



May 11, 2022

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Governing Board Communication

**TO: MERA Governing Board**

**FROM: Mary Morris-Mayorga, Interim Executive Officer**

**SUBJECT: PROPOSED FISCAL YEAR 2022-2023 MERA OPERATING BUDGET AND ZERO-RATE FEE SCHEDULE FOR NON-MEMBER SYSTEM USERS**

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Recommended Action

Upon recommendation of the Finance Committee and Executive Board on March 9, 2022, approve the Proposed MERA Fiscal Year 2022-2023 Operating Budget and a Zero-Rate Fee Schedule for Non-Member Users.

Background

The total Proposed Preliminary Operating Budget for Fiscal Year 2022-2023 is \$2,702,692 which represents a 3.3% increase over prior year's budget when considering both the prior operating and 2007 note payment budgets. At the direction of both the Finance Committee and Executive Boards, the Operating Budget now includes Replacement Reserve Funding of \$225,000 (formerly the amount of the New Project Financing 2007 Note payment). A recent history of annual Operating Budgets and percentage changes over prior years is as follows:

Fiscal Year	Annual Operating Budget	Variance	
		\$	%
2007-08	\$1,716,926		
2008-09	1,647,000	(69,926)	-4.1%
2009-10	1,642,000	(5,000)	-0.3%
2010-11	1,496,105	(145,895)	-8.9%
2011-12	1,499,630	3,525	0.2%
2012-13	1,591,930	92,300	6.2%
2013-14	1,651,432	59,502	3.7%
2014-15	1,707,654	56,222	3.4%
2015-16	1,811,251	103,597	6.1%
2016-17	1,888,142	76,891	4.2%
2017-18	1,923,710	35,568	1.9%
2018-19	1,932,154	8,444	0.4%
2019-20	1,991,510	59,356	3.1%
2020-21	2,093,592	102,082	5.1%
2021-22	2,391,490	297,898	14.2%
<i>Including Replacement Reserve Funding (formerly 2007 New Project Financing Note Payn</i>			
2021-22	2,616,990		
<b>2022-23</b>	<b>2,702,692</b>	<b>85,702</b>	<b>3.3%</b>

Since the original presentation of the budget, several updates have been incorporated to reflect: updated estimates, decrease in actual CPI % on County agreements, and increase in contingency as shown below:

Summary of operating budget updates

	Increase/ (Decrease)
Contract - Financial & Administrative Services	467
Total County System Maintenance	(6,198)
Total County Technical Services	(1,928)
County Communications	(2,349)
General Contingency	1,000
Net Increase/(Decrease)	<u>\$ (9,008)</u>

On December 14, 2011, the MERA Governing Board formally approved System use by mutual aid and automatic backup agencies as critical to MERA Member operations and established a Zero-Rate Fee Schedule.

Per Section 4 of Article VIII of the MERA Bylaws, the Executive Officer recommends, as part of the annual budget approval for Fiscal Year 2022-2023, continuation of the Zero-Rate Fee Schedule for Non-Member agencies. In 2016, the Non-Member Subcommittee recommended inclusion of a six-month advance notice of a fee schedule change in the Letters of Agreement (LOA) with Non-Member System Users. Fee changes will be reviewed by the Executive Board each November.

Fiscal Impact

Operating budget increases reflect increased rents for sites which include an annual increase along with projected increases in other operating costs. **Member Agencies will be invoiced by MERA after June 1 – payment due after July 1.**

ATTACHMENTS:

