



**Marin County Department of Public Works**  
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**www.mcstoppp.org**

**Member Agencies:**

Date: March 13, 2014

**Belvedere**

To: Marin General Services Authority Board of Directors

From: Terri Fashing, Program Manager

**Corte Madera**

RE: Proposed FY 2014-2015 MCSTOPPP Budget

**County of Marin**

**Recommendation:** Receive report and recommend adoption of the Proposed MCSTOPPP FY 2014-2015 Budget to the Marin County Flood Control and Water Conservation District Board of Supervisors and County of Marin Board of Supervisors

**Fairfax**

**Introduction**

**Larkspur**

Thank you for your continued support of MCSTOPPP and this opportunity to present the proposed FY 2014-2015 MCSTOPPP budget and projected FY 13-14 actuals.

**Mill Valley**

MCSTOPPP staff is working closely with your local stormwater coordinators to meet Phase II Stormwater Permit regulatory deadlines by June 30, 2014 and we're making progress on permit compliance projects that must be completed by June 30, 2015.

**Novato**

**Ross**

**Proposed MCSTOPPP FY 14-15 Budget**

**San Anselmo**

The proposed FY 14-15 budget will allow MCSTOPPP to continue implementing existing public outreach requirements, to develop required procedures and plans, to support local stormwater program implementation, and to conduct water quality monitoring on your behalf (MCSTOPPP's member agencies). The budget for salaries and benefits includes additional staff time needed to complete the required Countywide Mapping and Outfall Monitoring Compliance Project. These cost-effective, countywide MCSTOPPP work products will assist Marin's municipalities with permit compliance in FY 14-15.

**San Rafael**

**Sausalito**

**Tiburon**

The proposed FY 14-15 MCSTOPPP budget of **\$823,968** would be funded by a municipal contribution of **\$550,000**, miscellaneous revenue (registrations and partner agency contributions), and a transfer from the MCSTOPPP reserve of **\$267,168**. See Table 2 (attached) for a listing of proposed individual municipal contributions. The total reserve projected for the end of FY 14-15 is **\$296,902**. See Table 1 the proposed FY 14-15 MCSTOPPP budget summary below:

Table 1: Proposed FY 14-15 MCSTOPPP Budget Summary

Description	Proposed FY 14-15 Budget
Beginning Fund Balance - projected FY 12-13 end-of-year MCSTOPPP reserve	<b>\$564,070</b>
<b>FY 13-14 Expenses</b>	
FY 13-14 MCSTOPPP salaries, benefits, services and supplies, overhead	<b>\$823,968</b>
<b>FY 13-14 Revenues</b>	
FY 13-14 Municipal Contribution - no change since FY 10-11	\$550,000
FY 13-14 miscellaneous revenues and interest	\$6,800
<b>Total FY 14-15 Revenues</b>	<b>\$556,800</b>
MCSTOPPP reserve needed to fund expenses	\$267,168
Ending Fund Balance - projected FY 13-14 end-of-year MCSTOPPP reserve	<b>\$296,902</b>

Table 3 below provides proposed FY 14-15 MCSTOPPP budget details as well as projected FY 13-14 actuals and estimated FY 15-16 and FY 16-17 budget summaries. We expect to request an increase in the MCSTOPPP municipal contribution in FY 16-17 and then again in FY 17-18. By the end of FY 16-17 we expect the MCSTOPPP reserve to be about \$80,000 while our expenses may be around \$850,000 per year. Therefore, by FY 17-18 we expect the municipal contribution to equal our projected annual expenses.

**Budget Adoption Schedule**

MCSTOPPP is administered by the Marin County Flood Control and Water Conservation District and is considered a special district under the County Board of Supervisors (County BOS). The Marin County BOS will hold budget adoption hearings in June and will consider adopting the attached proposed FY 13-14 MCSTOPPP budget or a substantially similar budget. Because we’re expecting a FY 12-13 audit report from our outside auditor, we may need to make minor adjustments to the proposed budget pursuant to the auditor’s recommendations. If this happens, we propose to return to your Board in May with a revised budget table.

Thank you for your continued participation in MCSTOPPP. As always, please contact me with questions about the budget or about MCSTOPPP.

Attachments-budget tables

- C (by email): Bob Beaumont, Director of Public Works  
 Saaid Fakharzadeh, Assistant Director of Public Works  
 Steve Devine, Public Works Manager  
 Paul Berlant, Executive Director, Marin General Services Authority  
 Municipal Stormwater Coordinators

