



Central Marin Police Authority
Staff Report

TO: Central Marin Police Council

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

DATE: May 11, 2023

RE: RESOLUTION NO. 2023/10 - THE CENTRAL MARIN POLICE AUTHORITY FACILITY BUDGET FOR FISCAL YEAR 2023-24

ACTION REQUESTED

The Council hear the staff report, take comment, and adopt Resolution No. 2023/10 adopting the Facility Budget for FY 2023-24.

REFERENCE

Refer to attached FY 2023-24 Central Marin Police Headquarters Facility Budget.

FISCAL IMPACT

The proposed Central Marin Police Authority Facility Budget for FY 2023-24 is \$150,000. The Building Operational and Maintenance portion of the budget is funded at a rate of \$100,000 annually. The 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 2023-24 are \$67,038 for the Building Operational and Maintenance portion of the budget. These costs include:

Cost Increases

- A \$660 annual increase to landscape maintenance cost due to an increase in labor costs.



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Cost Reductions

- A \$200 reduction in water filtration replacement costs
- A \$100 reduction in quarterly methane detection costs

Projected operating costs are \$44,856 for Building Replacement/Improvement Projects. The costs are based on project total amounts including hardware and labor. These costs include:

- A \$14,444 cost to replace the SAN (storage area network system). The current system was installed in 2012 and is several years past its life expectancy. The vendor no longer provides support for the current SAN. The Authority has already delayed replacing the SAN system for two years. The SAN is responsible for operating and maintain critical data including the Authority's records management system and several other vital systems. Any outage or damage to the SAN would have catastrophic consequences to the Authority's operations.
- A \$30,412 cost to replace network switches. The current network switches were installed in 2012 and are beyond their life expectancy. The Authority has delayed replacing the network switches for two years. Network switches allow devices such as computers, printers, servers, and the MIDAS connection to all communicate by exchanging packets of data over the network. The Authority must maintain a secure and functioning network to be DOJ and CJIS compliant.

At the direction of the Police Council and the requirements of the Special Tax funds, up to \$50,000 annually can be transferred into the Building Facility Reserve Fund. Based on the proposed Building Operational and Maintenance costs and the Building Replacement/Improvement Projects costs for this fiscal year, the remaining funds of \$38,106 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 proposed budget.



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STAFF RECOMMENDATION

Staff recommends that Council adopt Resolution No. 2023/10.

Respectfully submitted,

Michael A. Norton
Chief of Police

Hamid Khalili
Captain

Attachments:

1. CMPA Headquarters FY 2023-24 Facility Budget
2. Resolution No. 2023/10

CENTRAL MARIN POLICE HEADQUARTERS

FISCAL YEAR 2023-2024 FACILITY BUDGET

BUDGET ITEM	2021-2022 FISCAL YEAR BUDGET	2022-2023 FISCAL YEAR BUDGET	PROPOSED 2023-2024 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	\$450
Lamps				
	Interior	\$200	\$200	\$200
	Exterior	\$300	\$300	\$300
Pest Control	Ants/Black Widow Spider Treatment	\$1,800	\$1,965	\$2,198
	Weeding, Fertilizing, etc.	\$5,940	\$5,940	\$6,600
Marin Sanitary Sewer Service		\$1,450	\$1,450	\$1,620
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		\$4,100	\$4,260	\$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	\$4100

Security System Service		\$2,000	\$2,000	\$2,000	
Laboratory Fume Hood Test	Annual Certification	\$210	\$210	\$350	
Photovoltaic System	Cleaning	\$500	\$0	\$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		\$19,800	\$21,875	*See Below Building Replacement/Improvement Projects Section*	
Miscellaneous Emergency Repairs		\$5,000	\$5,000	\$5,000	
Methane Detection System	Monitoring	\$500	\$500	\$400	Calibration gas / equipment
	Service	\$200	\$200	\$250	
Backflow Preventers Testing	Annual Certification	\$250	\$250	\$260	Required testing of backflow valves.
Marin Env. Health Inspection Fees		\$1,700	\$1,700	\$1,700	
Marin County Fuel Tank Permit	Hazardous Waste Permit	\$330	\$330	\$330	
BAAQMD Generator Permit		\$475	\$525	\$520	
OPERATIONAL AND MAINTENANCE TOTAL:		\$85,905	\$87,855	\$67,038	

BUILDING REPLACEMENT/IMPROVEMENT PROJECTS					
Building IT (Parts/Labor) 250 Infrastructure SAN storage and network switch replacement (Both are end of life)				\$44,856	
BUILDING PROJECTS TOTAL:		\$18,800	\$10,735	\$44,856	
TOTAL OPERATING EXPENSES		\$104,705	\$98,590	\$111,894	
BUILDING FACILITY RESERVE FUND					
Reserve Fund		(\$50,000)	(\$50,000)	(\$50,000)	Required by Bond
Net Reserve Fund Allocation (\$150k - Total Operating Expenses= Net Reserve Fund Allocation)		\$45,295	\$51,410	\$38,106	
TOTAL:		\$150,000	\$150,000	\$150,000	

Prepared by Capt. Hamid Khalili

**CENTRAL MARIN POLICE AUTHORITY
RESOLUTION NO. 2023/10**

**A RESOLUTION OF THE CENTRAL MARIN POLICE COUNCIL OF THE CENTRAL
MARIN POLICE AUTHORITY ESTABLISHING A BUILDING MAINTENANCE
BUDGET FOR THE FISCAL YEAR 2023-2024**

WHEREAS, the Central Marin Police Council, at its meeting of May 11, 2023, reviewed and considered the proposed fiscal year 2023-24 Central Marin Police Authority Facility Budget; and

WHEREAS, the proposed Facility Budget for fiscal year 2023-24 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 \$67,038.00 for the Building Operational and Maintenance portion of the budget and \$44,856.00 for the Building Replacement/Improvement Projects, totaling \$111,894; and

WHEREAS, the Special Tax funds allocates up to \$50,000 into the Building Facility Reserve Fund, the proposed facility budget projects to apply \$38,106.00 to the Building Facility Reserve Fund after taking into account the total operating expenses; and

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the Central Marin Police Council approves of and adopts the FY 2023-24 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 11th day of May 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 Chair
Central Marin Police Authority