D-1A Proposed MERA Fiscal Year 2022-2023 Operating Budget

D-1B Fiscal Year 2022-2023 Member Agency Contributions – Fund 70030 – Operating

## MERA Fiscal Year 2022-2023 Final Budget

### Fund 70030 - Operating Budget

#### Budget Summary

	Approved Budget FY 2021-2022	Proposed Budget FY 2022-2023	Proposed Budget Increase %
<b>Revenues</b>			
Member Contributions	\$ 2,391,490	\$ 2,701,692	12.97%
Interest Earnings	-	1,000	
Total Revenues	<u>\$ 2,391,490</u>	<u>\$ 2,702,692</u>	13.01%
<b>Expenditures</b>			
<u>Contract Services</u>			
Executive Officer and Fin & Acctg Services	\$ 191,605	\$ 190,000	-0.84%
Legal Services	15,000	12,000	-20.00%
Website Maintenance & Special Projects	10,000	10,000	0.00%
Records Management Project	3,000	3,000	0.00%
Auditing Services	30,000	30,900	3.00%
Contract - Financial & Administrative Services	10,637	14,467	36.00%
Total Contract Services	<u>\$ 260,242</u>	<u>\$ 260,367</u>	0.05%
General Contingency	13,158	14,000	6.40%
Insurance	70,000	75,900	8.43%
Miscellaneous Expenses	1,000	1,500	50.00%
<u>County System Maintenance</u>			
Preventive and Corrective	513,686	523,960	2.00%
Parts, Materials, Factory Repairs	106,126	108,249	2.00%
Total County System Maintenance	<u>619,812</u>	<u>632,209</u>	2.00%
<u>County Technical Services</u>			
Training	10,000	10,000	0.00%
Technical Services	55,000	55,000	0.00%
Administrative Services	192,844	196,701	2.00%
Total County Technical Services	<u>257,844</u>	<u>261,701</u>	1.50%
County Communications	<u>234,933</u>	<u>239,632</u>	2.00%
Total Contract Services	1,456,989	1,485,309	1.94%
Site Rentals and Leases	747,201	780,581	4.47%
Site Utilities	109,300	113,802	4.12%
Site Expenses	78,000	98,000	25.64%
Total Site Expenses	<u>934,501</u>	<u>992,383</u>	6.19%
New Project Financing 2007 Note	225,000	-	
Replacement Reserve Funding	-	225,000	
Total Capital Funding	<u>225,000</u>	<u>225,000</u>	0.00%
Total Operating Expenses	<u>\$ 2,616,490</u>	<u>\$ 2,702,692</u>	3.29%

## MERA Fiscal Year 2022-2023 Final Budget

### Fund 70030 - Operating Budget

#### Site Rentals/Leases/Utilities

	Approved Budget FY 2021-2022	Proposed Budget FY 2022-2023	Proposed Budget Increase %
<b>Site Rentals and Leases</b>			
American Tower			
Burdell Mountain	150,000	156,800	4.53%
Mt. Tamalpais	114,900	120,700	5.05%
Incline Partners - Bodega Bay	77,700	79,500	2.32%
Martinelli - Stewart Point (Bolinas)	47,000	47,400	0.85%
C&C Equipment			
Big Rock Ridge	122,000	125,700	3.03%
San Pedro Ridge	76,500	78,800	3.01%
Parks Family - Tomales	8,500	9,000	5.88%
County of Sonoma - Sonoma Mtn.	57,300	64,500	12.57%
Sundial Broadcasting Wolfback Ridge	48,000	48,480	1.00%
MMWD - Forbes Reservoir	1	1	0.00%
FBI - Antenna Rental-Big Rock (revenue \$1,200)	-	-	0.00%
Marin County Office Education (MCOE) Coyote Peak	-	-	0.00%
MMWD - Mill Valley Water Tank (contribution offset)	10,000	10,400	4.00%
Mobile Mini	3,300	3,300	0.00%
Cooley Family - OTA	32,000	36,000	12.50%
Total Site Rentals and Leases	<u>747,201</u>	<u>780,581</u>	4.47%
<b>Site Utilities</b>			
PG&E	96,000	99,840	4.00%
American Tower - 2 sites	9,600	10,077	4.97%
AT&T / Cal Net 2 - 2 sites	3,700	3,885	5.00%
Total Site Utilities	<u>109,300</u>	<u>113,802</u>	4.12%
<b>Site Expenses</b>			
Site Lease One-Time Fees	25,000	25,000	0.00%
New sites (MCOE)	30,000	50,000	66.67%
Generators - Diesel / DPW	8,000	8,000	0.00%
Site Maintenance	15,000	15,000	0.00%
Total Site Expenses	<u>78,000</u>	<u>98,000</u>	25.64%
 Total Site Rentals/Leases and Expenses	 <u>\$ 934,501</u>	 <u>\$ 992,383</u>	 6.19%

