



Central Marin Police Authority
Staff Report

TO: Central Marin Police Council

FROM: Hamid Khalili, Captain

DATE: May 4, 2017

RE: ADOPTION OF RESOLUTION NO. 2017/11 THE CENTRAL MARIN POLICE
AUTHORITY FACILITY BUDGET FOR FISCAL YEAR 2017-18

ACTION REQUESTED

That the Council hear the staff report, take comment, and adopt Resolution No. 2017/11 amending the Facility Budget for FY 2017-18.

REFERENCE

Refer to attached FY 2017-18 Central Marin Police Headquarters Facility Amended Budget.

FISCAL IMPACT

The proposed Central Marin Police Authority Facility Budget for FY 2017-18 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 2017-18 are \$99,229.60 for the Building Operational and Maintenance portion of the budget. These costs include:

Cost Increases

- A \$3,000 increase in costs for building IT equipment and infrastructure;
- A \$3,000 increase for services provided by the facility services contractor;
- A \$1,800 increase for the cost to provide pest control for the facility;
- A \$1,067 increase for sewer service not previously budgeted;
- A \$765 increase for the annual landscape maintenance contract;



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- A \$700 increase in Generator Service fees; and
- A \$684 increase to the support agreement for the security system

Cost Reductions

- A \$8,710 reduction for creek bank restoration monitoring which is no longer required by the County of Marin; and
- A \$2,400 reduction to eliminate facility management software

Projected operating costs are \$12,050.00 for Building Replacement/Improvement Projects. These costs include:

- A \$4,250 cost for replacement batteries and shock pads for the Automated External Defibrillators;
- A \$3,800 cost for sound dampening to the Holding Facility Interview Room;
- A \$2,500 cost for replacing damaged ceiling tiles throughout facility;
- A \$1,000 cost for unisex signage for single-stall restrooms as required by law; and
- A \$500 cost to replace the microwave in the kitchen.

The remaining annual funds of \$38,720.40 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. 2017/11.

Respectfully submitted,

Hamid Khalili
Captain

Attachments:

1. CMPA Headquarters FY 2017-18 Facility Budget
2. Resolution No. 2017/11

CENTRAL MARIN POLICE HEADQUARTERS

FISCAL YEAR 2017-2018 FACILITY BUDGET

BUDGET ITEM		2015-2016 FISCAL YEAR BUDGET	2016-2017 FISCAL YEAR BUDGET	PROPOSED 2017-2018 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	\$600.00	\$600.00	\$640.00	
Lamps					
	Interior	\$100.00	\$100.00	\$200.00	
	Exterior	\$100.00	\$100.00	\$300.00	
MAINTENANCE:					
Pest Control	Ants/Black Widow Spider Treatment	-	-	\$1,800.00	Annual cost for Monthly Treatment
Landscape Maintenance	Weeding, Fertilizing, etc.	\$18,000.00	\$5,500.00	\$6,265.00	
Marin Sanitary Sewer Service		-	-	\$1,067.00	
Generator Service	Fuel / Additives	\$0.00	\$0.00	\$0.00	
	Inspection / Load Test	\$500.00	\$1,000.00	\$1,700.00	
HVAC Semi-Annual Service		\$2,550.00	\$2,550.00	\$2,675.00	
Elevator Service		\$3,225.00	\$3,225.00	\$3,515.00	
Fire Alarm Test / Inspection		\$480.00	\$480.00	\$480.00	
Fire Alarm Service		\$500.00	\$500.00	\$500.00	
Fire Extinguisher Service		\$126.00	\$126.00	\$150.00	
Security System Software Upgrades		\$3,252.00	\$3,252.00	\$3,936.00	

Security System Service		\$2,000.00	\$2,000.00	\$2,000.00	
Laboratory Fume Hood Test	Annual Certification	\$196.60	\$196.60	\$196.60	
Photovoltaic System	Cleaning	\$425.00	\$425.00	\$450.00	
Roof Cleaning		\$0.00	\$0.00	\$0.00	
Building Exterior Cleaning		\$0.00	\$0.00	\$0.00	
Powerwash Exterior Concrete		\$0.00	\$0.00	\$0.00	
Miscellaneous Maintenance Materials		\$1,000.00	\$1,000.00	\$1,000.00	
Miscellaneous Maintenance Labor		\$2,000.00	\$2,000.00	\$2,000.00	
O&M Computer Software		\$2,400.00	\$2,400.00	\$0	
Facility Manager		\$42,000.00	\$20,000.00	\$23,000.00	
Building IT (Parts/Labor) 250 Infrastructure		\$0.00	\$35,000.00	\$38,000.00	
Miscellaneous Emergency Repairs		\$5,000.00	\$5,000.00	\$5,000.00	
REGULATORY AGENCIES:					
Methane Detection System	Monitoring	\$2,720.00	\$200.00	\$900.00	Calibration gas / equipment
	Service	\$500.00	\$500.00	\$500.00	
Backflow Preventers Testing	Annual Certification	\$200.00	\$200.00	\$600.00	Three backflow valves
Creek Bank Restoration Monitoring		\$8,710.00	\$8,710.00	\$0	No longer required by County
Marin Env. Health Inspection Fees		\$1,384.00	\$1,384.00	\$1,525.00	
Marin County Fuel Tank Permit	Hazardous Waste Permit	\$310.00	\$310.00	\$320.00	
BAAQMD Generator Permit		\$390.00	\$390.00	\$510.00	
OPERATIONAL AND MAINTENANCE TOTAL:		\$98,668.60	\$97,148.60	\$99,229.60	

BUILDING REPLACEMENT/IMPROVEMENT PROJECTS					
Automated External Defibrillators	Batteries/Pads for AED	-	-	\$4,250.00	
Sound Dampening for Interview Room				\$3,800.00	
Damaged Ceiling Tile Replacement				\$2,500.00	
Unisex Signage for Bathrooms	As Required by Law			\$1,000.00	
Microwave for Kitchen				\$500.00	
BUILDING PROJECTS TOTAL:			\$15,700.00	\$12,050.00	
RESERVE FUND					
Building Facility Reserve Fund		-	\$37,151.40	\$38,720.40	
TOTAL:		\$98,668.60	\$150,000.00	\$150,000.00	

Prepared by Capt. Hamid Khalili

**CENTRAL MARIN POLICE AUTHORITY
RESOLUTION NO. 2017/11**

**A RESOLUTION OF THE CENTRAL MARIN POLICE COUNCIL OF THE CENTRAL
MARIN POLICE AUTHORITY ESTABLISHING A BUILDING MAINTENANCE
BUDGET FOR THE FISCAL YEAR 2017-2018**

WHEREAS, the Central Marin Police Council, at its meeting of May 4, 2017, reviewed and considered the proposed fiscal year 2017-18 Central Marin Police Authority Facility Budget; and

WHEREAS, the proposed Facility Budget for fiscal year 2017-18 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 \$99,229.60 for the Building Operational and Maintenance portion of the budget and \$12,050.00 for the Building Replacement/Improvement Projects; and

WHEREAS, the proposed facility budget projects to apply \$38,720.40 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 2017-18 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 4th day of May 2017 by the following vote, to wit:

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

ATTEST:

Zaneta Feleo, Authority Clerk
Central Marin Police Authority

Ann Morrison, Council Chair
Central Marin Police Authority