

DATE: May 12, 2022
TIME: 10:00 a.m.
PLACE: This meeting will be held remotely and the public is invited to attend online or via phone. Join via computer on Zoom at:

<https://us02web.zoom.us/j/85670782463>

If your computer does not have a microphone or speakers, you may need to call in. Dial (669) 900-6833 or (346) 248-7799 and enter ID: 85670782463

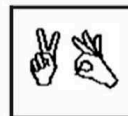
Coronavirus (COVID-19) Advisory Notice

In compliance with local and state shelter-in-place orders, and as allowed by Executive Order N-29-20 (March 17, 2020), the MGSA will not offer an in-person meeting location for the public to attend this meeting. Members of the Board and staff may participate in this meeting via teleconference. Members of the public are encouraged to participate remotely as identified above.

How to Provide Comment

Before the meeting: Email your comments to Executive Officer Michael Frank at mfrank@marinjas.org no later than 4:00 P.M. on Wednesday, May 13, 2020, and they will be forwarded to the MGSA Board and included in the public record. Please be sure to indicate the agenda item you are addressing.

During the meeting: Email your comments during the meeting to Executive Officer Michael Frank at mfrank@marinjas.org indicating the agenda item in your email subject line. Comments must be received before the President announces that the time for public comment on that agenda item is closed. Email comments submitted during the meeting will be read into the record (not to exceed three minutes).



BOARD MEETING AGENDA

- A. [Discuss and Consider Passing Resolution Continuing Virtual Meetings Pursuant to Assembly Bill 361 \[Ortiz\]](#) (Frank)
- B. **Report from Executive Officer** (Frank)
- C. **Public Comment**
Anyone wishing to address the Board on matters not on the posted agenda may do so. Each speaker is limited to two minutes. As these items are not on the posted agenda, the Executive Officer and members of the Board may only respond briefly but topics may be agendized and taken up at a future meeting. Public input will be taken as part of each agendized item.

REGULAR CALENDAR

- D. [Minutes of March 10, 2022 Regular Meeting](#)
- E. [Fiscal Year 2022/23 MGSA Operating Budget and Work Plan](#) (Frank)
- F. [Receive the Community Media Center of Marin’s \(CMCM\) Budget and Capital Plan for July 2022 through June 2023](#) (Eisenmenger)
- G. [Mediation Program 2022 Annual Report](#) (Frank)

CLOSED SESSION

- H. **CONFERENCE WITH LEGAL COUNSEL –ANTICIPATED LITIGATION**
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9
(MGSA v. Hanne Callaert dba Marin Green Cab)

OPEN SESSION

- I. **Adjournment**

NEXT REGULARLY SCHEDULED MEETING: July 14, 2022

NOTE: A complete copy of the agenda packet is available on MGSA’s website at <http://maringeneralservicesauthority.com>



900 Fifth Avenue, Suite 100
San Rafael, CA 94901
415.446.4428
maringsa.com

MEMORANDUM

DATE: May 12, 2022

TO: MGSA Board of Directors

FROM: Michael Frank, Executive Officer

SUBJECT: Virtual Meeting Authorization Under Assembly Bill 361

Recommendation

Adopt resolution 2022 - 06 authorizing remote teleconference meetings of the MGSA Board of Directors pursuant to Assembly Bill 361.

Discussion

Prior to the COVID-19 pandemic, Government Code Section 54953(b)(3) of the Ralph M. Brown Act ("Brown Act") allowed members of a legislative body to attend a public meeting by teleconference only if each teleconference location was listed on the agenda, the agenda was posted at each teleconference location and each teleconference location was open to the public. Additionally, the Government Code Section 54953(b)(3) required that a quorum of the legislative body must participate from locations within agency's boundaries.

Throughout the pandemic, certain Brown Act provisions have been suspended through a series of California Governor Executive Orders which allowed public agencies to conduct virtual meetings via teleconference platforms. The most recent, Executive Order N-08-21, expired on September 30, 2021 and was replaced by Assembly Bill (AB) 361 which amends Government Code section 54953(e) until January 1, 2024.

Under AB 361, local agencies can hold public meetings by teleconference without reference to otherwise applicable requirements in Government Code section 54953(b)(3) so long as (1) the legislative body complies with certain requirements, (2) there exists a declared state of emergency, and (3) one of the following circumstances is met:

1. State or local officials have imposed or recommended measures to promote social distancing; or

2. The legislative body is holding the meeting for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or
3. The legislative body has determined, by majority vote, pursuant to option 2, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

MGSA desires to continue to hold public meetings by teleconference, and the following conditions have been met consistent with Government Code section 54953(e):

1. The Governor of California proclaimed a state of emergency on March 4, 2020, pursuant to Government Code section 8625, which remains in effect; and
2. Local officials have imposed or recommended measures to promote social distancing (attached to this staff report).

Pursuant to the provisions of AB 361, the attached resolution allows for teleconference meetings for the next 30 days. In the event that the Board desires to continue to hold meetings via teleconference beyond 30 days, the Board of Directors will adopt another resolution authorizing remote teleconference meetings at the beginning of the next Board Meeting.

Attachments

- Attachment A1: Resolution 2022 – 06 titled, “A Resolution of the Marin General Services Authority Authorizing Public Meetings to be Held Via Teleconferencing Pursuant to Government Code Section 54953(e) and Making Findings and Determinations Regarding the Same.”
- Attachment A2: September 22, 2021 Social Distancing Recommendation of Marin County



900 Fifth Avenue, Suite 100
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**A RESOLUTION OF THE MARIN GENERAL SERVICES AUTHORITY
AUTHORIZING PUBLIC MEETINGS TO BE HELD VIA TELECONFERENCING
PURSUANT TO GOVERNMENT CODE SECTION 54953(e) AND MAKING FINDINGS
AND DETERMINATIONS REGARDING THE SAME**

RESOLUTION 2022 - 06

WHEREAS, the Board (the “Board”) of the Marin General Services Authority (the “Authority”) is committed to public access and participation in its meetings while balancing the need to conduct public meetings in a manner that reduces the likelihood of exposure to COVID-19; and

WHEREAS, all meetings of the Authority are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the Board conduct its business; and

WHEREAS, pursuant to Assembly Bill 361, signed by Governor Newsom and effective on September 16, 2021, legislative bodies of local agencies may hold public meetings via teleconferencing pursuant to Government Code Section 54953(e), without complying with the requirements of Government Code Section 54953(b)(3), if the legislative body complies with certain enumerated requirements in any of the following circumstances:

1. The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
2. The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
3. The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, on March 4, 2020, Governor Newsom declared a State of Emergency in response to the COVID-19 pandemic (the “Emergency”).

WHEREAS, on September 22, 2021, the Director of the Marin County Department of Health and Human Services issued a letter to the President of the County Board of Supervisors to

recommend a continued emphasis on social distancing measures as much as possible to make public meetings as safe as possible.

WHEREAS, the Centers for Disease Control and Prevention continue to advise that COVID-19 spreads more easily indoors than outdoors and that people are more likely to be exposed to COVID-19 when they are closer than 6 feet apart from others for longer periods of time.

WHEREAS, due to the ongoing COVID-19 pandemic and the need to promote social distancing to reduce the likelihood of exposure to COVID-19, the Authority intends to hold public meetings via teleconferencing pursuant to Government Code Section 54953(e).

NOW, THEREFORE, THE BOARD OF THE MARIN GENERAL SERVICES AUTHORITY DOES RESOLVE AS FOLLOWS:

1. The Recitals provided above are true and correct and are hereby incorporated by reference.
2. The Board hereby determines that, as a result of the Emergency, meeting in person presents imminent risks to the health or safety of attendees.
3. The Board of Directors of the Authority shall conduct their meetings pursuant to Government Code section 54953(e).
4. Staff is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.
5. This Resolution shall take effect immediately upon its adoption.

