



*Central Marin Police Authority*  
Staff Report

**TO:** Central Marin Police Council

**FROM:** Michael A. Norton, Chief of Police  
Hamid Khalili, Captain

**DATE:** May 14, 2020

**RE:** ADOPTION OF RESOLUTION NO. 2020/04 - THE CENTRAL MARIN POLICE  
AUTHORITY FACILITY BUDGET FOR FISCAL YEAR 2020-21

---

**ACTION REQUESTED**

That the Council hear the staff report, take comment, and adopt Resolution No. 2020-04 amending the Facility Budget for FY 2020-21.

**REFERENCE**

Refer to attached FY 2020-21 Central Marin Police Headquarters Facility Budget.

**FISCAL IMPACT**

The proposed Central Marin Police Authority Facility Budget for FY 2020-21 is \$150,000. The Building Operational and Maintenance portion of the budget is funded at a rate of \$100,000 annually. Police Council has directed additional revenues of \$50,000 annually to be applied to the Building Facility Reserve Fund to cover Improvements/Replacement. The total facility budget of \$150,000 is funded through proceeds received from the Community Facilities District No. 2008-1 Special Tax funds.

**BACKGROUND**

Projected operating costs for FY 2020-21 are \$88,525.00 for the Building Operational and Maintenance portion of the budget. These costs include:

**Significant Cost Increases**

- A \$500 increase in anticipated fuel costs to compensate for the use of the emergency generator during PSPS events.



*Central Marin Police Authority*  
Staff Report

Significant Cost Reductions

- A \$4,500 decrease in Building IT (Parts/Labor) costs. This is attributed to lower cost projects to address on-going maintenance for facility IT systems.
- A \$640 decrease in landscape maintenance costs. This is attributed to a reduction in the annual contract estimate.
- A \$350 decrease in elevator service/certification costs.

There are no projected operating costs for Building Replacement/Improvement Projects for FY 2020-21.

The remaining annual funds of \$61,475.00 are projected to be applied to the Building Facility Reserve Fund.

Attached is a spreadsheet showing the breakdown of the individual line items of the budget.

**STAFF RECOMMENDATION**

Staff recommends Council adopt Resolution No. 2020-04.

Respectfully submitted,

Michael A. Norton  
Chief

Hamid Khalili  
Captain

Attachments:

1. CMPA Headquarters FY 2020-21 Facility Budget
2. Resolution No. 2020-04

**CENTRAL MARIN POLICE HEADQUARTERS**  
**FISCAL YEAR 2020-2021 FACILITY BUDGET**

BUDGET ITEM	2018-2019 FISCAL YEAR BUDGET	2019-2020 FISCAL YEAR BUDGET	PROPOSED 2020-2021 FISCAL YEAR BUDGET	NOTES	
<b>OPERATIONAL:</b>					
Filters					
	Fan Coil Unit Filters	Included in HVAC Contract	Included in HVAC Contract	Included in HVAC Contract	
	Water Filter Cartridges	\$650.00	\$650.00	\$650.00	
Lamps					
	Interior	\$200.00	\$200.00	\$200.00	
	Exterior	\$300.00	\$300.00	\$300.00	
Pest Control	Ants/Black Widow Spider Treatment	\$1,800.00	\$1,800.00	\$1,800.00	Annual cost for Monthly Treatment
Landscape Maintenance	Weeding, Fertilizing, etc.	\$6,265.00	\$6,580.00	\$5,940.00	
Marin Sanitary Sewer Service		\$1,125.00	\$1,300.00	\$1,350.00	
Generator Service	Fuel / Additives	\$0.00	\$0.00	\$500.00	Fuel Supply for PSPS
	Inspection / Load Test	\$1,650.00	\$1,750.00	\$1,800.00	
HVAC Semi-Annual Service		\$2,725.00	\$2,725.00	\$2,750.00	
Elevator Service		\$3,665.00	\$4,250.00	\$3,900.00	
Fire Alarm Test / Inspection		\$480.00	\$430.00	\$450.00	
Fire Alarm Service		\$620.00	\$650.00	\$650.00	
Fire Extinguisher Service		\$330.00	\$300.00	\$350.00	
Security System Software Upgrades		\$4,000.00	\$4,000.00	\$4,000.00	

