

**MARIN EMERGENCY RADIO AUTHORITY**  
**371 Bel Marin Keys Blvd., Suite 100, Novato, CA 94949**  
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**MEMORANDUM**

**DATE:** June 7, 2007  
**TO:** MERA Board of Directors  
**FROM:** Michael Garvey, Interim Executive Officer *MPG*  
**SUBJECT:** AGENDA ITEM B: ADOPTION OF FINAL FY 2007-08 MERA OPERATING BUDGET

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Recommended Action: Adopt final MERA operating budget for FY 2007-08, as recommended by the Executive Committee.

The major changes to our FY 2006-07 operating budget are summarized below:

New County Training and Technology Agreement	\$201,000
Increased Contingency Fund	\$50,000
Communications Engineer is transferred from Personal Contract to County.	
Office rent and clerical support is transferred from Exec Director Contract to County.	

**MERA Recommended FY 2007-08 Budget**

<b>Final Budget</b>	<b>Recommended</b>	
<b>FY 2006-07</b>	<b>Budget</b>	
	<b>FY 2007-08</b>	<b>Difference</b>
\$1,499,300	\$1,716,926	\$217,626

**LINE ITEM DETAIL – RECOMMENDED MERA BUDGET – FY 2007-08**

Expenditures:

<b>Object</b>	<b>Final Budget FY 2006-07</b>	<b>Recommended Budget FY 2007-08</b>	<b>Difference</b>
General Insurance	\$ 36,800	\$38,640	\$1,840
Site Maintenance	30,000	30,000	0
County System Maint. (1)	678,000	640,094	(37,906)
County Training/Tech. (1)	0	201,000	201,000
County Comm. Engineer	0	159,642	159,642
Office Supplies	500	500	0
Rent (2)	272,100	285,705	13,605
Miscellaneous Expenses	25,000	25,000	0
Contract Services (3)	272,400	\$113,800	(158,600)
Telephone Services	3,600	3,600	0
Legal Expenses	50,000	25,000	(25,000)
Account/Audit	20,000	30,000	10,000
Utilities (4)	60,900	63,945	3,045
General Contingencies	50,000	100,000	50,000
	<b>\$ 1,499,300</b>	<b>\$ 1,716,926</b>	<b>\$ 217,626</b>

**TOTAL RECOMMENDED BUDGET:**

Revenues: (see Exhibit A)

<b>Item</b>	<b>Final Budget FY 2006-07</b>	<b>Recommended Budget FY 2007-08</b>	<b>Difference</b>
Member Contributions	\$1,499,300	\$1,716,926	\$217,626

**MEMA Proposed Operating Budget Detail**

**FY 2007-08**

(1) Technical Services Contract\*

	<b>Budget</b>	<b>A &amp; E FY 2006-07</b>	<b>Budget FY 2007-08</b>
Training	\$60,000	\$15,000	\$45,000
Technical Services	100,000	35,000	100,000
Admin. Costs	54,056	35,175*	56,000*
	<b>\$214,056</b>	<b>\$85,175</b>	<b>\$201,000</b>

\* Existing approved contract through 6/30/09  
 (Est. 3+% CPI all urban consumers)

(1) Maintenance Contract\*\*

	<b>Budget</b>	<b>A &amp; E FY 2006-07</b>	<b>Budget FY 2007-08</b>
Preventative Maintenance	\$207,250	\$207,250	\$217,612
Corrective Maintenance	228,375	228,375	239,794
Programming	78,750	78,750	82,688
Extra Work	As needed & authorized by MERA	70,000	100,000
		<b>\$584,375</b>	<b>\$640,094</b>

\*\*Existing approved contract through 6/30/10  
 (Est. 5% CPI – Staff Salaries)

Richard Chuck, Communications Engineer Contract\*\*\*

	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>FY 2009-10</b>
	\$159,642*	\$164,431*	\$169,364

\*\*\* Current MERA Contract \$154,992 per year  
 (Est. 3+% CPI all urban consumers)

	<b>A &amp; E FY 2006-07</b>	<b>Budget FY 2007-08*</b>
Total Est. County Cost FYI 2007-08	\$669,550	\$1,000,736

\*Please note that Richard Chuck's contract is now reflected in County of Marin's budget as opposed to MERA

	<b>Final Budget</b>	<b>Recommended</b>
(2) Site Rental	<b>FY 2006-07</b>	<b>Budget</b>
	<b>FY 2007-08</b>	
Mt. Burdell	\$77,800	81,690
Big Rock	73,000	76,650
San Pedro	44,000	46,200
Bay Hill	24,000	25,200
Sonoma	6,700	7,035
Bolinas	30,000	31,500
Mt. Tam	12,200	12,810
Mobile Mini	4,400	4,620
<b>TOTAL RENT</b>	<b>\$272,100</b>	<b>285,705</b>

(3) Contract Services		
Executive Director	\$75,000	\$62,400
Project Engineer	155,000	0
Planning Consultant	25,000	10,000
RF Consultant	5,000	5,000
Marin.org	1,200	1,200
Frequencies Consultant	10,000	10,000
Office rent, clerical support	0	24,000
Landscaping	1,200	1,200
<b>TOTAL CONTRACT</b>	<b>\$272,400</b>	<b>\$113,800</b>

