓ Legal related issues,
- ✓ Employee recruitment,
- ✓ Hiring, discipline, and
- ✓ Termination.



Routine Duties & Activities

Officer	
On patrol (% of time)	Admin (% of time)
75%	25%

Sergeant	
On patrol (% of time)	Admin (% of time)
50%	50%

Paperwork consumes officer hours that could be better spent Protecting the public and solving crimes. ~ J. Careless, Police One Magazine, 2019

15 to 20 years ago, officers would spend 10 to 15 percent of their time on administrative tasks, but the number has ballooned to over 50 percent.

~ Chief Michel Moore, LA PD, My News LA, 2019

While incident reporting is vital to police work and helps move criminal proceedings forward, officers spend a significant portion of their workdays on documentation. According to a recent survey, officers say they spend three hours or more per shift on paperwork.

~ M. Geremia, Police Chief Magazine, June 2019



Industry Standards



Employee Workspace

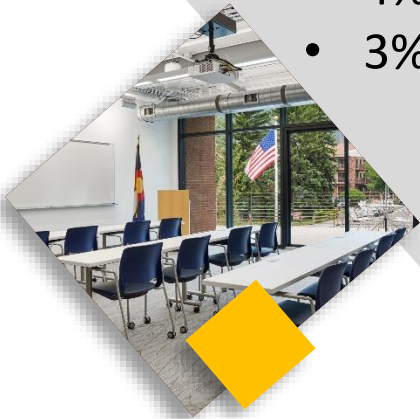
The average net usable square feet per employee ranges broadly from one business to the next. However, survey results show that 93% of companies provide 100 square feet of work space or more per employee.

Survey Results - Square Footage per Employee:

- 41% provide 200 square feet or more.
- 34% provide 150-199 square feet.
- 18% provide 100-149 square feet.
- 4% provide 75-99 square feet.
- 3% provide less than 75 square feet.

Current Kensington PD Employee Office Space:

- 38-56 square feet per employee.



Source: SA Office of Government Wide Policy, Workspace Utilization and Allocation Benchmark Report, July 2011

Proposed Plan:

- Reduces available PD space by 200 square feet from 1220 square feet to 1020.

Police & Fire Operations

- In the United States, it is uncommon for Fire and Police to be co-located in the same facility. For example, out of approximately 18,000 police departments in the United States, less than 150 have consolidated services under one roof.
- However, when a joint public safety building has been ***designed*** to accommodate both professional disciplines with adequate space, there can be financial benefits to co-location.
 - Police Schedule – 12-hour shifts; 24/7.
 - Fire Schedule – Live on site; sleep at night (if there are no 911 calls).



Sources: International Association of Chiefs of Police, 2014; and Pathways to consolidation taking stock of transitions to alternative models of police service, Michigan State University Report, 2015.

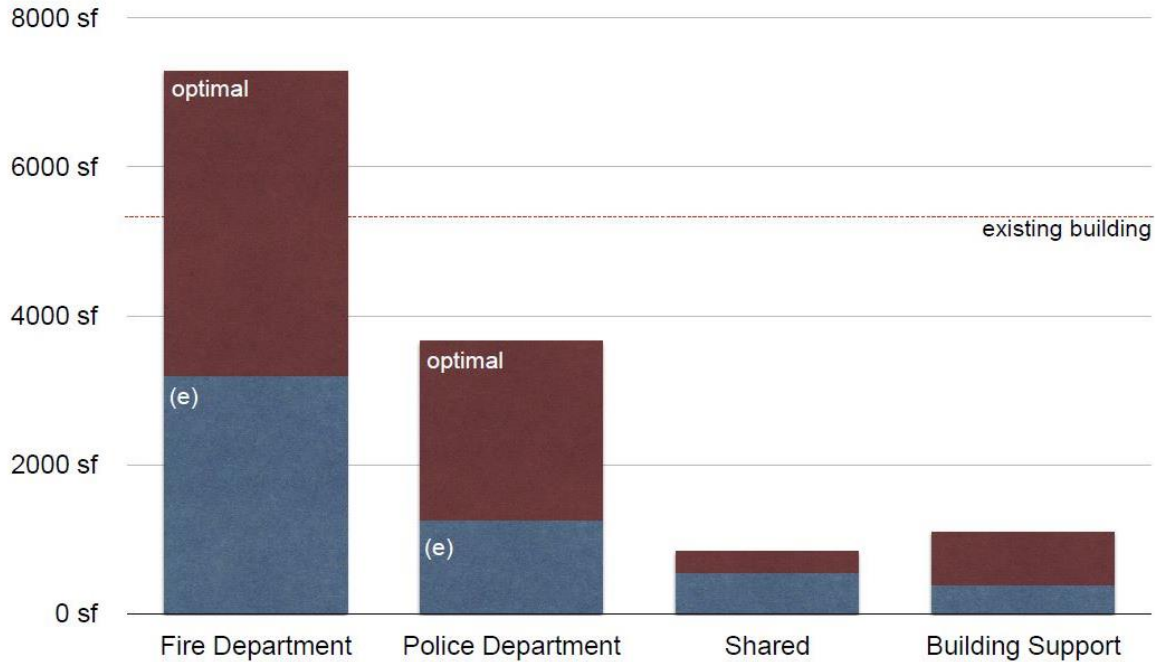
Fire District Feasibility Study Results

DEPARTMENT	EXISTING		REDUCED		OPTIMAL		OPTIMAL WITH CUTS	
	Staff	NSF	Staff	NSF	Staff	NSF	Staff	NSF
FIRE DEPARTMENT	3	3,202	5	5,700	5	7,287	5	5,955
POLICE DEPARTMENT	*5	1,269	7	2,880	8	3,668	8	2,488
SHARED SUPPORT	0	892	0	338	0	838	0	500
BUILDING SUPPORT	0	585	0	990	0	1,100	0	990
Totals	8	5,948	12	9,908	13	12,893	13	9,933

*Table Not Accurate – reflects table as published in 2016. KPD has 10 employees.

Source: Ross, Drulis, Cusenbery, Architecture, Inc., Fire District Feasibility Study, Kensington Fire Station Preliminary Space Requirements (PSR), December 14, 2016.

Fire District Public Presentation - 2019



 existing vs. optimal program areas

Source: Kensington Public Safety Building, Public Forum: Status Update, November 16, 2019.

Employee Safety & Continuity of Service



Considerations

- **PSB Seismically Unsound**

Cracks are visible in the Office walls.

- **Employee Health & Safety - Confined Workspace**

The current situation presents serious health and safety challenges for first responders working in close proximity without adequate ventilation.

- **Public Health Preparedness**

The current co-location hinders comprehensive preparedness for the next pandemic and/or public health emergency.

- **Disadvantage of Co-Location**

The PSB would likely be uninhabitable post-earthquake or fire eliminating Kensington's only first responder facility and likely damaging apparatus and vehicles.

- **Advantage of Separate Facilities**

To mitigate the potential of irreparable damage to both police and fire facilities and apparatus/vehicles at the same time during a local/regional public health and safety emergency.



Location/Housing Options & Preliminary Financial Analysis



Location/Housing Options

- **Option #A:**
KPD to stay in the PS Building and lease 1020 square feet of newly renovated space from the Fire District.
Administrative staff to be located in separate leased location.
- **Option #B:**
KPPCSD lease space in separate location and co-locate KPD and administrative staff together.
- **Option #C:**
KPPCSD and/or Fire District separate or together construct new PS building on vacant land in the District.



Preliminary Financial Analysis

- **Option #A:**

KPD to stay in the PS Building and lease 1020 square feet of newly renovated space from the Fire District. Administrative staff to be located in separate location.

- **Cost*:**

- Temporary location during renovation, tenant improvements : ~\$150K.
- Currently, the District Pays the Fire District \$3050 per month.
- Although currently unknown, after renovation the lease rate will increase.
- Administrative staff will need to lease a separate physical location estimated to cost a minimum of \$900 per month.



Preliminary Financial Analysis

- **Option #B:**
KPD and Administrative staff lease
(or lease-to-buy/own) space in separate location.
- **Cost (Tenant Improvements Only):**
 - **Minimum Upgrade - \$150-300/square foot,**
includes minor interior remodeling, tenant
improvements and minor electrical upgrades.
Example: 2500 square feet = \$375,000 to \$750,000
 - **Medium Level Upgrade - \$400-600/square foot,**
Greater electrical upgrades and improvements.
Example: 2500 square feet = \$1-1.5 Million
 - **Highest Level Upgrade - \$800-1200/square foot,**
Ensures the highest level of upgrades, everything to
code and seismically sound.
Example: 2500 square feet = \$2-3 Million



Preliminary Financial Analysis

- **Option #B (Cont.):**
KPD and Administrative staff lease space in separate location.



Potential Lease Rate (Post TI) – 15 Year Lease:

	FIRST 2 YEARS		3 rd YEAR		4 th – 15 th YEARS		+ CPI in YEAR 6, 8, 10, 12, 14	
	COST	NSF	ADDITIONAL	COST	ADDITIONAL	COST	COST	CPI
UPSTAIRS	\$2,800/Mo	1041	+ \$200/Mo	\$3,000/Mo	+ \$500/Mo	\$3,500/Mo	\$70-\$350	2%
DOWNSTAIRS OFFICE + BASEMENT	\$2,500/Mo	1,615	+ \$500/Mo	\$3,000/Mo	+ \$300/Mo	\$3,800/Mo	\$76-\$380	2%
Totals	\$5,300/Mo	2,656 Sq Ft	+ \$700/Mo	\$6,000/Mo	+ \$800/Mo	\$7,300/Mo	\$146-\$730	\$7,466 - \$8,030

Preliminary Financial Analysis

- **Option #C:**
KPPCSD and/or Fire District separate or together construct new optimal PS building on vacant donated land in the District.
- **Cost:**
 - **Land donated and new construction: ~ 800/square foot.**
 - **PD and Admin Staff Only: 3,000 SF; \$2.4 Million***
 - **Fire, PD and Support Staff: 10,000 SF; \$8 Million***



**Source: based on the "Optimal with Cuts" scenario from the Fire District Feasibility Study, 2014.*

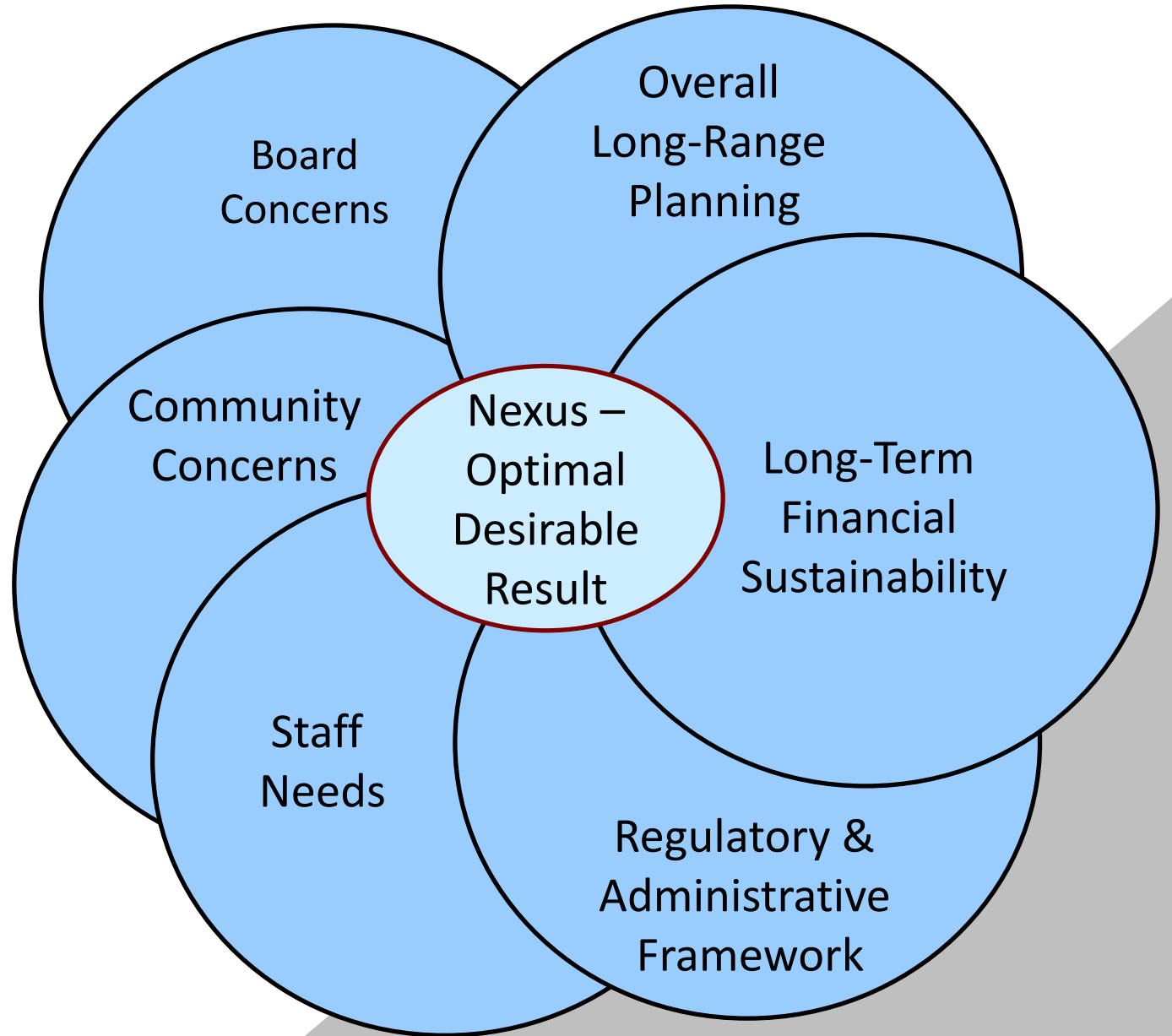
Preliminary Financial Analysis

Side by Side Cost Comparison of Options

Item	Option #A: Stay in PS Building	Option #B: Lease Space	Option #C: Construct New Building
Space	KPD – 1020 Sq. Ft. Admin. – 310 Sq. Ft.	2656 Sq. Ft. (both KPD and Admin.)	3000 Sq. Ft. or 10,000 Sq. Ft. (with or without Fire)
One-Time Expense	~ \$150K (Tenant Improvements to Temporary Space)	~ \$375K to \$3 Million*	~ \$2.4 Million or \$8 Million
On-going Expense	> \$4000/month	\$5300 to \$8030 (over 15 years)	Ongoing Building and Site Maintenance

*One-time cost for tenant improvements likely in the minimum to medium upgrade range. See slide 26.

Conclusion: Responding to the Present, Preparing for the Future



03/25/2021

Attachment F

Joint Special Mtg on the Future Location of Fire and Police Departments:

- *1996: KFPD requests Needs Assessment, noting ‘The PSB may not be able to be renovated on the present site due to space limitations. Accommodations for the ADA and the functional needs of the police and fire departments may not be able to be met on such a small site.’*
- *2019: RDC presents a summary of thirteen schemes studied to date. RDC’s presentation details all the areas of both the Fire Department and the Police Department which are deficient and do not meet standards and practice codes for contemporary levels of service. Based on solving both the seismic vulnerability and the inadequate facilities for both departments, RDC recommends renovating the PSB for use by the Fire Department and finding safe and appropriate space for the Police Department elsewhere.*



Joint Special Meeting on the Future Location of KFPD & KPPCSD Departments & Offices

KFPD AND KPPCSD | MARCH 25, 2021, 7:00PM

Introduction

FACILITATOR:

BILL LINDSAY

KPPCSD STAFF:

GENERAL MANAGER MARTI BROWN

POLICE CHIEF WALT SCHULD

KFPD STAFF:

GENERAL MANAGER BILL HANSELL

FIRE CHIEF MICHAEL PIGONI

Overview: Project Status

History

- 1971: PSB constructed.
- 1989: Seidelman Associates conducts a geotechnical study to assess structural issues. Data did not determine if damage was "...caused by soil conditions, fault creep, inadequate foundation design, or construction."
- 1990: ADA (Americans with Disabilities Act) passes and subsequently incorporated into CA Building Code (Note: Federal and State compliance.) KFPD notes need to address accessibility issues. Around this period, KPPCSD requests expansion of its admin offices to the ground floor.
- 1995: KFPD Board investigates long-term capital needs of the PSB including full scope renovation to provide "(1) Compliance w/ADA; (2) Seismic structural safety; (3) Compliance with modern building and fire codes; and (4) the functional needs of the Police and Fire Depts."

Overview: Project Status

History

- 1996: KFPD requests Needs Assessment, noting *“The PSB may not be able to be renovated on the present site due to space limitations. Accommodations for the ADA and the functional needs of the police and fire departments may not be able to be met on such a small site.”*
- 1997: Fire Chief’s memo (03/05/1997) presents a Needs Assessment focused on:
 - 1.) Inadequate Parking;
 - 2.) Restricted Street Access;
 - 3.) Structural Deficiencies;
 - 4.) Building Space Needs; and
 - 5.) Building Systems.

