

MARIN EMERGENCY RADIO AUTHORITY
 371 Bel Marin Keys Blvd., Suite 100, Novato, CA 94949
 PHONE: (415) 883-9100 FAX: (415) 883-9155

MEMORANDUM

DATE: May 27, 2008
TO: MERA Executive Committee
FROM: Maureen Cassingham, Executive Officer
SUBJECT: PROPOSED FY 2008-09 MERA OPERATING BUDGET

Recommended Action: Recommend the proposed MERA operating budget for FY 2008-09 to the Board of Directors.

Background: The proposed FY 2008-09 MERA operating budget has been reformatted to be consistent with the presentation of MERA's audited financial statements and SAP software. Also, certain line items have been renamed and reordered. Columns have been added to reflect audited actuals for FY 06-07 and projected year end for FY 07-08.

Office rent and clerical support are now included in MERA's Contract Services line item. Likewise, a proposed records management project for the Authority is included in this line item in the amount of \$7,500 to undertake an inventory, retention evaluation, and disposition of MERA's active and inactive records. The goals are to create an effective filing system, improve retrieval, and better manage document storage.

Earlier this afternoon, the Executive Committee will have recommended an action on the logging recorder system which will be incorporated in the FY 08-09 operating budget as a special project. On December 5, 2007, the Board approved the project in the amount of \$40,000 to \$150,000 plus minor related expenses, depending on the selected alternative to be funded from the FY 07-08 fund balance. Given the extended timeline to move this project forward, the new system(s) will be installed and accounted for in FY 08-09.

MERA Proposed FY 2008-09 Operating Budget

Final Budget FY 2007-08	Recommended Budget FY 2008-09	Difference
\$1,716,926	\$1,719,000	\$2,704

Details about each member's contribution are presented in Exhibit A.

Attachments

MERA BUDGET: FY 2008-2009

OPERATING EXPENSES		AUDITED ACTUAL FISCAL YEAR 2006-07	APPROVED BUDGET 2007-08	PROJECTED YEAR-END 2007-08	PROPOSED BUDGET 2008-09
<u>Exhibit 1</u>	Contract Services	\$342,602	\$113,800	\$166,560	\$206,500
	County System Maintenance	554,565	640,094	660,406	610,000
	County Technical Services	59,424	201,000	224,056	200,000
	County Communications Engineer	Included with Contract Svcs.	159,642	166,666	167,000
<u>Exhibit 2</u>	Site Rentals & Leases	253,651	285,705	278,182	294,500
	Site Utilities	66,917	67,545	64,433	68,000
	Site Maintenance	11,324	30,000	5,000	10,000
	Insurance	29,456	38,640	27,356	30,000
	Auditing Services	12,600	30,000	15,000	20,000
	Legal Services	5,375	25,000	8,000	10,000
<u>Exhibit 1</u>	Miscellaneous Expenses	2,623	25,500	2,000	3,000
	General Contingencies	-0-	100,000	-0-	100,000
	Total Services & Expenses	\$1,338,537	\$1,716,926	\$1,617,659	\$1,719,000

Prior Year Adjustments:

Insurance – Alliant Insurance estimate	-\$5,000
Site Rentals – Retroactive – Sonoma Mt. Payable	1,157

OPERATING REVENUES

Member Agencies Contributions	\$1,499,300	\$1,716,926	\$1,716,926	\$1,719,000
-------------------------------	-------------	-------------	-------------	-------------

Line Item Breakdown:

