

MARIN EMERGENCY RADIO AUTHORITY

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MEMORANDUM

DATE: June 5, 2008

TO: MERA Board of Directors

FROM: Maureen Cassingham, Executive Officer

SUBJECT: PUBLIC HEARING: PROPOSED FY 2008-09 MERA OPERATING BUDGET

Recommended Action: Approve the proposed MERA operating budget for FY 2008-09, as amended by the Executive Committee.

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 Board will have acted on the Executive Committee recommendation on the logging recorder system which is incorporated in the proposed 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 as a \$55,000 one-time expense with annual maintenance of \$11,000. The contingency line item has been reduced from \$100,000 to \$34,000 to offset the cost of this project. Finally, the Committee recommended the elimination of frequency consultant expense in FY 08-09 due to the cost of additional frequencies.

MERA Proposed FY 2008-09 Operating Budget

Final Budget FY 2007-08	Recommended Budget FY 2008-09	Difference
\$1,716,926	\$1,647,000	(\$69,926)

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	\$134,500
	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
	Logging System Replacement	-0-		-0-	66,000
	General Contingencies	-0-	100,000	-0-	34,000
	Total Services & Expenses	\$1,338,537	\$1,716,926	\$1,617,659	\$1,647,000

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	\$1,647,000
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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%	\$ 3,167	\$ 8,919	\$ 12,086	\$ 15,841
Belvedere PW	0.240%		\$ 3,755	\$ 3,755	
Bolinas FPD	0.417%	\$ 3,167	\$ 6,525	\$ 9,692	\$ 9,692
College of Marin	0.178%	\$ 3,167	\$ 2,785	\$ 5,952	\$ 5,952
Corte Madera FD	0.852%	\$ 3,167	\$ 13,331	\$ 16,498	\$ 23,461
Corte Madera PW	0.445%		\$ 6,963	\$ 6,963	
Fairfax PD	1.509%	\$ 3,167	\$ 23,611	\$ 26,778	\$ 32,974
Fairfax PW	0.396%		\$ 6,196	\$ 6,196	
Inverness PUD	0.322%	\$ 3,167	\$ 5,038	\$ 8,205	\$ 8,205
Kentfield FPD	0.652%	\$ 3,167	\$ 10,202	\$ 13,369	\$ 13,369
Larkspur FD	1.060%	\$ 3,167	\$ 16,585	\$ 19,753	\$ 28,014
Larkspur PW	0.528%		\$ 8,261	\$ 8,261	
Marin County FD	7.134%		\$ 111,622	\$ 111,622	\$ 574,405
Marin County Others	0.000%		\$ -	\$ -	
Marin County PW	4.321%		\$ 67,609	\$ 67,609	
Marin County SO	25.054%	\$ 3,167	\$ 392,007	\$ 395,175	
Marin County Transit	0.847%	\$ 3,167	\$ 13,253	\$ 16,420	\$ 16,420
Marinwood CSD (Fire)	0.539%	\$ 3,167	\$ 8,433	\$ 11,601	\$ 14,605
Marinwood CSD (LM)	0.192%		\$ 3,004	\$ 3,004	
Mill Valley FD	1.243%	\$ 3,167	\$ 19,449	\$ 22,616	\$ 74,875
Mill Valley PD	2.739%		\$ 42,856	\$ 42,856	
Mill Valley PW	0.601%		\$ 9,404	\$ 9,404	
MMWD	0.237%	\$ 3,167	\$ 3,708	\$ 6,876	\$ 6,876
Novato FPD	5.431%	\$ 3,167	\$ 84,976	\$ 88,143	\$ 88,143
Novato PD	9.892%	\$ 3,167	\$ 154,775	\$ 157,942	\$ 186,012
Novato PW	1.794%		\$ 28,070	\$ 28,070	
Ross PD & FD	0.794%	\$ 3,167	\$ 12,423	\$ 15,591	\$ 15,591
Ross Valley Fire	1.660%	\$ 3,167	\$ 25,973	\$ 29,140	\$ 29,140
San Anselmo PD	2.405%	\$ 3,167	\$ 37,630	\$ 40,797	\$ 49,340
San Anselmo PW	0.546%		\$ 8,543	\$ 8,543	
San Rafael FD	4.102%		\$ 64,182	\$ 64,182	\$ 244,859
San Rafael PD	9.600%	\$ 3,167	\$ 150,206	\$ 153,374	
San Rafael PW	1.745%		\$ 27,303	\$ 27,303	
Sausalito FD	0.739%		\$ 11,563	\$ 11,563	\$ 44,912
Sausalito PD	1.529%	\$ 3,167	\$ 23,923	\$ 27,091	
Sausalito PW	0.400%		\$ 6,259	\$ 6,259	
Skywalker Ranch	0.180%	\$ 3,167	\$ 2,816	\$ 5,984	\$ 5,984
Southern Marin FPD	1.599%	\$ 3,167	\$ 25,019	\$ 28,186	\$ 28,186
Stinson Beach FPD	0.356%	\$ 3,167	\$ 5,570	\$ 8,737	\$ 8,737
Tiburon FPD	1.052%	\$ 3,167	\$ 16,460	\$ 19,627	\$ 19,627
Tiburon PD	1.738%	\$ 3,167	\$ 27,194	\$ 30,361	\$ 37,152
Tiburon PW	0.434%		\$ 6,791	\$ 6,791	
Twin Cities PD	3.928%	\$ 3,167	\$ 61,459	\$ 64,627	\$ 64,627
TOTALS	100.000%	\$ 82,350	\$ 1,564,650	\$ 1,647,000	1,647,000