“If the building is forced to comply with the Alquist-Priolo Special Studies Zone Act, it is highly likely that an alternative site will have to be found.” The memo described alternative locations and included an Emergency Response Time Analysis, as well as a Vacant Parcel Availability and Suitability Review.

Overview: Project Status

History

- 1999: Extensive renovation relocates both departments internally and seismically reinforces the garage opening frames. Cost = +/--\$600K.
- 2005: Interior renovation of living quarters and structural reinforcing of apparatus bays. Cost = +/--\$320K.
- 2010-11: Renovation of site at building entry and driveway w/structural shoring, siding, and window replacements. Cost = +/--\$350K.
- 2014-15: Apparatus Room remodel = +/--\$337K.
- 2016: The Biggs Cardosa Associates, Structural Engineers, assessment notes, *"Because the building does not meet the latest seismic code requirements and due to its proximity to major earthquake faults there is the possibility that significant structural damage may occur with loss of life during a seismic event."*

Overview: Project Status

History

- 2017-18: Ross Drulis Cusenbery (RDC) Architects presents a “Feasibility and Master Plan Final Report” which fully assesses the existing building, site, programmatic space requirements, civil infrastructure (BKF Engineers), structural (IDA Structural Engineers), and cost estimates (Mack5 Consultants). Advanced Geological Services and Rockridge Geotechnical study the potential fault conditions of the site.
- 2019: RDC presents a summary of thirteen schemes studied to date. RDC’s presentation details all the areas of both the Fire Department and the Police Department which are deficient and do not meet standards and practice codes for contemporary levels of service. Based on solving both the seismic vulnerability and the inadequate facilities for both departments, RDC recommends renovating the PSB for use by the Fire Department and finding safe and appropriate space for the Police Department elsewhere.
- 2020: RDC explores options for continued joint occupancy and code constraints. General Managers and Chiefs meet in December to review/assess options.
- 2021: Joint staff report to KPPCSD & KFPD Boards recommends joint meeting.

Overview: Project Status

Existing Conditions



Apparatus Room



Parking

Overview: Project Status

Existing Conditions



Day Room



Laundry / Egress to Parking



Elect Rm / Exercise Rm



Overview: Project Status

Existing Conditions



Offices in Bedrooms



Bedroom



Medic Office in Bedroom



Overview: Project Status

Existing Conditions



Overview: Project Status

Existing Conditions

Office work area for Captain, Police Services Specialist, Detective, Sergeants, Patrol Officers and Traffic Safety

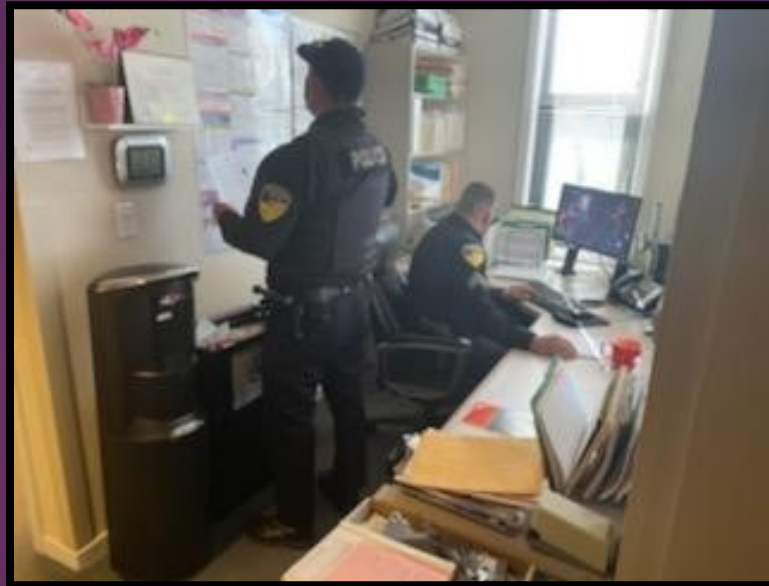


Overview: Project Status

Existing Conditions



Locker Room



Front Counter



Storage Space

Overview: Project Status

Existing Conditions



Filing Area



Filing Area



Cuffing bench

Minimal Operational Needs

KPPCSD & KFPD STAFF

“Our mission is to provide the highest level of service to Kensington in order to protect the lives, property, and environment of the community from the disastrous effects of fires, medical emergencies, natural disasters, and other hazardous conditions.” - KFPD Mission Statement

KFPD Operational Needs

- Seismically safe building that ensures minimal damage and does not affect operations in the event of a severe earthquake.
- Ample parking behind the station that allows room for crew swaps (6 spaces).
- Enclosed apparatus parking areas (apparatus bay) that provide easy access during response times, room for current and future apparatus needs, room for laying out equipment for maintenance and training, and security to prevent loss of equipment.
- Shop area that provides ample room for working on equipment.
- Public area on the first floor for meeting the public, e.g. vendors.
- KFPD Administration Office for GM & Exec Asst with secure financial and general records storage and server space.

KFPD Operational Needs

- Office space on the first floor for the Station Captain to conduct business and complete daily operations with privacy for conducting personnel evaluations and talking with the public.
- Office space accommodating three workstations with adequate acoustical separation for the other crew members for writing reports, filling out maintenance logs, and completing mandated on-line training.
- Conference room that allows space for training and teaching while also large enough to use as a Department Operational Center (DOC) or an Emergency Operations Center (EOC) in the event of a localized or widespread event.
- Private living facilities separated from public areas with acoustical privacy that are not interrupted by day to day operations work.
- A dedicated fitness room, as cardiac events continue to be the leading cause of firefighter deaths and on-site resources are needed to minimize these risks.

KFPD Operational Needs

- Separate laundry facilities, as required by NFPA 1851, for contaminated PPE and uniforms from the residential laundry where bedding, towels and personal belongings are washed.
- Four separate bedrooms designed with a minimum of two beds each with dimensions that comply with social distancing requirements. Second beds allow for up-staffing during high fire danger periods.
- Minimum of two full accessible bathrooms to provide privacy for mixed gender crews.
- Kitchen / Dining area that provides room for the crew to work together in meal preparation and storage of food and supplies with three refrigerators/freezers and three pantry storage cabinets.

KFPD Operational Needs

- Day room that provides a comfortable space for the crew to talk, unwind, watch TV, read, and otherwise lower stress.
- Secure storage area for narcotics and other medications required for ALS medical care.
- Storage area outside of the apparatus bay for other medical supplies.
- Storage for PPE isolated for contaminations in the apparatus room and free of fluorescent light.

KPPCSD Operational Needs

- Parking for 7 vehicles.
- Computers and desk space for all administrative duties.
- Space to safely process and secure evidence according to industry standards.
- An armory to safely and securely keep department owned firearms, ammunition, less lethal weapons, surplus handguns, and range equipment.
- Booking area with adequate space for a Live Scan machine.
- Secure space to safely hold vital information, files, records, and everyday generated paperwork.

KPPCSD Operational Needs

- Office space for management and Sergeants to complete the necessary functions of their positions.
- Office space for non-sworn staff to complete the necessary functions of their positions.
- A dedicated space for conducting department meetings, interviews, etc.
- Dedicated room for a Department of Justice (DOJ) compliant server.
- Lobby for meeting and working with the public during regular business hours.
- Space, computers and other office equipment for administrative staff.

Design Variables/Constraints

- Existing Building Area: +/-5,800sf.
- On Site Parking: Currently limited to 8 (KPD reserve 6). Total requested = 13.
- Alquist-Priolo Act: PSB is 47' from potential fault. No footprint expansion within 50' and no occupancy count increase allowed.
- Accessibility Compliance: CA Building Code in addition to Federal Law (ADA).
- Seismic, Accessibility, and other standards trigger full compliance of 2019 CA Bldg. Code. A new code is adopted every 3 years increasing standards.
- Construction Cost Inflation: CA Index has doubled since the late 1990's.
- Current Capital Reserves v. Interest rate of loans. Financial Planning considerations.
- Construction Schedule: Renovation consists of +/- 9 months of design/permitting/ bidding +/- 15 months of construction = 2 year process after decision to proceed.

Design Variables/Constraints

- Temporary Facility Cost = +/- \$1M for Fire Dept. + \$150K for Police Dept.
- State and Federal Guidelines/Requirements for Fire & Police standards. NFPA Standards and Labor Group requirements need to be considered.
- Relationship of employee efficiency to space limitations.
- Effect of separation of General Admin from staff. Cost for separate offices (Rent v. Own comparison).
- Cost of miscellaneous services due to lack of space, e.g. evidence room.
- Ability to accommodate future needs, required standards, or increased services.
- Ability to accommodate future pandemic protocols, if necessary.
- Limited local options for renovating, renting, building new.
- Consequences of decision: Level of Service corresponds to Quality of Facilities.

Design Variables/Constraints

“The fire station is more than a place to show up for work. In fact, it is our second home where the men and women that work at Kensington Fire Station literally spend one third of their life. Considerations need to be taken to ensure seismic safety, personal safety, cancer prevention, physical fitness, stress reduction and privacy while providing a very efficient delivery of the services provided to the community.” – KFPD Staff

“The Police Department is expected to convey a professional image to the public we serve and other public agencies we work with. This instills confidence in Kensington residents and creates a positive image of our employees who provide exceptional service. Residents who visit or request service need a safe, private, and comfortable place to stay while reporting their critical incident. KPD employees work forty (40) plus hours a week with police personnel onsite twenty-four (24) hours a day. The police department should convey a place of protection and wellbeing for its residents and for its employees to work productively. In addition to creating a building design that accommodates these activities and image, it should also be seismically sound and comply with all local, state, and federal regulations.” – KPPCSD Staff

04/08/2021

Attachment G

Potential Impact of Future Renovation on Kensington Police Department:

- *No Office Space for the Police Services Assistant.*
- *No office space for the Traffic Safety Officer.*
- *No office space for two Sergeants.*
- *No office space for a Detective.*
- *No evidence Room or temporary storage lockers for evidence.*



KPPCSD



Kensington Public Safety Building: Potential Impact of Future Renovation on KPD

Walt Schuld, Interim Chief of Police
Marti Brown, General Manager



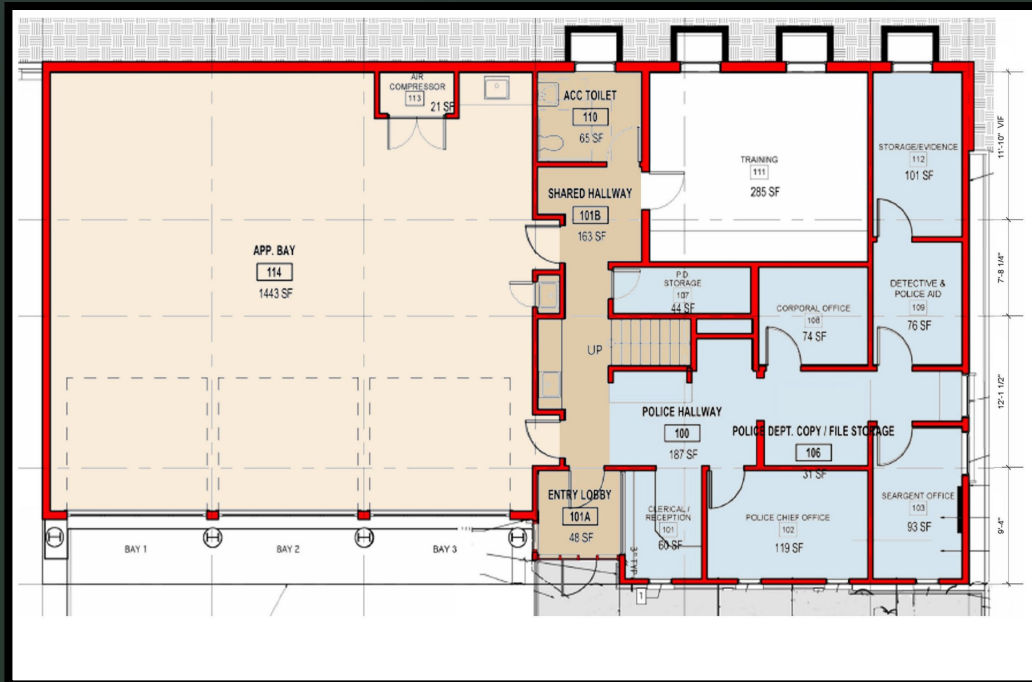
AGENDA



- Existing Building Footprint
- Proposed Renovated Building Footprint
- Possible Future Challenges
- Contracting for Services
- Modeling the Potential Future Lease Rate (Plan G)
- Thinking “Outside the Box”
- Next Steps



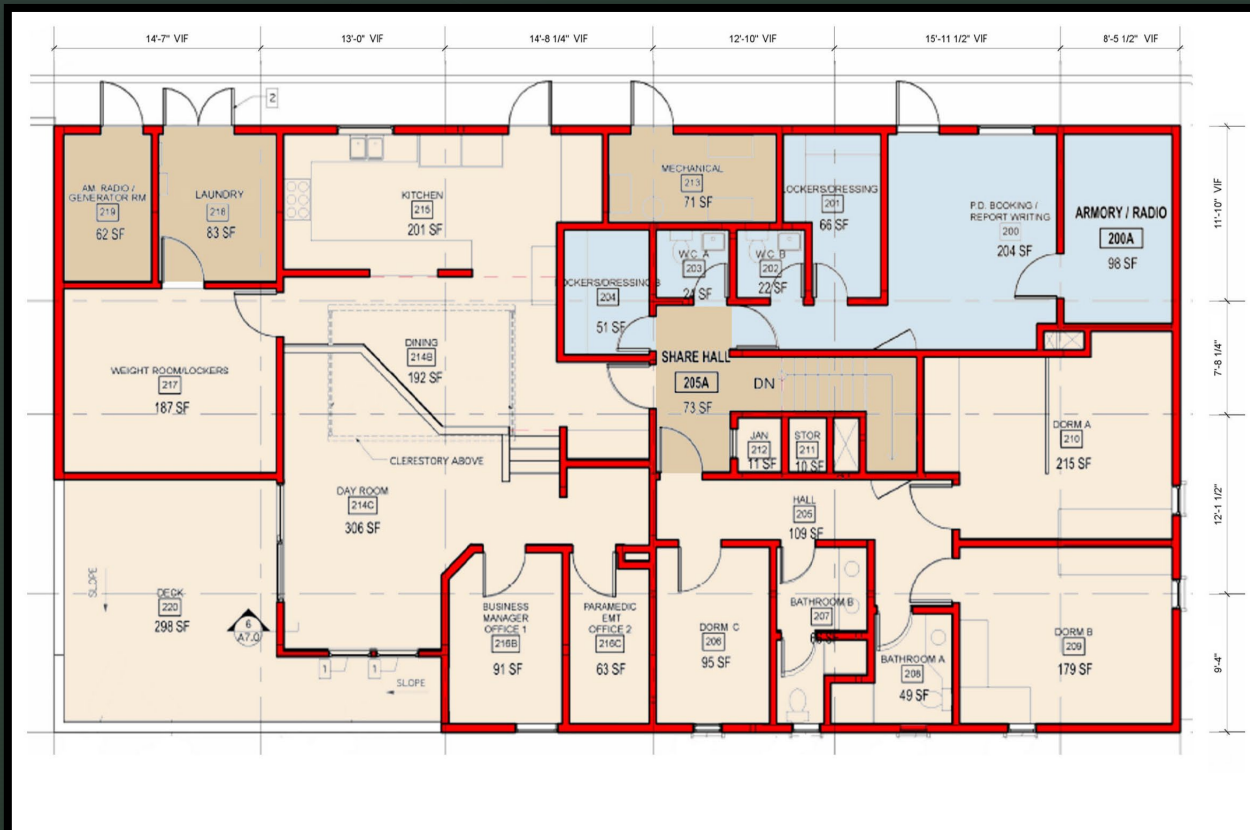
Existing Floor Plan 1st Floor



- Total Area - ~ 785 square feet
- Chief's Office - 119 square feet
- Sgt. Office - 74 square feet
- PSA/Captain Office - 76 square feet
- Det. Sgt. & TSO Office - 93 square feet
- Evidence Room - 110 square feet
- Lobby/Reception - 60 square feet
- Storage - 44 and 31 square feet
- Shared Conference Room - 220 square feet



Existing Floor Plan 2nd Floor



- Total area - ~ 441 square feet
- Armory/Radio Room - 98 square feet
- Booking/Report Writing Room - 204 square feet
- Two locker rooms - 68 and 51 square feet
- Restroom - 66 square feet
- Total square footage (1st & 2nd floor) - 1226 square feet