Adopted this 12th day of May 2022.

Ayes: Blunk, Chanis, Eilerman, Hade, McGill, Middleton, Zadnik

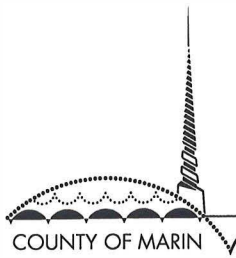
Noes: Blunk, Chanis, Eilerman, Hade, McGill, Middleton, Zadnik

Absent: Blunk, Chanis, Eilerman, Hade, McGill, Middleton, Zadnik

Greg Chanis
President, MGSA Board of Directors

Attested By:

Michael S. Frank
Executive Officer



DEPARTMENT OF
HEALTH AND HUMAN SERVICES

Promoting and protecting health, well-being, self-sufficiency, and safety of all in Marin County.



Benita McLarin, FACHE
DIRECTOR

20 North San Pedro Road
Suite 2002
San Rafael, CA 94903
415 473 6924 T
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www.marincounty.org/hhs

September 22, 2021

Dennis Rodoni
President, Board of Supervisors
3501 Civic Center Drive, 3rd Floor
San Rafael, CA 94903

Re: Public Meetings/Social Distancing

Dear President Rodoni:

On September 20, 2021, Governor Newsom signed AB 361. The legislation provides that local agencies may continue to hold certain public meetings via video/tele-conference as they have done during the Covid-19 emergency. The legislation allows such meetings to continue during a proclaimed state of emergency if state or local officials have recommended measures to promote social distancing.

Local government meetings are indoor meetings that are sometimes crowded, involve many different and unfamiliar households, and can last many hours. Given those circumstances, I recommend a continued emphasis on social distancing measures as much as possible to make public meetings as safe as possible. These measures can include using video/tele-conferencing when it meets community needs and spacing at in-person meetings so that individuals from different households are not sitting next to each other. I will notify you if this recommendation changes while the Governor's state of emergency for COVID-19 remains in place.

Respectfully,

Benita McLarin
Director, Health & Human Services

cc: Matthew H. Hymel, CAO
Brian E. Washington, County Counsel

BOARD MINUTES FOR MEETING OF MARCH 10, 2022

As a result of the COVID-19 pandemic, the Board Meeting came to order on-line in compliance with orders, as allowed by Executive Order N-29-20 (March 17, 2020). The meeting started at 10:01 a.m.

MGSA Board Members Attending: President Greg Chanis and Members Adam McGill, Craig Middleton, Nadine Hade, Angela Nicholson, and Robert Zadnik were present. Vice President Chris Blunk was absent.

Program Contractors Attending: Executive Officer Michael Frank, General Counsel Dave Byers, and Taxi Regulation Program Coordinator Bob Brown.

A. Discuss and Consider Passing Resolution Continuing Virtual Meetings Pursuant to Assembly Bill 361 [Ortiz]

Following a brief introduction by the President, the Board voted to authorize remote teleconferencing of meeting of the MGSA Board pursuant to Assembly Bill 361. Motion by Middleton, seconded by Nicholson to adopt Resolution 2022-03 authorizing teleconference meetings of the MGSA Board of Directors pursuant to Assembly Bill 361. Motion was approved 6 – 0 with Blunk absent. There was no public comment on the item.

B. Report from Executive Officer

The Executive Officer reported on activities since the last meeting. In particular, he mentioned:

- Administration
 - Nadine Hade introduced as the new MGSA Board Member from San Rafael by past Board Member Assistant City Manager Cristine Alilovich.
 - The Executive Officer reminded the Board to turn in their Form 700s if they hadn't already.
 - Staff has kicked off the FY 2022/23 Budget Process
- MCEP
 - Summarized the request for Resilient Neighborhood funding given to the Marin Manager's Association.
- Telecommunications
 - 4 permits submitted by AT&T in Novato. MGSA is gearing up for review of

MGSA Board Meeting Minutes for March 10, 2022

these first small cell applications.

- MarinMap
 - Provided an overview of the start of a Strategic Planning effort for MarinMap.

C. Public Comment

None

D. Approve Minutes of January 13, 2022 Regular Meeting

Motion by Zadnik, seconded by McGill to adopt the minutes of the January 13, 2022 MGSA Board Meeting. Motion was approved 5 – 0 with Hade abstaining and Blunk absent.

There was no public comment on the item.

E. Revisions to Taxicab Program Regulations Pertaining to Driver Permits and Appeals

Following a staff report by Frank and Brown, the Board decided to break the desired modifications to the Taxi Regulations into three votes and vote by motion.

1. Extend the statute of limitations for disqualifying legal convictions for issuance of a Driver's Permit including a DUI from five to seven years.

Motion by Chanis, seconded by Nicholson to approve the motion and supporting the staff recommendation. Motion was approved 5 – 1 with McGill dissenting and Blunk absent.

2. Adding the conviction for sale of a controlled substance to a three-year statute of limitations and adding the proposed regulation language in Section 3. h., "...felony conviction related to the sale or transportation of controlled substances, except for offenses involving marijuana..."

Motion by McGill, seconded by Middleton to approve the motion. Motion was approved 6 – 0 with Blunk absent.

3. Adding criteria for Board consideration of the specific circumstances of such convictions upon appeal.

Motion by Chanis, seconded by Hade to adopt staffs recommended language in the staff report. Motion was approved 6 – 0 with Blunk absent.

4. Eliminating fees for appeal Hearings.

MGSA Board Meeting Minutes for March 10, 2022

A motion was made by Nicholson, seconded by McGill to eliminate the fees for requests for Hearings. Motion was approved 6 – 0 with Blunk absent.

There was no public comment during this agenda item.

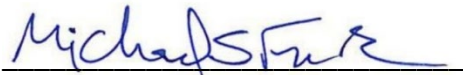
F. Resolution Adopting Conflict of Interest Code for MGSA

Following an introduction by Executive Officer Frank, there was a motion by McGill, seconded by Nicholson to approve Resolution 2022-05 adopting a Conflict-of-Interest Code and designating applicable reporting categories. Motion was approved 6 – 0 with Blunk absent.

There was no public comment on the item.

G. Adjournment

The meeting adjourned at 11:00 a.m.

A handwritten signature in blue ink that reads "Michael S. Frank". The signature is written in a cursive style and is positioned above a horizontal line.

Michael S. Frank, Executive Officer



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San Rafael, CA 94903-3680
415 446 4428
mgsastaff@marinjas.org

MEMORANDUM

DATE: May 12, 2022

TO: MGSA Board of Directors

FROM: Michael S. Frank, Executive Officer

SUBJECT: Fiscal Year 2022/23 Marin General Services Authority
Operating Budget and Workplan

Recommendation

By motion, approve Resolution 2022 – 07 adopting the Fiscal Year 2022/23 Budget and Workplan for the Marin General Services Authority. The Document includes budgets for the following programs:

- Taxi Regulation
- Streetlight Maintenance
- Streetlight Telecommunications
- Marin Climate and Energy Partnership
- MarinMap Geographic Information System
- Abandoned Vehicle Abatement
- Cable Television Franchise and Public, Educational, and Government Access

In addition, the Budget includes the amounts collected by MGSA, along with the allocation methodologies, for the following programs:

- Animal Care and Control
- Mediation Program

Background

At the January 2022 Board Meeting, the MGSA Board of Directors reviewed the status of the FY 2021/22 Workplan and provided input on initiatives for the upcoming FY 2022/23 Workplan. The MGSA Budget as presented fully supports the Workplan for the upcoming fiscal year.

