MARIN GENERAL SERVICES AUTHORITY

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MEMORANDUM

DATE: May 12, 2016

TO: MGSA Board of Directors

FROM: Michael S. Frank, Executive Officer

SUBJECT: Fiscal Year 2016/17 Marin General Services Authority Operating Budget

RECOMMENDED ACTION

Adopt the Fiscal Year 2016/17 Budget for the Marin General Services Authority.

BACKGROUND

The MGSA Proposed Budget includes a General Fund, Abandoned Vehicle Abatement Program (AVAP) Fund and the MarinMap Program Fund. Within the General Fund, the following programs are accounted for: Streetlight Maintenance; Taxicab Regulation; Marin Climate and Energy Partnership (MCEP); and MGSA administration.

With the prior year's budget, charges for assistance in management of the county-wide Animal Services Program are included as well. MGSA staff budget, invoice agencies, and transfer funds to the County. MGSA plays a similar role with the Mediation Program run by the District Attorney. The revenue or expenses associated with these programs are not considered revenue or expense for MGSA and therefore do not show up in the JPA's financials.

This report proposes a budget for all three funds as well as describes and displays a detailed methodology for the allocation of various costs to JPA members for all programs. As part of MGSA's responsibilities, the Board reviewed the Marin County Stormwater Pollution Prevention Program's (MCSTOPPP) FY 2016/17 budget at its January 14, 2016 meeting and made a recommendation to the Board of Supervisors to approve that budget as presented by MCSTOPPP staff. MCSTOPPP's budget is not included in this report since those funds are not part of MGSA's Budget or management responsibilities.

MGSA General Fund

Table 1 below displays the present year's budget [Budget 2015/16], an estimate of what year-end expenditures and revenues are anticipated [Est. Actual 2015/16], and the proposed budget for the upcoming fiscal year [Proposed 2016/17]. The final column is the difference between the estimated year-end actual figures and the proposed budget [Difference Prop vs Act].

Table 1 – MGSA/MCEP General Fund Budget

	Budget	Est. Actual	Proposed	Difference
Resources	2015/16	2015/16	2016/17	Prop vs Act
Member Contributions	141,550	141,550	100,000	(41,550)
Interest	150	400	400	-
Taxicab Permit Fees	100,000	120,000	110,000	(10,000)
Animal Services	20,000	20,000	20,000	-
Fund Balance/ Carryover	61,000	130,434	169,735	39,301
Total MGSA General	\$322,700	\$412,384	\$400,135	(\$12,249)
MCEP Dues	30,000	30,000	30,000	-
Grants	2,000	22,251	35,160	12,909
Fund Balance/ Carryover	88,069	68,374	62,853	(5,521)
Total MCEP	\$120,069	\$120,625	\$128,013	\$4,861
Total MGSA/MCEP Resources	\$442,769	\$533,009	\$528,148	\$36,689
	Budget	Est. Actual	Proposed	Difference
Expenditures	2015/16	2015/16	2016/17	Prop vs Act
Insurance	12,000	10,300	12,000	1,700
Taxicab Program	7,000	6,000	7,000	1,000
Contract Services (detailed in Table 2)	208,000	196,000	208,000	12,000
Legal Expenses	25,000	9,000	15,000	6,000
Audit/Accounting	13,000	13,300	14,000	700
Rent	5,500	5,649	6,000	351
Office Expense	2,200	2,400	2,400	-
General Contingencies	50,000		50,000	50,000
Total MGSA General	\$322,700	\$242,649	\$314,400	\$71,751
MCEP Contract Services	116,000	57,772	55,660	(2,112)
MCEP Contingencies	4,069	-	72,353	72,353
Total MCEP	\$120,069	\$57,772	\$128,013	\$70,241
Total MGSA/MCEP Expendit.	\$442,769	\$300,421	\$442,413	\$141,992
Net	\$0	\$232,588	\$85,735	(\$146,853)