CONTRACT SERVICES, COUNTY CONTRACTS, AND MISCELLANEOUS EXPENSES

	AUDITED ACTUAL FISCAL YEAR 2006-07	APPROVED BUDGET 2007-08	PROJECTED YEAR-END 2007-08	PROPOSED BUDGET 2008-09
<u>CONTRACT SERVICES</u>				
Executive Officer	\$74,088	\$62,400	\$55,475	\$56,000
Planning Consultant	1,844	10,000	5,000	5,000
RF Consultant (San Rafael)	Every three years	5,000	1,500	5,000
Website Maintenance	496	1,200	1,000	1,000
Frequencies Consultant	80,560	10,000	67,585	72,000
Office – Rent/Overhead	-0-	-0-	3,000	7,000
Acctg./Clerical	Some incl. w/Exec. Officer	24,000	32,000	52,000
Records Mgmt. Project	N/A	N/A	N/A	7,500
Landscaping	600	1,200	1,000	1,000
Total Contract Services	\$157,588	\$113,800	\$166,560	\$206,500
Communications Engr.	154,992			
Misc. Projects	30,022			
	\$342,602			
<u>COUNTY SYSTEM MAINTENANCE</u>				
Preventative	}	217,612	457,406	482,000
Corrective		459,848	239,794	
Programming		82,688	110,000	20,000
Parts, Materials and Factory Repairs (Extra Work)		94,717	100,000	93,000
Total County System Maint.		\$554,565	\$640,094	\$660,406
			\$108,000	\$610,000
<u>COUNTY TECHNICAL SERVICES</u>				
Training	120	45,000	45,000	40,000
Technical Services	24,500	100,000	123,000	100,000
Administrative Services	34,804	56,000	56,056	60,000
Total County Technical Services	\$59,424	\$201,000	\$224,056	\$200,000
<u>COUNTY COMMUNICATIONS ENGINEER</u>				
	*Contract Services \$154,992	\$159,642	\$166,666	\$167,000
<u>MISCELLANEOUS EXPENSES</u>				
Office Supplies	1,782	25,000	2,000	3,000
Mileage/Postage	841	500		
Total Miscellaneous Expenses	\$2,623	\$25,500	\$2,000	\$3,000

Line Item Breakdown:

SITE RENTALS/LEASES AND SITE UTILITIES

	AUDITED ACTUAL FISCAL YEAR 2006-07	APPROVED BUDGET 2007-08	PROJECTED YEAR-END 2007-08	PROPOSED BUDGET 2008-09
<u>SITE RENTALS AND LEASES</u>				
American Tower				
Mt. Burdell	\$76,865	\$81,690	\$80,610	\$85,000
Mt. Tamalpais	12,300	12,810	13,044	14,000
AWS				
Bodega (Bay Hill)	14,030	} 25,200	17,654	19,000
Rancho Vista	7,178		7,476	8,000
C&C Equipment Co.				
Big Rock	63,829	76,650	72,078	76,000
San Pedro	40,082	46,200	45,572	48,000
County of Sonoma – Sonoma Mt.	6,300	7,035	7,500	8,000
Martinelli Ranch (Bollinas)	28,468	31,500	30,000	32,000
Mobile Mini	4,599	4,620	4,248	4,500
Total Site Rentals & Leases	\$253,651	\$285,705	\$278,182	\$294,500
<u>SITE UTILITIES</u>				
PG&E				
Big Rock Ridge	} Not listed individually	9,660	10,247	10,800
San Pedro Ridge		4,305	4,546	4,800
Forbes Reservoir		6,510	6,796	7,100
Dollar Hill		6,090	5,559	5,800
Martinelli Ranch (Bollinas)		6,300	3,928	4,100
Bay Hill (Bodega)		4,095	4,516	4,700
Mt. Barnabe		8,190	7,079	7,400
Mt. Vision		6,720	6,322	6,600
Mt. Tiburon		6,825	5,084	5,300
Sonoma Mtn.		3,990	4,052	4,300
Total PG&E	\$60,550	\$62,685	\$58,129	\$60,900
AT&T				
Mill Valley TI	2,362	-0-	2,165	2,500
Mill Valley – Microwave	1,268	-0-	1,148	1,500
Total AT&T	\$3,630	\$3,600*	\$3,313	\$4,000
MMWD – Forbes Reservoir	854	-0-	991	1,000
ProFlame Diesel	1,883	1,260	2,000	2,000
Total Site Utilities	\$66,917	\$67,545	\$64,433	\$67,900

*Shown as line item on FY 07-08 Budget and FY 06-07 Audit as "Telephone Services"