Attachments

- E1 Fiscal Year 2022/23 Proposed Budget and Workplan
- E2 Budget Resolution 2022 – 07 titled, “Marin General Services Authority Adoption of the Fiscal year 2022/23 Annual Operating Budget and Workplan” including Exhibit A attached to the resolution

FY 2022/23 PROPOSED BUDGET AND WORKPLAN



DATE: May 12, 2022

TO: MGSA Board of Directors

FROM: Michael S. Frank, Executive Officer

SUBJECT: Fiscal Year 2022/23 Marin General Services Authority
Proposed Operating Budget and Workplan

Background

The MGSA Proposed Budget is comprised of a series of Funds including: General Fund, Abandoned Vehicle Abatement Program (AVAP) Fund, MarinMap Program Fund, and two funds associated with the dissolved Marin Telecommunications Agency (MTA). Within the General Fund, the following programs are accounted for: Streetlight Maintenance; Streetlight Telecommunications; Taxicab Regulation; and MGSA Administration. The Marin Climate and Energy Partnership (MCEP) is also located in the General Fund but is held in separate accounts with reserves tracked separately. As such, we have separated its resources into different charts in this document.

In partnership with Marin County, MGSA manages the Animal Care and Control Program contract and a management charge for that service is included in this Budget. From a financial perspective, MGSA budgets, invoices agencies, and transfers funds to the County for this Program. MGSA plays a similar financial role with the Mediation Program run by the District Attorney. The revenue and expenses associated with these programs are not considered revenue or expense for MGSA and therefore do not show up in the JPA's audited financials. Invoicing and coordination, however, with jurisdictions is handled by MGSA and directly transferred to County accounts for the Animal Care and Control Program and the District Attorney's Office upon receipt. Although invoiced by MGSA, and included in a table for agencies' information, these funds are not part of the MGSA Budget.

The Cable Television Franchise and Public, Educational, and Government Access Program (CATV) was established beginning on July 1, 2020. At that time, MGSA assumed the program responsibilities previously managed by the Marin Telecommunications Agency. The MTA was dissolved as an agency as of June 30, 2020. The fund structure and program responsibilities are outlined later in this document.

This report proposes a budget for all five MGSA 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 2022/23 budget at its January 13th Board Meeting. By Resolution 2022-02, the MGSA Board made a recommendation to the Board of Supervisors to approve the budget. MCSTOPPP's budget is not included in this report since those funds are part of the County's budget and are not under direct control of MGSA.

Discussion

This Budget development process is the third conducted during the COVID-19 pandemic. The pandemic significantly impacted MGSA financially as well as operationally the last two years. Civic life, however, is moving towards normalcy and this has meant increased stability for the Agency which is reflected in this Budget.

As the pandemic took off, the bottom dropped out of the taxi industry impacting permit fee revenue and one of MGSA's larger revenue sources. Along with cuts, the FY 20/21 Budget reached into reserves for its balancing. Over the last couple of years, expenditure budgets have been significantly reduced. With this FY 22/23 Budget, MGSA continues to look for opportunities to reduce costs and financial impacts on its member agencies.

The overall contributions required to fund all of MGSA's programs have increased by 7.4% in this Budget. This increase, however, masks the reduction in the cost of the Agency's programs which is close to a 20% reduction. The reduction is being masked by two factors: 1) MarinMap waived its dues for this fiscal year; and 2) MCEP added, with the Marin Manager's Association's concurrence, \$100,000 to fund Resilient Neighborhoods on an ongoing basis.

One of the more complex issues with budgeting for MGSA is the numerous programs having very varied funding sources along with very varied allocation methodologies for jurisdiction funding. In addition, MGSA is sometimes acting as a passthrough of funds. For instance, the Abandoned Vehicle Abatement Program is approximately \$260,000 in budgeted expenditures. All those monies but \$12,000 is distributed out to jurisdictions. This is also true of franchise fees collected by cable companies and distributed out by MGSA.

Proposed Workplan

The MGSA Board reviewed and provided input into the FY 2022/23 Proposed Workplan and Initiatives at their January 2022 meeting. This Budget supports the Proposed Workplan included as **Exhibit A** at the end of this budget document.

MGSA General Fund (without MCEP)

Table 1 displays the present year's adjusted (or revised) budget [Adj Budget 2021/22], an estimate of what year-end expenditures and revenues are anticipated [Est Actual 2021/22], and the proposed budget for the upcoming fiscal year [Proposed 2022/23]. The final column is the

difference between the current year's adjusted budget and the proposed budget [Bud 21/22 vs Prop 22/23].

The Marin Climate and Energy Partnership (MCEP) is accounted for within the General Fund but within separate accounts. The Program's share of fund balance is also tracked separately in MGSA's financial statements. As such, MCEP's financials and budget are captured in **Table 2**.

To date, only one budget change has been made to the MGSA Budget adopted for FY 2021/22. This occurred in the MCEP Budget as a result of a contract to fund the non-profit agency Resilient Neighborhoods in the amount of \$9,375. The MGSA Board took the funding out of MCEP reserves.

Table 1 – MGSA General Fund Budget (without MCEP)

	Adj Budget 2021/22	Est Actual 2021/22	Proposed 2022/23	Bud 21/22 vs 22/23 Prop
Beginning Fund Balance	47,361	97,205	256,330	
Revenues				
Member Contributions	260,000	260,000	180,000	(80,000)
Taxicab Permit Fees	30,000	70,000	50,000	20,000
Management/Overhead Fees	48,909	48,909	61,777	12,868
Telecommunication Fees	30,000	4,000	30,000	-
Interest	3,000	250	700	(2,300)
Total Revenue	\$371,909	\$383,159	\$322,477	(49,433)
Expenditures				
Insurance	10,000	10,050	15,000	5,000
Contract Services	282,384	181,384	264,741	(17,643)
Legal	25,000	14,000	25,000	-
Audit/Accounting	15,500	6,500	15,500	-
Rent	2,400	3,600	7,600	5,200
Office Expense	13,000	8,500	11,000	(2,000)
Total Expenditures	\$348,284	\$224,034	\$338,841	(9,443)
Net	23,625	159,125	(16,365)	(39,990)
Ending Fund Balance	70,986	256,330	239,966	168,980

Table 1 contains several programs, the financial details of which are below.

The “Member Contributions” line in **Table 1** is the amount needed to support the expenses (which have continued to be reduced) of the programs after other program specific revenues are considered. Member Contributions and their history are discussed in detail in the “Member Contributions” section of this document.

Administration - General

The budgeted expenditures for the administration of MGSA are decreasing due to the continued financial benefits from the absorption of the Marin Telecommunications Agency (MTA) as well as the Authority going virtual and terminating its office lease and associated expenses this current fiscal year. In addition, benefits are being realized from the streamlining of the Taxi Program administration. Most programs have an overhead component which captures administrative costs and appropriately transfers those amounts to the General Fund. For the first time, this Budget assumes shared administrative costs for the CATV Program and then allocates those costs to CATV based on an allocation methodology.

Animal Care and Control

In mid-2014/15, MGSA took on assisting the County of Marin in the management of the Animal Care and Control contract with Marin Humane (MH). A two-year contract with MH was negotiated and approved by the County Board of Supervisors on December 8, 2020. We are in the second year of the agreement with Marin Humane that has a contractual charge with no increase. As mentioned earlier, the contract amount, although invoiced by MGSA, is not located in our budget. It is part of the County’s budget.

MGSA is provided approximately \$23,000 annually for managing this contract. In addition to facilitating the contract negotiations with MH, MGSA also invoices jurisdictions and is the interface with MH. Animal Services is 88% of what is proposed to be invoiced to jurisdictions in this budget and deposited with the County. The relatively small increase in Animal Services is due to an annual “true-up” that occurs following the issuance of the most recent CAFR.