The following table provides more detail for the Contract Services category in the General Fund:

<u>Table 2 – General Fund Contract Services Detail</u>

	Budget	Est. Actual	Proposed
	2015/16	2015/16	2016/17
Office Staff	\$20,000	\$15,000	\$20,000
Executive Officer	110,000	110,000	110,000
Taxicab Program Administration	72,000	71,000	72,000
Streetlight	5,000	0	5,000
Web/Technology Management	500	0	500
Taxi Database	500	0	500
Total	\$208,000	\$196,000	\$208,000

General Administration

The budgeted costs for the administration of MGSA are virtually identical to what was budgeted in FY 2015/16. Legal costs are anticipated to be lower while rent is slightly increased with the exit of LAFCO from a shared office space environment. Because of the economy and a number of program changes over the last couple of years, MGSA's fund balance has increased. 5100,000. Woo Hoo!

Streetlight Program

For 2016/17, the Streetlight Program overhead remains at \$11,000 as it has for many years. Costs for the maintenance and replacement of streetlights are borne by individual agencies.

Taxicab Regulation Program

The taxi permit fee schedule was amended in November 2009 with the goal of bringing the taxi regulation program to full cost recovery over time. This goal has been generally achieved. The taxicab regulation program detail and estimated actuals for FY 2015/16 and proposed budget for FY 2016/17 are reflected in Table 3 below. At this time, program revenues are projected to come close to balance, therefore no adjustment to fees is recommended. A more detailed evaluation of the allocation methodology will be undertaken during this fiscal year to ensure ongoing cost recovery and appropriate permit fees.

Table 3 – Taxicab Regulation

Resources	Budget 2015/16	Est. Actual 2015/16	Proposed 2016/17
Resources			
Taxi Permit Fees	\$100,000	\$120,000	\$110,000
Total Resources	\$100,000	\$120,000	\$110,000
	Budget	Est. Actual	Proposed
Expenditures	2015/16	2015/16	2016/17
Operating Costs	\$7,000	\$5,000	\$7,000
Program Administration	72,000	71,000	72,000
Legal	3,000	3,000	5,000
Executive Officer/Overhead	19,000	20,000	20,000
Total Expenditures	\$101,000	\$99,000	\$104,000
Net	(\$1,000)	\$21,000	\$6,000

Marin Climate and Energy Partnership

The Marin Climate and Energy Partnership (MCEP) is comprised of the incorporated towns and cities in the county, the County of Marin, MMWD, TAM, and Marin Clean Energy. MCEP's mission is to work collaboratively, share resources and secure funding to: 1) discuss, study and implement overarching policies and programs, ranging from emission reduction to adaptation strategies, contained in each jurisdiction's Climate Action Plan; and 2) collect data and report on progress in meeting each partner member's individual greenhouse gas emission targets. MCEP meets monthly and is supported by a part-time Sustainability Coordinator.

The program is directed by a Steering Committee with representation from each of the members. The MGSA serves as fiscal agent. To date, the Partnership has been funded by voluntary member contributions as well as several grants and contracts; a \$75,000 grant from BAAQMD, two grants, each in the amount of \$80,000 from the Marin Community Foundation (MCF), and four contracts with the County through the PG&E-Marin Energy Watch Partnership. The MGSA's role has been to assist in contract administration with grantors and contractors and to provide assistance with invoicing, collection of grant and member contributions, contracting and paying for MCEP services, and advising the Steering Committee. Although a separate cost center is maintained for MCEP, the funds are placed in the MGSA general fund.

The resources and expenditures for MCEP are shown in Table 4 below. The "Contingency" line item proposed for the 2016/17 Budget reflects unbudgeted MCEP funds. During FY 2016/17, MCEP will be providing technical services relating to climate inventory tracking and reporting. Specifically, MCEP will develop annual community greenhouse gas inventories for all Marin jurisdictions for years 2005 through 2013 (or 2014 if data is available) to supplement the

existing 2005 and 2010 inventories, providing a better picture of how emissions have changed over the years. MCEP will prepare and present a report for jurisdictions as well as updating and promoting the MCEP website and Sustainability Tracker. Unbudgeted funds may be used to continue support of public outreach and education through the Resilient Neighborhoods program, develop reach building code requirements for energy efficiency and renewable energy, and/or reserved for a future update of members' climate action plans that were prepared in 2010 and 2011.

