



Central Marin Police Authority

Staff Report

TO: Central Marin Police Council

FROM: Management Committee, Central Marin Police Authority Council
Cathy Orme, Finance Director

DATE: February 9, 2023

RE: Mid-Year Budget Review and Amendment

ACTION REQUESTED

That Council receive the report, take comment, and adopt Resolution 2023/03, amending the budget to include the creation, recruitment, and hiring of two full-time Community Service Officers (CSOs) to serve the City of Larkspur and the Town of San Anselmo.

DISCUSSION

On November 10, 2022, the Central Marin Police Council adopted Resolution 2022/16, authorizing the creation, recruitment, and hiring of two full-time CSOs to serve the City of Larkspur and the Town of San Anselmo (refer to attachment #1).

Staff is currently in the process of interviewing, conducting background checks, and hiring two full-time CSOs.

Staff is seeking to amend the Authority's budget for fiscal year 2022-2023, by creating Department 49 in the budget, exclusively for the CSO positions. Department 49 will be funded equally and completely by the City of Larkspur and the Town of San Anselmo.

Based on the current estimated timing of hiring the two CSOs, staff is recommending increasing the current FY 2022-23 budget by \$48,590, in the newly created Department 49. This will increase the overall FY 2022-23 Central Marin Police Budget from \$14,220,285 to \$14,268,875.



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STAFF RECOMMENDATION

That Council adopts Resolution 2023/03, amending the current FY 2022-23 budget from \$14,220,285 to \$14,268,875. This increase reflects the cost to hire two full-time CSOs to serve the City of Larkspur and the Town of San Anselmo for the rest of the current fiscal year

Respectfully submitted,

Dave Donery
Management Committee

Daniel Schwarz
Management Committee

Todd Cusimano
Management Committee

Cathy Orme
Finance Director

Attachments:

1. Resolution No. 2022/16 - authorizing the creation, recruitment, and hiring of two full-time Community Service Officers to serve the City of Larkspur and the Town of San Anselmo
2. Resolution No. 2023/03



Central Marin Police Authority
Staff Report

TO: Central Marin Police Council

FROM: Management Committee, Central Marin Police Authority Council
Michael Norton, Chief of Police

DATE: November 10, 2022

RE: RESOLUTION 2022/16 - AUTHORIZING THE CREATION, RECRUITMENT, AND HIRING OF TWO (2) FULL-TIME COMMUNITY SERVICE OFFICERS TO SERVE THE CITY OF LARKSPUR AND THE TOWN OF SAN ANSELMO

ACTION REQUESTED

That Council receive the report, take comment, and adopt Resolution 2022/16, authorizing the creation, recruitment, and hiring of two (2) full-time Community Service Officers (CSO) to serve the City of Larkspur and the Town of San Anselmo.

FISCAL IMPACT

The FY 2022/23 total combined cost to the City of Larkspur and the Town of San Anselmo of hiring two full-time Community Service Officers would be between \$48,190 and \$58,308, based on the experience level of the CSOs that are hired. This figure is based on the recruitment, hiring, and backgrounds of the CSOs to take at least two (2) months, enabling them to start with Central Marin Police in January 2023. The proposed costs are based on the total salary cost plus benefits cost of the position.

The FY 2023/24 total combined cost to the City of Larkspur and the Town of San Anselmo will be between \$96,380 and \$116,616, based on the experience level of the Community Service Officers that were hired. These figures are based on the CSOs working an entire fiscal year. The proposed costs are based on the total salary cost plus benefits cost of the position.

The Management Committee will be working with the Chief of Police to possibly offset some of these costs through an organizational review of the "Part-time employees and consultants" line item in the budget. This line item currently contains funds for Police Cadets as well as our recently retired Press Information Officer and recently retired Reserve Police Officer. In addition, the creation of these positions should increase revenue through the increased issuance of

Business Item A



Central Marin Police Authority

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parking citations, of which roughly 80% of the fines are distributed directly to the jurisdictions the violations occur in.