EXHIBIT A

MEMBER CONTRIBUTION

AGENCY	Committee Agreed Formula	Proposed Billings for FY 2008-09			
		5% Entry	95% Formula	Total Per Jursid.	TOTAL Per Agency
Belvedere PD	0.570%	\$ 3,306	\$ 9,308	\$ 12,614	\$ 16,533
Belvedere PW	0.240%		\$ 3,919	\$ 3,919	
Bolinas FPD	0.417%	\$ 3,306	\$ 6,810	\$ 10,116	\$ 10,116
College of Marin	0.178%	\$ 3,306	\$ 2,907	\$ 6,213	\$ 6,213
Corte Madera FD	0.852%	\$ 3,306	\$ 13,914	\$ 17,219	\$ 24,486
Corte Madera PW	0.445%		\$ 7,267	\$ 7,267	
Fairfax PD	1.509%	\$ 3,306	\$ 24,643	\$ 27,948	\$ 34,415
Fairfax PW	0.396%		\$ 6,467	\$ 6,467	
Inverness PUD	0.322%	\$ 3,306	\$ 5,258	\$ 8,564	\$ 8,564
Kentfield FPD	0.652%	\$ 3,306	\$ 10,647	\$ 13,953	\$ 13,953
Larkspur FD	1.060%	\$ 3,306	\$ 17,310	\$ 20,616	\$ 29,239
Larkspur PW	0.528%		\$ 8,623	\$ 8,623	
Marin County FD	7.134%		\$ 116,502	\$ 116,502	\$ 599,516
Marin County Others ***	0.000%		\$ -	\$ -	
Marin County PW	4.321%		\$ 70,564	\$ 70,564	
Marin County SO	25.054%	\$ 3,306	\$ 409,144	\$ 412,450	
Marin County Transit	0.847%	\$ 3,306	\$ 13,832	\$ 17,138	\$ 17,138
Marinwood CSD (Fire)	0.539%	\$ 3,306	\$ 8,802	\$ 12,108	\$ 15,243
Marinwood CSD (LM)	0.192%		\$ 3,135	\$ 3,135	
Mill Valley FD	1.243%	\$ 3,306	\$ 20,299	\$ 23,605	\$ 78,148
Mill Valley PD	2.739%		\$ 44,729	\$ 44,729	
Mill Valley PW	0.601%		\$ 9,815	\$ 9,815	
MMWD	0.237%	\$ 3,306	\$ 3,870	\$ 7,176	\$ 7,176
Novato FPD	5.431%	\$ 3,306	\$ 88,691	\$ 91,997	\$ 91,997
Novato PD	9.892%	\$ 3,306	\$ 161,541	\$ 164,847	\$ 194,144
Novato PW	1.794%		\$ 29,297	\$ 29,297	
Ross PD & FD	0.794%	\$ 3,306	\$ 12,966	\$ 16,272	\$ 16,272
Ross Valley Fire	1.660%	\$ 3,306	\$ 27,109	\$ 30,414	\$ 30,414
San Anselmo PD	2.405%	\$ 3,306	\$ 39,275	\$ 42,581	\$ 51,497
San Anselmo PW	0.546%		\$ 8,916	\$ 8,916	
San Rafael FD	4.102%		\$ 66,988	\$ 66,988	\$ 255,563
San Rafael PD	9.600%	\$ 3,306	\$ 156,773	\$ 160,079	
San Rafael PW	1.745%		\$ 28,497	\$ 28,497	
Sausalito FD	0.739%		\$ 12,068	\$ 12,068	\$ 46,876
Sausalito PD	1.529%	\$ 3,306	\$ 24,969	\$ 28,275	
Sausalito PW	0.400%		\$ 6,532	\$ 6,532	
Skywalker Ranch	0.180%	\$ 3,306	\$ 2,939	\$ 6,245	\$ 6,245
Southern Marin FPD	1.599%	\$ 3,306	\$ 26,112	\$ 29,418	\$ 29,418
Stinson Beach FPD	0.356%	\$ 3,306	\$ 5,814	\$ 9,119	\$ 9,119
Tiburon FPD	1.052%	\$ 3,306	\$ 17,180	\$ 20,485	\$ 20,485
Tiburon PD	1.738%	\$ 3,306	\$ 28,382	\$ 31,688	\$ 38,776
Tiburon PW	0.434%		\$ 7,087	\$ 7,087	
Twin Cities PD	3.928%	\$ 3,306	\$ 64,146	\$ 67,452	\$ 67,452
TOTALS	100.000%	\$ 85,950	\$ 1,633,050	\$ 1,719,000	1,719,000