

1 **CENTRAL MARIN POLICE COUNCIL**

2
3 HELD AT
4 CENTRAL MARIN POLICE AUTHORITY BUILDING
5 250 DOHERTY DRIVE
6 LARKSPUR, CA 94939
7 ON
8 THURSDAY, MAY 13, 2021
9
10 VIA TELECONFERENCE
11 AT 6:00 P.M.
12

13 **REGULAR MEETING MINUTES**

14
15 *Due to Coronavirus (COVID-19), the June 22, 2020, special Police Council meeting will occur via*
16 *teleconference only. All Councilmember will be calling in to the meeting, and residents are urged*
17 *to follow the orders issued by the Marin County Public Health Officer and Governor and attend*
18 *the meeting remotely as well. As allowed under the Governor’s Executive Order N-29-20 (March*
19 *17, 2020), during the duration of the COVID emergency the Central Marin Police Authority will*
20 *no longer offer an in-person meeting location for the public to attend.*

21 *Members of the public may view and participate in the meeting remotely through the following*

22 Zoom link: <https://tinyurl.com/y5lo7u9q>

23 *(No Pre-Registration Needed- Click on Link at Meeting Start Time)*

24 *You may call in using: 1 (408) 638-0968 (Zoom webinar ID: 990 3431 0040)*

25 *Or iPhone one-tap: +14086380968, 99034310040#*

26
27 *You may submit public comment remotely by 1. Emailing zfeleo@centralmarinpolice.org prior to*
28 *4:00 P.M. on the day of the meeting. Comments received prior to 4:00 P.M. on the day of the*
29 *meeting will be distributed to the entire Police Council and made available in the online agenda*
30 *packet. 2. Emailing zfeleo@centralmarinpolice.org during the meeting. Please make sure you*
31 *indicate the item number to which your comment is related, or whether it is for the General*
32 *Public Comment period at the beginning of the meeting. Your comment will be read verbatim,*
33 *however words including profanity, obscenity, and discriminatory language will not be read into*
34 *the record in order to avoid disruption of the meeting. Your comment is subject to the same 3-*
35 *minute limit as in-person spoken comments.3. Registering for the meeting at the link above and*
36 *selecting the “Raise Hand” icon during the meeting to provide public comment verbally when*
37 *recognized by the Clerk at the appointed time.*

38
39 *Anyone with a disability needing further assistance with public comment should contact the*
40 *Clerk at least 2 hours before the beginning of the meeting to make alternative arrangements at*
41 *zfeleo@centralmarinpolice.org or 415-927-5150.*

44 **ROLL CALL**

45
46 The Central Marin Police Council Regular Meeting was called to order at 6:00 p.m. by Council
47 Chair Greene.

48
49 **COUNCIL MEMBERS PRESENT:**

50
51 Ford Greene, Chair/Council Member, Town of San Anselmo
52 Bob Ravasio, Vice Chair/Council Member, Town of Corte Madera
53 Brian Colbert, Council Member, Town of San Anselmo
54 Fred Casissa, Alternate Council Member, Town of Corte Madera
55 Gabe Paulson, Alternate Council Member, City of Larkspur
56 Catherine Way, Chair/Council Member, City of Larkspur

57
58 **COUNCIL MEMBERS ABSENT:**

59 None

60
61 **STAFF PRESENT:**

62 Todd Cusimano, Corte Madera Town Manager
63 Dave Donery, San Anselmo Town Manager
64 Dan Schwarz, Larkspur City Manager
65 Michael Norton, Chief of Police
66 Zaneta Feleo, Police Council Clerk

67
68 **STAFF ABSENT:**

69 None

70
71 **PLEDGE OF ALLEGIANCE**

72
73
74 The Pledge of Allegiance was recited.

75
76 **OPEN TIME FOR PUBLIC EXPRESSION**

77
78 Council Chair Greene asked if any members of the public would like to address the Council, and
79 there were no speakers or mailed in comments.