Mediation

The Mediation Program is managed out of the District Attorney’s Office, however, invoicing and coordination with jurisdictions is handled by MGSA. These funds are not considered revenue or expense for MGSA and are invoiced and directly transferred to the District Attorney’s Office upon receipt. As requested by the District Attorney’s Office, the Program’s contributions for FY 2022/23 are 5.0% higher than FY 2021/22. The Board receives a separate report from the District Attorney’s Office on the Mediation Program and its costs.

Streetlight Maintenance Program

Aside from one GIS server, streetlights are MGSA’s only asset. The Streetlight Maintenance Program was created in the mid-1980’s and prompted the creation of MGSA’s predecessor JPA. Because each jurisdiction makes decisions about streetlights in their locale and pays for all maintenance and replacement expenses under MGSA’s master contract, the Program is mostly absent from MGSA’s Budget. The exception is overhead charged to jurisdictions. For 2022/23,

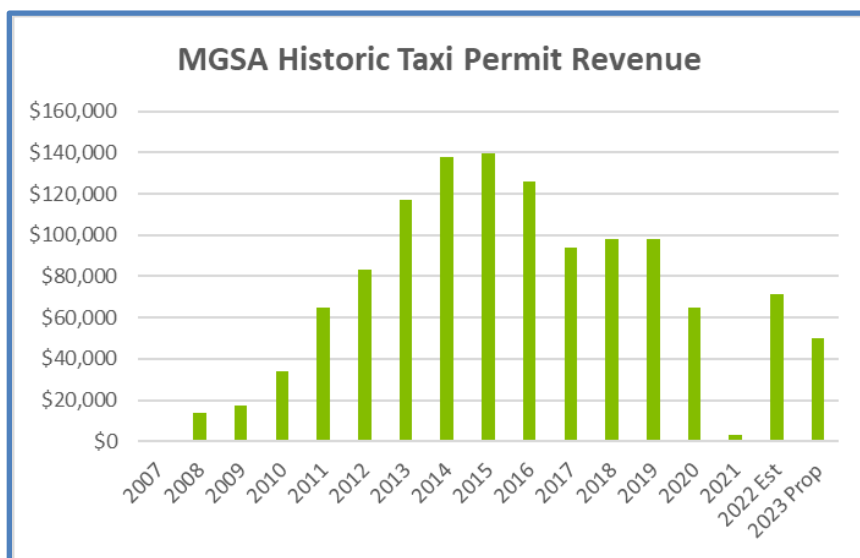
the Streetlight Program overhead is \$22,000 and is included in the “Member Contributions” line. Costs for the maintenance and replacement of individual streetlights are borne by the local jurisdiction. The overhead charged goes towards: 1) the management of the program including negotiating and managing the maintenance contract for approximately 16,000 streetlights owned by MGSA; 2) tracking all streetlight assets and transferring ownership to MGSA where there are new lights or changes in existing lights; and 3) addressing issues and opportunities that surface with residents or jurisdictions.

Streetlight Telecommunications Program

MGSA has signed master license agreements with five telecommunications companies. The agreements allow equipment on MGSA owned poles assuming permits are issued from local member jurisdictions. The agreements set up a per pole processing fee and then ongoing lease revenue for use of the poles. MGSA has not seen any applications to date. For this program in FY 2022/23, \$30,000 of revenue and \$30,000 in contract services expense is budgeted. This is the same as FY 2021/22. For the first time, there are currently four permits for equipment placement going through a local jurisdiction’s process.

Taxicab Regulation Program

Taxi permit fees were structured to cover the cost of the Taxi Regulation Program. As seen in the graph below, the permit rates were phased in over time, peaking in 2015. The costs are primarily the contract administrator of the program, the production of the permits, and administrative overhead. With the advent of Uber and Lyft which are regulated by the State CPUC and not by MGSA, Program revenue has fallen dramatically compared with its peak. With COVID-19 and a dramatic decrease in travel, the taxi industry came to a virtual halt and associated revenues with it. The MGSA Board waived taxi regulation fees for FY 20/21 to encourage those companies and drivers that were still surviving to get permits. The industry has begun recovering as the pandemic has waned with 20 taxi companies returning to service and renewing permits. Staff is projecting \$50,000 in revenue for FY 2022/23. The increase in revenue for this fiscal year is due to a six-month permit issuance in July 2021, and then for January, 2022 a full year permit renewal of all permits.



General Fund Reserve Policy

The Proposed Budget anticipates \$239,966 in General Fund reserves at the end of the fiscal year. The General Fund reserve policy calls for a minimum of 15% of expenditures or \$50,826. Staff is recommending a healthy General Fund reserve to ease jurisdictions into future potential Animal Care and Control contract increases.

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, TAM, MMWD, and MCE 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 strategies to adaptation, contained in each agency'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's role has been to assist in contract administration with grantors and contractors and to provide assistance in invoicing, collection of grant and member contributions, contracting and paying for MCEP services, and the Steering Committee. While MGSA serves primarily as a fiscal agent, the MGSA Board has final say on contracts and policy positions. To date, the Partnership has been funded by annual contributions, as well as several grants and contracts totaling over \$825,000 since 2007 from sources such as the Bay Area Air Quality Management District, the Marin Community Foundation, the California Energy Commission, Transportation Authority of Marin (TAM), and several contracts with the County through the PG&E-Marine Energy Watch Partnership.

Although a separate cost center is maintained for MCEP, the funds are placed in the MGSA's General Fund. The resources and expenditures are shown in **Table 2**. During FY 2022/23, MCEP will be providing technical services related to climate inventory tracking and reporting and development of Climate Action Plan updates. Specifically, MCEP will develop community greenhouse gas inventories for all Marin jurisdictions for the inventory year 2020. MCEP will prepare and present a report for jurisdictions identified in the scope of work and update the MCEP website and Sustainability Tracker with the new information. This work is being paid for with \$25,000 in grant funding from the County through the Marin County Energy Watch Partnership.

Also, during FY 2022/23, MCEP will continue to develop and finalize a Countywide Electric Vehicle Acceleration Strategy that furthers members' climate action plan goals for EV adoption, conducts public outreach, and identifies the roles and responsibilities of local jurisdictions in supporting EV adoption in Marin County. This work is being paid for with a \$54,000 grant from TAM that was awarded in January 2020.

The budget also includes a \$100,000 expenditure to partially fund the nonprofit Resilient Neighborhoods (RN). MCEP has been partnering with RN since 2015 to implement the public outreach objectives of members' climate action plans. During FY 2021/22, MCEP contracted with RN for \$9,375 to continue to organize and educate community-based climate action teams on strategies and resources available to improve home energy efficiency, shift to renewable energy, reduce transportation emissions, conserve water, reduce waste, and be more resilient to a changing climate. In response to the COVID-19 pandemic, RN successfully created an online version of their program. MCEP worked with the Marin Manager's Association to get input and make sure there was support for the increase in MCEP's budget to support Resilient Neighborhoods.

Table 2 – Marin Climate and Energy Partnership

	Adj Budget 2021/22	Est Actual 2021/22	Proposed 2022/23	Bud 21/22 vs 22/23 Prop
Beginning Fund Balance	33,361	31,956	32,956	(405)
Revenue				
Member Contributions	37,500	37,500	137,500	100,000
Grant/TAM	45,300	17,000	29,450	(15,850)
Grant/County-PG&E	25,000	25,000	25,000	-
Total Revenue	\$107,800	\$79,500	\$191,950	84,150
Expenditures				
Overhead	7,000	7,000	7,000	-
Contract Services	106,036	71,500	173,200	67,164
Total Expenditures	\$113,036	\$78,500	\$180,200	67,164
Net	\$(5,236)	\$1,000	\$11,750	
Ending Fund Balance	\$28,125	32,956	\$44,706	\$16,581

MCEP Reserve Policy

The Proposed MCEP Budget anticipates \$44,706 in reserves at the end of the fiscal year. This meets the reserve policy which is a minimum of one year's MCEP dues or \$37,500 (not including the supplemental RH funding).

