

**MARIN EMERGENCY RADIO AUTHORITY**

c/o Novato Fire Protection District  
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**MEMORANDUM**

**DATE:** May 18, 2011  
**TO:** MERA Board of Directors  
**FROM:** Maureen Cassingham, Executive Officer  
**SUBJECT:** AGENDA ITEM **E-1**: PROPOSED FY11-12 MERA OPERATING BUDGET  
AND FEE SCHEDULE FOR NON-MEMBER USERS

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Recommended Action: As recommended by the Executive Committee, approve the proposed FY11-12 MERA Operating Budget as presented and further review of the Non-Member Fee Schedule by the Finance and Executive Committees.

Background: On January 12, 2011, the MERA Executive Committee approved midyear revisions to the FY10-11 Operating Budget based on six months of actual expenses. Those line-item revisions were minor and within the May 19, 2010, Board-approved annual total.

Attached for your review and approval are the proposed MERA Operating Budget for FY11-12 and Exhibits 1 and 2 providing line-item detail. The Finance Committee, on April 6, 2011, reviewed the preliminary draft of the FY11-12 Operating Budget making no changes and directed estimated agency contributions be provided to MERA members. On May 11, 2011, the Executive Committee reviewed same with minor adjustments and recommended Board approval.

The proposed total budget for FY11-12 is \$1,499,630 which is \$3,525 more than the approved FY10-11 Budget. Thus, member agency contributions, if approved as presented, would remain virtually the same as last year. Members will be invoiced by MERA **after June 1 and due after July 1, 2011.**

It should be noted that MMWD intends to assess MERA Market Site Rate rent, or a significant portion thereof, for the Forbes Hill Reservoir tower site, commencing March 12, 2012. Heretofore, MERA's rent has been zero. Fair-market rent, as noted in MERA's site lease, is \$36,000 annually, plus CPI increases since the lease was executed in March 2001. Any adjustment will require Executive Committee review and action with the midyear budget. An additional consideration at that time would be revisitation of the no-cost MERA subleases of the Forbes Site with the Ross Valley and Las Galinas Sanitary Districts.

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Per Section 4, Non-Member Uses of the Radio System, of Article VIII, Rules and Procedures of the MERA Bylaws, “public agencies not members of the Authority may use the Authority’s radio system on a fee basis. The Executive Officer shall develop a fee schedule for the use of the radio system by non-Members, which shall be reviewed and approved annually by the Board as part of the annual budget approval.” Heretofore, MERA has, by past practice and more recently by MERA policy, approved non-member System use requests on a case-by-case basis at no charge.

To comply with MERA’s Bylaws, Operations Officer Mansourian provided me with the attached list of MERA Mobile and Portable Radios. As of February 16, 2011, thirteen (13) non-members, including some private agencies, are using the MERA System via 136 mobile or portable radios.

Since this is the first time in my tenure this report has been provided with the annual budget, it is recommended that the non-member fee schedule be referred to the Finance and Executive Committees for further review and recommendation.

ATTACHMENTS: Proposed FY11-12 MERA Operating Budget with Exhibits 1 and 2

Proposed FY11-12 Member Agency Operating Budget  
Payment Schedule – Fund 70030

MERA Mobile and Portable Radios List