80
81 **REPORTS AND COMMENTS**

82
83 **A. COUNCIL MEMBERS**

84
85 There were no reports or comments.

86
87 **B. MANAGEMENT COMMITTEE**

88
89 Dan Schwarz, Larkspur City Manager, announced that the Council gave the Management
90 Committee authorization and direction to work with their Financial Advisory team to pursue
91 pension obligation bonds for the Authority. The final pricing call occurred on May 11th and given
92 the market's move and the Authority's AAA rating, interest cost went from 3.37% to 3.1%,
93 saving the Authority \$14.4 million over 20 years. They are in the process of final paperwork
94 with bond counsel and underwriters.

95
96 Council Member Way suggested presenting this accomplishment at their respective Council
97 meetings Council Reports so as to continue to celebrate this and let more of the public know.

98
99 Council Member Paulson questioned and confirmed that the bond callable and payments will
100 be distributed evenly through the 20-year period.

101
102 Council Chair Greene asked if any members of the public would like to address the Council, and
103 there were no speakers or mailed in comments.

104
105 **C. CHIEF'S COMMENTS - None**

106
107 **CONSENT CALENDAR**

- 108
109 A. Approval of Minutes: February 11, 2021
110 B. Approval of Minutes: March 25, 2021
111 C. Acknowledge Central Marin Police Authority's Warrant List – January 1, 2021 to March
112 31, 2021
113 D. Acknowledge staff report regarding Insurance Fund activity - January 1, 2021 to March
114 31, 2021
115 E. Resolution No. 2021/05 – Adoption of Investment Policy

116
117 Council Chair Greene opened the public comment period and confirmed there was no one
118 wishing to remove items and there were no public comments.

119
120 ACTION: It was M/S/C (Ravasio/Way) to approve Consent Calendar Items A, B, C, D and E, which
121 carried by the following vote: 6-0 (Ayes: Casissa (abstained on A and B), Colbert, Paulson
122 (abstained on A and B), Ravasio, Way and Greene; Noes: None; Absent: None).

123
124 **BUSINESS ITEMS**

- 125 **A. Resolution No. 2021/06 -Adopting the fiscal year 2021-2022 Central Marin Police**
126 **Authority budget**
127 *Recommendation: that Council receives presentation, discusses, and approves Resolution*
128 *2021/06 adopting the CMPA budget for fiscal year 2021-2022.*

129

130 Police Chief Norton reported he and Finance Manager Orme prepared the budget and used a
131 conservative rate of return given the positive bond interest rate on the pension obligation
132 bonds. They will likely return mid-year to amend this budget to reflect the additional savings.
133

134 The Police Officers Association and Management Team are currently in negotiations for a new
135 MOU which has not yet been completed. This budget contains a modest one-time sum to be
136 applied toward an anticipated MOU agreement. This, combined with the pension savings, will
137 be included mid-year as well with the bond.
138

139 Lastly, the budget reflects one-time usage of COPS supplemental surplus monies that have
140 accrued in the amount of \$370,000 to keep the three member shares down. These monies
141 must be used for police operations and it is being placed in the Field Operations section of the
142 Expense section of the budget.
143

144 The proposed budget is for \$13,451,541 as compared to last year's budget of \$13,092,815. It is
145 an increase of \$358,000 or 2.74%. This would, in turn, affect the contribution shares of the
146 three cities, as follows: Larkspur's increase at \$127,000; Corte Madera's increase at \$106,000;
147 and San Anselmo increase at \$144,000. Total contributions would go up about \$380,000.
148

149 The reason for the increase relates to CMPA full-time salaries and built-in raises, County Sheriff
150 increases for dispatching, COLA, holiday pay, CAD maintenance and a portion of IT, insurance
151 costs, vehicle purchase fund, software improvements for collecting data, MERA operating
152 expense, part-time employee salaries, and a new RIPA (Racial Identity and Profiling Act) log
153 software.
154

155 Budget decreases include the PERS lump sum payments, decrease for vehicle leases, MERA
156 annual debt payment, and PERS employer right payments for current employees.
157

