

MARIN EMERGENCY RADIO AUTHORITY
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MEMORANDUM

DATE: May 6, 2004
TO: MERA Executive Committee
FROM: Martin J. Nichols, Executive Officer
SUBJECT: AGENDA ITEM D: PROPOSED MERA OPERATING BUDGET
FOR FY 2004-2005

Recommended Action: Adopt recommendations to the MERA Board of Directors on the proposed FY 2004-2005 budgets.

The major changes to our FY 2004-2005 operating budget are summarized below:

The proposed operating budget is about \$2,700 less than the current year's budget.

Increases in:

- Insurance \$12,800
- System Maintenance 95,000
- Rent 64,688

Are offset by decreases in:

- Site Maintenance (\$16,700)
- Contract Services (31,000)
- Legal Services (100,000)
- Utilities (19,810)

A major portion of the rent increase is the warehouse (\$76,000), which should be a one-time expense.

We will under spend this year's budget by about \$300,000. I recommend that this balance be used to begin funding of our maintenance and replacement funds and to increase our project fund. In the alternate, the fund balance could be used to reduce member contributions.

MERA Recommended FY 04-05 Budget

Final Budget	Projected	Recommended	
FY 2003-04	Expenditure	Budget	Difference
		FY 2004-05	
\$1,346,606	\$1,032,570	\$1,343,884	(\$12,822)

LINE ITEM DETAIL – RECOMMENDED MERA BUDGET – FY 2004-2005

Expenditures:

Code	Object	Final Budget FY 2003-04	Projected Expenditure	Recommended Budget FY 2004-05	Difference
2059	General Insurance	\$ 6,000	\$ 8,297	\$18,800	\$12,800
2096	Site Maintenance	36,700	0	20,000	(16,700)
2117	County System Maint.	205,000	205,000	300,000	95,000
2133	Office Supplies	1,000	1,000	1,000	0
2246	Rent	277,396	252,673	342,084	64,688
2389	Miscellaneous Expenses	25,000	3,600	20,000	(5,000)
2533	Contract Services	313,000	278,000	282,000	(31,000)
2534	Telephone Services	9,600	0	9,600	0
2713	Legal Expenses	250,000	229,000	150,000	(100,000)
2717	Account/Audit	15,700	13,200	13,000	(2,700)
2733	Utilities	107,210	41,800	87,400	(19,810)
6991	General Contingencies	100,000	0	100,000	0
Total Budget		<u>\$1,346,606</u>	<u>\$1,032,570</u>	<u>\$1,343,884</u>	<u>(\$2,722)</u>

TOTAL RECOMMENDED BUDGET: 1,343,884

Revenues:

Item	Final Budget FY 2003-04	Estimated Receipts	Recommended Budget 2004-05	Difference
1. Member Contributions	\$1,343,606	\$1,343,606	\$1,340,884	(\$2,722)
2. Interest	3,000	3,000	3,000	0
TOTAL	<u>\$1,346,606</u>	<u>\$1,346,606</u>	<u>\$1,343,884</u>	<u>(\$2,722)</u>

Transfer of Fund Balances:

To Maintenance Fund (95c)	\$100,000
To Replacement Fund (95f)	100,000
To Project Fund (95d)	<u>100,000</u>
	\$300,000

