



# KENSINGTON

FIRE PROTECTION DISTRICT

Agenda Item 06a

**DATE:** March 19, 2025  
**TO:** Board of Directors  
**RE:** Kensington Community Center Audio Visual Options  
**SUBMITTED BY:** Mary A. Morris-Mayorga, General Manager

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## **Recommended Action**

Staff recommends that the Board consider authorizing the General Manager to proceed with audio visual recommendations for the Community Center for network infrastructure and meeting room equipment, and to make this budget adjustment for installation and equipment.

## **Background**

As reported in February, KPPCSD contracts with the City of San Pablo for information technology (IT) services and we met on February 13, 2025 in the Community Center to evaluate the audio-visual system including: internet service/provider, Wi-Fi, equipment, meeting configurations, and learn about the issues that the districts are encountering.

The IT team completed further investigation into internet service options (Comcast, AT&T, Sonic) and equipment, then provided a recommended plan. They recommended improving the network infrastructure at an estimated cost of \$3,490 to ensure strong, consistent Wi-Fi connectivity. In addition, they recommended a mobile audio-visual cart with equipment for the small meeting rooms with an estimated cost of \$2,150. The total estimated cost is \$5,640; however, the cabling estimate will not be available until after March 18<sup>th</sup>.

They did not recommend changing the internet service yet since the network infrastructure improvements should resolve the connectivity issues; however, once those improvements are completed, we can re-evaluate to ensure the problems have been resolved.

## **Fiscal Impact**

The fiscal impact is estimated to be \$5,640 plus cabling cost based on the attached recommendation.

## **Attachment**

Memo from Raymond Mar, Kensington Community Center Technology Setup



## MEMORANDUM

**TO:** David Aranda, Interim General Manager  
 Mary Morris-Mayorga, General Manager

**FROM:** Raymond Mar, IT Manager

**DATE:** March 13, 2025

**SUBJECT:** Kensington Community Center Technology Setup

This memo is to provide an analysis and recommendations to address the technical issues being experienced at the Kensington Community Center (KCC). A number of issues were reported, including poor internet connectivity, streaming quality of board meetings, technical difficulties in using the two small conference rooms, and the need for assistive listening systems. City of San Pablo staff performed a walkthrough of the KCC and have the following recommendations.

### Network Infrastructure

The KCC has a lack of network infrastructure. The equipment is old, insufficient to cover the physical space, and likely misconfigured which is causing a lot of the reported issues. It is recommended that the upgrade and expansion of the network infrastructure with a wireless access point in each room will ensure strong and consistent Wi-Fi performance throughout the building.

	Qty	Cost	Total
Ubiquiti Cloud Gateway	1	\$ 160	\$ 160
Ubiquiti 24-port Switch	1	\$ 900	\$ 900
Ubiquiti Wi-Fi 7 AP's	3	\$ 210	\$ 630
Labor	12	\$ 150	\$ 1,800
<b>Total</b>			<b>\$ 3,490</b>

Cabling is another component of the network infrastructure. A walkthrough is scheduled with a cabling vendor for March 18<sup>th</sup> with budgetary quotes to follow after.

**ISP Services**

Currently the KCC utilizes Comcast Small Business Internet service. The speeds are 150Mb download and 30Mb upload with a monthly cost of \$118. The speeds are sufficient for general use. The upload speed is an important factor for ensuring the streaming quality board meetings. 30Mb is sufficient in a vacuum, but may be insufficient when there is a large number of concurrent users, such as in a well attended board meeting. A quote for Comcast enterprise circuit was requested and came back with a cost of \$750/month for speeds of 200MBb down and up with a one-time installation fee of \$199.

Given the large price difference between the small business and enterprise class service, it is recommended that Kensington not make any changes for now maintain its existing level of service. With investment and reconfiguration of the network infrastructure, board meeting streaming traffic can be prioritized on the network. Updated network infrastructure will also provide a more consistent end user experience throughout the building. This item can be revisited if there continues to be performance issues after the network infrastructure upgrades.

**A/V for Board Meetings**

This is pending a walkthrough on March 18<sup>th</sup>. Recommendations for this will come at a later time.

**A/V for Small Conference Rooms**

There is a need for A/V setups to facilitate meetings in the two small conference rooms. A mobile A/V cart outfitted with a LCD TV and an all-in-one conferencing setup (camera, speakerphone) will allow users to seamlessly connect their laptops to the A/V cart screenshare and present and participate in Zoom/Teams meetings. A mobile A/V cart will also allow flexibility to move and use it in different spaces. Below is an estimate for one mobile A/V cart.

	Qty	Cost	Total
65 inch LCD TV	1	\$ 500	\$ 500
Mobile TV cart	1	\$ 500	\$ 500
Fanvil CA400 AIO Conference	1	\$ 400	\$ 400
Labor	5	\$ 150	\$ 750
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Total			\$ 2,150

**Assistive Hearing Systems**

It was reported that there is a need for assistive hearing devices. Assistive technology is not an area of expertise for City of San Pablo IT, however we recommend looking at and evaluating portable microphone systems that can pair with users’ hearing aids. An example of this is the

Phonak Roger Table Mic that utilizes wireless remote mics that can then send the audio to a user's hearing aids. More information can be found on their website.

(<https://www.phonak.com/en-us/hearing-devices/microphones/roger-table-mic>)