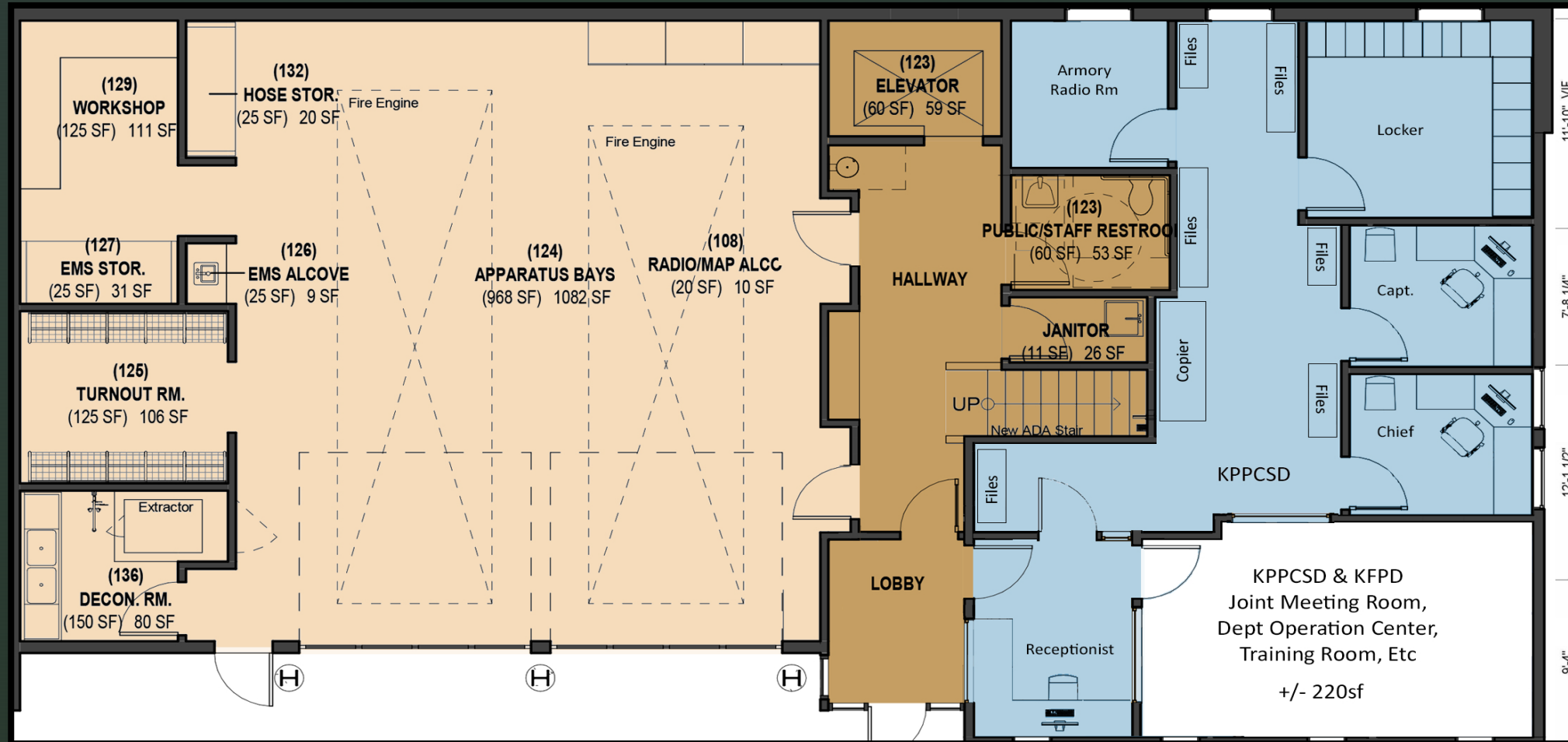
Existing District Vehicle Parking



- 7 KPD Vehicles
- 6 Parking Spaces
- 1 Vehicle parks on Arlington Avenue
- Personal vehicles of employee's park on Arlington Avenue

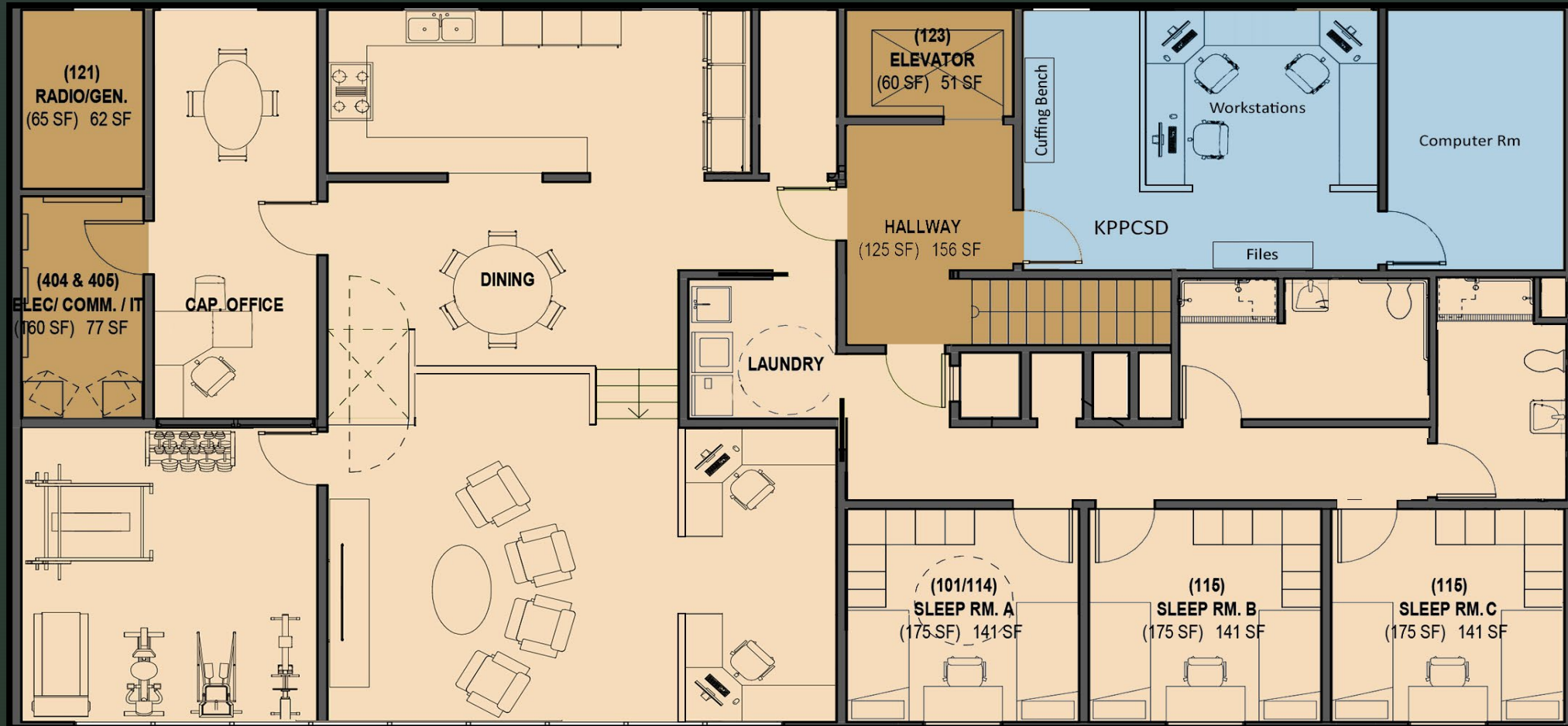


Proposed Plan G 1st Floor



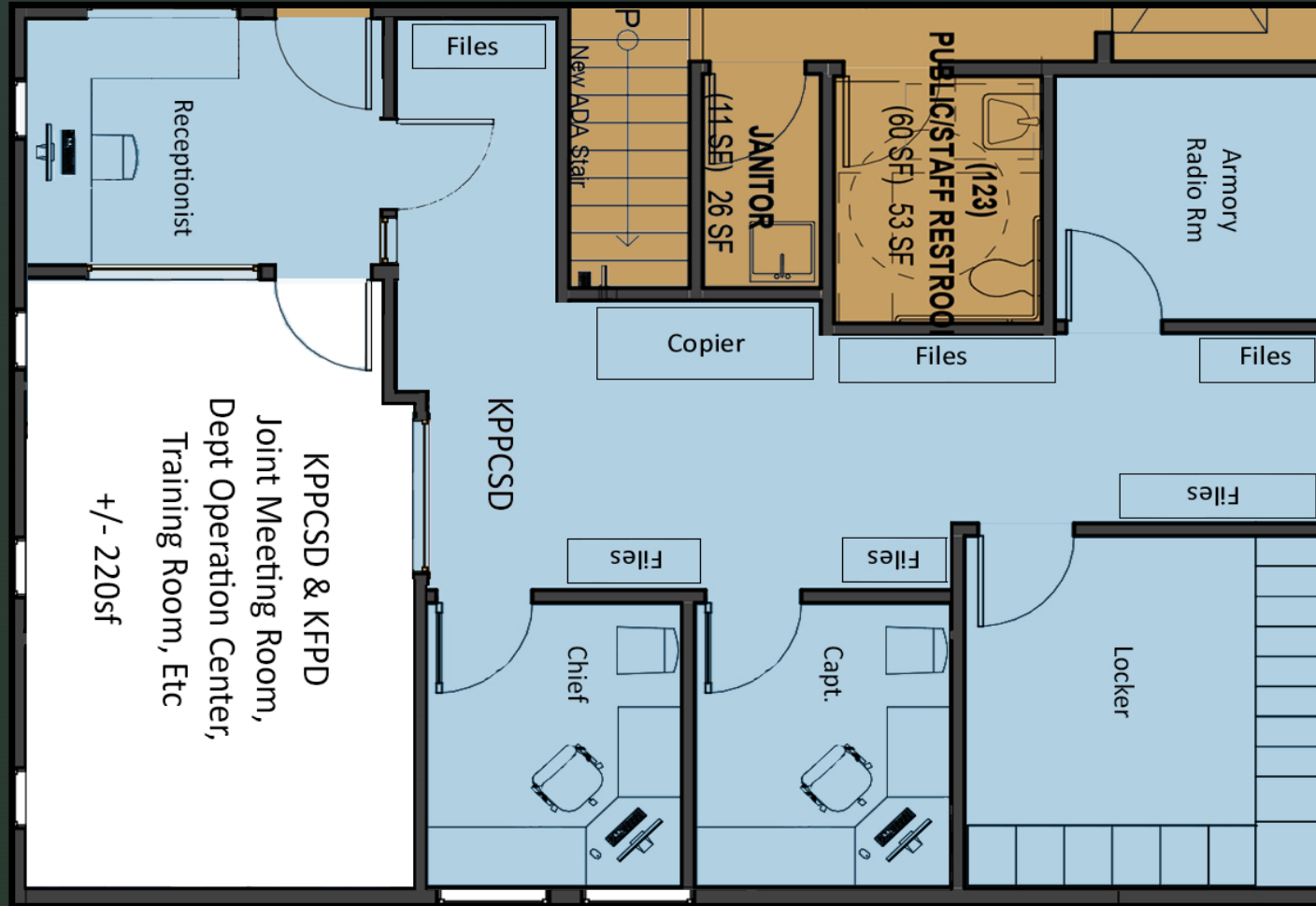


Proposed Plan G 2nd Floor





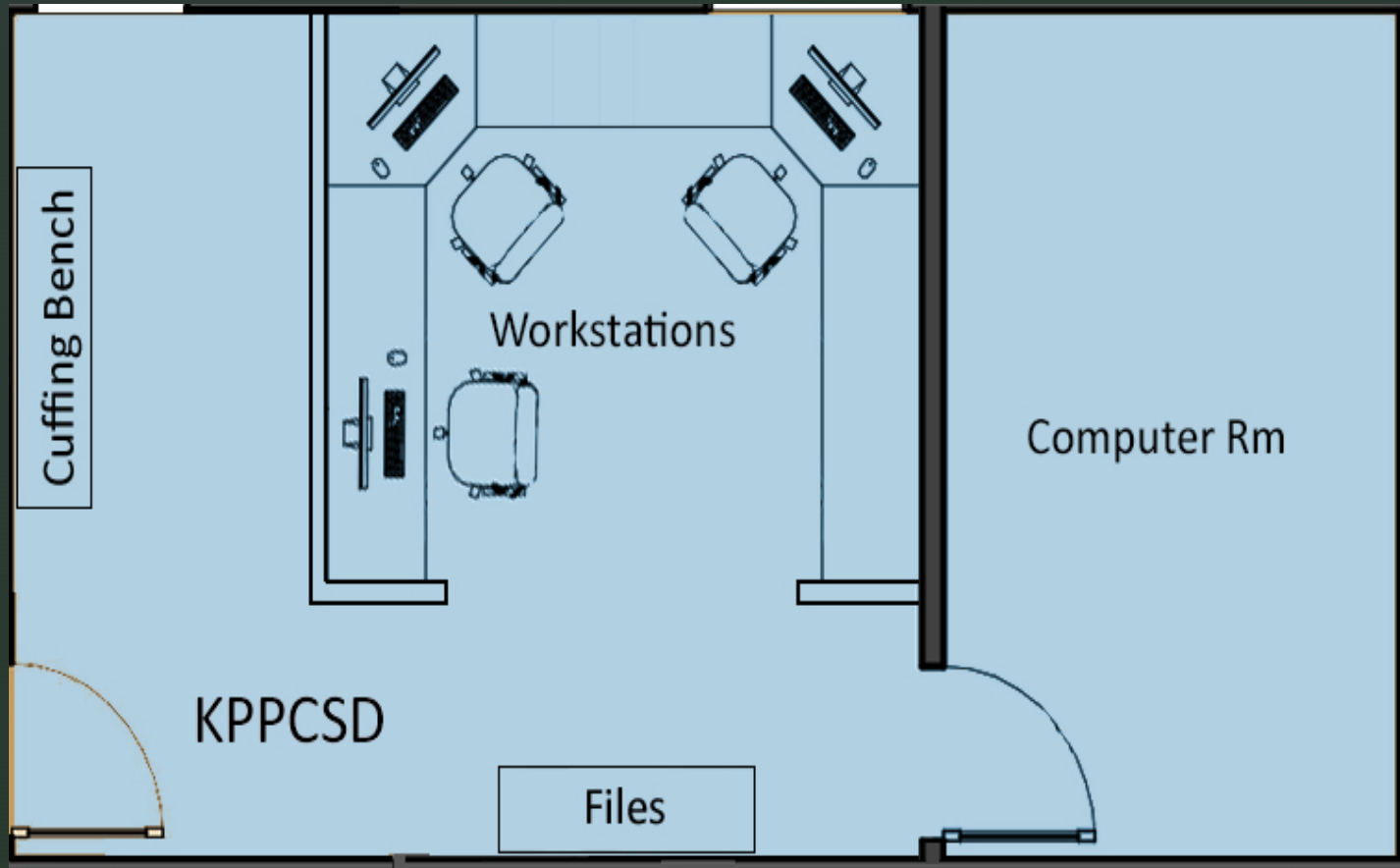
Proposed Plan G KPD 1st Floor



- Total area - ~ 650 gross square feet
- Lobby/Reception
- Chief & Captain Offices
- Locker Room
- Armory/Radio Room
- Joint Conference Room



Proposed Plan G KPD 2nd Floor



- Total area – ~ 378 gross square feet
- Computer Room
- Booking & Cuffing
- Patrol Officers' work area



Proposed Plan G

What's missing?



- **No Office Space for the Police Services Assistant.**
- **No office space for the Traffic Safety Officer.**
- **No office space for two Sergeants.**
- **No office space for a Detective.**
- **No evidence Room or temporary storage lockers for evidence.**



Contracting for Services



Detective Services - Availability & Potential Cost:

- Four agencies contacted – not interested in contracting for detective services.
- If they were interested, however, they would charge ~ 50% of the total “roll up” cost of a detective's employment (e.g., salary and benefits) based on the District’s workload.
- Based on this calculation, the District would pay ~ \$80,000-150,000 per year for detective services.
- Even after this expense, there are still auxiliary duties that would not be accounted for and/or could not be delegated to the contract Detective; and would have to be absorbed by another non-contract officer.



Contracting for Services



Detective Services – Example of Types of Crime Investigated

- Violation of Court Orders, Domestic Violence – Felony, Domestic Violence – Misdemeanor, Negligent Discharge of Firearms, Elder Abuse, Criminal Threats, Burglary, Grand Theft, Petty Theft, Identity Theft, Vandalism, Trespassing, Stalking, Stolen Vehicles, and Traffic Collision.

