



Date: March 10, 2022  
To: Board of Directors  
From: Rick Benson, Interim General Manager  
Subject: Temporary Relocation of District Offices

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**Recommendation:**

It is recommended that your Board approve entering into negotiations with the City of El Cerrito to lease property for the temporary relocation of the District and Police Department offices and appoint Richard J. Benson, Interim General Manager, as real estate negotiator for the property located at 10900 San Pablo Ave., El Cerrito, California.

**Justification for Recommendation**

This property may be available for the District's use. In order to pursue this space as a possible temporary location it is necessary to name a negotiator.

**Background:**

One of the most pressing issues facing the KPPCSD is the need to identify a new location to house District and Police Department offices. This became necessary when the Kensington Fire Department made the decision to upgrade the Public Safety Building on Arlington Avenue and determined that they could no longer accommodate the CSD and the police staff. The Fire Department intends to begin their renovations in late summer or early fall of this year.

**Discussion and Analysis:**

While KPPCSD has been diligently searching for a new home it is unlikely that a permanent facility will be identified and ready for occupancy within the timeline required to allow the Fire Department to begin their renovations. District staff was recently notified that the City of El Cerrito has two modular buildings located on their property that are currently not being used. Furthermore, city staff has indicated a willingness to discuss making one or both of these buildings available for KPPCSD use.

City staff was kind enough to give Chief Gancasz and myself a tour of the facility. We are both in agreement that this location is well suited for the district to use on a temporary basis.

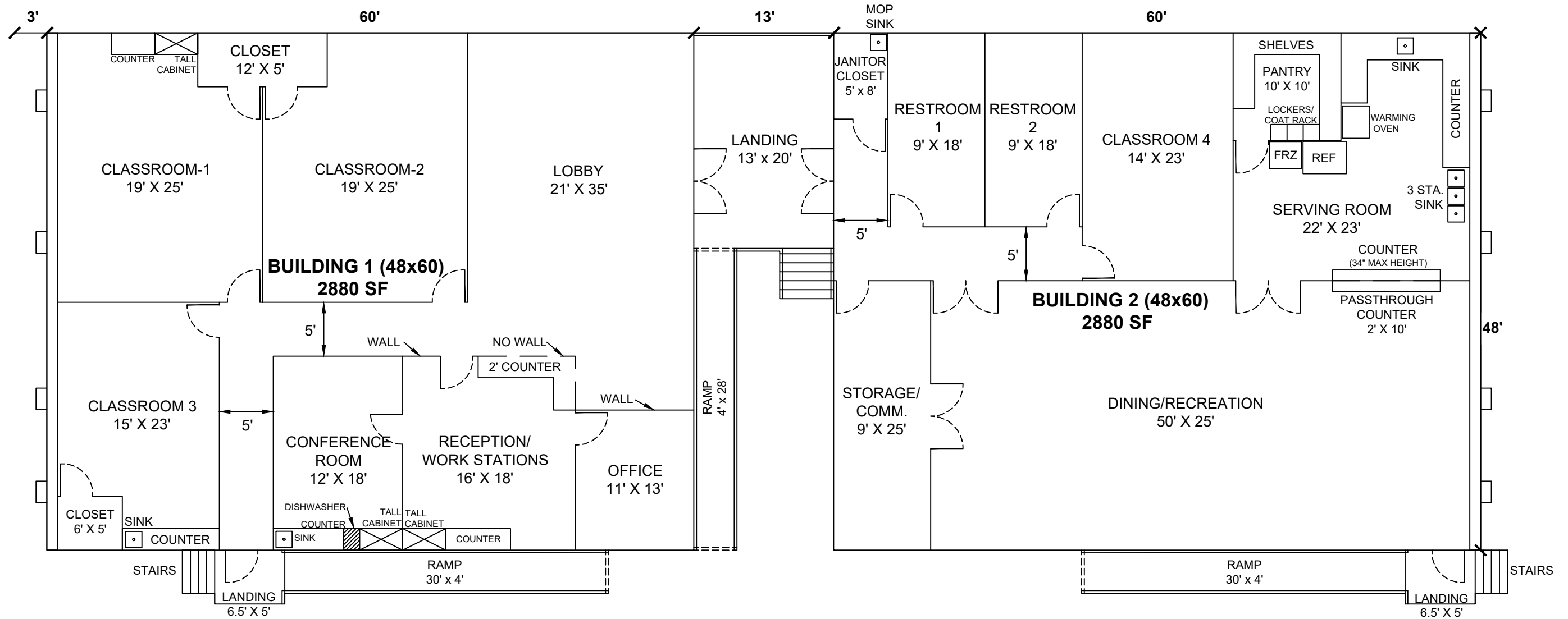
The property is located adjacent to El Cerrito Fire Station #71 at 10900 San Pablo Avenue. Each building has approximately 3000 ft.<sup>2</sup> of space. This exceeds the space we have currently. Therefore, only one building would be necessary for our purposes. Each building has phone and electric service and one building has water and restroom facilities. The buildings are immediately available.

Although located outside of Kensington, Chief Gancasz is confident that utilizing the space on a temporary basis will have no impact on the department's ability to provide services to the public. At any given time most of the patrol vehicles are on the streets of Kensington. They are rarely dispatched out of the Public Safety Building. While some interaction with the public takes place at the current location. Most of the work of the District is accomplished by phone and/or email. While we believe this space could serve us well, everyone involved is anxious for us to find a permanent location within Kensington's boundaries.

Assuming the City Council is amenable it would be in KPPCSD's best interest to take advantage of this opportunity and begin the process as soon as possible.

**Financial Impact**

The cost of moving into and leasing one of these buildings on a temporary basis is not known at this time. It will be based upon the final rent negotiated. However, the cost is expected to be more than competitive with any other temporary location the District could identify.



**DUAL 48' X 60' BUILDINGS**



**PROPOSED TEMPORARY BUILDING LAYOUT**

TEMPORARY SENIOR CENTER SITE

SCALE: 1" = 10'