**Municipal and County Contribution, Shares and Formula  
Proposed 14-15**

**Table 2**

<b>Municipal and County Contribution to MCSTOPPP</b>				
<b>Municipality</b>	<b>AREA (sq. mi.)</b>	<b>*Current Population</b>	<b>14-15 SHARE</b>	<b>2014-2015 Proposed</b>
<b>TOTAL</b>				<b>\$550,000</b>
BELVEDERE	0.49	2,086	0.006736575	\$3,705.12
CORTE MADERA	3.9	9,320	0.039281702	\$21,604.94
FAIRFAX	2.7	7,499	0.029255386	\$16,090.46
LARKSPUR	3.05	12,021	0.040035565	\$22,019.56
MILL VALLEY	4.67	14,147	0.052916878	\$29,104.28
NOVATO	27	52,554	0.24838972	\$136,614.35
ROSS	1.4	2,446	0.012330226	\$6,781.62
SAN ANSELMO	2.5	12,431	0.037890151	\$20,839.58
SAN RAFAEL	17.3	58,182	0.207397184	\$114,068.45
SAUSALITO	2.2	7,116	0.025817399	\$14,199.57
TIBURON	3.3	9,031	0.035491935	\$19,520.56
CO OF MARIN	94.19	67,174	0.264457279	\$145,451.50
<b>TOTAL</b>	<b>162.7</b>	<b>254,007</b>	<b>1</b>	<b>\$550,000</b>

\*Population figures based on most recent (1/1/2013) State Department of Finance estimates. (2010 Census Benchmark).

Follow link:

<http://www.dof.ca.gov/research/demographic/reports/estimates/e-1/view.php>

**Formula for Calculating Contributions to MCSTOPPP**

County Share =  $\frac{\text{Population of unincorporated areas within Marin County}}{\text{Total population within Marin County}}$

Each City/Town Share =  $\frac{(1.00 - \text{County Share}) \cdot 0.5(\text{Area})}{\sum \text{City Areas}} + \frac{0.5(\text{Population})}{\sum \text{City Population}}$

The "Alameda Formula" was selected as the simplest method of allocation for determining each municipality's contribution to MCSTOPPP. This formula was recommended to Marin's City Managers who approved its use in 1992. It has worked well in Alameda County and is easy to use. The County's share is calculated solely on the basis of population. A weighted formula using population and area is used for the cities.

MCSTOPPP FY 13-14 Projected Actuals and Proposed FY 14-15 Budget							
MCSTOPPP Fund 25025, Fund Center 6171011000							
Account Program Code	Account Category	Accounting Description	FY 13-14 Amended Budget	FY 13-14 Projected End of Year Actuals	FY 14-15 Proposed Budget	FY 15-16 Projected Budget Summary	FY 16-17 Projected Budget Summary
6171011000		<b>MCSTOPPP Fund Center Beginning Balance</b>	\$510,662	\$679,198	\$564,070	\$296,902	\$152,338
	<b>Expenses</b>						
6171011000 5510263		MCSTOPPP - Full Cost Salaries & Benefits plus DPW Overhead assumes <ul style="list-style-type: none"> <li>• County full cost compensation: base salary plus 65%</li> <li>• County DPW overhead: County full cost plus 19%</li> <li>• FY 14-15 proposed budget includes scheduled potential 3% COLA</li> </ul>	\$467,203	\$467,203	\$496,695	\$460,000	\$475,000
5211500, 5510190		MCSTOPPP - Services and Supplies and Interfund Print Services	\$333,541	\$318,517	\$315,909	\$330,000	\$350,000
		Carry forward encumbered		\$75,433			
5510700		Indirect County Overhead - Departmental Charge	\$11,500	\$11,364	\$11,364	\$11,364	\$11,364
		<b>Total Expenditures</b>	<b>\$812,244</b>	<b>\$872,517</b>	<b>\$823,968</b>	<b>\$801,364</b>	<b>\$836,364</b>
	<b>Revenue</b>						
4640322, 4810110		Municipality Contribution <ul style="list-style-type: none"> <li>• FY12-13 Larkspur &amp; San Anselmo paid in FY13-14</li> </ul>	\$550,000	\$592,696	\$550,000	\$650,000	\$760,000
4410125		Interest	\$900	\$800	\$800	\$800	\$800
4710642		Miscellaneous Revenue (partners, registrations)	\$6,000	\$10,425	\$6,000	\$6,000	\$6,000
		<b>Total Revenue Before UBG Account Transfer</b>	<b>\$556,900</b>	<b>\$603,921</b>	<b>\$556,800</b>	<b>\$656,800</b>	<b>\$766,800</b>
4810110		<b>Total Revenue UBG Account Transfer</b>	<b>\$153,468</b>	<b>\$153,468</b>			
4530527		<b>State Grant (Oil Payment Program Cycle 2)</b>					
		<b>State Grant (Oil Payment Program Cycle 1)</b>					
		<b>Total Revenue</b>	<b>\$710,368</b>	<b>\$757,389</b>	<b>\$556,800</b>	<b>\$656,800</b>	<b>\$766,800</b>
6171011000		<b>MCSTOPPP Fund Center Balance Ending</b>	<b>\$408,786</b>	<b>\$564,070</b>	<b>\$296,902</b>	<b>\$152,338</b>	<b>\$82,774</b>
<b>Services &amp; Supplies Expenditures Detail</b>							
5210100		<b>Professional Services TOTAL</b>	<b>\$201,000</b>	<b>\$271,223</b>	<b>\$186,000</b>		
5210100		<b>Professional Services Carry Forward Only (Encumbered in FY 12-13)</b>	<b>\$0</b>	<b>\$75,433</b>	<b>\$0</b>		
		Dan Cloak MCSTOPPP Contract - E.12		\$23,940			
		Stormwater consultant - LWA Contract #1 - 12-13 Annual Report and Tech/Reg Assist		\$44,993			
		David Franklin Contract - Construction Training October 2013		\$6,500			
5210100		<b>Professional Services Total without Carry Forward</b>	<b>\$201,000</b>	<b>\$195,790</b>	<b>\$186,000</b>		
5210110		<i>Professional Services subtotal - no graphic design</i>	\$195,000	\$190,390	\$177,000		
		<i>Stormwater Consultant Contract</i> <ul style="list-style-type: none"> <li>• Regulatory, technical, reporting assistance, program support services, permit compliance planning and implementation, annual reporting assistance</li> <li>• Update MCSTOPPP Action Plan, model ordinance, IPM policy</li> <li>• Develop Illicit discharge detection/elimination and construction site management guidance/workshop</li> <li>• Water quality monitoring planning/implementation</li> <li>• Total Maximum Daily Load compliance assistance, trash amendments review and comments</li> <li>• Enforcement Response Plan, effectiveness assessment</li> </ul>	\$165,000	\$165,000	\$133,000		
		<i>Audit per MCSTOPPP Joint Exercise of Powers Agreement</i>	\$12,000	\$11,300	\$12,000		
		<i>Bay-Friendly Landscaper Education/Training</i>	\$0	\$0	\$10,000		