Detective Services – Time Spent on Investigations in Kensington

- On average and in Kensington, a Detective is the primary investigator on two cases per week; and assists and/or provides direction to other Officers on another 10 incidents per week. Any given week there are approximately a dozen cases or incidents being investigated. In 2020, there were a little more than 230 cases and approximately 9,000 incidents investigated.



Contracting for Detective Services – Unfulfilled Duties



Auxiliary Duties:

- Verizon Wireless Contract
- Cisco Router Research and Purchase Options
- Coordinate Bidding Process for install
- Coordinating Verizon switchover and Install
- Communications Coordinator
- Agency Administrator to JAWS
- Agency Administrator to ewarrants through Contra Costa County
- Agency Administrator to DOJ for CalPhoto
- Agency Administrator to CSAR (California Sex and Arson Registry)

Auxiliary Duties (Cont.):

- Agency Administrator to CLETS (California Law Enforcement Telecommunications System)
- Agency Administrator to Contra Costa Mobile Identification System
- Agency Administrator to CLEW (California Law Enforcement Web)
- Agency Administrator to BAR (Bureau of Automotive Repair)
- Agency Administrator to FTO (Field Training Officer) Program through POST (Peace Officer Standards and Training)



Contracting for Services



Evidence Storage:

- No jurisdiction in Contra Costa County is willing to contract and store District evidence.
- Both DDA and Sheriff's Offices have serious concerns regarding chain of custody and proper management of evidence when two separate agencies are handling the same evidence for one jurisdiction.
- Should a case be presented at trial, the Public Defender would likely raise an issue in most evidentiary cases.



Purpose & Function of Evidence Room & Technician



- Ensure chain of evidence and custody.
- Ensure property packing and marking of evidence.
- Meticulously record incoming and outgoing evidence.
- Return evidence from crime labs to evidence room.
- Review Evidence Reports for accuracy and return to officers for any corrections.
- Oversee department compliance with evidence policies and procedures.
- Perform Evidence Room Audits to ensure compliance with evidentiary policies and procedures; and post audit results.
- Maintain evidence supplies and arrange for replenishment.
- Properly purge evidence after detailed research of cases.
- Administer DOJ CHOP & SAFE-T.
- Administer DOJ NIBRS (National Incident-Based Reporting System).
- Coordinate submission and reporting of Aries Lab Results.
- Adjudicate cases: Safekeeping, Evidence, and Found Property.
- Collect evidence sheets.
- Marry evidence sheet with evidence in temporary lockers.
- Remove evidence from temporary lockers.
- Transfer evidence to the Evidence Room.
- Complete chain of custody.
- Place items in designated areas in Evidence Room.
- Facilitate the transport and chain of custody of evidence to Crime Labs.
- Ensure chain of custody is complete between evidence property technician and officer.



Contracting for Services



Traffic Safety Officer (TSO) - Duties:

- Review all Traffic Accidents and ensure that they meet State Guidelines.
- Investigates hit & Run Accidents.
- Send reports to the State and the County.
- Respond to major injury accidents.
- Enforce traffic laws.
- Identify and enforce traffic “Hot Spots” and direct other officers to those areas.
- Draft traffic grants.
- Identify traffic related problems (e.g., signs, intersections, and parking).
- Liaison with County Public Works to install signs and deal with road conditions.
- Liaison with community on parking related issues.
- Update collision Investigation Manual.
- Develop and revise traffic related forms.
- Liaison with the Traffic Court Commission.
- Act as District’s Community Service Officer.
- Oversee Evacuation Route Improvement Planning/Disaster Preparedness.



Contracting for Services



Traffic Safety Officer – Availability & Potential Cost:

- Most jurisdictions are short staffed and it is unlikely that any nearby public safety agency would be interested in contracting for services.
- Should the District be able to find a local jurisdiction to provide traffic safety services, the “roll up” cost (including salary, benefits and administration of the contract) would likely exceed the cost of maintaining the full-time position within the KPD.



Contracting for Services



Public Services Assistant – Duties:

- Manage evidence regulation compliance with evidence regulations.
- Ensure compliance with POST and other Legislative Mandates.
- Schedule Officer Trainings.
- Manage KPD Records.
- Record and report monthly police statistics.
- Schedule and manage Community Center and other park facility rentals.
- Coordinate parks and facilities maintenance and special projects.
- KPD Accounts Receivable.
- Complete other special projects as assigned.



Contracting for Services



Public Services Assistant – Availability & Potential Cost:

- Most jurisdictions are short staffed and it is unlikely that any nearby public safety agency would be interested in contracting for these services.
- Should the District be able to find a local jurisdiction to provide the same duties as the Public Services Assistant position, the “roll up” cost (including salary, benefits and administration of the contract) would likely exceed the cost of maintaining the current part-time position, especially since in any other jurisdiction, the PSA would be a full-time, CalPERs employee.



Other Possible Future Challenges



- Unisex locker room and bathroom
- May lose an additional 150 square feet due to restroom regulations and unclear wall thickness of conceptual design





Modeling – Potential Future Lease Rate



- How did the KPPCSD come to pay \$3050 per month for its space in the PS Building?
- If we use the past precedent to calculate the lease rate of a newly renovated PS Building and the KPPCSD's potential 1020 square feet (Plan G), what would the new lease rate look like?
- Based on past precedent, the lease rate for newly renovated 1020 square feet in the PS Building would be \$8750 per month.
- Calculation:
1020 square feet/5800 square feet = 17.5% (of the total space)
17.5% x \$6 million = \$1,050,000
\$1,050,000/120 months (or 10 years) = \$8750/month

Source: *Everything You Wanted to Know About the Public Safety Building But Were Afraid to Ask*, Kensington Outlook, March 2010; and Letter from GM Hansell with supporting documentation, April 1, 2021 (attached to this agenda item).



Thinking “Outside the Box”



- **Contract to store files in outside facility.**
- **Expediently digitize all files that do not require maintaining a hard copy.**
- **Locate 2nd Office in Community Center for PSA, TSO and Sergeants.**
- **Close lobby and conduct business by phone and email.**



Next Steps?



Direct GM to:

- Discuss and negotiate terms (including financing) with Fire District GM for permanent space in the PS Building based on Plan G.
- Explore options to lease permanent or temporary relocation space, including long-term financial impact analysis and financing options.
- Explore options to purchase land and construct a new building for KPPCSD; or work with KFPD to explore options for a joint PS Building.
- Explore options for cutting services (facilitating KPD's ability to better fit in the newly renovated PS Building).

04/14/2021

Attachment H

PSB Renovation Recommendation approved on 04/14/2021:

Goal of Recommendations: A Solution for both Fire and Police Departments that solves seismic safety, building code requirements, standards of practice deficiencies, and future space needs in a financially responsible manner.

Recommendation 4c is based upon the following:

- A seismically vulnerable PSB is not acceptable.*
- Accessibility compliance is required and has been confirmed.*
- Both departments do not fit in a renovated Public Safety Building, re: January and March meetings and prior analysis. Joint occupancy is not required nor typical.*
- A larger, new building option has been rejected.*
- Expansion on-site is not allowed.*
- ADDITIONAL SPACE IS AVAILABLE NEARBY.*
- Design/Engineering/Permitting/Bidding requires +/-12 months = Time Prior to Move*

Recommendation 4d allows for:

- Proposing rental options to accommodate the Police Department with the support of the KFPD.*
- Negotiating on KFPD leasing, sub-leasing, for both short-term or long-term space required by KFPD and/or KPPCSD to benefit the whole community.*



KENSINGTON FIRE PROTECTION DISTRICT

DATE: April 14, 2021

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 4c - INTRODUCTION**
Public Safety Building Renovation Recommendation

SUBMITTED BY: Bill Hansell, General Manager

Goal of Recommendations 4c and 4d

A Solution for both Fire and Police Departments...

that solves seismic safety, building code requirements, standards of practice deficiencies, and future space needs in a financially responsible manner.

Recommendation 4c is based upon the following:

- A seismically vulnerable PSB is not acceptable.
- Accessibility compliance is required and has been confirmed.
- Both departments do not fit in a renovated Public Safety Building, re: January and March meetings and prior analysis. Joint occupancy is not required nor typical.
- A larger, new building option has been rejected.
- Expansion on-site is not allowed.
- **ADDITIONAL SPACE IS AVAILABLE NEARBY.**
- Design/Engineering/Permitting/Bidding requires +/-12 months = Time Prior to Move

Recommendation 4d allows for:

- Proposing rental options to accommodate the Police Department with the support of the KFPD.
- Negotiating on KFPD leasing, sub-leasing, for both short-term or long-term space required by KFPD and/or KPPCSD to benefit the whole community.



KENSINGTON FIRE PROTECTION DISTRICT

DATE: April 14, 2021

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 4c**
Public Safety Building Renovation Recommendation

SUBMITTED BY: Bill Hansell, General Manager

Recommended Action

Direct the General Manager to proceed with the development of a renovation strategy for the Public Safety Building to meet the current and future needs of the KFPD staff and services per concept diagrams presented in November 2019 for full Fire Department occupancy, re: attached documents. The approval will include directing the General Manager to obtain consultant proposals, as needed, for project design, engineering, cost estimating, scheduling, etc. in order to propose future budget amendments to fund and proceed with the full scope of work.

Background

In its January 13th, 2021 regular meeting and March 25th, 2021 special joint meeting, the KFPD Board of Directors received comprehensive information from staff on the background, existing conditions, professional analyses, proposed options, and challenges/benefits associated with the renovation or replacement of the Public Safety Building. As noted in these meetings, concerns about seismic resistance, accessibility, and space needs date back to the 1990's and, despite partial building renovations over the years, these problems remain to be addressed.

In the January 20th, 2021 special meeting on "GM Goals & Objectives" it was determined that "significant progress on the building" should be achieved by the end of 2021. Since the beginning of 2016, KFPD has spent approximately \$325,000 on consultants plus staff time in an effort to thoroughly review options. Some of those alternatives were found to be restricted by State law, such as on-site expansion due to the Alquist-Priolo Act, while others, such as new building sites, were rejected due to community concerns, or found unacceptable due to emergency response times for non-centralized locations. Attempts in 2020 to creatively accommodate the needs of both the Fire Department and the Police Department within a renovated but constrained existing building failed to provide viable options (see letters from both Chiefs in the January 13th, 2021 joint report.) On top of that, expending significant capital costs for little to no operations improvement does not make sense.

Therefore, understanding that the Fire Department requires a centralized location along with adequate current and future space needs to properly keep its residents safe, while also being aware that there are nearby viable alternative locations for the Police Department to occupy, Management recommends that the Board of Directors approve proceeding with the Fire Department occupancy plan that was conceptually shown in November 2019 (see attached excerpts from the 11/16/2019 public meeting.) Approval will mean authorizing the GM to proceed with the next steps required to subsequently propose consultants, schedules, and

financing to the Board for approval.

Fiscal Impact

The current fiscal year budget has two approved line items related to the Public Safety Building. Line item "*Needs Assessment/Feasibility Study*" for \$30,000 has already been expended. Line item "*PSB Consultant*" still has an unused allowance of \$30,000. If approved, the recommendation to proceed with the next steps described above can be facilitated with the unused allowance, thereby maintaining the existing budget. Recommendations for the FY2021-2022 budget will consider the proposals that are acquired and presented to the Board for approval at that time.

02/09/2022

Attachment I

Letter on Space Requirement with
PSB Construction Documents Net Area Calcs:

“Fire Dept Space Needs:

Optimal (Net Use + Circulation, Mech) = +/-8,000sf

Reduced (Net Use + Circulation, Mech) = +/-6,500sf

Note: Even with Fire Dept-Only occupancy, the Gross Building Area at 6,133sf is 367sf smaller than the "Reduced" recommendation and 1,867sf smaller than the "Optimal" recommendation.”



Board of Directors
Larry Nagel (President)
Kevin Padian (Vice President)
Don Dommer
Janice Kosel
Julie Stein

February 9, 2022

Lin Due
Kensington Outlook

Dear Lin,

I am responding to the question you asked by email: *“Is there a reason why the code OKs a large meeting room and five offices but cannot hold the police? If it is true that codes and regulations forbid the police from occupying the building that should be the end of it. Can Bill illuminate this issue?”*

My general response as to why the renovated PSB cannot fit both the Fire and Police personnel is to refer to many past presentations on that issue which articulated both the impact of the seismic renovation and other code triggers, as well as inadequacies for both departments identified as long ago as 1997 when the Chiefs’ Needs Assessment was presented. More recently, there were presentations starting in 2015 that referenced the issue, culminating in the [09/11/2019 KFPD board meeting](#) and [11/16/2019 Community Forum](#) that showed space-use diagrams and professional standards for both Fire and Police. The latter presentation included a slide that distilled it all: *“A ten pound problem in a five pound bag.”* After architectural studies in 2020 failed to reveal a different conclusion, the GMs and Chiefs presented info to both boards from January thru March 2021 that backed up that realization. This included the 03/11/2021 presentation by the KPPCSD GM and Police Chief with details on their space needs, which ranged from a minimum of +/-2,600sf to an optimal +/-4,000sf. The space needs of the Fire Department had been previously identified as a minimum of +/-6,500sf to an optimal of +/-8,000sf. That is a combined total range of 9,000sf to 12,000sf, so even with further efficiencies it is nowhere near the existing 6,133sf gross building area.

All of the background documents substantiating this are available on our website at:
<https://www.kensingtonfire.org/public-safety-building>.

We also addressed the topic comprehensively in our FAQ, which I have attached, but can also be found at: https://www.kensingtonfire.org/files/22955f827/20211110_07b+PSB+Report+Fact+Sheet.pdf

In an attempt to further explain the issue, I have highlighted and noted the most recent *“PSB Construction Document Net Area Calcs”* list, attached. This shows the existing and new areas side-by-side. It notes all of the new areas that are affected by the current building code requirements, which we have no control over. To further assist in understanding the limitations, I have included current space diagrams (existing and new) with references back to the Area Calc list. I have also highlighted items such as the meeting room, which is changing from +/-17’x16’ to +/-15’x26’ and is by no means excessively large. It is also not the source of the occupancy problem, as you can see by the scale of the problem.

In brief, after all the code requirements are addressed, there is only 887sf net on the ground floor (indicated in purple on sheet A202), which could be considered in lieu of what the Police Depts current uses, which is 1,398sf net. Even if that were occupied by the Police Dept, the Fire Dept would then have to lease a similar amount of space elsewhere, which would come at additional rental cost and inefficiency by separating admin and records from the rest of the fire staff.

Therefore, the current plans show that the problem has not changed since it was identified years ago. Even with full occupancy of the building with a gross area of 6,133sf, the Fire Department is still 367sf smaller than the "Reduced Area" recommendation, and 1,867sf smaller than the Optimal size. Per the KPPCSD's own studies, the 887sf net remaining area I referred to above is 511sf short (63%) of what the Police currently use, and 1,713sf short of their stated absolute minimum of 2,600sf.

I hope this helps clarify the space challenges of the building renovation to date, and why the options have been extremely limited. Please let me know if you have any further questions.

Sincerely,

A handwritten signature in black ink that reads "Bill Hansell". The signature is written in a cursive, flowing style.

Bill Hansell
General Manager



Kensington Fire Protection District

Public Safety Building Construction Documents Net Area Calcs

EXISTING ROOM	EXISTING (Net SF)
First Floor	
Garage (3 Bay)	1467
Entry	46
Hall/Files/Print	234 (Police)
Staff	56
-	
-	
Hall 2	98 (Police)
Office 1	116 (Police)
Office 2	89 (Police)
Office 3	73 (Police)
Office 4	73 (Police)
Office 5	96 (Police)
Meeting	274 (1/2 Police)
Restroom	66
Storage	46
Compressor	20
Apparatus Closet	6
Police 1st FI Net = 972sf	2760

Second Floor	
Radio	62
-	
IT/Elec/Gym	188
Office 1	67
Office 2	89
Office 3	212 (Police)
Office 4	99 (Police)
Kitchen/Dining	403
Dayroom	302
Hall 1	77
-	
Hall 2	113
Dorm 1	102
Dorm 2	175
Dorm 3	217
Bath 1	65
Bath 2	49

PROPOSED ROOM	PROPOSED (Net SF)
First Floor	
101 Apparatus Bay (3 Bay)	1450
105 Lobby	118 (Re: Code)
106 Hall 1	89 (Re: Code)
107 Staff (Security receipt for lobby)	167
109 EMR (Elev Machine Rm)	50
110 Administration	248
- (Includes 2 desks, Servers, Printers, Secure Files, and Public Records ;	
- Currently, not accommodated in the PSB. Servers, files, & desks are in the exist mtg room)	
111 Meeting (Avg 15'x26' room)	398
112 ADA Restroom	54 (Re: Code)
113 Storage (Tables/Chairs for DOC)	74
102 Compressor	20
Net KFPD Admin & Mtg from above = 887sf	2668

Second Floor	
201 (E) Radio	62
202 (E) Storage	85
203 (E) IT/ELEC (Gym equip removed)	131 (Re: Code)
204 Office 1 (Former deck)	127 (New)
205 Captain's Office (Former deck)	127 (New)
-	
-	
206 Kitchen/Dining	550 (Re: Code)
207 Dayroom (This includes work area)	461
208 Hall 2	185 (Re: Code)
209 Exercise (Relocated from IT/Elec)	284 (Re: Code)
211 Hall 3	120 (Re: Code)
212 Dorm 1	152 (Re: Code)
213 Dorm 2	152 (Re: Code)
214 Dorm 3	152 (Re: Code)
217 Bath 1	63 (Re: Code)
216 Bath 2 (ADA)	69 (Re: Code)



Kensington Fire Protection District

EXISTING ROOM	EXISTING (Net SF)
Toilet	24
Toilet	24
Laundry	85
Locker Room	50 (Police)
Locker Room	65 (Police)
Mechanical	68
Police 2nd FI Net = 426sf	2536

Vertical Circulation	
-	
Stair Shaft	93
	93

EXISTING TOTAL AREA (Net SF)	
	5389

PROPOSED ROOM	PROPOSED (Net SF)
-	
215 Laundry	54 (Re: Code)
-	
218 Storage	36
	2810

Vertical Circulation	
Elevator Shaft	52 (Re: Code)
Stair Shaft	133 (Re: Code)
	185

PROPOSED TOTAL AREA (Net SF)	
	5663

Total Police Exist Net Area = 1,398sf

Note:

In the renovated building the equivalent available area would be 750sf, per the note to the right.