DISCUSSION

Currently, about 90% of the total daytime parking enforcement in the City of Larkspur and the Town of San Anselmo is handled by part-time Police Cadets. Police Cadets earn an hourly wage and are only able to work about 16 hours per week. Over the last few years, there has been a noticeable drop in the number of applicants we get for the position of Cadet. Currently, there are only three Cadets to work all three of the jurisdictions. In addition to low recruitment numbers, Central Marin Police also has trouble retaining Cadets, who frequently leave after just a year or two to pursue full-time work or become a Police Officer. The above-mentioned issues have caused the Central Marin Police to frequently struggle in providing adequate daytime parking enforcement over the last few years, especially in the downtown commercial areas of Larkspur and San Anselmo.

In addition to parking issues, the Central Marin Police has seen a significant uptick in calls for service in its major parks. These parks include Piper Park, Memorial Park, and Town Park. This significant increase in calls for service in the parks includes dogs off leash, non-permitted sporting events, non-permitted picnic usage, and juvenile complaints. These calls are all traditionally handled by Central Marin Police Officers due to a lack of availability and training of Police Cadets. This pulls Officers off the street where they have less time to keep the jurisdictions safe, handle other calls for service, and provide traffic enforcement.

A few years ago, the Town of Corte Madera sought to address this issue by creating its own Code Enforcement Officers. Some of what these Officers do is handle parking and park related complaints. The City of Larkspur and the Town of San Anselmo are now seeking to address these issues in their own jurisdictions by employing a total of two (2) full-time Community Service Officers through the Central Marin Police Authority. A discussion occurred with all three members of the Management Committee, and it was decided that the Town of Corte Madera will not be participating in the Community Service Officer program, nor provide any funding for it at this time, since they currently employ a Code Enforcement Officer. The two (2) Community Service Officers will be paid solely by the City of Larkspur and the Town of San Anselmo.

The Community Service Officer position will be created outside of the Police Officer's Association; however, the Management Committee does anticipate it becoming part of the Police Officers' Association in the future. All current full-time Central Marin Police employees (other than the Chief, Captain, and Lieutenants) are members of the Police Officers' Association.

Business Item A

Business Item B - Attachment 1



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Tentatively, the Community Service Officers will work four (4) days per week and ten (10) hours per shift. One will work every Sunday, Monday, Tuesday, and Wednesday. While the other will work every Wednesday, Thursday, Friday, and Saturday. This will ensure even coverage throughout the week in both jurisdictions, enabling consistent seven days per week parking and park patrol. It is estimated that most of the weekday work will be parking enforcement while most of the weekend work will be patrolling the parks.

Staff created a salary survey of the Community Service Officers in the County of Marin (refer to attachment #1). The survey was completed to determine a fair and competitive amount for the CSO position. The survey shows the top step monthly base salary of each position as well as the top step yearly salary. The yearly salary reflects the amount the employee receives after they pay their share of their pension and retiree medical costs. The survey reflects a proposed top step monthly base pay rate of \$6,500 for the Central Marin Police Community Service Officer position. This amount appears to be fair and competitive for the proposed position in Marin County.

STAFF RECOMMENDATION

That Council adopts Resolution 2022/16, authorizing the creation, recruitment, and hiring of two (2) full-time Community Service Officers to serve the City of Larkspur and the Town of San Anselmo.

Respectfully submitted,

Dan Schwarz
Management Committee

Dave Donery
Management Committee

Adam Wolff
Management Committee

Michael Norton
Chief of Police

Attachments:

1. Salary Survey
2. Resolution No. 2022/16

Business Item A

Business Item B - Attachment 1

MARIN COUNTY

CSO Compensation Survey
(As of September 2022)

AGENCY	CLASSIFICATION	EFFECTIVE DATE	YEARLY SALARY + monthly incentives - Ee pickup of Er share	MONTHLY BASE SALARY	Ee Pickup of Retiree Medical per month	Ee Pickup of Er Pension cost (amount over 9% paid toward retirement)	% PAID TOWARD RETIREMENT (9% is Ee cost)
MILL VALLEY	Community Services Officer	7/1/2022	\$ 77,280	\$ 6,440	\$ -	\$ -	9.00%
SAN RAFAEL	Community Services Officer	7/1/2022	\$ 76,896	\$ 6,964	\$ -	\$ (556)	16.99%
CENTRAL MARIN	Community Services Officer	(proposed)	\$ 74,964	\$ 6,500	\$ (60)	\$ (193)	12.00%
NOVATO	Community Services Officer	7/1/2022	\$ 72,840	\$ 6,258	\$ -	\$ (188)	12.00%
SAUSALITO	Community Services Officer	7/1/2021	\$ 70,296	\$ 5,858	\$ -	\$ -	9.00%