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MCSTOPPP Fund 25025, Fund Center 6171011000							
Account Program Code	Account Category	Accounting Description	FY 13-14 Amended Budget	FY 13-14 Projected End of Year Actuals	FY 14-15 Proposed Budget	FY 15-16 Projected Budget Summary	FY 16-17 Projected Budget Summary
		<i>Pesticide reduction</i>					
		• Train staff at local nurseries- sell less toxic products	\$3,000	\$4,090	\$7,000		
		• Our water our world store setups					
		Workshops or permit-required training	\$5,000	\$0	\$5,000		
		Students & Teachers Restoring a Watershed - Riparian restoration environmental education	\$10,000	\$10,000	\$10,000		
5210129		<b>Graphic Design Professional Services subtotal</b>	<b>\$6,000</b>	<b>\$5,400</b>	<b>\$9,000</b>		
		2013 tidebook cover correction error1&2		-\$1,400			
		Graphic design (MCSTOPPP calendar, etc.)	\$6,000	\$6,800	\$9,000		
5210700		<b>Communication Services (cell phones)</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>		
5210900		<b>GIS Maintenance (M &amp; R Services)</b>	<b>\$600</b>	<b>\$600</b>	<b>\$600</b>		
5211110		<b>M &amp; R Services Land &amp; Building (GPS software)</b>		<b>\$390</b>	<b>\$400</b>		
5211200		<b>Rent and Operating Leases (copier/printer rental included)</b>	<b>\$850</b>	<b>\$2,443</b>	<b>\$3,200</b>		
5211300		<b>Professional Development Expense</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,500</b>		
5211400		<b>Travel</b>	<b>\$1,000</b>	<b>\$500</b>	<b>\$1,600</b>		
5211500, 5510190		<b>Miscellaneous Services and County Print Services Total</b>	<b>\$34,200</b>	<b>\$29,855</b>	<b>\$32,200</b>		
		Printing and County Print Shop Services					
		• MCSTOPPP Calendar, publications, etc.	\$29,000	\$23,730	\$27,000		
		Miscellaneous Services					
		• Venue rental, catering, events					
		• Richardson Bay Pathogen TMDL monitoring	\$5,200	\$6,125	\$5,200		
5211510							
5211600		<b>Countywide Dues and Memberships Total</b>	<b>\$81,091</b>	<b>\$80,939</b>	<b>\$82,409</b>		
		BASMAA	\$12,591	\$12,591	\$12,843		
		Regional Monitoring Program - San Francisco Estuary Institute	\$57,000	\$57,222	\$58,366		
		North Bay Watershed Association	\$6,000	\$5,626	\$5,700		
		CASQA membership (calendar year)	\$5,500	\$5,500	\$5,500		
5211800		<b>Contribution to Other Government</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
5220100		<b>Office Supplies</b>	<b>\$2,500</b>	<b>\$1,000</b>	<b>\$1,000</b>		
5220200		<b>Computer Software (Maint &amp; Repair Supplies - Equipt)</b>	<b>\$800</b>	<b>\$0</b>	<b>\$500</b>		
5220800		<b>Miscellaneous Supplies</b>	<b>\$9,500</b>	<b>\$5,000</b>	<b>\$5,500</b>		
		<b>Subtotal Services and Supplies - No Carry Forward</b>	<b>\$333,541</b>	<b>\$318,517</b>	<b>\$315,909</b>		
		<b>Total Services &amp; Supplies with Carry Forward</b>	<b>see projected actuals</b>	<b>\$393,950</b>	<b>to be determined</b>		