Marin Abandoned Vehicle Fund and 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 and the payments made to the towns, cities and County to fund the abatement of abandoned vehicles. The Program contributes \$12,000 annually towards administration by MGSA. AVA was recently reauthorized by MGSA, the County, and a majority of the jurisdictions in Marin making up a majority of the residents to continue the program for an additional 10 years. The Program is now authorized until April 2032.

Table 3 – Abandoned Vehicle Abatement Fund

	Adj Budget 2021/22	Est Actual 2021/22	Proposed 2022/23	Bud 21/22 vs 22/23 Prop
Beginning Fund Balance	\$5,533	\$7,837	\$7,837	\$2,304
Revenue				
Interest	150	10	50	\$(100)
DMV Reimbursement	260,000	238,307	260,000	-
Total Revenue	\$260,150	\$238,317	\$260,050	\$(100)
Expenditures				
Program Administration	12,000	12,000	12,000	-
Jurisdiction Payments	248,150	226,317	248,050	(100)
Total Expenditures	\$260,150	\$238,317	\$260,050	\$(100)
Net	\$0	\$0	\$0	
Ending Fund Balance	\$5,533	\$7,837	\$7,837	\$2,304

Abandoned Vehicle Abatement Fund Reserve Policy

The AVA Program does not have a reserve policy since all funds received are ultimately distributed out to jurisdictions.

MarinMap Fund and Program

Table 4 is the Proposed FY 2022/23 Budget as recommended by the MarinMap Executive Committee. In general, the proposed expenditure budget is similar to previous years. Member dues went unchanged for 20 years with the exception of a rate holiday for members in FY 21/22 and a one-time reduction of dues by 3,000 per member in FY 20/21. Over the years, the Program accumulated significant reserves and the rate reductions seemed appropriate given COVID and the uncertainty local jurisdictions were facing. Over the next fiscal year, MarinMap will be looking at its Program, its future given technology changes, and appropriate funding levels including reserves. As anticipated in the prior year's budget, dues are returning to previous levels for FY 2022/23.

The MarinMap expenditure budget can be summarized as follows: the annual fixed costs to manage MarinMap (Matrix Team, Program Manager, maintenance and hardware) and GIS Projects which are developed with agency members and prioritized by the Executive Committee. In addition, \$7,000 is included in the Proposed Budget for MGSA overhead. Regarding project expenditures, the Executive Subcommittee identified Projects for the coming year in the amount of \$55,000. This represents the annual member allocation for projects, training, plus incomplete projects carried over from FY 2021/22. The following are also included in the proposed budget:

- A project for \$20,000 for conducting strategic planning for the MarinMap program following the Digital Marin strategic planning effort.
- As in past years, funds are being designated (\$7,500/year) for future orthophoto photographic needs. The Proposed Budget will have a total orthophoto designated reserve of \$30,000. In addition, funds are being designated (\$4,000/year) for any future server needs. The Proposed Budget has the server allocation designated in reserves of \$24,000.

Table 4 – MarinMap Fund

	Adj Budget 2021/22	Est Actual 2021/22	Proposed 2022/23	Bud 21/22 vs 22/23 Prop
Beginning Fund Balance	242,163	247,981	144,561	(97,602)
Revenue				
Member Contributions	-	-	162,000	162,000
Interest	3,000	300	500	(2,500)
Total Revenue	\$3,000	\$300	\$162,500	\$159,500
Expenditures				
	Adj Budget 2021/22	Est Actual 2021/22	Proposed 2022/23	Bud 21/22 vs 22/23 Prop
Executive Officer/Overhead	7,000	7,000	7,000	-
Program Administration	32,640	32,640	32,640	-
Other Contract Services	73,000	62,080	73,000	-
Projects	87,000	2,000	55,000	(32,000)
Total Expenditures	\$199,640	\$103,720	\$167,640	-\$32,000
Net	-\$196,640	-\$103,420	-\$5,140	
Ending Fund Balance	\$45,523	\$144,561	\$139,421	93,898

MarinMap Reserves and Reserve Policy

The Fund Balance anticipated for year-end in the Proposed MarinMap FY 2022/23 Budget is \$139,421. As seen in Table 5 below, \$54,000 of that amount is designated. The amount in reserve, however, meets the proposed reserve policy which is a minimum of 20% of revenues plus any designated reserves.

Table 5 – MarinMap Designated Reserves

	Adj Budget 2021/22	Est Actual 2021/22	Proposed 2022/23	Bud 21/22 vs 22/23 Prop
Designated Reserves				
Set aside for ortho photo	22,500	22,500	30,000	7,500
Set aside for server purchase	20,000	20,000	24,000	4,000
Total	\$42,500	\$42,500	\$54,000	\$11,500

Cable Television Franchise and Public, Educational, and Government Access Program (CATV)

CATV Operating Fund

The Cable Television Franchise and Public, Educational, and Government Access Program (CATV) is MGSA's newest program and started on July 1, 2020. MGSA took over program responsibilities from the Marin Telecommunications Agency (MTA). The MTA was dissolved as an agency.

The MTA was formed in 1997 to oversee local cable television franchise agreements. In the early years, MTA was considered a potential telecommunications policy and operations oversight agency. In 2006, the State of California passed the Digital Infrastructure and Video Competition Act ("DIVCA"), which eliminated local cable television franchises and created the existing state franchise system. Additional changes to state and federal law have continued to erode local government regulatory control and oversight of telecommunications facilities.

Following extensive discussions, both the MTA and MGSA Boards decided the transition made sense from an efficiency and financial perspective given MTA's eroded policy making role over time. Ultimately, the collective financial benefit to member jurisdictions is significant.

Unlike many of MGSA's programs which are funded by member jurisdiction dues, CATV is funded by cable franchise fees. Fees are collected by MGSA, and then what is not Board approved for Program operations is distributed to member agencies (seen in the Table below as "Jurisdiction Payments"). Any reduction in Program operational expenditures is an increase in member revenue.

Budgeted CATV Program operational expenses decreased this fiscal year by \$51,331 or 30%. This reduction is in addition to past years' as elements of MTA's work program become more fully incorporated into the program structure of MGSA (see Graph below). It should also be acknowledged that MTA has been reducing its operational costs over the last decade.

Starting in FY 22/23, following a year and a half of operations by MGSA, a cost allocation methodology was implemented. Direct costs are charged directly to the CATV Program. Executive Officer costs are allocated to CATV at 25%. Overall MGSA non-program office expenses and accounting time is charged to CATV at 35%. This is the reason that the "MGSA/Program Administration" line in the Table below is increasing significantly, and the other expense lines are decreasing.

Since taking over MTA following its dissolution June 30, 2020, costs for the responsibilities to the member agencies has decreased by 47%.