**CENTRAL MARIN POLICE AUTHORITY
RESOLUTION NO. 2022/16**

**A RESOLUTION OF THE CENTRAL MARIN POLICE COUNCIL OF THE CENTRAL
MARIN POLICE AUTHORITY AUTHORIZING THE CREATION, RECRUITMENT,
AND HIRING OF TWO (2) FULL-TIME COMMUNITY SERVICE OFFICERS TO
SERVE THE CITY OF LARKSPUR AND THE TOWN OF SAN ANSELMO**

WHEREAS, in recent years the Central Marin Police has been struggling to meet the needs of the communities in the areas of parking enforcement and patrolling its local parks; and

WHEREAS, the Central Marin Police Management Committee requests to create, recruit, and hire two (2) full-time community service officers to serve the City of Larkspur and the Town of San Anselmo; and

WHEREAS, the Town of Corte Madera does not wish to be part of the Community Service Officer program since the Town already employs a Code Enforcement Officer; and

WHEREAS, The City of larkspur and the Town of San Anselmo will assume all costs for the two (2) Community Service Officers which will work exclusively in their jurisdictions; and

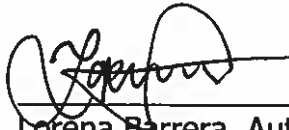
WHEREAS, the two (2) Community Service Officers will focus their duties on parking enforcement and patrolling the local parks seven days per week in the communities of Larkspur and San Anselmo.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the Central Marin Police Council approves and authorizes the Management Committee in the creation, recruitment, and hiring of two (2) full-time community service officers to serve the City of Larkspur and the Town of San Anselmo; 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 10th day of November 2022 by the following vote, to wit:

AYES:	COUNCILMEMBERS:	Casissa, Colbert, Greene, Ravasio, Way
NOES:	COUNCILMEMBERS:	- None -
ABSENT:	COUNCILMEMBERS:	Haroff
ABSTAIN:	COUNCILMEMBERS:	- None -

ATTEST:



Lorena Barrera, Authority Clerk
Central Marin Police Authority



Bob Ravasio, Council Chair
Central Marin Police Authority

**CENTRAL MARIN POLICE AUTHORITY
RESOLUTION NO. 2023/03**

**A RESOLUTION OF THE CENTRAL MARIN POLICE COUNCIL OF THE CENTRAL
MARIN POLICE AUTHORITY ADOPTING A MID-YEAR ADJUSTMENT TO THE
BUDGET FOR THE FISCAL YEAR 2022-2023**

WHEREAS, the Central Marin Police Council at its regular meeting on November 10, 2022, adopted a resolution authorizing the Central Marin Police Authority to create, recruit, and hire two full-time Community Service Officers (CSOs) to serve the City of Larkspur and the Town of San Anselmo;

WHEREAS, the Central Marin Police Council at its regular meeting on May 12, 2022, reviewed and adopted the fiscal year 2022-2023 Central Marin Police Authority Budget in the amount of \$14,220,285; and

WHEREAS, the current estimated cost of hiring two CSOs for the rest of fiscal year 2022-23 is \$48,590.

WHEREAS, this cost will be funded equally and completely by the City of Larkspur and the Town of San Anselmo.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the Central Marin Police Council approves of and adopts the mid-year adjustment to the FY 2022-2023 budget of the Central Marin Police Authority by increasing it \$48,590 from its original amount of \$14,220,285 to \$14,268,875; 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 9th day of February 2023 by the following vote, to wit:

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

ATTEST:

Lorena Barrera, Authority Clerk
Central Marin Police Authority

Kevin Haroff, Council Vice-Chair
Central Marin Police Authority