

# MARIN EMERGENCY RADIO AUTHORITY

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## MEMORANDUM

**DATE:** June 17, 2004  
**TO:** MERA Executive Committee  
**FROM:** Martin J. Nichols, Executive Officer  
**SUBJECT:** AGENDA ITEM D: PROPOSED FY 2005-06 MERA OPERATING BUDGET

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Recommended Action: Receive the proposed MERA operating budget for FY 2005-06 and set a hearing for consideration and adoption on June 16, 2005 at 4:00 p.m.

The major changes to our FY 2005-06 operating budget are summarized below:

The proposed operating budget is about \$221,000 less than the current year's budget.

Increases in:

- Insurance \$4,000
- Audits 3,000

Are offset by decreases in:

- Rent \$107,400
- Legal Services 50,000
- Contingencies 50,000

We will under spend this year's budget by about \$388,000. I recommend that this balance be used to continue the 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 2005-06 Budget

<b>Final Budget FY 2004-05</b>	<b>Projected Expenditure</b>	<b>Recommended Budget FY 2005-06</b>	<b>Difference</b>
\$1,343,084	\$733,890	\$1,121,900	(\$221,184)

**LINE ITEM DETAIL – RECOMMENDED MERA BUDGET – FY 2005-06**

Expenditures:

<b>Code</b>	<b>Object</b>	<b>Final Budget FY 2004-05</b>	<b>Projected Expenditure</b>	<b>Recommended Budget FY 2005 -06</b>	<b>Difference</b>
2059	General Insurance	\$ 18,000	\$ 18,000	\$ 22,000	\$ 4,000
2096	Site Maintenance	20,000	4,000	20,000	0
2117	County System Maint.	300,000	34,500	300,000	0
2133	Office Supplies	1,000	0	1,000	0
2246	Rent	342,084	278,276	234,600	(107,484)
2389	Miscellaneous Expenses	20,000	4,000	10,000	(10,000)
2533	Contract Services	282,000	268,300	282,000	0
2534	Telephone Services	9,600	4,300	7,000	(2,600)
2713	Legal Expenses	150,000	56,700	100,000	(50,000)
2717	Account/Audit	13,000	14,920	16,000	3,000
2733	Utilities	87,400	50,894	79,300	(8,100)
6991	General Contingencies	100,000	0	50,000	(50,000)
<b>Total Budget</b>		<b><u>\$1,343,084</u></b>	<b><u>\$733,890</u></b>	<b><u>\$1,121,900</u></b>	<b><u>(\$221,184)</u></b>

**TOTAL RECOMMENDED BUDGET: 1,121,900**

Revenues:

<b>Item</b>	<b>Final Budget FY 200-05</b>	<b>Estimated Receipts</b>	<b>Recommended Budget 2005-06</b>	<b>Difference</b>
1. Member Contributions	\$1,340,084	\$1,340,084	\$1,118,900	(\$221,184)
2. Interest	3,000	3,000	3,000	0
<b>TOTAL</b>	<b><u>\$1,343,084</u></b>	<b><u>\$1,343,084</u></b>	<b><u>\$1,121,900</u></b>	<b><u>(\$221,184)</u></b>

Transfer of Fund Balances:

To Maintenance Fund (95c)	\$100,000
To Replacement Fund (95f)	100,000
To Project Fund (95d)	<u>188,000</u>
	<b>\$388,000</b>