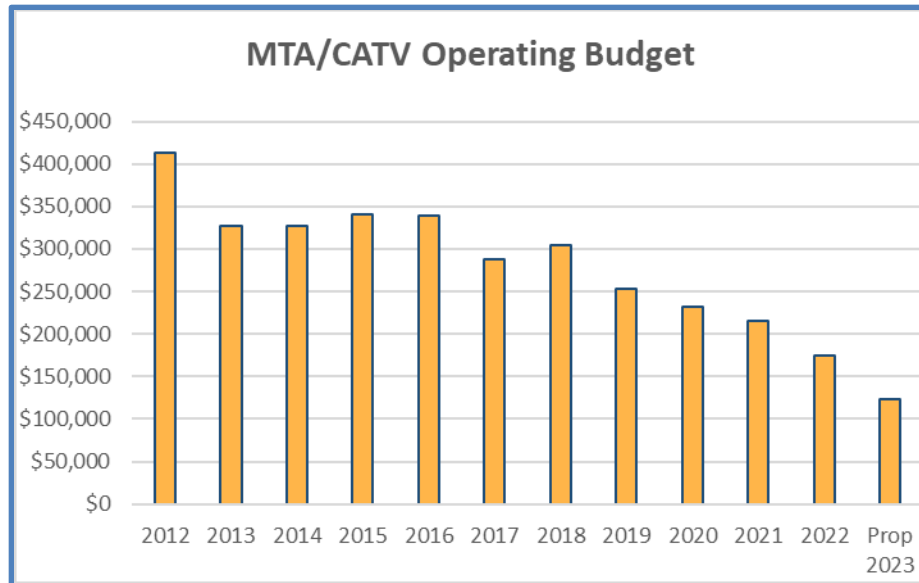


Table 6 – CATV Operating Fund

	Adj Budget 2021/22	Est Actual 2021/22	Proposed 2022/23	Bud 21/22 vs 22/23 Prop
Beginning Fund Balance	\$93,924	\$173,119	\$173,119	\$79,195
Revenue				
Interest	2,000	250	500	(1,500)
Franchise Fees	3,300,000	3,331,688	3,600,000	300,000
Other Revenue	8,200	8,654	9,200	1,000
Total Revenues	3,310,200	3,340,592	3,609,700	299,500
Expenditures				
MGSA/Program Administration	45,929	45,929	61,346	15,417
Broadband for Jurisdictions	20,000	19,476	20,000	-
Professional Services	95,600	61,600	36,853	(58,747)
Other Expenses	13,000	45,000	5,000	(8,000)
Jurisdiction Payments	3,135,671	3,168,587	3,606,502	470,831
Total Expenditures	3,310,200	3,340,592	3,729,700	419,500
Net	-	\$0	(\$120,000)	
Ending Fund Balance	\$93,924	\$173,119	\$53,119	(\$40,805)

CATV Operating Fund Reserve Policy

Maintain a minimum of \$35,000 in order to maintain a positive cash flow with expenses given the timing of franchise fee payments.

Jurisdictional Franchise Fee Payments for FY 2022/23

Five percent franchise fees are paid by cable and video providers on a quarter basis. The providers in Marin are Comcast, AT&T, and Horizon. Comcast makes up the vast majority of the fees at approximately 94% of the total.

Franchise fee revenue of \$3,600,000 in the above chart is an increase of approximately \$300,000 compared to the FY 2021/22 budget estimate. Although franchise fees are anticipated to remain relatively flat, the increase is to ensure budget authority of any fund balance that is distributed to jurisdictions.

Table 7 – FY 22/23 Estimated Franchise Fee Payments

Member	Last 4 Available Quarters of Fees	%	Estimated Jurisdictional Franchise Payments
Belvedere	60,521	1.83%	65,923
Corte Madera	186,344	5.63%	202,977
Fairfax	125,053	3.78%	136,215
Larkspur (Not a member)	N/A	N/A	N/A
Mill Valley	275,843	8.33%	300,464
Novato (Not a member)	N/A	N/A	N/A
Ross	55,891	1.69%	60,880
San Anselmo	226,425	6.84%	246,635
San Rafael	943,056	28.48%	1,027,231
Sausalito	159,278	4.81%	173,495
Tiburon	193,701	5.85%	210,990
Marin, Unincorp	1,084,860	32.77%	1,181,692
Total	\$3,310,973	1.00	\$3,606,502

CATV Public, Educational, and Government Fund (PEG)

As described above, the California Legislature adopted the Digital Infrastructure and Video Competition Act (“DIVCA”), which changed the manner in which video services are regulated by replacing local franchising with a state franchising system administered by the California Public Utilities Commission. DIVCA requires state franchise holders to offer at least three channels to each community in which they operate for public, educational, and governmental (“PEG”) programming.

DIVCA also authorizes local entities to adopt an ordinance imposing a fee on video service providers that hold a state franchise to support PEG programming facilities. The maximum amount allowed under state law is 1% of a franchise holder’s gross revenues. MGSA has passed such an ordinance along with all member agencies passing resolutions delegating to MGSA the authority to collect their PEG fees.

The MTA designated the Community Media Center of Marin (CMCM) as a Designated Access Provider (“DAP”) to establish, operate, and manage a Media Center and the PEG access channels pursuant to the law. CMCM established a Media Center in downtown San Rafael. PEG fees are fully distributed to CMCM. They can only be used to support public access as outlined in the code.

Table 8 – CATV Public, Educational, and Government Fund (PEG)

	Adj Budget 2021/22	Est Actual 2021/22	Proposed 2022/23	Bud 21/22 vs 22/23 Prop
Beginning Fund Balance	\$972	\$173,119	\$1,148	\$176
Revenue				
Interest	500	320	500	-
PEG Fees	750,000	675,519	750,000	-
Total Revenues	\$750,500	\$675,839	\$750,500	-
Expenditures				
Community Media Center Contract	750,500	675,839	750,000	(\$500)
Total Expenditures	\$750,500	\$675,839	\$750,000	(\$500)
Net	\$0	\$0	\$500	\$500
Ending Fund Balance	\$972	\$173,119	\$1,648	\$676

PEG Fund Reserve Policy

Maintain a minimum of \$500.

Member Contributions for MGSA (Animal Services Included for Information Only)

The contributions shown in **Table 9** 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 managed in the District Attorney’s Office and the Animal Care and Control Program. The MGSA’s Joint Powers Agreement provides for funding the agency as described in the next section. The next section also outlines allocation methodologies related to each program.

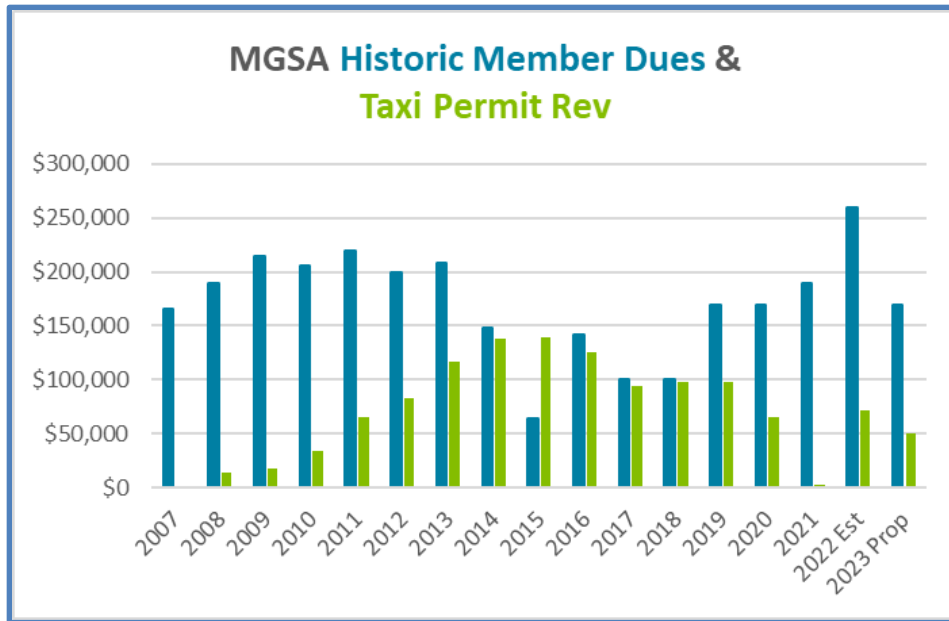
Table 9 – Member Contributions for FY 2022/23 (Animal Services Included for Information Only)