(4) Utilities		
Mt. Vision	\$6,400	6,720
Big Rock	9,200	9,660
Mt. Barnabe	7,800	8,190
Dollar Hill	5,800	6,090
Forbes Hill	6,200	6,510
Tiburon	6,500	6,825
San Pedro	4,100	4,305
Bay Hill	3,900	4,095
Mill Valley	0	0
Mill Valley Microwave	0	0
Sonoma	3,800	3,990
Bolinas	6,000	6,300
Mt. Tam	0	0
Propane/Diesel	1,200	1,260
<b>TOTAL UTILITIES</b>	<b>\$60,900</b>	<b>\$63,945</b>

# EXHIBIT A

## MEMBER CONTRIBUTION

AGENCY	Committee Agreed Formula	Proposed Billings for FY 2007-08			
		5% Entry	95% Formula	Total Per Jursid.	TOTAL Per AGENCY
Belvedere PD	0.570%	\$3,302	\$9,297	\$12,599	<b>\$16,514</b>
Belvedere PW	0.240%		\$3,915	\$3,915	
Bolinas FPD	0.417%	\$3,302	\$6,802	\$10,103	<b>\$10,103</b>
College of Marin	0.178%	\$3,302	\$2,903	\$6,205	<b>\$6,205</b>
Corte Madera FD	0.852%	\$3,302	\$13,897	\$17,199	<b>\$24,457</b>
Corte Madera PW	0.445%		\$7,258	\$7,258	
Fairfax PD	1.509%	\$3,302	\$24,613	\$27,915	<b>\$34,374</b>
Fairfax PW	0.396%		\$6,459	\$6,459	
Inverness PUD	0.322%	\$3,302	\$5,252	\$8,554	<b>\$8,554</b>
Kentfield FPD	0.652%	\$3,302	\$10,635	\$13,936	<b>\$13,936</b>
Larkspur FD	1.060%	\$3,302	\$17,289	\$20,591	<b>\$29,203</b>
Larkspur PW	0.528%		\$8,612	\$8,612	
Marin County FD	7.134%		\$116,361	\$116,361	<b>\$598,793</b>
Marin County Others ***	0.000%		\$-	\$-	
Marin County PW	4.321%		\$70,479	\$70,479	
Marin County SO	25.054%	\$3,302	\$408,651	\$411,952	
Marin County Transit	0.847%	\$3,302	\$13,815	\$17,117	<b>\$17,117</b>
Marinwood CSD (Fire)	0.539%	\$3,302	\$8,792	\$12,093	<b>\$15,225</b>
Marinwood CSD (LM)	0.192%		\$3,132	\$3,132	
Mill Valley FD	1.243%	\$3,302	\$20,274	\$23,576	<b>\$78,054</b>
Mill Valley PD	2.739%		\$44,675	\$44,675	
Mill Valley PW	0.601%		\$9,803	\$9,803	
MMWD	0.237%	\$3,302	\$3,866	\$7,167	<b>\$7,167</b>
Novato FPD	5.431%	\$3,302	\$88,584	\$91,886	<b>\$91,886</b>
Novato PD	9.892%	\$3,302	\$161,346	\$164,648	<b>\$193,910</b>
Novato PW	1.794%		\$29,262	\$29,262	
Ross PD & FD	0.794%	\$3,302	\$12,951	\$16,253	<b>\$16,253</b>
Ross Valley Fire	1.660%	\$3,302	\$27,076	\$30,378	<b>\$30,378</b>
San Anselmo PD	2.405%	\$3,302	\$39,227	\$42,529	<b>\$51,435</b>
San Anselmo PW	0.546%		\$8,906	\$8,906	
San Rafael FD	4.102%		\$66,907	\$66,907	<b>\$255,255</b>
San Rafael PD	9.600%	\$3,302	\$156,584	\$159,885	
San Rafael PW	1.745%		\$28,462	\$28,462	
Sausalito FD	0.739%		\$12,054	\$12,054	<b>\$46,819</b>
Sausalito PD	1.529%	\$3,302	\$24,939	\$28,241	
Sausalito PW	0.400%		\$6,524	\$6,524	
Skywalker Ranch	0.180%	\$3,302	\$2,936	\$6,238	<b>\$6,238</b>
Southern Marin FPD	1.599%	\$3,302	\$26,081	\$29,383	<b>\$29,383</b>
Stinson Beach FPD	0.356%	\$3,302	\$5,807	\$9,108	<b>\$9,108</b>
Tiburon FPD	1.052%	\$3,302	\$17,159	\$20,461	<b>\$20,461</b>
Tiburon PD	1.738%	\$3,302	\$28,348	\$31,650	<b>\$38,729</b>
Tiburon PW	0.434%		\$7,079	\$7,079	
Twin Cities PD	3.928%	\$3,302	\$64,069	\$67,371	<b>\$67,371</b>
Hospitals			\$-	\$-	
So. Marin Paramedic (SMEMPS)			\$-	\$-	
<b>TOTALS</b>	<b>100.000%</b>	<b>\$85,846</b>	<b>\$1,631,080</b>	<b>\$1,716,926</b>	<b>\$1,716,926</b>