EXHIBIT A

MERA Proposed Operating Budget Detail FY 2004-2005

		Final Budget FY 2003-04	Estimated Expenditures	Recommended Budget FY 2004-05	Difference
General Insurance					
2059	Director's Liability	\$6,000	\$5,497	\$ 6,000	\$ 0
	Site Property	0	0	10,000	10,000
	Warehouse Equipment	0	2,800	2,800	2,800
	TOTAL INSURANCE	\$6,000	\$8,297	\$18,800	\$12,800
Site Rental					
2246	Civic Center Prime Site	12	0	12	0
	Civic Center Microwave	12	0	12	0
	Mt. Burdell	65,000	67,298	76,000	11,000
	Pt. Reyes	0	0	0	0
	Big Rock	63,000	63,000	66,200	3,200
	Mt. Barnabe	12	0	12	0
	Dollar Hill	12	0	12	0
	Forbes Hill	12	0	12	0
	Tiburon	12	0	0	(12)
	South Marin-2	30,000	0	30,000	0
	San Pedro	38,000	37,800	39,700	1,700
	Bay Hill	30,000	20,700	21,800	(8,200)
	Mill Valley	12	0	12	0
	Mill Valley Microwave	12	0	12	0
	Sonoma	6,300	7,875	8,000	1,700
	Bolinas	20,000	3,000	12,000	(8,000)
	Mt. Tam	25,000	10,400	11,600	(13,400)
	Warehouse	0	42,600	76,700	76,700
	TOTAL RENT	\$277,396	\$252,673	\$342,084	\$64,688
Contract Services					
2533	Executive Director	102,000	102,000	102,000	0
	Project Engineer	155,000	155,000	155,000	0
	Planning Consultant	36,000	21,000	20,000	(16,000)
	RF Consultant	10,000	0	5,000	(5,000)
	Community Outreach	10,000	0	0	(10,000)
	TOTAL CONTRACT	\$313,000	\$278,000	\$282,000	(\$31,000)
Legal Expenses					
2713	General Counsel	50,000		50,000	0
	Other Counsel	100,000		50,000	(50,000)
	EIR Counsel	100,000		50,000	(50,000)
	TOTAL LEGAL	\$250,000	\$229,000	\$150,000	(\$100,000)

		Final Budget	Estimated	Recommended	
		FY 2003-04	Expenditures	Budget	Difference
				FY 2004-05	
Accounting and Audits					
2717	Arbitrage Analysis	3,000	2,500	0	(3,000)
	Bond Audit	2,000	0	2,000	0
	Audit	8,000	8,000	8,000	0
	County Auditor	2,700	2,700	3,000	300
	TOTAL ACCOUNTING	\$15,700	\$13,200	\$13,000	(\$2,700)
Utilities – AC Power					
2733	Pt. Reyes	6,900	5,400	6,300	(600)
	Big Rock	9,700	11,000	11,750	2,050
	Mt. Barnabe	6,900	5,000	5,250	(1,650)
	Dollar Hill	9,700	8,000	8,400	(1,300)
	Forbes Hill	9,700	5,000	5,250	(4,450)
	Tiburon	9,700	0	6,500	(3,200)
	South Marin-2	9,700	0	0	(9,700)
	San Pedro	9,700	5,000	5,250	(4,450)
	Bay Hill	6,900	0	10,000	3,100
	Mill Valley	9,700	0	6,000	(3,700)
	Mill Valley Microwave	0	0	0	0
	Sonoma	6,900	0	6,500	(400)
	Bolinas	6,900	0	10,000	3,100
	Mt. Tam	0	0	0	0
	Warehouse	0	1,400	1,400	1,400
	SUBTOTAL	\$102,400	\$40,800	\$82,600	(\$19,800)
Utilities – Propane/ Diesel Fuel					
	SUBTOTAL	\$4,810	\$1,000	\$4,800	(\$10)
	TOTAL UTILITIES	<u>\$107,210</u>	<u>\$41,800</u>	<u>\$87,400</u>	<u>(\$19,810)</u>