Member ¹	MGSA General		Streetlights		MCEP		MarinMap		Mediation		Animal Services ²		Total 2022/23
	21/22	22/23	21/22	22/23	21/22	22/23	21/22	22/23	21/22	22/23	21/22	22/23	
Belvedere	4,533	3,005	500	500	2,500	3,061	-	6,000	721	745	23,885	27,275	40,587
San Mateo	9,735	6,496	1,019	1,016	2,500	5,223	-	9,000	3,434	3,618	113,007	101,658	127,012
County	64,372	42,525	2,827	2,821	2,500	20,665	-	10,000	23,312	24,127	1,011,951	1,019,876	1,120,014
Fairfax	5,723	3,856	810	808	2,500	4,536	-	6,000	2,512	2,705	92,458	108,150	126,055
Larkspur	12,039	7,843	1,075	1,073	2,500	5,811	-	9,000	4,160	4,399	151,860	141,697	169,823
Mill Valley	15,779	10,494	1,100	1,151	2,500	6,451	-	9,000	4,982	5,249	191,148	184,502	216,846
Novato	41,240	27,454	5,260	5,242	2,500	17,024	-	10,000	18,233	19,294	701,917	727,965	806,979
Ross	4,316	2,900	-	-	2,500	3,192	-	6,000	866	919	28,932	40,171	53,181
San Anselmo	11,044	7,368	906	903	2,500	5,946	-	9,000	4,331	4,577	137,266	144,108	171,902
San Rafael	47,568	31,614	6,108	6,087	2,500	18,526	-	10,000	20,306	21,289	726,637	679,210	766,726
Sausalito	8,765	5,857	894	899	2,500	4,497	-	9,000	2,462	2,653	117,578	119,855	142,761
Tiburon	12,887	8,588	500	500	2,500	5,068	-	9,000	3,239	3,411	97,856	105,284	131,851
BMK CSD	-	-	500	500	-	-	-	-	-	-	-	-	500
FCA	-	-	-	-	-	-	-	10,000	-	-	-	-	10,000
LAFCO	-	-	-	-	-	-	-	10,000	-	-	-	-	10,000
M. CSD	-	-	500	500	-	-	-	-	-	-	-	-	500
TAM	-	-	-	-	2,500	12,500	-	10,000	-	-	-	-	22,500
MCE	-	-	-	-	2,500	12,500	-	-	-	-	-	-	12,500
MMWD	-	-	-	-	2,500	12,500	-	10,000	-	-	-	-	22,500
SASM	-	-	-	-	-	-	-	10,000	-	-	-	-	10,000
RVSD	-	-	-	-	-	-	-	10,000	-	-	-	-	10,000
TOTAL	\$238,000	\$158,000	\$22,000	\$22,000	\$37,500	\$137,500	\$0	\$162,000	\$88,560	\$92,986	\$3,394,494	\$3,399,751	\$3,972,237

¹ BMK, Bel Marin Keys Community Services District; FCA, Fire Chiefs Association; M. CSD, Marinwood Community Services District; TAM, Transportation Authority of Marin; MCE, Marin Clean Energy; MMWD, Marin Municipal Water District; RVSD, Ross Valley Sanitary District.

² Animal Control - County pays 30% of Program directly to Marin Humane and are not invoiced by MGSA. These #'s are included as information only since MGSA invoices for them.

The FY 2022/23 proposed General Fund operating budget, including the Streetlight Program overhead, is based on member contributions of \$180,000. The graph below shows historic member contributions as well as taxi revenue. Agency payments declined starting in 2014 due to the receipt of ongoing taxi revenue. Significant taxi revenue started to be received in 2012 but member contributions were not reduced at that time. The result was a larger accumulated General Fund balance. Over the following years, member contributions were kept lower using those reserves. The falloff of taxi revenues due to COVID-19 and stay-in-place orders resulted in a sharp increase in contributions for this fiscal year. With the return of taxi revenues and the use of some excess fund balance, staff is recommending that agency contributions decrease by \$80,000.



Member Contribution Methodology and Calculation

The allocation methodologies of the different programs of MGSA are outlined 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.

Table 10 – Member Contribution Share Calculation

Member	Assessed Value*	% AV	AV Share	Population	% Pop.	Popul. Share	Total Share
Belvedere	2,632,433,210	0.03	2,372	2,066	0.01	633	3,005
Corte Madera	3,797,980,648	0.04	3,423	10,029	0.04	3,074	6,496
Fairfax	1,729,444,825	0.02	1,559	7,498	0.03	2,298	3,856
Larkspur	4,556,454,635	0.05	4,106	12,194	0.05	3,737	7,843
Mill Valley	6,696,251,940	0.08	6,035	14,550	0.06	4,459	10,494
Novato	12,274,889,966	0.14	11,062	53,486	0.21	16,392	27,454
Ross	2,351,754,802	0.03	2,119	2,547	0.01	781	2,900
San Anselmo	3,860,494,042	0.04	3,479	12,689	0.05	3,889	7,368
San Rafael	15,010,439,636	0.17	13,527	59,016	0.23	18,087	31,614
Sausalito	3,997,494,691	0.05	3,602	7,355	0.03	2,254	5,857
Tiburon	6,313,788,774	0.07	5,690	9,456	0.04	2,898	8,588
Marin, Unincorp	24,440,990,027	0.28	22,026	66,888	0.26	20,499	42,525
Total	\$87,662,417,196	1.00	\$79,000	257,774	1.00	\$79,000	\$158,000

Streetlight - Maintenance

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 (see **Table 11**). The exception is that starting this fiscal year, FY 2020/21, there is a minimum jurisdictional payment of \$500 for the base cost of running the Streetlight Management Program. 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. The streetlights in the Town of Ross and Marin City are not owned by MGSA and are not included in this program. The program administration costs were increased last year to \$22,000 after over a decade at \$11,000. This increase in costs more accurately reflects the time and effort spent addressing Program issues.

Table 11 – Streetlight Maintenance Share Calculation

Member	# of 2022/23 Streetlights	%	New % without <\$500	Share
Belvedere	158	1.0%		500
Bel Marin Keys District	144	0.9%		500
Corte Madera	755	4.8%	5.1%	1,016
County, Unincorporated	2,096	13.3%	14.1%	2,821
Fairfax	600	3.8%	4.0%	808
Larkspur	797	5.1%	5.4%	1,073
Marinwood District	290	1.8%		500
Mill Valley	855	5.4%	5.8%	1,151
Novato	3,894	24.8%	26.2%	5,242
Ross	N/A	N/A	N/A	N/A
San Anselmo	671	4.3%	4.5%	903
San Rafael	4,522	28.7%	30.4%	6,087
Sausalito	668	4.2%	4.5%	899
Tiburon	280	1.8%		500
Total	15,730	1.00	1.00	\$22,000

Streetlight – Telecommunications

This program, through Master License Agreements, allows telecommunications carriers to place equipment on MGSA owned streetlight poles at rates outlined in agreements with each carrier. There are presently four agreements. This program is in its infancy. There have been no applications submitted to MGSA to place equipment on MGSA poles. Staff work is presently covered through general administration costs. It is anticipated that this program will be fully cost recovery once more fully implemented. There are currently 4 submittals going through the permit process in San Rafael.

Taxicab Regulation

By MGSA Board policy, this program is supposed to be funded by revenue generated by annual taxicab permits. The permit fees are set by the MGSA Board. As described earlier in this document, the Board waived fees for FY 20/21 due to the impacts of COVID-19 and significantly

reduced permit fees in FY 21/22. The Program is anticipated to slowly recover and stabilize over the next couple of years.

