

MARIN EMERGENCY RADIO AUTHORITY
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MEMORANDUM

DATE: June 17, 2004
TO: MERA Board of Directors
FROM: Martin J. Nichols, Executive Officer
SUBJECT: AGENDA ITEM D1: ADOPTION OF FINAL FY 2004-2005
MERA OPERATING BUDGET

Recommended Action: Adopt final MERA operating budget for FY 2004-2005, as recommended by the Executive Committee.

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. The Executive Committee and 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

NERA Proposed Operating Budget Detail FY 2004-2005

| | | Final Budget | Estimated | Recommended | |
|--------------------------|-------------------------|------------------|------------------|------------------|--------------------|
| | | FY 2003-04 | Expenditures | Budget | Difference |
| | | FY 2003-04 | Expenditures | 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 |