The 03/11/2021 "KPPCSD Space Needs Analysis" states that the KPPCSD requires:

- Optimal (Net Use + Circulation, Mech) = +/-4,000sf
- Reduced (Net Use + Circulation, Mech) = +/-3,000sf
- Optimal w/Cuts = +/-2,600sf

Note:

Even with the minimal "Optimal w/Cuts" option at 2,600sf, the renovated available space of 750sf would be deficient by 1,850sf

Discretionary Area Added from prior Police Use = 750sf

Note: The above is so low because code requirements use up 648sf.

New Net Area Added by Deck Enclosure = 254sf

Note: This new area can only be accessed by Fire.

Total Net Area Added For KFPD Use = 1,288sf

"Re: Code" indicates areas guided by building code requirements and/or other regulations.

Fire Dept Space Needs from 09/11/2019 KFPD board mtg & 11/16/2019 public mtg:

Optimal (Net Use + Circulation, Mech) = +/-8,000sf

Reduced (Net Use + Circulation, Mech) = +/-6,500sf

Note: Even with Fire Dept-Only occupancy, the Gross Building Area at 6,133sf is 367sf smaller than the "Reduced" recommendation and 1,867sf smaller than the "Optimal" recommendation.

STAMP

PROJECT ADDRESS
**217 ARLINGTON AVE.
 KENSINGTON, CA 94707**

PROJECT TEAM
 CLIENT: KENSINGTON FIRE PROTECTION DISTRICT
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 KENSINGTON, CA 94707
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 2 HARRIS CT STE A7
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AUDIOVISUAL: SMITH FAUSE MCDONALD INC.
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 CONTACT: PETER MCDONALD
 T: (415) 255-9140

ESTIMATOR: MICROESTIMATION INC.
 850 S. VAN NESS AVE, #26
 SAN FRANCISCO, CA 94110
 CONTACT: HENRY TOORYANI
 T: (415) 826-9626

SHEET NOTES

- DIMENSIONS ARE TAKEN FROM GRIDLINE TO FACE OF STUD. DIMENSIONS NOTED WITH CLR. ARE FROM FACE OF FINISH TO FACE OF FINISH.
- FURNITURE, FIXTURES, AND EQUIPMENT SHOWN FOR REFERENCE. SEE FF&E PLAN AND SPECIFICATIONS
- SEE RCP ON SHEET A205 AND A206
- SEE ROOF PLAN ON SHEET A208
- SEE WALL TYPES ON SHEET A901
- FOR EXTERIOR WALL ASSEMBLIES/TYPES, SEE DETAIL CALLOUTS ON EXTERIOR ELEVATIONS
- PROVIDE ADEQUATE BLOCKING IN WALLS FOR CABINETS AND WALL MOUNTED ACCESSORIES INCLUDING BATHROOM FIXTURES, SEE DETAIL XIA9XX
- PROVIDE FIRE BLOCKING FOR WALL CAVITIES THAT EXCEED CBC HEIGHT LIMITATIONS.
- ALL WALL FRAMING TO EXTEND TO BOTTOM OF FLOOR FRAMING OR ROOF FRAMING, U.O.N.

KEYNOTES

- 02 41 00.E4 (E) SECTIONAL DOORS TO REMAIN
- 02 41 00.E16 (E) COMPRESSOR AND CLOSET TO REMAIN. REPLACE (E) DOOR
- 03 30 00.A CONCRETE APP BAY FLOOR, SLOPE TO DRAINS. REFER TO PLUMBING DRAWINGS FOR MORE INFORMATION
- 06 41 00.A BASE CABINETS, DOORS, DRAWERS, AND ADJUSTABLE SHELVES
- 06 41 00.B UPPER CABINETS, DOORS, AND ADJUSTABLE SHELVES
- 06 41 00.C FULL HEIGHT CABINETS, LOCKABLE DOORS AND ADJUSTABLE SHELVES
- 06 43 00.A (N) WOOD FRAMED STAIR
- 12 36 16.A METAL COUNTERTOPS
- 14 24 00.A1 HYDRAULIC ELEVATOR
- 22 42 16.C DECON SERVICE SINK WITH INTEGRAL WORKTABLE, SEE PLUMBING DRAWINGS
- 22 45 16.A SAFETY SHOWER AND EYEWASH, SEE PLUMBING DRAWINGS

WALL LEGEND

- EXISTING WALL TO REMAIN
- EXISTING WALL TO BE DEMOLISHED
- PROPOSED WALL
- 1-HR RATED WALL
- 1/2-HR RATED WALL
- FLOOR AREA TO BE REMOVED

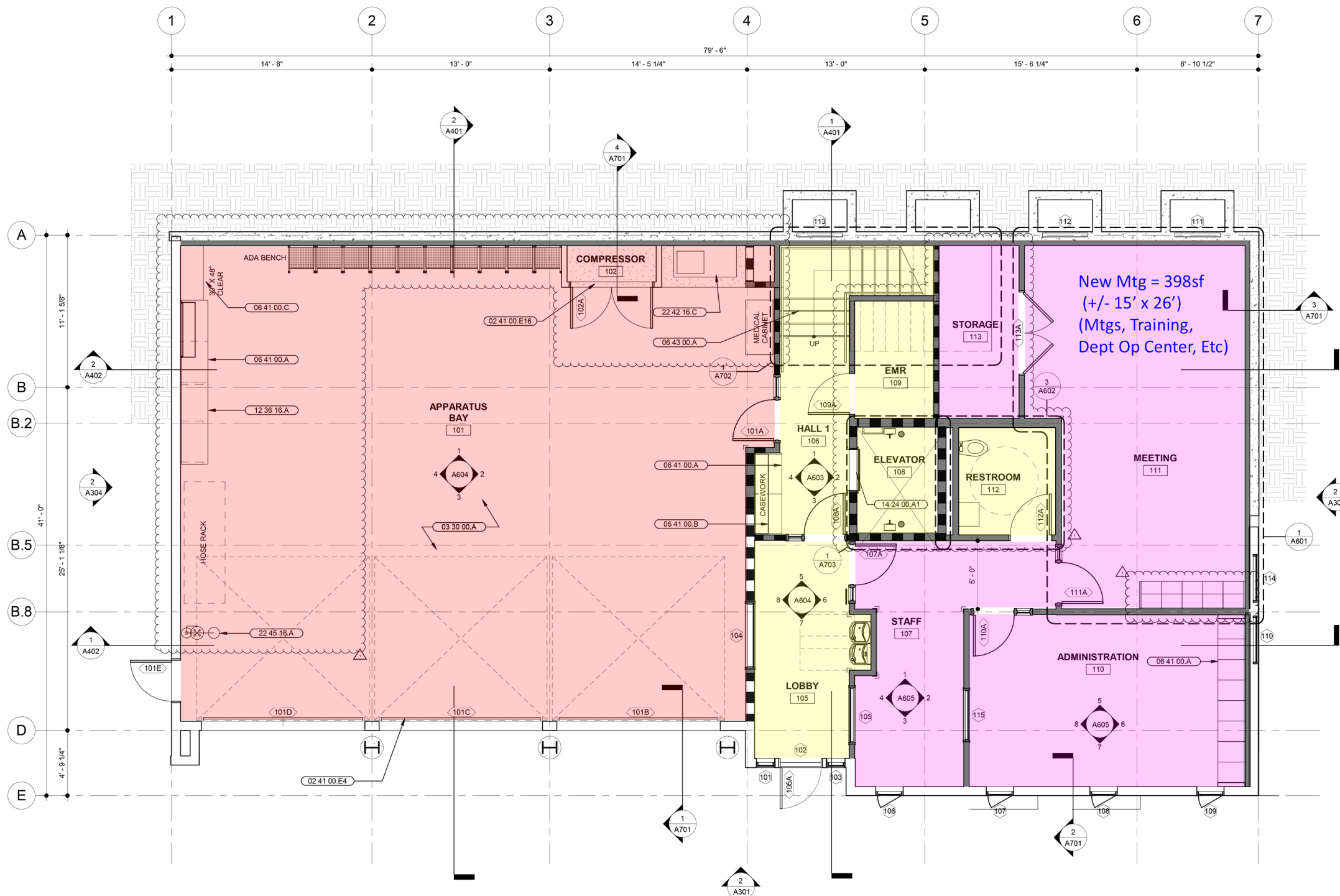
NO.	DESCRIPTION	DATE
1	PRELIMINARY SCHEMATIC PRICING SET	09/27/2021
2	PLANNING SUBMITTAL	11/01/2021
3	50% DESIGN DEVELOPMENT	11/19/2021
4	100% DESIGN DEVELOPMENT	12/17/2021
5	PLANNING SUBMITTAL R1	01/06/2022

JOB NO.
 0000 KENSINGTON FIRE PROTECTION DISTRICT
 PUBLIC SAFETY BUILDING

DESCRIPTION
 PROPOSED GROUND FLOOR PLAN



A202



New Mtg = 398sf
 (+/- 15' x 26')
 (Mtgs, Training,
 Dept Op Center, Etc)

Indicates areas guided by building code requirements and/or other regulations.

“Fire Dept Space Needs” from 09/11/2019 KFPD board mtg & 11/16/2019 public mtg:
 Optimal (Net Use + Circulation, Mech) = +/-8,000sf
 Reduced (Net Use + Circulation, Mech) = +/-6,500sf

New Fire Dept-Only occupancy as shown = 5,663sf Net

Indicates area for Fire Admin/Public Records/Computers/Etc including Meeting Rm used for training and emergency Dept Operations Center (DOC) = 887sf

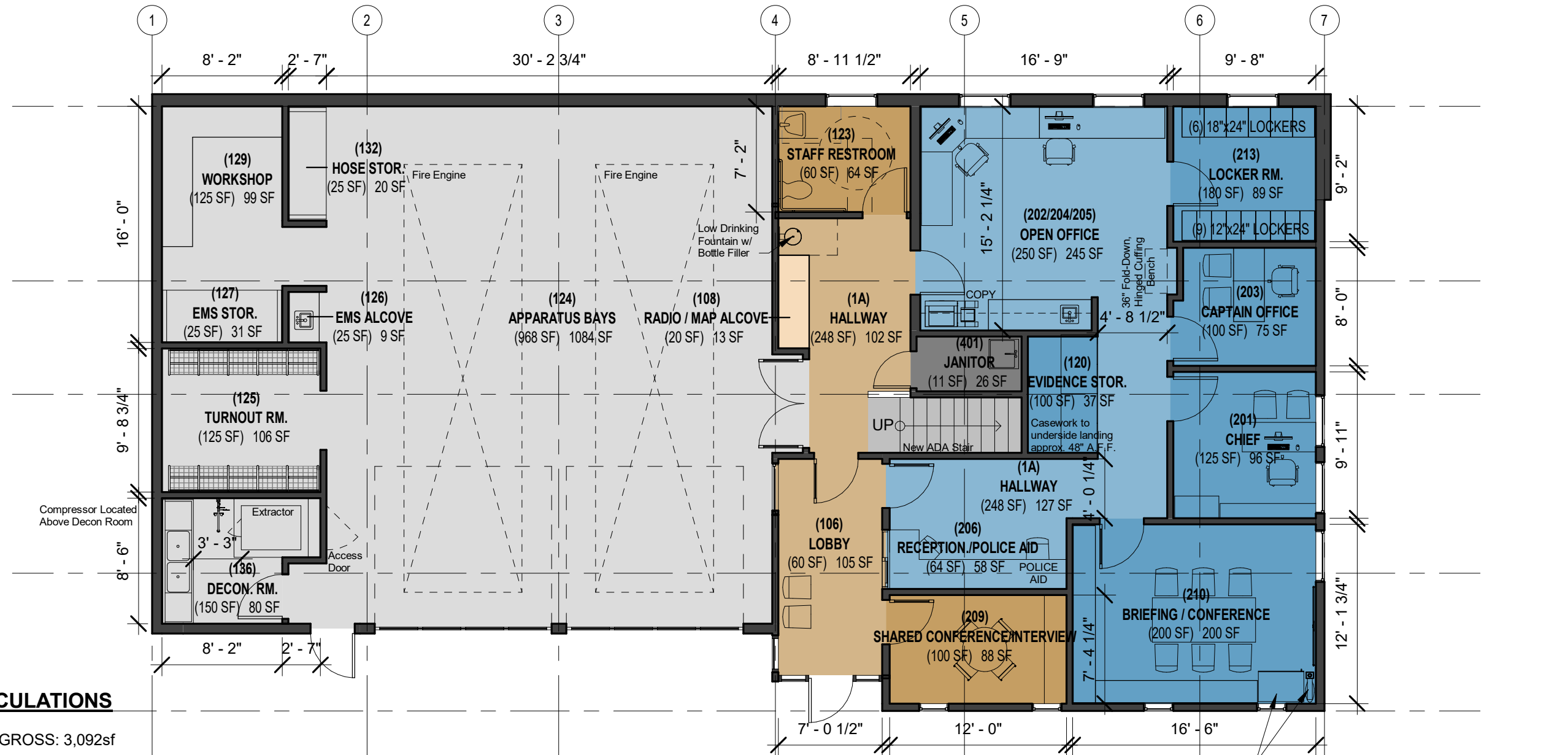
1 PROPOSED 1ST LEVEL PLAN
 SCALE: 1/4" = 1'-0"

Various Dates

Attachment J

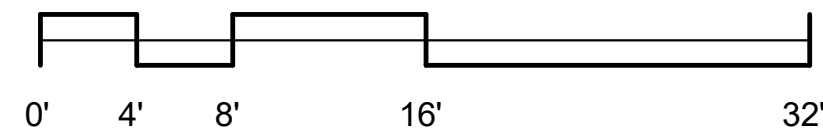
Design Studies - Options B thru G attempting to combine the
Fire and Police Departments in the Renovated PSB:

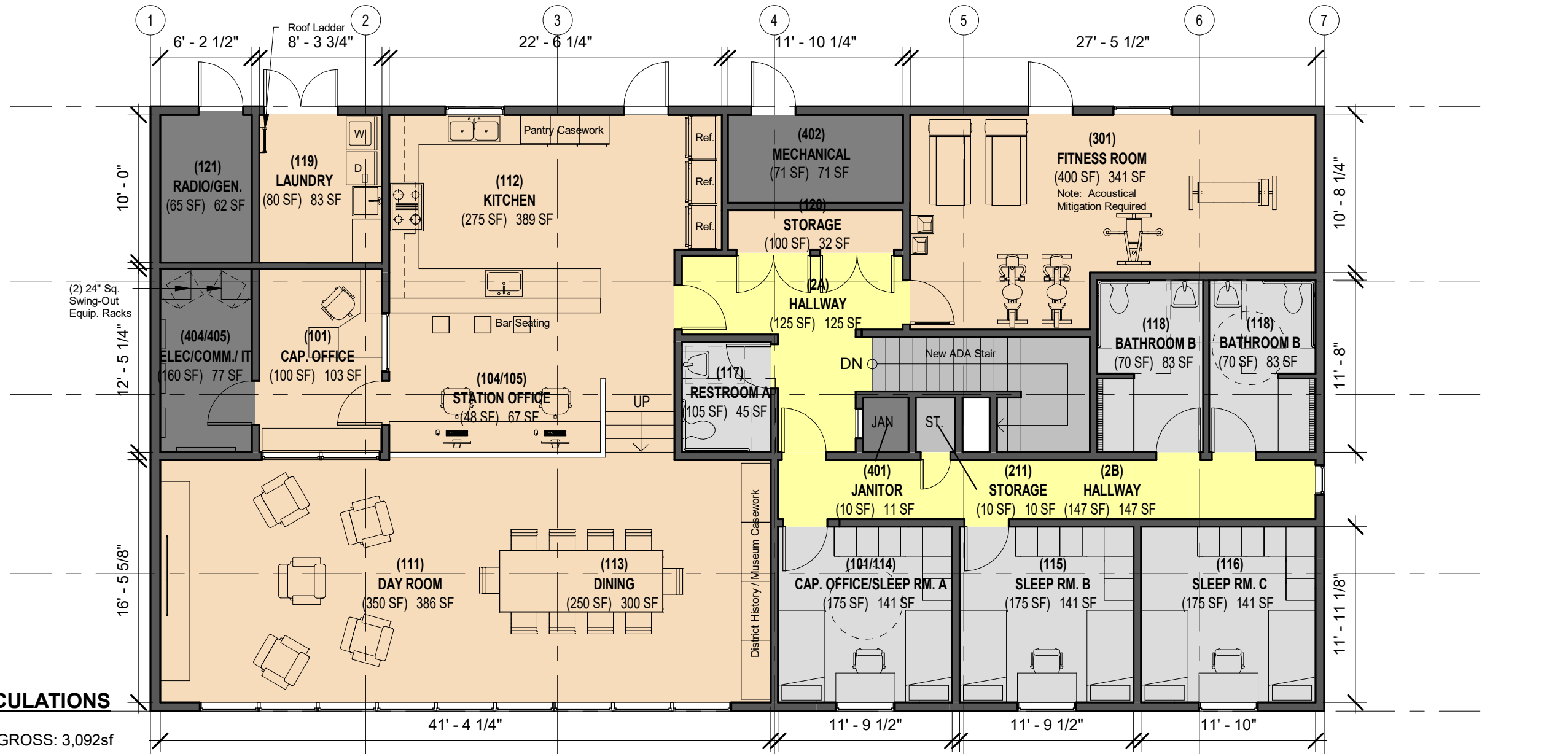
GM Note: These options were thoroughly discussed and rejected due to non-compliance with space and code needs as referenced in the above documents. Existing conditions that have existed for 50 years while service and code requirements increased does not mean that “those conditions have always worked.” It means those conditions have become more and more deficient. A major capital investment should not result in perpetuating those deficiencies, but accommodating current and future needs.