# Marin Emergency Radio Authority (MERA)

## FY 2022-23 Member Agency Contributions

### FUND 70030 OPERATING FUND

Jurisdiction	Board Agreed Formula	5% Entry	95% Formula	Jurisdiction Total	2022/23 Agency Total
Belvedere PD	0.570%	5,196	14,630	19,826	25,986
Belvedere PW	0.240%		6,160	6,160	
Bolinas FPD	0.417%	5,196	10,703	15,899	15,899
Central Marin Police Authority	6.333%	10,391	162,543	172,934	172,934
Corte Madera FD	0.852%	5,196	21,867	27,063	38,484
Corte Madera PW	0.445%		11,421	11,421	
Fairfax PD	1.509%	5,196	38,730	43,926	54,090
Fairfax PW	0.396%		10,164	10,164	
Inverness PUD	0.322%	5,196	8,264	13,460	13,460
Kentfield FPD	0.652%	5,196	16,734	21,930	21,930
Larkspur FD	1.060%	5,196	27,206	32,402	45,954
Larkspur PW	0.528%		13,552	13,552	
Marin Community College District	0.178%	5,196	4,569	9,765	9,765
Marin County FD	7.134%		183,102	183,102	942,239
Marin County PW	4.321%		110,903	110,903	
Marin County SO	25.054%	5,196	643,038	648,234	
Marin Transit	0.847%	5,196	21,739	26,935	26,935
Marinwood CSD (Fire)	0.539%	5,196	13,834	19,030	23,958
Marinwood CSD (LM)	0.192%		4,928	4,928	
Mill Valley FD	1.243%	5,196	31,903	37,099	122,823
Mill Valley PD	2.739%		70,299	70,299	
Mill Valley PW	0.601%		15,425	15,425	
MMWD	0.237%	5,196	6,083	11,279	11,279
Novato FPD	5.431%	5,196	139,392	144,588	144,588
Novato PD	9.892%	5,196	253,889	259,085	305,130
Novato PW	1.794%		46,045	46,045	
Ross PD	0.397%	5,196	10,189	15,385	15,385
Ross Valley Fire	2.057%	5,196	52,795	57,991	57,991
San Anselmo PW	0.546%		14,014	14,014	14,014
San Rafael FD	4.102%		105,282	105,282	401,659
San Rafael PD	9.600%	5,196	246,394	251,590	
San Rafael PW	1.745%		44,787	44,787	
Sausalito PD	1.529%	5,196	39,243	44,439	54,705
Sausalito PW	0.400%		10,266	10,266	
Skywalker Ranch	0.180%	5,196	4,620	9,816	9,816
Southern Marin FPD	2.338%	5,196	60,007	65,203	65,203
Stinson Beach FPD	0.356%	5,196	9,137	14,333	14,333
Tiburon FPD	1.052%	5,196	27,001	32,197	32,197
Tiburon PD	1.738%	5,196	44,608	49,804	60,943
Tiburon PW	0.434%		11,139	11,139	
<b>Total</b>	<b>100.000%</b>	<b>135,085</b>	<b>2,566,605</b>	<b>2,701,690</b>	<b>2,701,692</b>



May 11, 2022  
Agenda Item D-3

**Resolution No. 2022-06**

**RESOLUTION OF THE GOVERNING BOARD OF THE  
MARIN EMERGENCY RADIO AUTHORITY  
ADOPTING THE PROPOSED FISCAL YEAR 2022-2023 OPERATING BUDGET**

WHEREAS, on March 9, 2022, the MERA Finance Committee reviewed the proposed Preliminary Fiscal Year 2022-2023 Operating Budget including Member Contributions and recommended approval to the Executive Board; and

WHEREAS, on March 9, 2022, the MERA Executive Board reviewed the proposed Preliminary Fiscal Year 2022-2023 Operating Budget and authorized distribution of the documents to member agencies; and

WHEREAS, staff has incorporated the changes as requested by the Finance Committee and Executive Board as well as distributed the proposed budget to member agencies; and

WHEREAS, the MERA Governing Board has reviewed the Proposed Fiscal Year 2022-2023 Operating Budget.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Marin Emergency Radio Authority adopts the proposed Fiscal Year 2022-2023 Operating Budget as presented, and directs allocation of the Operating Fund balance from Fiscal Year 2021-2022 to the Replacement Reserve, upon acceptance of the Fiscal Year 2021-2022 Audit.

ADOPTED AND APPROVED BY THE MERA GOVERNING BOARD on this 11th day of May 2022, by the following vote:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Abstentions: \_\_\_\_\_

Absent: \_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Executive Officer and Secretary