
BUDGET PREPARATION POLICY

1212.1 POLICY

The Marin Wildfire Prevention Authority (“Authority”) will prepare its budget in a comprehensive and timely manner.

1212.2 PURPOSE

Establish a comprehensive and efficient budget preparation process which will keep the Finance Committee and Board of Directors involved and informed. Provide budget information to the Authority’s member agencies so the agencies can perform their budget preparation in a timely fashion.

1212.3 DEFINITIONS AND DETAILS

Fiscal Year – The Fiscal Year begins on July 1 of each year and ends on June 30 of the following year.

Budget – A framework and plan for expenditures for the proceeds from Measure C Ordinance No. 3716 (“Measure C”). Additional revenue, such as grants and interest, may augment the expenditures.

Core – Program functions of the Authority funded by 60% of the Measure C proceeds consisting of, but not be limited to, vegetation management; wildfire detection; evacuation plans and alerts; grants; and public education. JPA Agreement § 9(b)).

Local Prevention – Local-specific wildfire prevention efforts funded by 20% of the Measure C proceeds that are allocated to each Member Agency in proportion to revenue raised in each Member Agency’s respective tax rate areas. (JPA Agreement § 9(d)).

Defensible Space – Defensible space and fire-resistant structure evaluations, and mitigation of fire threats thereof, funded by 20% of the tax measure proceeds to be done on a shared service basis or by the responsible Member Agencies. (JPA Agreement § 9(c)).

Administrative Costs - Costs incurred to support the functioning of the Authority’s mission, but which are not directly related to the development and implementation of Core, Defensible Space and Local Prevention projects.

Examples of Administrative Costs include, but are not limited to:

- Executive salaries

- Professional fees, such as legal, consulting, and audit fees
- Office supplies
- Subscriptions
- Conferences
- Salaries and wages of personnel performing staff functions, including the accounting department, human resources, etc.

Administrative costs of not more than 10% (inclusive of total funding, not in addition to total funding) will be budgeted for each program, i.e. the Core program functions and the Authority-administered Defensible Space program. Should a Member Agency locally administer the Defensible Space evaluations, an administrative cost will not be withheld by the Authority for that program.

Operational Costs - Costs associated with the development and implementation of Core, Defensible Space and Local Prevention projects on a day-to-day basis.

Examples of Operational Costs include, but are not limited to:

- Equipment, project implementation resources and related insurance
- Salaries and wages of personnel developing and implementing Core, Defensible Space and Local Prevention projects
- Facilities and related insurance
- Research, Innovation and Development

Funding Role – The Authority’s responsibility to provide funding to a Member Agency for Local Prevention and Defensible Space. The Member Agency must use the Authority's funds to supplement, not replace, funding for programs that were in place prior to the passage of Measure C.

Implementation Role – Following the Work Plan development process with the Advisory/Technical and Operations Committees, Authority staff uses Authority resources to execute projects utilizing the Core budget.

Allowable Costs/Projects – Measure C funds may be used for, but are not limited to, the following costs and projects: vegetation management; defensible space inspections/creation; wildfire ignition prevention and detection; evacuation plans and alerts; grants; and public education. It is understood that many of these projects provide collateral benefits above and beyond the Authority’s mission, such as ecological restoration, improvements to the flow of traffic, or improved alert and warning capabilities for non-fire hazards. In such cases, the Authority should endeavor to enter into partnerships for funding as available and feasible. However, if the collateral benefit is difficult to define and there is significant benefit to the Authority’s mission, the Board of Directors can approve full funding.

Minimum Fund Balance - At the end of each fiscal year, the minimum target fund balance shall be \$4,000,000 to serve as a rolling reserve to fund the agency from July 1 through December.

1212.4 TIMELINE AND BASIC ELEMENTS OF BUDGET PREPARATION

February – Staff prepares budget framework including revenue projections and recommendations regarding Consumer Price Index Tax Rate Adjustment.

March – The Finance Committee reviews budget framework, revenue projections and Consumer Price Index Tax Rate Adjustment and provides feedback to staff and forwards draft framework and Consumer Price Index Tax Rate Adjustment recommendation to the Board of Directors for approval.

Operations Committee determines budget framework for the Core budget based on the approved budget framework.

April – Operations Committee prepares draft Core budget.

May – Operations Committee makes recommendation to the Finance Committee and Board of Directors to approve draft Core budget. Finance Committee reviews the draft MWPA Budget in its entirety, provides feedback and forwards to the Board of Directors for approval. Board of Directors approves budget.

July – Fiscal year begins.

August – Begin close of fiscal year accounting, analysis and audit.

September – Member Agencies provide close-of-fiscal-year budget data for Local Prevention and Defensible Space funding.

October – Finance Committee reviews close-of-fiscal-year and general fund rollover recommendations, provides feedback and forwards to Board of Directors for approval. Board of Directors approves close-of-fiscal-year and general fund rollover.

1212.5 RESPONSIBILITY

Authority staff and the Operations Committee are responsible for designing the budget framework. The Operations Committee is responsible for Work Plan budgeting details. The Finance Committee provides review, feedback and recommendations for the final budget. The Board of Directors is responsible for approving the final budget, and the Executive Officer is responsible for its implementation.

Revision Date: 5/2025

Next Review: 12/2027