AREA CALCULATIONS

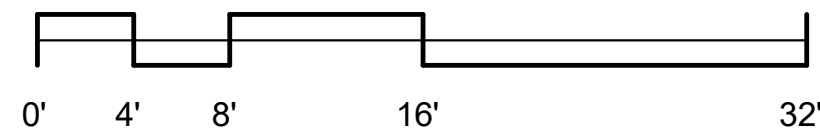
FIRST FLOOR GROSS: 3,092sf
 FIRST FLOOR F.D. NET: 1535sf
 -includes stair & two existing app bays
 FIRST FLOOR P.D. NET: 978sf
 FIRST FLOOR SHARED NET: 417sf
 -includes lobby, conference/interview, secure hallway, restroom
 SECOND FLOOR GROSS: 3,259sf
 SECOND FLOOR F.D. NET: 3,117sf

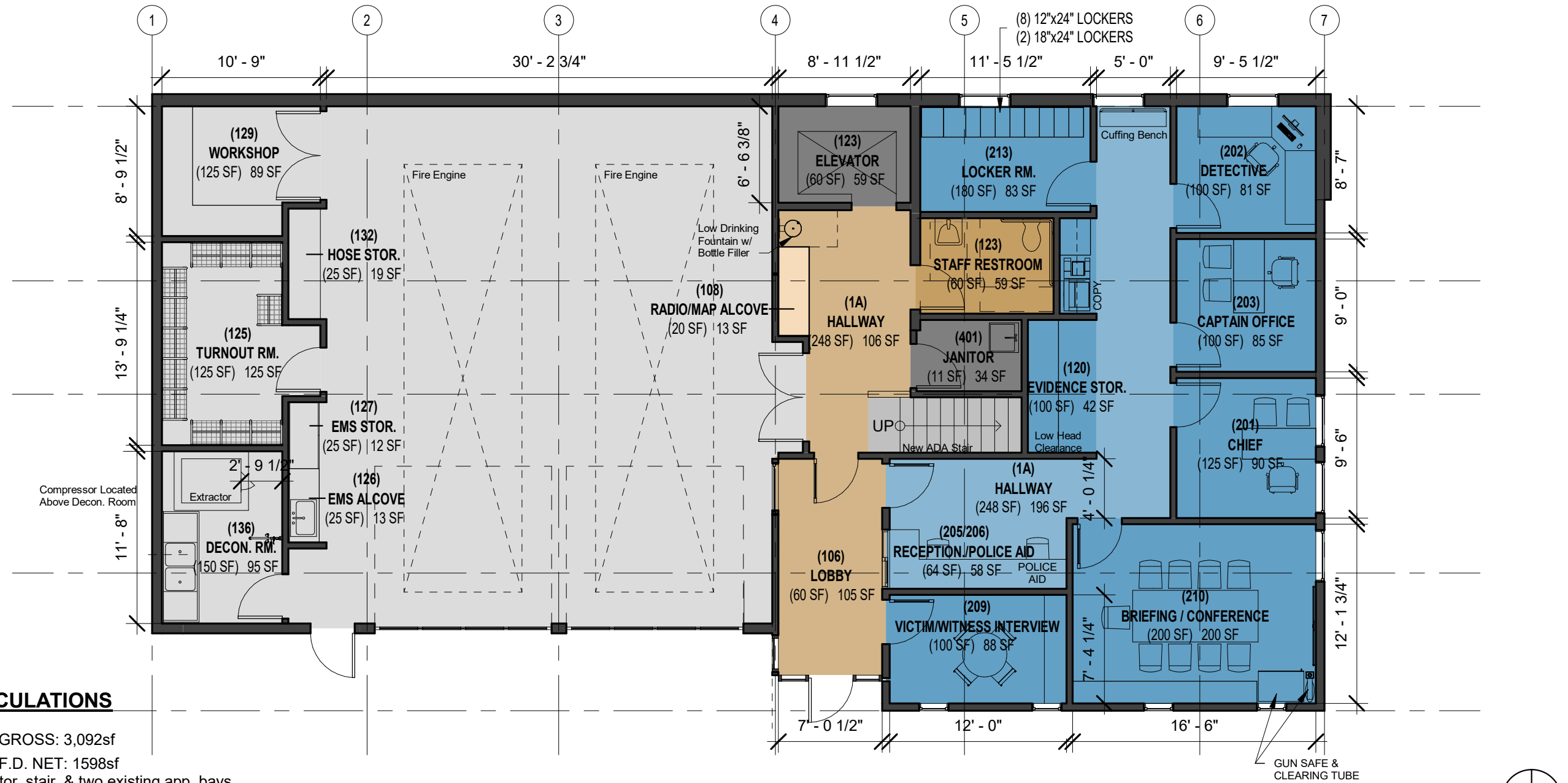




AREA CALCULATIONS

FIRST FLOOR GROSS: 3,092sf
 FIRST FLOOR F.D. NET: 1535sf
 -includes stair & two existing app bays
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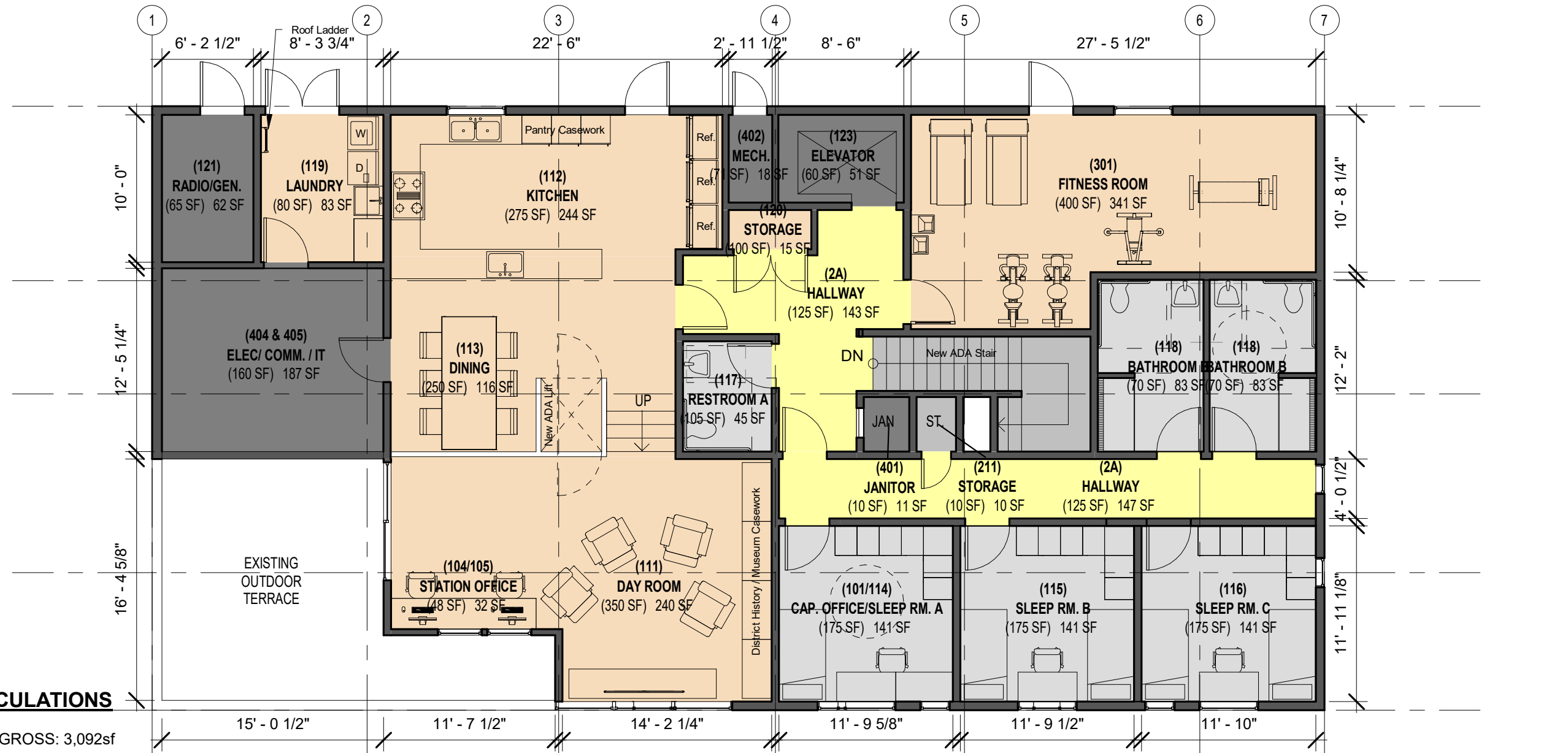




AREA CALCULATIONS

FIRST FLOOR GROSS: 3,092sf
 FIRST FLOOR F.D. NET: 1598sf
 -includes elevator, stair, & two existing app. bays
 FIRST FLOOR P.D. NET: 997sf
 FIRST FLOOR SHARED NET: 332sf
 -includes lobby, secure hallway, restroom

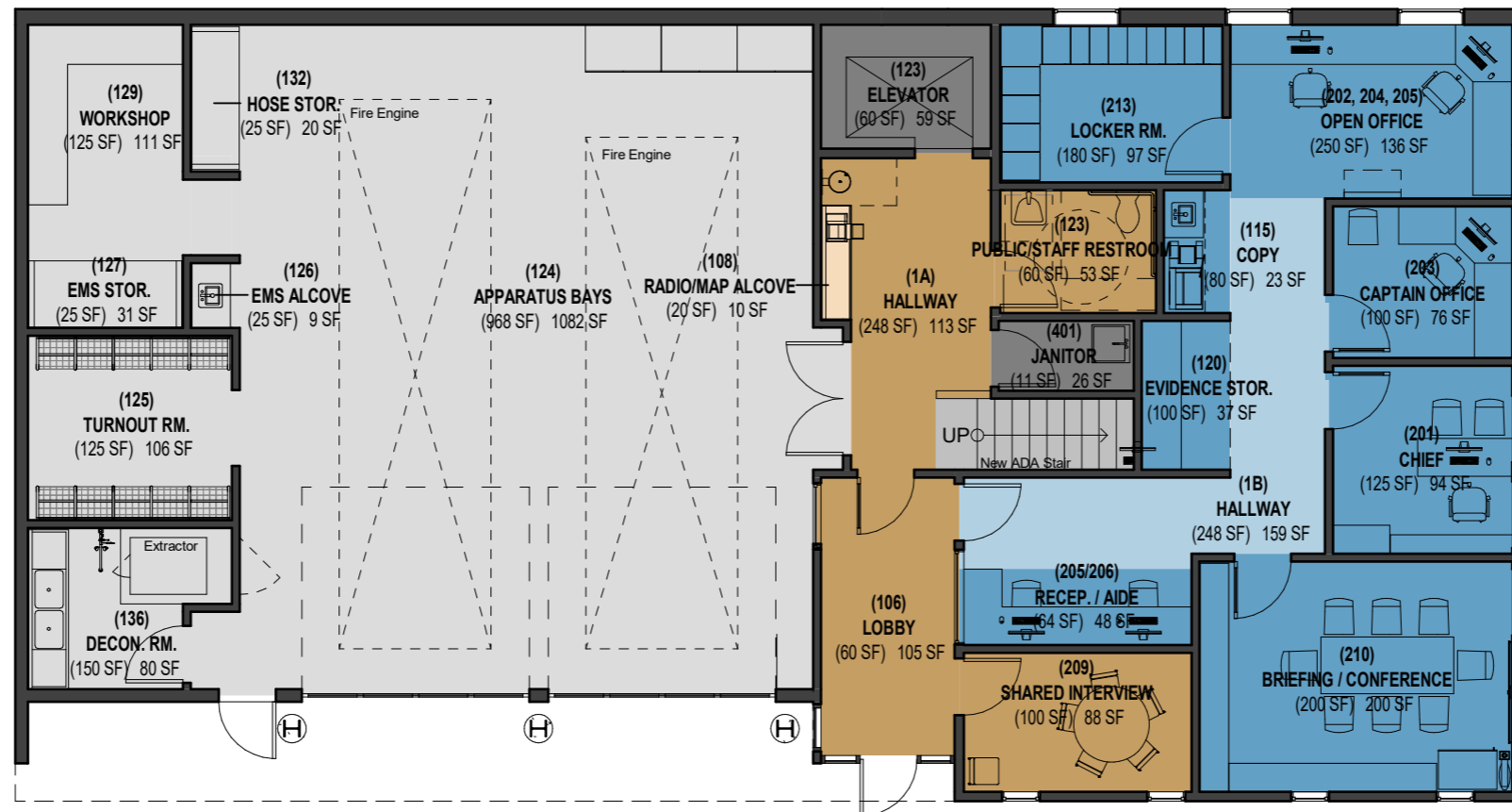
SECOND FLOOR GROSS: 2,932sf
 -excludes existing 327sf outdoor terrace
 SECOND FLOOR F.D. NET: 2,796sf