The MCEP partners have again been asked to assess themselves to fund the program for FY 2016/17 at the same level of \$2,000 each.

<u>Table 4 – Marin Climate and Energy Partnership</u>

Resources	Budget 2015/16	Est. Actual 2015/16	Proposed 2016/17
Member Contributions	\$30,000	\$30,000	\$30,000
County Grant/PG&E	2,000	22,251	35,160
Fund Balance/Carry Over	88,069	68,374	62,853
Total Resources	\$120,069	\$120,625	\$128,013
Expenditures	Budget 2015/16	Est. Actual 2015/16	Proposed 2016/17
Executive Officer/Overhead			
Sustainability Coordinator Contract	\$82,000	35,772	52,660
Other Expenses	34,000	22,000	3,000
Contingency	4,069	-	72,353
Total Expenditures	\$120,069	\$57,772	\$128,013
Net	\$0	\$62,853	\$0

Marin Abandoned Vehicle Program

The Marin General Services Authority serves as the Marin Abandoned Vehicle Abatement (AVA) Program administrator. The program reimburses members for some of the costs of abating abandoned vehicles. All program funds are received from a \$1.00 surcharge on vehicle registration, collected by the California DMV and passed on to Marin County. The two areas of expenditure include the administrative cost incurred for the program administrator retained by MGSA and the payments made to the towns, cities and County to fund the abatement of abandoned vehicles. The expenditure budget for FY 2016/17 is virtually identical to that of last year.

Table 5 – Abandoned Vehicle

	Budget	Est. Actual	Proposed
Resources	2015/16	2015/16	2016/17
Interest	\$50	\$60	\$50
DMV Reimbursement	255,000	240,000	260,000
Fund Balance/Carry Over	20,000	24,435	24,495
Total Resources	\$275,050	\$264,495	\$284,545
E	Budget	Est. Actual	Proposed
Expenditures	2015/16	2015/16	2016/17
Program Administration	\$12,000	\$12,000	\$12,000
Jurisdiction Payments	248,000	228,000	248,000
Contingency	15,050		24,495
Total Expenditures	\$275,050	\$240,000	\$284,545
Net	\$0	\$24,495	\$0

MarinMap

In Table 6 below is the Proposed FY 2016/17 Budget as recommended by the MarinMap Executive and Steering Committees. The budget can be summarized as follows: the annual fixed costs to manage MarinMap (Matrix, Program Manager, maintenance and hardware) and GIS Projects which are developed with agency members and prioritized by MarinMap's Executive Committee.

In general, the proposed budget is similar to previous years. Member dues are proposed to be unchanged. The addition of the Marin County Fire Chief's Association joint membership increases the dues revenue from last year to \$152,000.

Regarding general expenditures, there are no proposed changes to base costs from last year, which are Matrix Team, Geodata, and program administration.

A few changes from last year are noted as follows:

- The Member allowance program (\$3,000 per agency per year for GIS activities benefitting MarinMap up to an aggregate of \$24,000), is proposed to be reduced to 18,000.
- The FEMA map change updates are reduced from \$7500 to \$4000.

Regarding project expenditures, the Executive Subcommittee identified Projects for the coming year in the amount of \$72,201 (the \$18,000 member allowance plus \$54,202 in projects). Additionally, it is proposed that the MarinMap reserves be increased from \$35,000 to \$40,000.

