



Date: August 13, 2026
To: Board of Directors
From: David Aranda, Interim General Manager
Subject: Approve a Proposal to Spend Up to \$11,000 to Upgrade the IT System so that Administrative Staff Can Properly Operate in the Public Safety Building

Recommendation

Approve a proposal to spend up to \$11,000 on equipping the Public Safety Building with network infrastructure for the administrative offices.

Background

The Public Safety Building has experienced some IT issues. About one month ago, a meeting was held with the representatives from El Cerrito along with Raymond Mar, who is the police consultant for IT operations.

This agenda item supports the possibility of administrative staff eventually working from the Public Safety Building. Raymond Mar's attached proposal explains how the work would be completed and provides a brief overview of why it is needed.

Mary and I will continue to work with the City and the Fire Department regarding the complaints about internet service.

Exhibit(s)

- Kensington Police Department Fire Station Admin Offices – Project Scope & Cost Estimates

Kensington Police Department

Fire Station Admin Offices — Project Scope & Cost Estimates

Prepared: July 2026

Overview

This document outlines the scope of work and estimated costs for the network buildout of the new Kensington Police Department administrative offices at the Fire Station. The project includes installation of new network equipment in the existing equipment rack, wireless coverage via three Wi-Fi 7 access points, mapping and patching of the existing network drops, coordination of a new business-class internet circuit, and reconfiguration of client devices for the new network.

All labor is billed at \$175/hr. Hardware is estimated at list price plus sales tax. A detailed hardware bill of materials and per-task labor estimates are provided below. Recurring internet service fees are billed directly by the carrier and are not included.

Cost Summary

Category	Est. Hours	Est. Cost
Hardware & Materials (incl. 8.75% sales tax)	—	\$3,026.51
Labor (all tasks, \$175/hr)	44 hours	\$7,700.00
Project Total	44 hours	\$10,726.51

Hardware Bill of Materials

Item	List Price	Qty	Extended
UniFi U7 Pro XG Access Point (Wi-Fi 7)	\$199.00	3	\$649.24
UniFi Switch Pro Max 48 PoE	\$1,299.00	1	\$1,412.66
UniFi UPS 2U (rack mount)	\$279.00	1	\$303.41
UniFi UXG-Lite Gateway	\$89.00	1	\$96.79
Cat6 Patch Cables	\$4.00	60	\$261.00
Rack PDU	\$279.00	1	\$303.41
Hardware Subtotal (incl. tax)			\$3,026.51

Extended prices include 8.75% sales tax. List prices reflect current Ubiquiti store pricing (July 2026) and are subject to change at time of order.

Project Details

Task 1: Network Equipment Installation

Scope of Work

- Install UPS, PDU, gateway, and 48-port PoE switch in the existing equipment rack
- Mount three U7 Pro XG access points and connect to PoE switch ports
- Dress and label all rack patch cabling
- Power up all equipment, verify link status, and confirm all devices are online

Assumptions

- Existing rack has sufficient open rack units and power capacity for the new equipment
- Access point locations are reachable without specialty lift equipment
- Existing network drops will be used for access point cable runs

Estimate

Hours: 8 hours

Cost: \$1,400 at \$175/hr

Task 2: Drop Mapping & Patching

Scope of Work

- Tone and map 30–40 existing network drops to their wall locations
- Label both ends of each drop (patch panel and wall plate)
- Patch active locations to the new switch
- Produce a port map documenting drop-to-switch assignments

Assumptions

- All drops are already installed and terminated; no new cable runs are included
- Existing terminations are serviceable; re-termination is limited to isolated cases

Estimate

Hours: 16 hours

Cost: \$2,800 at \$175/hr

Notes

If a significant number of drops fail testing and require re-termination or new runs, a revised estimate will be provided before proceeding.

Task 3: Network Configuration

Scope of Work

- Adopt the gateway, switch, and access points into the existing UniFi controller
- Configure VLANs, SSIDs, and wireless security to match operational requirements
- Configure firewall and routing policy on the gateway
- Validate wireless coverage; tune channel and transmit power settings
- Document final network configuration

Assumptions

- The client's existing UniFi controller will manage the new site; no new controller deployment is included
- Standard office network design; no complex segmentation beyond typical VLANs

Estimate

Hours: 12 hours

Cost: \$2,100 at \$175/hr

Task 4: Internet Circuit Coordination

Scope of Work

- Coordinate business-class internet circuit order and installation with the carrier
- Meet the circuit installer on site as needed and confirm demarcation handoff
- Connect the circuit to the gateway; verify throughput and stability

Assumptions

- Monthly service fees and carrier installation charges are billed directly to the client and are not included
- Circuit delivery timeline is controlled by the carrier

Estimate

Hours: 3 hours

Cost: \$525 at \$175/hr

Task 5: Client Device Reconfiguration

Scope of Work

- Reconfigure workstations, printers, and peripherals for the new network
- Verify connectivity, printing, and access to shared resources
- Resolve device-level issues arising from the cutover

Assumptions

- Typical small-office device count; devices are in working order prior to cutover

Estimate

Hours: 5 hours

Cost: \$875 at \$175/hr

General Terms

- Estimates are based on the project scope described above. Significant scope changes may require a revised estimate.
- Work will be scheduled at mutually agreed-upon times to minimize disruption to operations.
- Hardware list prices reflect current vendor pricing and are subject to change at time of order. Recurring internet service fees are the responsibility of the client.
- All work will be documented and handed off upon project completion.

Acceptance

By signing below, the Client acknowledges and accepts the project scope, assumptions, and cost estimates described in this document and authorizes the Consultant to proceed with the work outlined herein at the agreed-upon rate of \$175/hr.

Client

Authorized Signature

Printed Name and Title

Date

Consultant

Authorized Signature

Printed Name and Title

Date