AREA CALCULATIONS

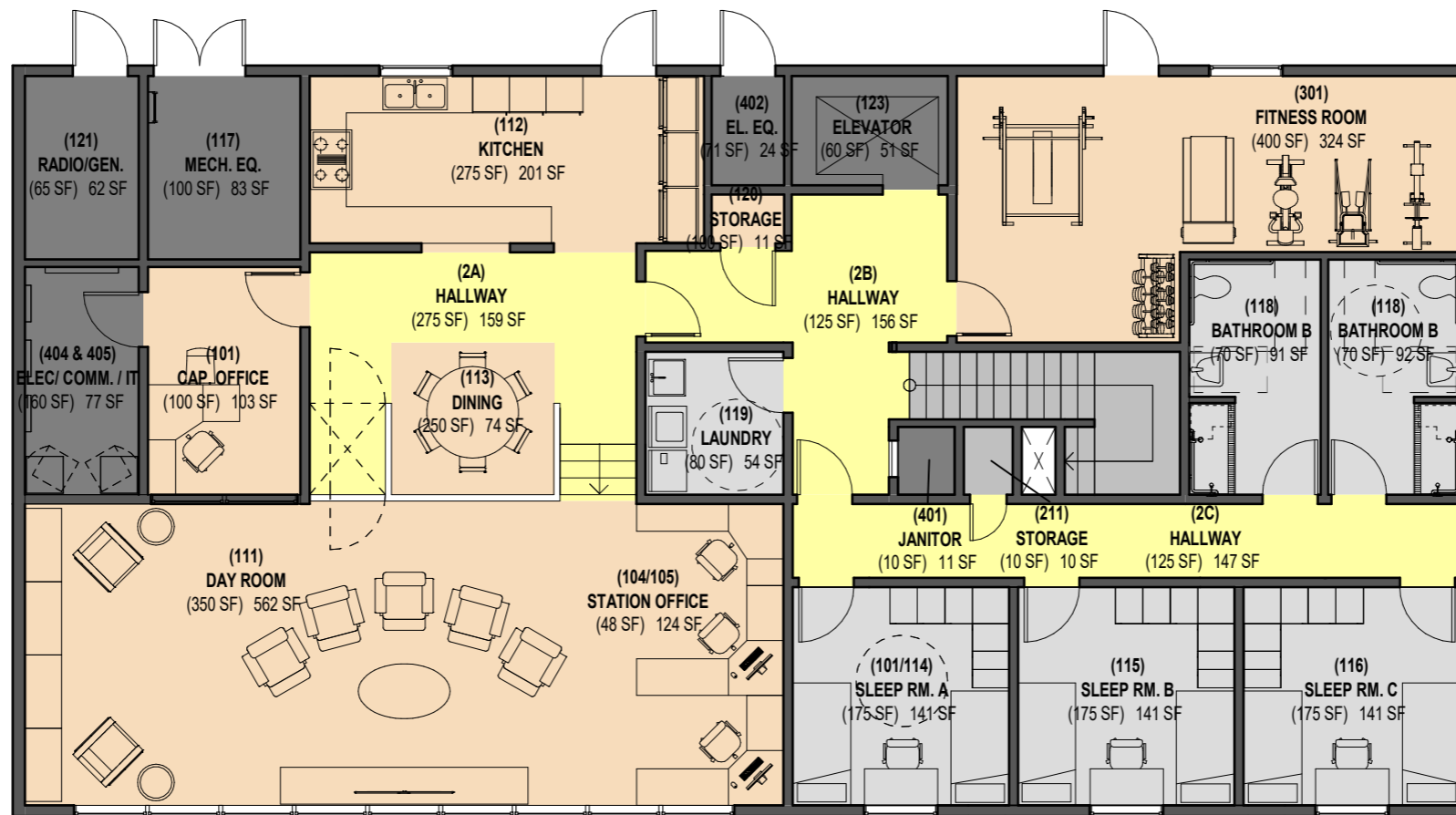
FIRST FLOOR GROSS: 3,092sf
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 -includes elevator, stair, & two existing app. bays
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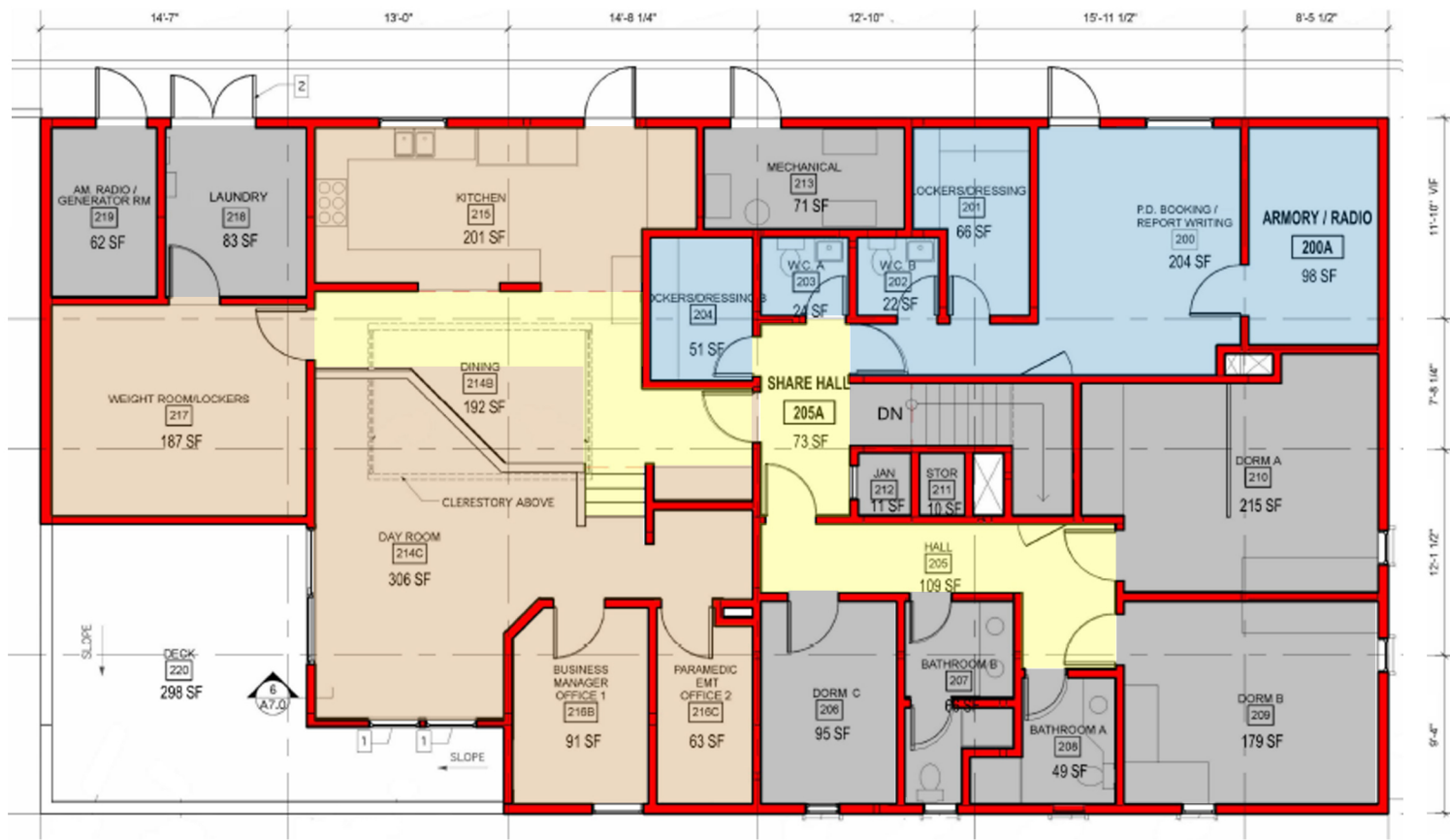
- police department
- shared
- fire department

option D: *level 01*

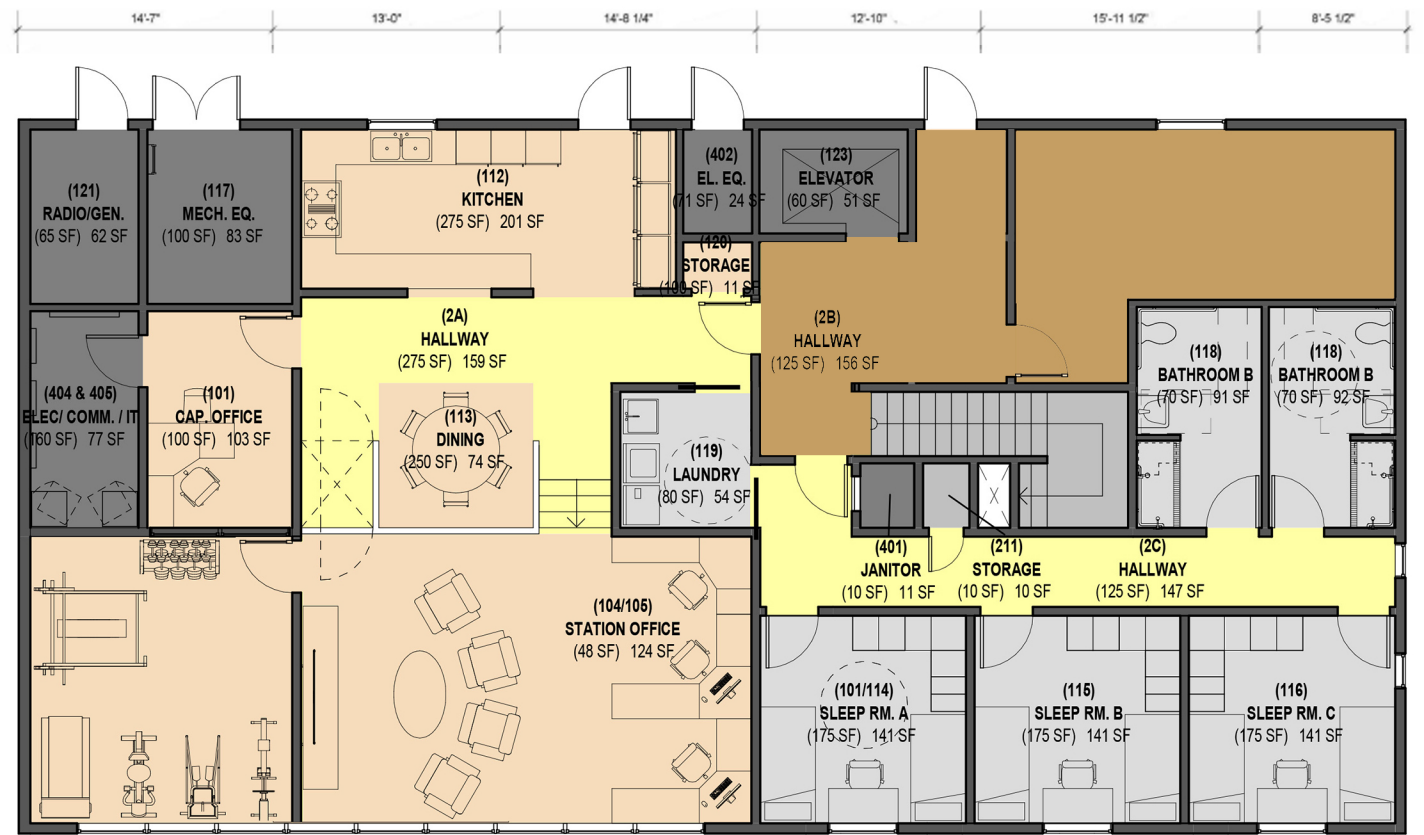


- shared fire department
- residential fire department
- circulation fire department