Table 6 – MarinMap

Resources	Budget 2015/16	Est. Actual 2015/16	Proposed 2016/17
Member Contributions	\$142,000	\$142,000	\$152,000
Interest	200	200	200
Fund Balance/Carry Over	140,311	145,660	111,522
Total Resources	\$282,511	\$287,860	\$263,722
	Budget	Est. Actual	Proposed
Expenditures	2015/16	2015/16	2016/17
Executive Officer/Overhead	-	-	-
Program Administration	\$32,640	\$32,640	\$32,640
Other Contract Services	97,380	89,880	93,880
Projects	92,491	53,819	72,202
Contingency	60,000	n/a	65,000
Total Expenditures	\$282,511	\$176,339	\$263,722
Net	\$0	\$111,522	\$0

Animal Care and Control

In mid-2014/15, MGSA took on a program of assistance to the County of Marin in the management of the Animal Services contract with the Marin Humane Society (MHS). A new three-year contract with MHS was negotiated and approved by the County Board of Supervisors on April 21, 2015. MGSA is provided \$20,000 for managing this contract by the County. In addition to assisting in negotiating the animal care and control contract with MHS, MGSA also invoices jurisdictions and is the interface with the MHS. The contract for this upcoming year is a 3% increase over the prior year.

Mediation

The Mediation Program contributions for FY 2016/17 are 2.5% higher than FY 2015/16. As the Board is aware, the Office of the District Attorney manages this program. These funds are not considered revenue or expense for MGSA and are invoiced and directly transferred to the District Attorney's Office upon receipt. Following some research, it has come to MGSA staff's attention that the population numbers being used by the DA's Office has not been updated in over five years. The figures in Table 7 for the Mediation Program have been updated by MGSA staff and are therefore different than those shown in the March 16, 2016 Program Review document sent to Marin Managers by the District Attorney.

Member Contributions

The contributions shown in Table 7 below reflect the County, cities', and towns' share of MGSA costs as well as program costs which are billed through MGSA which include the Mediation Program administered through the District Attorney's Office and the Animal Services Program.

The MGSA's Joint Powers Agreement provides for funding the agency as described in the next section. The FY 2016/17 proposed general operating budget is based on member contributions of \$100,000, down from the previous year's amount of \$141,550. Staff is recommending this <u>one-time</u> reduction. The member contributions are apportioned as shown below in Table 7.

<u>Table 7 – MGSA Member Contributions for FY 2016/17</u>

	Streetl	ights	MGSA	General*	Medi	ation	Animal S	ervices*	Total
Member	2015/16	2016/17	2015/16	2016/17	2015/16	2016/17	2015/16	2016/17	2016/17
Belvedere	111	111	2,400	1,635	1,297	1,329	19,858	20,295	23,370
BMK CSD	101	102							102
Corte Madera	532	535	5,130	3,510	2,867	2,939	83,852	86,157	93,141
County**	1,431	1,449	35,593	24,239	20,092	20,594		-	46,282
Fairfax	420	425	3,187	2,189	1,806	1,851	78,668	81,655	86,120
Larkspur	546	549	6,474	4,494	3,553	3,642	117,932	124,627	133,312
M. CSD	201	206							206
Mill Valley	563	570	8,451	5,799	4,559	4,678	167,563	150,601	161,648
Novato	2,749	2,783	22,904	15,598	13,496	13,845	596,098	626,583	658,809
Ross		-	2,365	1,610	1,232	1,263	21,779	23,505	26,378
San Anselmo	470	476	6,045	4,114	3,478	3,565	120,089	131,103	139,258
San Rafael	3,226	3,134	26,176	17,754	15,059	15,435	599,322	610,063	646,386
Sausalito	455	461	4,793	3,242	2,735	2,803	84,807	93,029	99,535
Tiburon	195	199	7,033	4,816	3,848	3,944	79,924	89,349	98,308
TOTAL	\$11,000	\$11,000	\$130,551	\$89,000	\$74,022	\$75,888	\$1,969,892	\$2,036,967	\$2,212,855

^{*} MCEP and MarinMap Programs are included here.