Security System Service		\$1,900.00	\$2,000.00	\$2,000.00	
Laboratory Fume Hood Test	Annual Certification	\$196.60	\$196.60	\$205.00	
Photovoltaic System	Cleaning	\$450.00	\$0.00	\$0.00	
Roof Cleaning		\$0.00	\$0.00	\$0.00	
Building Exterior Cleaning		\$0.00	\$0.00	\$0.00	
Power wash Exterior Concrete		\$0.00	\$0.00	\$0.00	
Miscellaneous Maintenance Materials		\$2,000.00	\$2,000.00	\$2,000.00	
Miscellaneous Maintenance Labor		\$2,000.00	\$3,000.00	\$3,000.00	
Facility Manager		\$23,000.00	\$25,000.00	\$25,000.00	
Building IT (Parts/Labor) 250 Infrastructure		\$35,500.00	\$27,800.00	\$23,300.00	
Miscellaneous Emergency Repairs		\$5,000.00	\$5,000.00	\$5,000.00	
Methane Detection System	Monitoring	\$1200.00	\$500.00	\$500.00	Calibration gas / equipment
	Service	\$300.00	\$200.00	\$200.00	
Backflow Preventers Testing	Annual Certification	\$600.00	\$300.00	\$250.00	Required testing of backflow valves.
Marin Env. Health Inspection Fees		\$1,550.00	\$1,600.00	\$1,650.00	
Marin County Fuel Tank Permit	Hazardous Waste Permit	\$320.00	\$315.00	\$330.00	
BAAQMD Generator Permit		\$610.00	\$450.00	\$450.00	
<b>OPERATIONAL AND MAINTENANCE TOTAL:</b>		<b>\$98,436.60</b>	<b>\$93,296.60</b>	<b>\$88,525.00</b>	

BUILDING REPLACEMENT/IMPROVEMENT PROJECTS					
No capital improvement projects anticipated this fiscal year.				\$0.00	
<b>BUILDING PROJECTS TOTAL:</b>		<b>\$11,650.80</b>	<b>\$8,600.00</b>	<b>\$0.00</b>	
Building Facility Reserve Fund		\$39,912.60	\$48,103.40	\$61,475.00	
<b>TOTAL:</b>		<b>\$150,000.00</b>	<b>\$150,000.00</b>	<b>\$150,000.00</b>	

Prepared by Capt. Hamid Khalili

**CENTRAL MARIN POLICE AUTHORITY  
RESOLUTION NO. 2020-04**

**A RESOLUTION OF THE CENTRAL MARIN POLICE COUNCIL OF THE CENTRAL  
MARIN POLICE AUTHORITY ESTABLISHING A BUILDING MAINTENANCE  
BUDGET FOR THE FISCAL YEAR 2020-2021**

---

**WHEREAS**, the Central Marin Police Council, at its meeting of May 14, 2020, reviewed and considered the proposed fiscal year 2020-21 Central Marin Police Authority Facility Budget; and

**WHEREAS**, the proposed Facility Budget for fiscal year 2020-21 is \$150,000, which is funded annually through proceeds received from the Community Facilities District No. 2008-1 Special Tax funds.; and

**WHEREAS**, the proposed budget takes into consideration the operating costs of \$88,525 for the Building Operational and Maintenance portion of the budget and \$0 for the Building Replacement/Improvement Projects; and

**WHEREAS**, the proposed facility budget projects to apply \$61,475 to the Building Facility Reserve Fund; and

**NOW, THEREFORE, IT IS HEREBY RESOLVED**, that the Central Marin Police Council approves of and adopts the FY 2020-21 Building Maintenance budget of the Central Marin Police Authority: and

**IT IS HEREBY CERTIFIED**, that the forgoing resolution was duly introduced and adopted at a public meeting of the Central Marin Police Council of the Central Marin Police Authority held on the 14<sup>th</sup> day of May 2020 by the following vote, to wit:

\*\*\*\*\*

AYES:	COUNCILMEMBERS:	
NOES:	COUNCILMEMBERS:	
ABSENT:	COUNCILMEMBERS:	
ABSTAIN:	COUNCILMEMBERS:	Greene, Wright
ATTEST:		

---

Zaneta Feleo, Authority Clerk  
Central Marin Police Authority

---

Catherine Way, Council Chair  
Central Marin Police Authority