# EXHIBIT A

## NERA Proposed Operating Budget Detail FY 2005-06

		Final Budget FY 2004-05	Estimated Expenditures	Recommended Budget FY 2005-06	Difference
General Insurance					
2059	Director's Liability	\$ 6,000	\$ 5,497	\$ 6,000	\$0
	Site Property	10,000	10,000	10,000	0
	Warehouse Equipment	2,800	2,785	2,800	0
	<b>TOTAL INSURANCE</b>	<b>\$18,800</b>	<b>\$18,282</b>	<b>\$18,800</b>	<b>\$0</b>
Site Rental					
2246	Mt. Burdell	\$76,000	\$68,081	\$73,000	(\$3,000)
	Big Rock	66,200	65,367	69,300	3,100
	South Marin	30,000	0	0	(30,000)
	San Pedro	39,700	39,370	41,800	2,100
	Bay Hill	21,800	20,875	22,100	300
	Sonoma	6,300	6,300	6,700	400
	Bolinas	12,000	0	12,000	0
	Mt. Tam	11,600	9,126	9,700	(1,900)
	Warehouse	76,700	69,157	0	(76,700)
	<b>TOTAL RENT</b>	<b>\$340,300</b>	<b>\$278,276</b>	<b>\$234,600</b>	<b>(\$105,700)</b>
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)
	<b>TOTAL CONTRACT</b>	<b>\$313,000</b>	<b>\$278,000</b>	<b>\$282,000</b>	<b>(\$31,000)</b>
Legal Expenses					
2713	General Counsel	\$ 50,000		\$ 50,000	\$ 0
	Other Counsel	50,000		0	(50,000)
	EIR Counsel	50,000		50,000	0
	<b>TOTAL LEGAL</b>	<b>\$150,000</b>	<b>\$56,700</b>	<b>\$100,000</b>	<b>(\$50,000)</b>
Accounting and Audits					
2717	Bond Audit	\$2,000	\$0	\$2,000	\$0
	Audit	8,000	12,220	11,000	0
	County Auditor	3,000	2,700	3,000	300
	<b>TOTAL ACCOUNTING</b>	<b>\$13,000</b>	<b>\$14,920</b>	<b>\$16,000</b>	<b>\$3,000</b>

	<b>Final Budget FY 2003-04</b>	<b>Estimated Expenditures</b>	<b>Recommended Budget FY 2004-05</b>	<b>Difference</b>
Utilities – AC Power 2733				
Pt. Reyes	\$6,300	\$5,868	\$6,200	(\$100)
Big Rock	11,750	9,711	10,200	(1,550)
Mt. Barnabe	5,250	6,174	6,500	1,250
Dollar Hill	8,400	5,400	5,700	(2,700)
Forbes Hill	5,250	5,919	6,300	1,050
Tiburon	6,500	0	6,500	0
San Pedro	5,250	4,464	4,700	(550)
Bay Hill	10,000	1,500	10,000	0
Mill Valley	6,000	2,093	2,300	(3,700)
Mill Valley Microwave	0	2,150	2,400	2,400
Sonoma	6,500	3,200	4,800	(1,700)
Bolinas	10,000	0	6,900	(3,100)
Mt. Tam	0	1,825	2,000	2,000
Warehouse	1,400	1,250	0	(1,400)
<b>SUBTOTAL</b>	<b>\$82,600</b>	<b>\$49,554</b>	<b>\$74,500</b>	<b>(\$8,100)</b>
Utilities – Propane/ Diesel Fuel				
<b>SUBTOTAL</b>	<b>\$4,800</b>	<b>\$1,340</b>	<b>\$4,800</b>	<b>\$0</b>
<b>TOTAL UTILITIES</b>	<b><u>\$87,400</u></b>	<b><u>\$50,894</u></b>	<b><u>\$79,300</u></b>	<b><u>(\$8,100)</u></b>