Member Contribution Methodology and Calculation

The allocation methodologies of the different programs of MGSA are outlined in detail in the JPA ordinance approved by all participating agencies. This section summarizes the methodologies and provides the calculation for members' contributions to MGSA.

General

Those programs or administration considered "general" budget items are based on a combination of two factors designed to develop an equitable and proportional sharing of costs. The formula uses the factors equally: assessed valuation (AV) of real property and population. Each year, the most current values for these two factors are updated when calculating the member contributions. For the County, the variables are based on the unincorporated assessed value of real property and the population in the unincorporated area.

^{**} The County does not show anything for Animal Services because they pay 30% of contract directly.

Table 8 – Member Contribution Share Calculation

Member	Assessed Value*	% AV	AV Share	Popul.**	% Popul.	Popul. Share	Total Share
Belvedere	1,861,189,147	0.03	1,270	2,121	0.01	364	1,635
Corte Madera	2,752,864,682	0.04	1,879	9,491	0.04	1,631	3,509
Fairfax	1,286,218,036	0.02	878	7,634	0.03	1,312	2,189
Larkspur	3,475,922,951	0.05	2,372	12,347	0.05	2,122	4,494
Mill Valley	4,862,727,005	0.07	3,318	14,439	0.06	2,481	5,799
Novato	9,367,537,682	0.14	6,392	53,575	0.21	9,206	15,598
Ross	1,732,149,104	0.03	1,182	2,493	0.01	428	1,610
San Anselmo	2,838,952,763	0.04	1,937	12,670	0.05	2,177	4,114
San Rafael	11,106,037,504	0.17	7,579	59,214	0.23	10,175	17,754
Sausalito	2,912,804,482	0.04	1,988	7,300	0.03	1,254	3,242
Tiburon	4,741,315,475	0.07	3,235	9,200	0.04	1,581	4,816
Marin, Unincorp	18,274,503,893	0.28	12,470	68,488	0.26	11,769	24,239
Total	\$65,212,222,724	1.00	\$44,500	258,972	1.00	\$44,500	\$89,000

^{*} Marin County Assessor's Office - March 2016

Streetlight

Members pay the overhead and administrative costs of this function in proportion to the number of streetlights owned by the Authority in each members' jurisdiction. Streetlight maintenance costs are based on service provided to individual agencies and charged directly to those jurisdictions. Special Districts are included only for the administration and operation of the Streetlight Program.

Taxicab Regulation

This program is funded by revenue generated by annual taxicab permits. The permit fees are set by the MGSA Board. No member contributions are made.

Marin Climate and Energy Partnership

The MCEP program is voluntary for participating members, however, all MGSA cities, towns, and County participate. In addition, the Marin Municipal Water District, Marin Clean Energy, and the Transportation Authority of Marin also participate voluntarily. The Partnership has been funded by member contributions as well as several grants and contracts with the County. As in the past, members are requested to assess themselves to fund the program for FY 2016/17 at a flat \$2,000 per agency.

MarinMap

MarinMap is funded by member fees, grants, and special assessments on members. It is a flat \$10,000, \$9,000, or \$6,000 fee as in years' past based on agency size.

^{**} CA Department of Finance Report E1 - March 2016

Abandoned Vehicle Program

Because this program is funded by a state imposed surcharge on vehicle registration, it does not have a member contribution.

Animal Services

Thirty percent of the contract cost by the Marin Humane Society is paid directly by the County. The allocation methodology for the remaining contract cost to jurisdictions is based on a combination of two factors used equally in an effort to develop a fair apportionment of costs: 1) animals handled the previous year and 2) population.

Mediation

The Mediation Program costs are allocation based on population.

County Financial System FY 16/17 Budget Entries

The County Auditor-Controller has requested that the Board be shown the budget data, including account numbers to be entered in the County accounting system.

