



**TO:** Board of Directors  
Kensington Fire Protection District

**DATE:** June 26, 2020

**RE:** **AUTHORIZE INTERIM GENERAL MANAGER TO PAY TOTAL COSTS ASSOCIATED WITH COUNTY EVALUATION OF PUBLIC SAFETY BUILDING RENOVATION AND INVOICE KPPCSD FOR FIFTY PERCENT (50%) IF NEEDED TO CONTINUE PROJECT**

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

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**Recommended Action**

Staff recommends that the Board of Directors authorize the Interim General Manager to pay the total costs associated with the County evaluation of the Public Safety Renovation Option B and invoice KPPCSD for fifty percent (50%) if needed to continue the project.

**Background**

At the Special Meeting of the Board of Directors held on June 3, 2020, the Board authorized the Interim General Manager to seek County evaluation of the Public Safety Building Renovation Option B. KFPD is working with RossDrulisCusenbery Architecture on this effort in coordination with KPPCSD.

At the June 10, 2020 Regular Meeting of the Board of Directors, the Board authorized the Interim General Manager to devise cost-sharing arrangements with KPPCSD for the potential renovation and report back to the Board. KFPD has established an agreement with RDC via Extra Service Request (ESR007) approved by the Board of Directors on May 27, 2020 and understands KPPCSD may establish a similar agreement which is anticipated for approval at their July Board of Directors Meeting.

RDC stated that the timing of that approval will not hinder continuation of this effort and will not prevent RDC from providing a fifty percent (50%) cost-share billing to each District. However, recognizing that time is of the essence it would be beneficial to authorize the KFPD Interim General Manager to pay the total costs of this effort and invoice KPPCSD for fifty percent (50%) of those costs. Although not expected, any unforeseen delay in the KPPCSD agreement with RDC could present a project schedule shift. This authorization would not be utilized if the KPPCSD agreement with RDC is in place as anticipated.

**Fiscal Impact**

RDC is in the process of developing an operating agreement containing the total estimated cost of the County evaluation which could range from \$20,000 to \$30,000 for all preparation of documents/plans, performing code review, preparation and attendance at County meetings, and additional follow-up as required. The operational agreement will work in conjunction with ESR007 and serve in essence as the not-to-exceed; in the event those costs are anticipated to exceed that limit, RDC would immediately contact KFPD. The Fiscal Year 2019-2020 and 2020-2021 Budgets include professional consulting services as well as capital project funds.