158 Council Chair Greene opened the public comment period and confirmed there was no one
159 wishing to remove items and there were no public comments.
160

161 ACTION: It was M/S/C (Ravasio/Way) to approves Resolution No. 2021/06 adopting the CMPA
162 budget for fiscal year 2021-2022, which carried by the following vote: 6-0 (Ayes: Casissa,
163 Colbert, Paulson, Ravasio, Way and Greene; Noes: None; Absent: None).
164

165 **B. Resolution No. 2021/07 –Central Marin Police Authority Full-Time Salary Listings for**
166 **fiscal year 2021-2022**

167 *Recommendation: that Council receives presentation and approves Resolution No.*
168 *2021/07 adopting the full-time salary listings for the CMPA for fiscal year 2021-2022.*
169

170 Police Chief Norton reported CalPERS requires CMPA to adopt a resolution and report salary
171 ranges with a minimum and maximum rate for all employees enrolled in CalPERS retirement
172 each year. The resolution is identical to last year as there are no salary increases, as the POA is
173 in negotiations with management. Should there be a salary range change due to the outcome
174 of the MOU, he will return to the Council mid-year to amend the listing.

175
176 Council Chair Greene opened the public comment period and confirmed there was no one
177 wishing to remove items and there were no public comments.

178
179 ACTION: It was M/S/C (Casissa/Ravasio) to approves Resolution No. 2021/07 adopting the full-
180 time salary listings for the CMPA for fiscal year 2021-2022, which carried by the following vote:
181 6-0 (Ayes: Casissa, Paulson, Ravasio, Way and Greene; Noes: None; Absent: Colbert).

182
183 **C. Resolution 2021/08- Central Marin Police Authority's Building Operation and**
184 **Maintenance Budget**

185 *Recommendation: that Council receives presentation and approves Resolution No.*
186 *2021/08 adopting the building budget for the CMPA for fiscal year 2021-2022.*

187 **To be voted on by Corte Madera and Larkspur Councilmembers ONLY.*

188
189 Police Chief Norton gave CMPA's Building Operation and Maintenance Budget and cited a few
190 increases to clean solar panels and elevator contract. Reductions include IT costs due to
191 upgrades and maintenance already performed.

192
193 In terms of building replacement improvement projects, they are seeking \$19,000; the largest
194 cost is \$7,000 to replace the interior security cameras which are at their end of life, a \$2,800
195 cost to replace several UPS devices for servers, a \$6,000 cost to replace inoperable audio/video
196 equipment in the Community Room, and a \$3,000 cost to replace a current storage shed in the
197 back. This would leave \$40,000 left in the \$150,000 building fund which would be applied to the
198 Reserve fund.

199
200 Council Member Way referred to the Community Room and asked what the plan is for use by
201 community organizations, given COVID.

202
203 Chief Norton explained the Community Room is currently being used as their briefing room
204 because of social distancing requirements. However, in the next couple of months they may be
205 back to normal. With the extra use by employees, they are also looking to install new flooring
206 and remove the carpet in the next month or so.

207
208 Dan Schwarz, Larkspur City Manager, briefly spoke about potential complications regarding the
209 use of masks and the need for waiver forms after having met with Dr. Willis.

210
211 Council Chair Greene opened the public comment period and confirmed there was no one
212 wishing to remove items and there were no public comments.

213

214 ACTION: It was M/S/C (Way/Ravasio) to approves Resolution No. 2021/08 adopting the building
215 budget for the CMPA for fiscal year 2021-2022, which carried by the following vote: 4-0-2 (Ayes:
216 Casissa, Paulson, Ravasio, Way; Noes: None; Absent: None; Abstain: Green Absent: Colbert).
217

218 **ADJOURNMENT**

219
220 Council Chair Greene adjourned the regular meeting at 6:33 p.m. to the next regular meeting
221 on August 12, 2021 at 6:00 p.m.
222

223

224

225 _____
Lisa Harper, Minute Taker
226 c/o Central Marin Police Council