# EXHIBIT B

## MEMBER CONTRIBUTION

Agency	Committee Agreed Formula	Proposed Billings for FY 2005-06			Total Per Agency
		5% Entry	95% Formula	Total Per Jurisd.	
Belvedere PD	0.570%	\$ 2,152	\$ 6,059	\$ 8,211	\$ 10,762
Belvedere PW	0.240%		\$ 2,551	\$ 2,551	
Bolinas FPD	0.417%	\$ 2,152	\$ 4,433	\$ 6,584	\$ 6,584
College of Marin	0.178%	\$ 2,152	\$ 1,892	\$ 4,044	\$ 4,044
Corte Madera FD	0.852%	\$ 2,152	\$ 9,056	\$ 11,208	\$ 15,938
Corte Madera PW	0.445%		\$ 4,730	\$ 4,730	
Fairfax PD	1.509%	\$ 2,152	\$ 16,040	\$ 18,192	\$ 22,401
Fairfax PW	0.396%		\$ 4,209	\$ 4,209	
Inverness PUD	0.322%	\$ 2,152	\$ 3,423	\$ 5,574	\$ 5,574
Kentfield FPD	0.652%	\$ 2,152	\$ 6,930	\$ 9,082	\$ 9,082
Larkspur FD	1.060%	\$ 2,152	\$ 11,267	\$ 13,419	\$ 19,031
Larkspur PW	0.528%		\$ 5,612	\$ 5,612	
Marin County FD	7.134%		\$ 75,831	\$ 75,831	\$ 390,226
Marin County Others ***	0.000%		\$ -	\$ -	
Marin County PW	4.321%		\$ 45,930	\$ 45,930	
Marin County SO	25.054%	\$ 2,152	\$ 266,313	\$ 268,464	
Marin County Transit	0.847%	\$ 2,152	\$ 9,003	\$ 11,155	\$ 11,155
Marinwood CSD (Fire)	0.539%	\$ 2,152	\$ 5,729	\$ 7,881	\$ 9,922
Marinwood CSD (LM)	0.192%		\$ 2,041	\$ 2,041	
Mill Valley FD	1.243%	\$ 2,152	\$ 13,213	\$ 15,364	\$ 50,867
Mill Valley PD	2.739%		\$ 29,114	\$ 29,114	
Mill Valley PW	0.601%		\$ 6,388	\$ 6,388	
MMWD	0.237%	\$ 2,152	\$ 2,519	\$ 4,671	\$ 4,671
Novato FPD	5.431%	\$ 2,152	\$ 57,729	\$ 59,881	\$ 59,881
Novato PD	9.892%	\$ 2,152	\$ 105,148	\$ 107,299	\$ 126,369
Novato PW	1.794%		\$ 19,069	\$ 19,069	
Ross PD & FD	0.794%	\$ 2,152	\$ 8,440	\$ 10,592	\$ 10,592
Ross Valley Fire	1.660%	\$ 2,152	\$ 17,645	\$ 19,797	\$ 19,797
San Anselmo PD	2.405%	\$ 2,152	\$ 25,564	\$ 27,716	\$ 33,520
San Anselmo PW	0.546%		\$ 5,804	\$ 5,804	
San Rafael FD	4.102%		\$ 43,602	\$ 43,602	\$ 166,346
San Rafael PD	9.600%	\$ 2,152	\$ 102,044	\$ 104,195	
San Rafael PW	1.745%		\$ 18,549	\$ 18,549	
Sausalito FD	0.739%		\$ 7,855	\$ 7,855	\$ 30,511
Sausalito PD	1.529%	\$ 2,152	\$ 16,253	\$ 18,404	
Sausalito PW	0.400%		\$ 4,252	\$ 4,252	
Skywalker Ranch	0.180%	\$ 2,152	\$ 1,913	\$ 4,065	\$ 4,065
Southern Marin FPD	1.599%	\$ 2,152	\$ 16,997	\$ 19,148	\$ 19,148
Stinson Beach FPD	0.356%	\$ 2,152	\$ 3,784	\$ 5,936	\$ 5,936
Tiburon FPD	1.052%	\$ 2,152	\$ 11,182	\$ 13,334	\$ 13,334
Tiburon PD	1.738%	\$ 2,152	\$ 18,474	\$ 20,626	\$ 25,239
Tiburon PW	0.434%		\$ 4,613	\$ 4,613	
Twin Cities PD	3.928%	\$ 2,152	\$ 41,753	\$ 43,905	\$ 43,905
Hospitals			\$ -	\$ -	
So. Marin Paramedic (SMEMPS)			\$ -	\$ -	
<b>TOTALS</b>	<b>100.000%</b>	<b>\$ 55,945</b>	<b>\$ 1,062,955</b>	<b>\$ 1,118,900</b>	<b>1,118,900</b>