MGSA General Fund 70050

<u>G/L</u>		FY 2016/17
4220610	Other Permits – Taxicab	(110,000)
4410125	Interest On Pooled Funds	(400)
4570115	Grant Revenue	(35,160)
4640322	City Contribution	(130,000)
4640321	Other Misc. Revenue	(20,000)
5210100	Professional Services	263,660
5210131	Prof Services – Legal	15,000
5210200	Administration & Finance Services	14000
5210500	Insurance Premiums	12,000
5210700	Communications Services	2,400
5211200	Rent & Operating Leases	6,000
5220100	Office Supplies	7,000
ZCONTIN	Contingency	122,353

Note: Budgeted estimate of carryover [169,735+62,853= \$232,588] is not entered into the County system as revenue.

MGSA Abandoned Vehicle Abatement Fund – 70010

<u>G/L</u>		FY 2016/17
4410125	Interest	(50)
4530511	State - Abandoned Vehicle	(260,000)
5210100	Professional Services	260,000

ZCONTIN Contingency 24,545

Note: Budgeted estimate of carryover [\$24,495] is not entered into the County system as revenue.

MGSA MarinMap Fund - 70060

<u>G/L</u>		FY 2016/17
4410125	Interest	(200)
4640322	City Contributions	(152,000)
5210100	Professional Services	198,722
ZCONTIN	Contingency	65,000

Note: Budgeted estimate of carryover [\$111,522] is not entered into the County system as revenue.

MARIN GENERAL SERVICES AUTHORITY ADOPTION OF THE FISCAL YEAR 2016/17 ANNUAL OPERATING BUDGET

RESOLUTION 2016 -

WHEREAS, the Marin General Services Authority must adopt an annual spending plan for its operating budget; and

WHEREAS, the MGSA Board of Directors reviewed and considered a draft operating budget on May 12, 2016; and

WHEREAS, MGSA's budget contains a series of programs including:

MarinMap

Ayes:

- Taxicab Regulation
- Marin Climate and Energy Partnership
- Animal Services
- Abandoned Vehicles
- Streetlight Maintenance

NOW THEREFORE, BE IT RESOLVED, that the Marin General Services Authority hereby adopts its Operating Budget for Fiscal Year 2016/17 as shown in the attached Exhibit A.

Adopted this 12th day of May 2016.

Noes:

Absent:

Absent:

Chair, Dan Schwarz

Michael S. Frank, Executive Officer

Exhibit A

MGSA General Fund 70050

<u>G/L</u>		FY 2016/17
4220610	Other Permits – Taxicab	(110,000)
4410125	Interest On Pooled Funds	(400)
4570115	Grant Revenue	(35,160)
4640322	City Contribution	(130,000)
4640321	Other Misc. Revenue	(20,000)
5210100	Professional Services	263,660
5210131	Prof Services – Legal	15,000
5210200	Administration & Finance Services	14000
5210500	Insurance Premiums	12,000
5210700	Communications Services	2,400
5211200	Rent & Operating Leases	6,000
5220100	Office Supplies	7,000
ZCONTIN	Contingency	122,353

Note: Budgeted estimate of carryover [169,735+62,853= \$232,588] is not entered into the County system as revenue.

MGSA Abandoned Vehicle Abatement Fund - 70010

<u>G/L</u>		FY 2016/17
4410125	Interest	(50)
4530511	State - Abandoned Vehicle	(260,000)
REVCAT	Revenue Categories - Cl	(260,000)
5210100	Professional Services	260,000
EXPENCAT	Expenditure Categories - Cl	260,000
ZCONTIN	Contingency	24,545

Note: Budgeted estimate of carryover [\$24,495] is not entered into the County system as revenue.

MGSA MarinMap Fund - 70060

<u>G/L</u>		FY 2016/17
4410125	Interest	(200)
4640322	City Contributions	(152,000)
5210100	Professional Services	198,722
ZCONTIN	Contingency	65,000

Note: Budgeted estimate of carryover [\$111,522] is not entered into the County system as revenue.