EXHIBIT B

MEMBER CONTRIBUTION

Agency	Committee Agreed Formula	Proposed Billings for FY 2004-2005			Total Per Agency
		5% Entry	95% Formula	Total Per Jursid.	
Belvedere PD	0.570%	\$ 2,579	\$ 7,261	\$ 9,840	\$ 12,897
Belvedere PW	0.240%		\$ 3,057	\$ 3,057	
Bolinas FPD	0.417%	\$ 2,579	\$ 5,312	\$ 7,891	\$ 7,891
College of Marin	0.178%	\$ 2,579	\$ 2,267	\$ 4,846	\$ 4,846
Corte Madera FD	0.852%	\$ 2,579	\$ 10,853	\$ 13,432	\$ 19,100
Corte Madera PW	0.445%		\$ 5,669	\$ 5,669	
Fairfax PD	1.509%	\$ 2,579	\$ 19,222	\$ 21,801	\$ 26,845
Fairfax PW	0.396%		\$ 5,044	\$ 5,044	
Inverness PUD	0.322%	\$ 2,579	\$ 4,102	\$ 6,680	\$ 6,680
Kentfield FPD	0.652%	\$ 2,579	\$ 8,305	\$ 10,884	\$ 10,884
Larkspur FD	1.060%	\$ 2,579	\$ 13,503	\$ 16,081	\$ 22,807
Larkspur PW	0.528%		\$ 6,726	\$ 6,726	
Marin County FD	7.134%		\$ 90,876	\$ 90,876	\$ 467,645
Marin County Others ***	0.000%		\$ -	\$ -	
Marin County PW	4.321%		\$ 55,043	\$ 55,043	
Marin County SO	25.054%	\$ 2,579	\$ 319,148	\$ 321,726	
Marin County Transit	0.847%	\$ 2,579	\$ 10,789	\$ 13,368	\$ 13,368
Marinwood CSD (Fire)	0.539%	\$ 2,579	\$ 6,866	\$ 9,445	\$ 11,890
Marinwood CSD (LM)	0.192%		\$ 2,446	\$ 2,446	
Mill Valley FD	1.243%	\$ 2,579	\$ 15,834	\$ 18,412	\$ 60,959
Mill Valley PD	2.739%		\$ 34,890	\$ 34,890	
Mill Valley PW	0.601%		\$ 7,656	\$ 7,656	
MMWD	0.237%	\$ 2,579	\$ 3,019	\$ 5,598	\$ 5,598
Novato FPD	5.431%	\$ 2,579	\$ 69,182	\$ 71,761	\$ 71,761
Novato PD	9.892%	\$ 2,579	\$ 126,008	\$ 128,587	\$ 151,440
Novato PW	1.794%		\$ 22,853	\$ 22,853	
Ross PD & FD	0.794%	\$ 2,579	\$ 10,114	\$ 12,693	\$ 12,693
Ross Valley Fire	1.660%	\$ 2,579	\$ 21,146	\$ 23,724	\$ 23,724
San Anselmo PD	2.405%	\$ 2,579	\$ 30,636	\$ 33,214	\$ 40,170
San Anselmo PW	0.546%		\$ 6,955	\$ 6,955	
San Rafael FD	4.102%		\$ 52,253	\$ 52,253	\$ 199,349
San Rafael PD	9.600%	\$ 2,579	\$ 122,289	\$ 124,867	
San Rafael PW	1.745%		\$ 22,229	\$ 22,229	
Sausalito FD	0.739%		\$ 9,414	\$ 9,414	\$ 36,565
Sausalito PD	1.529%	\$ 2,579	\$ 19,477	\$ 22,056	
Sausalito PW	0.400%		\$ 5,095	\$ 5,095	
Skywalker Ranch	0.180%	\$ 2,579	\$ 2,293	\$ 4,872	\$ 4,872
Southern Marin FPD	1.599%	\$ 2,579	\$ 20,369	\$ 22,947	\$ 22,947
Stinson Beach FPD	0.356%	\$ 2,579	\$ 4,535	\$ 7,113	\$ 7,113
Tiburon FPD	1.052%	\$ 2,579	\$ 13,401	\$ 15,979	\$ 15,979
Tiburon PD	1.738%	\$ 2,579	\$ 22,139	\$ 24,718	\$ 30,246
Tiburon PW	0.434%		\$ 5,528	\$ 5,528	
Twin Cities PD	3.928%	\$ 2,579	\$ 50,036	\$ 52,615	\$ 52,615
Hospitals			\$ -	\$ -	
So. Marin Paramedic (SMEMPS)			\$ -	\$ -	
TOTALS	100.000%	\$ 67,044	\$ 1,273,840	\$ 1,340,884	1,340,884