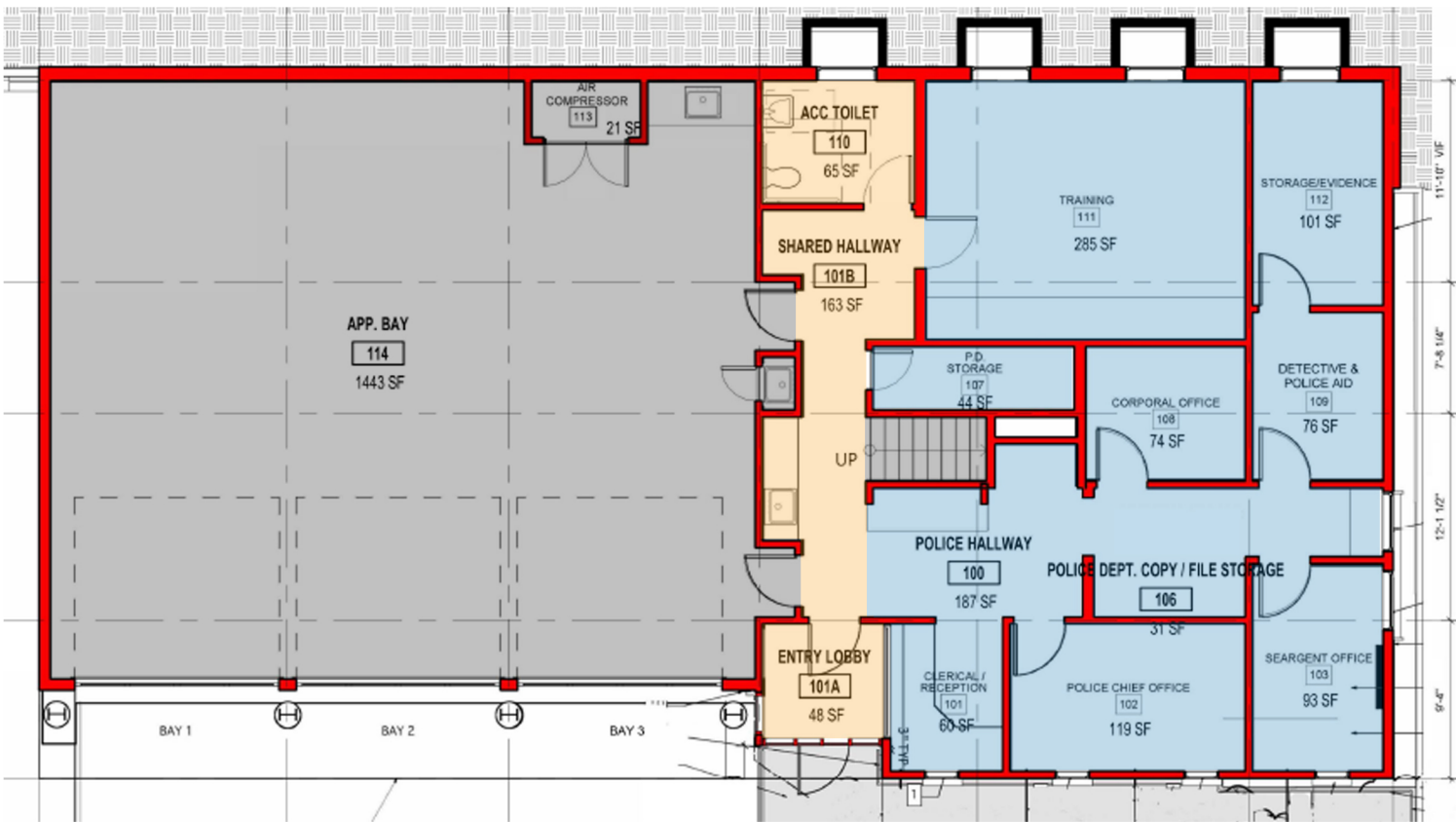
option D: *level 02*



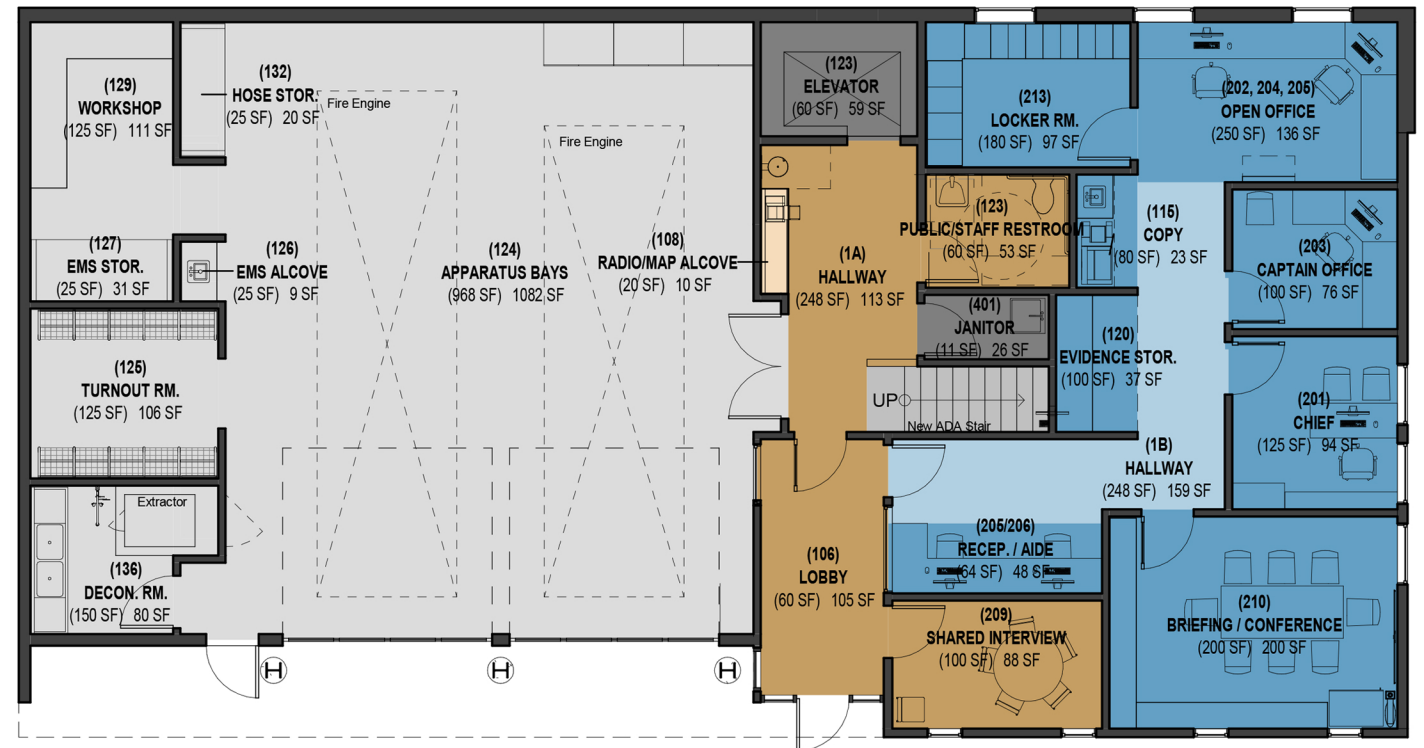
Existing: 2nd Fl Plan



Option E: 2nd Fl Plan

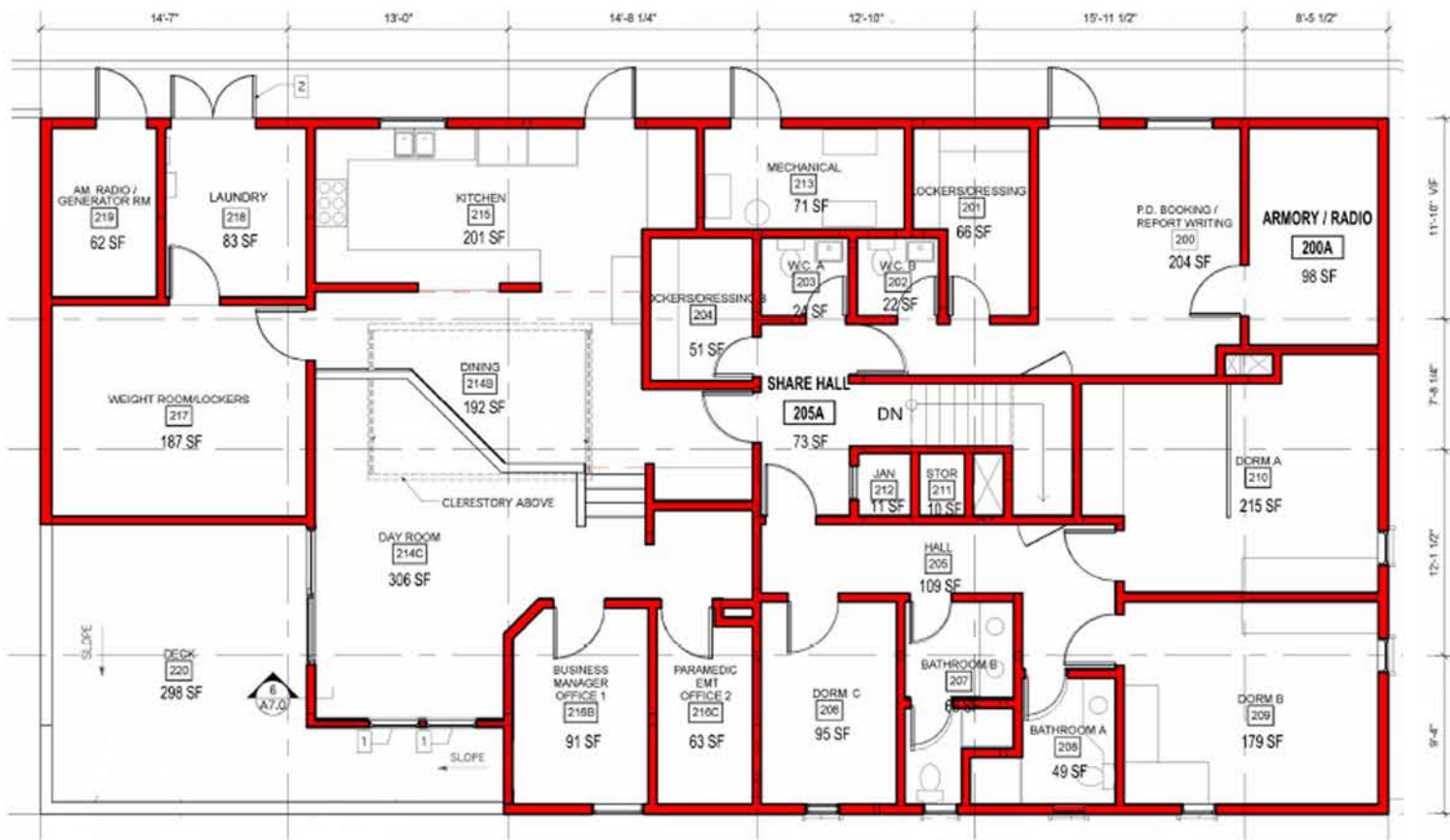


Existing: 1st Fl Plan



Option E: 1st Fl Plan

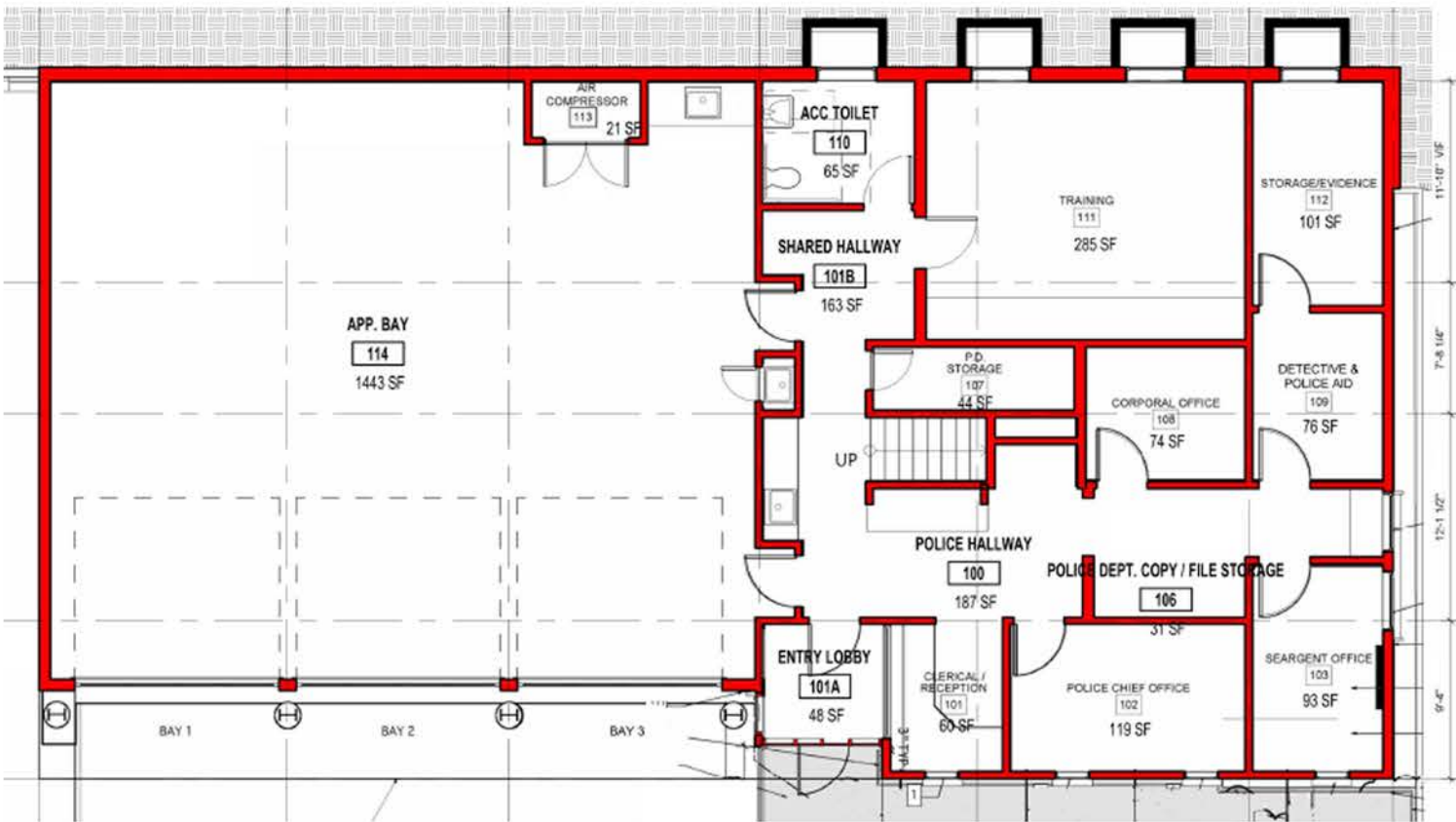




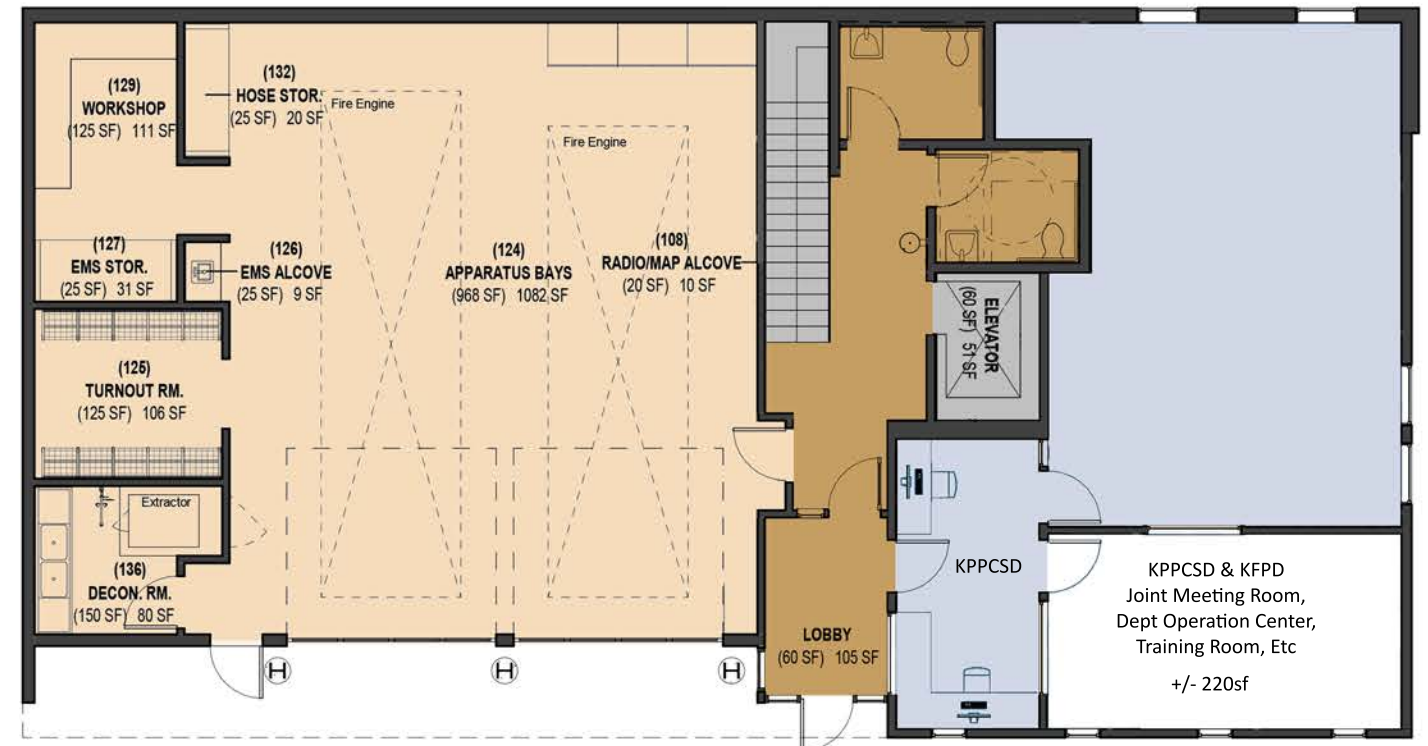
Existing: 2nd Fl Plan



Option F: 2nd Fl Plan

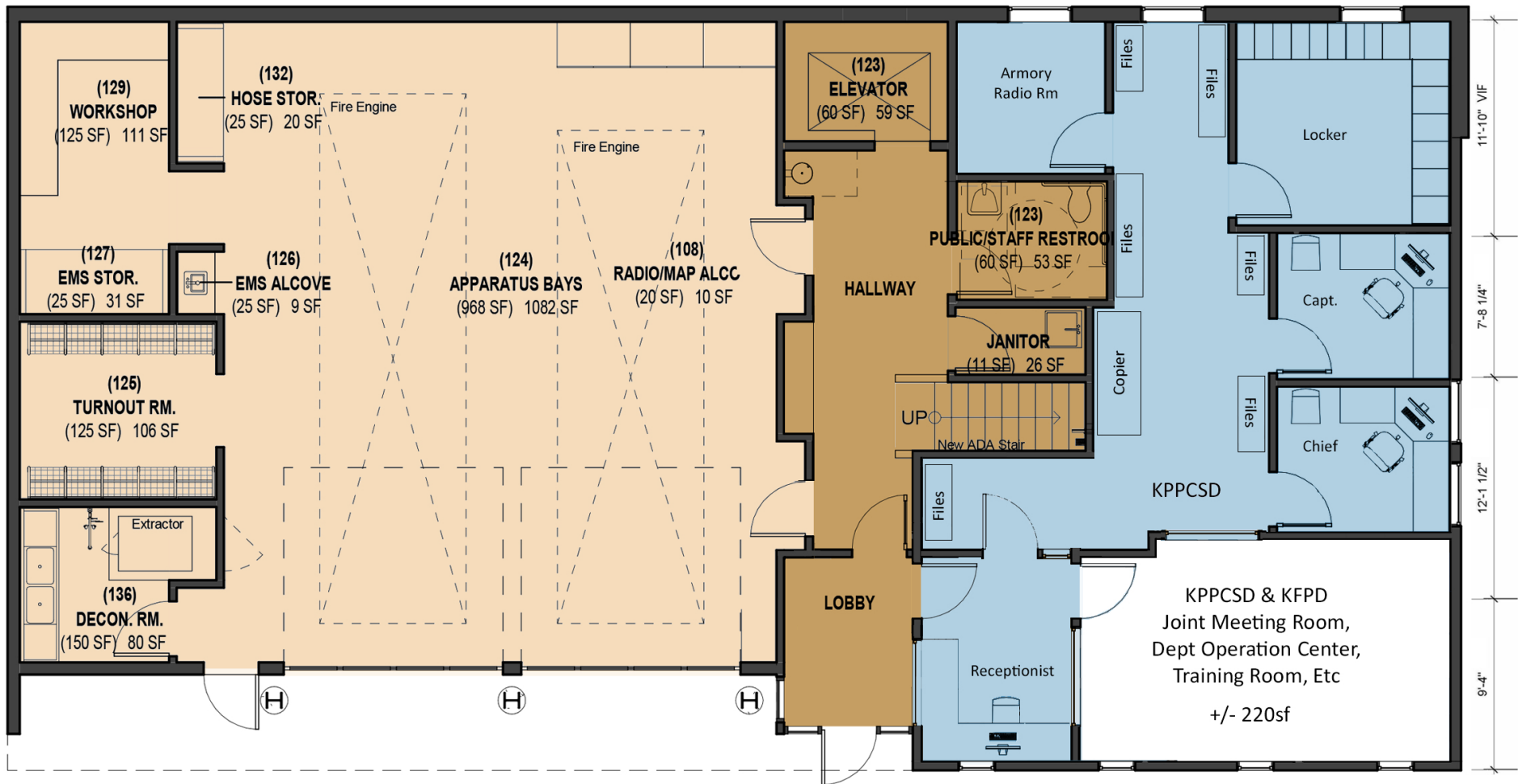


Existing: 1st Fl Plan



Option F: 1st Fl Plan

Scheme "F" Note:
 KPPCSD Area Calcs
 1st Fl = +/- 680 sf gross
 2nd Fl = +/- 450 sf gross
 Total = +/- 1,130 sf gross*
 *Not incl. Joint Mtg Room



- KPPCSD
- KFPD
- Circulation/Bldg Mech

Option G: 1st Floor

**NOTE: See Joint Manager's Memo of 01/13/2021
For Unresolved Issues With This Option.**

- Note:
- KPPCSD Area Calcs
- 1st Fl = +/- 650 sf gross*
- 2nd Fl = +/- 378 sf gross
- Total = +/- 1,025 sf gross**
- * May require 2nd restrm.
- **Not incl. Joint Mtg Room

The 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 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
6. Plumbing fixture requirements have not been verified and an additional restroom may be required.



Option G: 2nd Floor

- KPPCSD
- KFPD
- Circulation/Bldg Mech

**NOTE: See Joint Manager's Memo of 01/13/2021
For Unresolved Issues With This Option.**

- Note:
- KPPCSD Area Calcs
- 1st Fl = +/- 650 sf gross*
- 2nd Fl = +/- 378 sf gross
- Total = +/- 1,025 sf gross**
- * May require 2nd restrm.
- **Not incl. Joint Mtg Room