



Central Marin Police Authority
Staff Report

TO: Central Marin Police Council

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

DATE: May 12, 2022

RE: RESOLUTION NO. 2022/12 - THE CENTRAL MARIN POLICE AUTHORITY FACILITY
BUDGET FOR FISCAL YEAR 2022-23

ACTION REQUESTED

The Council hear the staff report, take comment, and adopt Resolution No. 2022/12 adopting the Facility Budget for FY 2022-23.

REFERENCE

Refer to attached FY 2022-23 Central Marin Police Headquarters Facility Budget.

FISCAL IMPACT

The proposed Central Marin Police Authority Facility Budget for FY 2022-23 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 2022-23 are \$87,855 for the Building Operational and Maintenance portion of the budget. These costs include:

Cost Increases

- A \$2,075 increase in Building IT (Parts/Labor) costs. This increase is attributed to upgrading the firewall to be in compliance with the Department of Justice for a



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secured connection with the County of Marin. This upgrade was delayed the last two fiscal year for financial reasons and is now mandated.

Cost Reductions

- A \$500 decrease in photovoltaic system cleaning. Due to the on-going severe drought, the Authority has decided to delay this maintenance.

Projected operating costs are \$10,735 for Building Replacement/Improvement Projects. The costs are based on project total amounts including grant funding reimbursements. These costs include:

- A \$4,335 cost to replace the gas barbeque in the patio area of the community room. This barbeque was originally donated by the construction and architectural firms that helped design and build the police facility. All attempts to repair the barbeque have been unsuccessful due to parts being obsolete. The barbeque has been out of service for two years.
- Net cost of \$6,400 to install eight (8) level 2 electric vehicle charging stations in the secured parking area. In coordination with the Transportation Authority of Marin and Marin Clean Energy we secured \$52,000 in combined grant funding to help offset the cost of this project. We are in the process of obtaining RFPs and so far, the lowest bid is Reyff Electric Inc. in the amount of \$58,400. Reyff Electric Inc. did the original electrical work in our building. The grant requires an up-front payment by the Authority with grant reimbursement afterwards.

The Central Marin Police Authority is committed to transitioning its current gas vehicle fleet to more sustainable energy sources. The most cost-efficient way to transition our fleet is not to install charging stations piecemeal, but to do so in large segments. We have recently purchased two electric vehicles that are part of our unmarked fleet. We anticipate transitioning to a fully electric unmarked fleet as we phase out older gasoline powered vehicles. Long term, we also hope to transition our marked patrol fleet to electric when technology supports the active use and increased range requirements for patrol vehicles. In the short term, we are working on the installation of an electric vehicle charging station infrastructure project to install charging stations to bring us one step closer.



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The remaining annual funds of \$51,410 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. 2022/12.

Respectfully submitted,

Michael A. Norton
Chief of Police

Hamid Khalili
Captain

Attachments:

1. CMPA Headquarters FY 2022-23 Facility Budget
2. Resolution No. 2022/12

CENTRAL MARIN POLICE HEADQUARTERS

FISCAL YEAR 2022-2023 FACILITY BUDGET

BUDGET ITEM	2020-2021 FISCAL YEAR BUDGET	2021-2022 FISCAL YEAR BUDGET	PROPOSED 2022-2023 FISCAL YEAR BUDGET	NOTES
OPERATIONAL:				
Filters				
	Fan Coil Unit Filters	Included in HVAC Contract	Included in HVAC Contract	Included in HVAC Contract
	Water Filter Cartridges	\$650	\$650	\$650
Lamps				
	Interior	\$200	\$200	\$200
	Exterior	\$300	\$300	\$300
Pest Control	Ants/Black Widow Spider Treatment	\$1,800	\$1,800	\$1,965
	Weeding, Fertilizing, etc.	\$5,940	\$5,940	\$5,940
Marin Sanitary Sewer Service		\$1,350	\$1,450	\$1,450
Generator Service	Fuel / Additives	\$500	\$500	\$500
	Inspection / Load Test	\$1,800	\$1,800	\$1,800
HVAC Semi-Annual Service		\$2,750	\$2,750	\$2,750
Elevator Service		\$3,900	\$4,100	\$4,260
Fire Alarm Test / Inspection		\$450	\$450	\$450
Fire Alarm Service		\$650	\$650	\$650
Fire Extinguisher Service		\$350	\$350	\$350
Security System Software Support		\$4,000	\$4,000	\$4,000

Security System Service		\$2,000	\$2,000	\$2,000	
Laboratory Fume Hood Test	Annual Certification	\$205	\$210	\$210	
Photovoltaic System	Cleaning	\$0	\$500	\$0	
Roof Cleaning		\$0	\$0	\$0	
Building Exterior Cleaning		\$0	\$0	\$0	
Power wash Exterior Concrete		\$0	\$0	\$0	
Miscellaneous Maintenance Materials		\$2,000	\$2,000	\$2,000	
Miscellaneous Maintenance Labor		\$3,000	\$3,000	\$3,000	
Facility Manager		\$25,000	\$25,000	\$25,000	
Building IT (Parts/Labor) 250 Infrastructure					
▪ Firewall upgrade for DOJ compliance. Required by County of Marin.		\$23,300	\$19,800	\$21,875	
Miscellaneous Emergency Repairs		\$5,000	\$5,000	\$5,000	
Methane Detection System	Monitoring	\$500	\$500	\$500	Calibration gas / equipment
	Service	\$200	\$200	\$200	
Backflow Preventers Testing	Annual Certification	\$250	\$250	\$250	Required testing of backflow valves.
Marin Env. Health Inspection Fees		\$1,650	\$1,700	\$1,700	
Marin County Fuel Tank Permit	Hazardous Waste Permit	\$330	\$330	\$330	
BAAQMD Generator Permit		\$450	\$475	\$525	
OPERATIONAL AND MAINTENANCE TOTAL:		\$88,525	\$85,905	\$87,855	

BUILDING REPLACEMENT/IMPROVEMENT PROJECTS					
Installation of EV Charging Stations in Secured Parking Area (Sustainable Energy Project/EV Fleet Conversion)				(\$58,400 project cost - \$52,000 reimbursed grant funding) \$6,400 actual cost	Grant funding secured in the amount of \$52,000
Replace Gas BBQ Insert				\$4,335	Inoperable for 2 years
BUILDING PROJECTS TOTAL:		\$0	\$18,800	\$10,735	
Building Facility Reserve Fund		\$61,475	\$45,295	\$51,410	
TOTAL:		\$150,000.00	\$150,000	\$150,000	

Prepared by Capt. Hamid Khalili

**CENTRAL MARIN POLICE AUTHORITY
RESOLUTION NO. 2022/12**

**A RESOLUTION OF THE CENTRAL MARIN POLICE COUNCIL OF THE CENTRAL
MARIN POLICE AUTHORITY ESTABLISHING A BUILDING MAINTENANCE
BUDGET FOR THE FISCAL YEAR 2022-2023**

WHEREAS, the Central Marin Police Council, at its meeting of May 12, 2022, reviewed and considered the proposed fiscal year 2022-23 Central Marin Police Authority Facility Budget; and

WHEREAS, the proposed Facility Budget for fiscal year 2022-23 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 \$87,855.00 for the Building Operational and Maintenance portion of the budget and \$10,735.00 for the Building Replacement/Improvement Projects; and

WHEREAS, the proposed facility budget projects to apply \$51,410.00 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 2022-23 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 12th day of May 2022 by the following vote, to wit:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:
ATTEST:

Rebecca Vaughn, Authority Clerk
Central Marin Police Authority

Bob Ravasio, Council Chair
Central Marin Police Authority