



Central Marin Police Authority

Staff Report

TO: Central Marin Police Council

FROM: Michael Norton, Interim Chief of Police

DATE: February 2, 2017

RE: **AMENDMENT TO RESOLUTION 2016/01 OF THE CENTRAL MARIN POLICE AUTHORITY AUTHORIZING ITS FISCAL OFFICER TO MOVE EXTRA MONIES FROM THE EQUIPMENT REPLACEMENT FUNDS TO THE INSURANCE FUND**

ACTION REQUESTED

That Council hear the staff report, take comment, and adopt Resolution No. 2017/04.

REFERENCE

Resolution 2016/01 and Staff Report.

FISCAL IMPACT

The transfer of approximately \$60,000 from the Equipment Replacement Funds to the Insurance Fund. The transfer would lower the deficit in the Insurance Fund by approximately \$60,000.

DISCUSSION

The Central Marin Police Authority currently has approximately \$60,000 in its two Equipment Replacement Funds. At the January 4, 2016 Police Council Meeting a recommendation was made by the Management Committee and the Chief that those funds should be transferred to the Insurance Fund to partially offset its large deficit. The matter was discussed and agreed to by the Police Council. Resolution 2016/01 was subsequently passed.

It was recently discovered that the transfer of monies from the Equipment Replacement Funds was inadvertently left out of Resolution 2016/01. Therefore, the monies are yet to be transferred.



Central Marin Police Authority

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Resolution 2017/04 would amend Resolution 2016/01 to authorize the Authority's fiscal officer to transfer the total sum of the two Equipment Replacement Funds into the Insurance Fund.

STAFF RECOMMENDATION

It is recommended for the Council to adopt Resolution 2017/04.

Attachments:

1. Resolution No. 2016/01 and Staff Report
2. Resolution No. 2017/04



Central Marin Police Authority
Staff Report

TO: Central Marin Police Council

FROM: Management Committee
Cathy Orme, Finance Director

DATE: January 7, 2016

RE: **REVEIVE AND ACKNOWLEDGE THE ANNUAL FY 2013-14 & FY 2014-15 AUDIT OF THE CENTRAL MARIN POLICE AUTHORITY BASIC FINANCIAL STATEMENTS**

ACTION REQUESTED

That Council receive the presentation then accept the annual audit.

DISCUSSION

Annually, the City contracts for the services of an independent auditor to verify the state of the Authority's finances by examining our financial records and financial condition.

Due to unforeseen and unusual circumstances, the completion of the FY 14-15 annual audit was delayed. As a result we are presenting the Basic Financial Statements for FY13-14 and FY 14-15. For the Fund financial statements, both fiscal years 13-14 and FY 14-15 reported positive fund balance.

Maze & Associates provides us with a new team of accountants so that our financial records receive a "fresh" review, unaffected by prior years' examinations. As a result of this kind of thorough review, we are able to identify potential issues and correct them.

Finally, we would like to report that we are pleased with the detailed nature of this independent audit of our records, given that there is a heightened interest in the effect of accounting policies and procedures on the fiscal health of organizations. Mark Wong from Maze & Associates will present the audit.

STAFF RECOMMENDATION

That Council receive the presentation then accept the annual audits.

Respectfully submitted,



Central Marin Police Authority

Staff Report

Debra Stutsman
Management Committee

Daniel Schwarz
Management Committee

David Bracken
Management Committee

Cathy Orme
Finance Director

Attachments:

1. Central Marin Police Authority Basic Financial Statements FY 13-14
2. Central Marin Police Authority Memorandum on Internal Control and Required Communications FY 13-14
3. Central Marin Police Authority Basic Financial Statements FY 14-15
4. Central Marin Police Authority Memorandum on Internal Control and Required Communications FY 14-15

**CENTRAL MARIN POLICE AUTHORITY
RESOLUTION NO. 2016/01**

**A RESOLUTION OF THE CENTRAL MARIN POLICE COUNCIL OF THE CENTRAL
MARIN POLICE AUTHORITY AMENDING MINIMUM BALANCES FOR THE
CENTRAL MARIN POLICE AUTHORITY RESERVE FUND AND AUTHORIZING
ITS FISCAL OFFICER TO APPLY EXCESS MONIES FROM THE RESERVE FUND
AND ITS YEARLY BUDGET TO THE INSURANCE FUND**

WHEREAS, the Central Marin Police Council has established an unrestricted reserve that provides fiscal stability to the organization during cash flow fluctuations and against unanticipated changes in revenues and expenditures; and

WHEREAS, the Central Marin Police Authority has a current deficit in its insurance fund due to worker's compensation claims; and

WHEREAS, under Central Marin Police Council Resolution No. 04/14, the Authority has a reserve policy that set forth a minimum dry period reserve of \$750,000 or ten percent (10%) of the Authority's annual adopted budget, whichever is greater; and

WHEREAS, the Central Marin Police Authority would like to lower this percentage rate from ten percent (10%) to five percent (5%) and would like to authorize its fiscal officer to apply excess funds from the reserve fund to its insurance fund, created by the lowering of the reserve fund's percentage rate; and

WHEREAS, the Central Marin Police Authority would like to authorize its fiscal officer to apply any future excess Central Marin Police Authority budgetary monies which exist at the end of each fiscal year to the insurance fund, if those funds are in excess of the new reserve fund cap; and

NOW, THEREFORE, IT IS HEREBY RESLOVED, that the Central Marin Police Council rescinds Resolution No. 04/14 and hereby authorizes the establishment of the new reserve structure and payments to the Reserve Fund for 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 7th day of January 2016 by the following vote, to wit:

AYES: COUNCILMEMBERS: MORRISON, WAY, FIRST, COUDOU, McINERNEY, GREENE
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:
ATTEST:



Zaneta Feleo, Authority Clerk
Central Marin Police Authority



Tom McInerney, Council Chair
Central Marin Police Authority

**CENTRAL MARIN POLICE AUTHORITY
RESOLUTION NO. 2017/04**

**A RESOLUTION OF THE CENTRAL MARIN POLICE COUNCIL OF THE CENTRAL
MARIN POLICE AUTHORITY AMENDING RESOLUTION 2016/01
AUTHORIZING THE FISCAL OFFICER OF THE CENTRAL MARIN POLICE
AUTHORITY TO MOVE MONIES FROM THE EQUIPMENT REPLACEMENT FUNDS
TO THE INSURANCE FUND**

WHEREAS, the Central Marin Police Authority has a current deficit in its insurance fund due to worker's compensation claims; and

WHEREAS, the Equipment Replacement Funds currently have approximately \$60,000 in them; and

NOW, THEREFORE, IT IS HEREBY RESLOVED, that the Central Marin Police Council amend Resolution No. 2016/01 and hereby authorizes its fiscal officer to move the total of all monies in the Equipment Replacement Funds to the Insurance Fund; 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 2nd day of February 2017 by the following vote, to wit:

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

Zaneta Feleo, Authority Clerk
Central Marin Police Authority

Diane Furst, Council Chair
Central Marin Police Authority