Marin Climate and Energy Partnership

The MCEP Program has a steering committee made up of its members and is responsible for setting the priorities and making recommendations on policy and budget issues. 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 and federal government. Members assess themselves to fund the program at a flat \$2,500 per agency. Starting in the current year's budget, FY 2022/23, with input from the Marin Manager's Association an additional \$100,000 is included to partially fund the nonprofit, Resilient Neighborhoods. Each MCEP member agency (TAM, MCE and MMWD) contribute \$10,000, and the remaining \$70,000 would be funded by jurisdictions based on population. The program cost would be in addition to the \$2,500 currently assessed to each MCEP member.

MarinMap

MarinMap is funded by member fees, grants, and special assessments on members. Assessments are a flat \$10,000, \$9,000, or \$6,000 fee based on agency size. Member dues were reduced in FY 20/21 and waived in FY 21/22 to assist jurisdictions with COVID financial impacts. They return to their historic levels with this FY 22/23 Budget.

Abandoned Vehicle Abatement

This program is fully funded by a state-imposed \$1.00 surcharge on vehicle registration. The funding is distributed to agencies on a percentage basis developed from: 1) paperwork submitted showing the number of vehicles towed by each jurisdiction (50%); 2) population (45%); and 3) geography (5%).

Cable Franchise Television Public, Educational, and Government Access Program

This program is fully funded by cable franchise fees. Novato and Larkspur are the two agencies that are not members. The Program expenses are deducted from franchise fees prior to distribution to members. The expenses are allocated to jurisdictions based on their percentage of franchise fee receipts the prior four quarters

Animal Services (For Information Only)

Thirty percent of the cost of the Animal Care and Control Budget is paid directly to Marin Humane by the County. The allocation methodology for the remaining costs 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 submitted by the District Attorney's Office are allocated based on the most recent population estimates.

County Financial System FY 2022/23 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 Operating Fund 8019 (Code 8641)

G/L		FY 2022/23
421225	Other Permits – Taxicab	(50,000)
441115	Interest on Pooled Funds	(700)
453110	Other Misc Rev (Overhead/Mngt Fee)	(61,777)
461250	City Contributions	(180,000)
462610	Charges Other – Telecom	(30,000)
522510	Professional Services	264,741
522545	Prof Services – Legal	25,000
522585	Administration & Finance Services	15,500
521615	Insurance Premiums	15,000
521310	Communications Services	0
522925	Rent & Operating Leases	7,600
522410	Office Supplies	11,000

MGSA General Fund MCEP Fund 8019 (Code 8642)

G/L		FY 2022/23
453110	Grant Revenue/Other Misc. Rev	(54,450)
461250	City Contributions	(137,500)
522510	Professional Services	180,200

MGSA Abandoned Vehicle Abatement Fund 8010

G/L		FY 2022/23
441115	Interest on Pooled Funds	(50)
451970	State - Abandoned Vehicle	(260,000)
522510	Professional Services	260,050

MGSA MarinMap Fund 8020

G/L		FY 2022/23
441115	Interest on Pooled Funds	(500)
461250	City Contributions	(162,000)
522510	Professional Services	167,640

CATV Operating Fund 8017

G/L		FY 2022/23
421610	Franchise Fees	(3,600,000)
441115	Interest on Pooled Funds	(500)

470310	Misc Revenues (Larkspur)	(9,200)
521315	Communication - Broadband	20,000
521615	Insurance Premiums	0
522210	Memberships	4,000
522410	Office Expense	0
522510	Professional Services	83,199
522545	Prof Services – Legal	15,000
522575	Prof Services – System Maintenance	0
522585	Prof Services – Audit and Accounting	0
522925	Rents and Leases	0
523410	Transportation and Travel	1,000
524710	Contribution Non-County Agency	3,606,502

CATV Public, Educational, and Government Access (PEG) Fund 8018

G/L		FY 2022/23
421610	PEG Fees	(750,000)
441115	Interest on Pooled Funds	(500)
524710	Contribution Non-County Agency	750,000

EXHIBIT A

FY 2022/23 WORKPLAN

Mission Statement

The Marin General Services Authority provides the administration of a variety of programs and services where the policy issues are generally established, in arenas that are more cost effective to provide collectively or are significantly enhanced through partnering for the benefit of the greater Marin community. – adopted January 11, 2018

Background

The Marin General Services Authority (MGSA) was formed in 2005 by the cities, towns and County of Marin. While today the Marin General Services Agency ("MGSA") administers widely different government programs, it was originally formed in 1985 as the Marin Street Light Acquisition Authority ("MSLAJPA") to acquire streetlights from PG&E to save maintenance costs.

MGSA is a joint powers authority (JPA). A joint powers authority is an entity permitted under the laws of some U.S. states, whereby two or more public entities (e.g. local governments, or utility or transport districts), may jointly exercise any power common to all of them. Joint powers authorities are particularly widely used in California (where they are permitted under Section 6502 of the State Government Code), but they are also found in other states.

The authorizing agreement states the powers the new authority will be allowed to exercise. Joint powers authorities receive existing powers from the creating governments; thus, they are distinct from special districts, which receive new delegations of sovereign power from the state.

The Joint Powers Authority Agreement creating MGSA states, "The purpose of this Agreement is to establish a public entity separate from the County, Cities, Towns, and Special Districts. This Authority will finance, implement and manage the various municipal services assigned to it." MGSA offers various public services effectively and efficiently throughout the county in a uniform manner with minimal overhead expense.



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MGSA Oversight & Administration

Executive Oversight	
1	Provide effective management oversight of agency and ten programs
2	Represent the MGSA Board in dealings with media, member agencies, other governing agencies, professional associations, community organizations, and residents
3	Maintain positive Board relations and new Board Member orientation
4	Review, analyze, and develop recommendations regarding legislation related to MGSA programs where appropriate
5	Develop upcoming year's MGSA Work Plan and monitor progress
2022/23 Initiatives	
6	Follow changes in State law as a result of COVID and its impact on the Brown Act and public meetings. Develop options for the Board's consideration regarding virtual and in-person meetings
7	As recommended by the agency's financial auditors, evaluate and consider purchasing crime and employee malfeasance insurance
8	Participate in the county-wide Digital Marin project by facilitating the Municipal/Government/Emergency Preparedness Needs Assessment Working Group and a Board Member of any newly established Organization, as well as providing assistance, insight, and input to the project organizers.
Information Technology	
9	Develop, maintain, and manage electronic file software that controls and monitors file access, backup, and security
10	Ensure appropriate staff is trained on an ongoing basis on access to County systems through a Virtual Private Network and the Munis County Financial System including invoicing, vendor set up, budget input and changes, and reporting
11	Maintain website with accurate and timely information, keep software updated, and manage domains and hosting accounts
Finance	
12	Accurately handle all financial transactions including accounts payable, accounts receivable, invoicing, grants management, and jurisdiction/agency allocation of costs
13	Retain and work with financial accounting and auditing firm to develop, review, and produce the Annual Year-End Financial Report
14	Manage budget process for MGSA and all programs that is transparent and allows the Board an opportunity to discuss appropriate policy issues

15	Ensure compliance with all contract and other documents for federal, State, and County grants including all reporting and payment processing
Human Resources	
16	Supervise and manage ongoing contract program support and coordination
17	Recruit and manage orientation and training process for new contractors as needed
Property Management	
18	Manage office sublease with TAM and resolve any related issues including space, mail management, and copier use
Risk Management	
19	Manage insurance acquisition and renewal
Board Management / Clerk Functions	
20	Maintain required hard copy records as well as electronic records systems which are secure and backed up
21	Develop and maintain consistent logo, letterhead, and communication materials
22	Complete all required official filings including Form 700, LAFCO, and State Controller reporting
23	Manage the MGSA Board Agenda Process such that all agendas, staff reports, minutes, and resolutions are accurate, informative, and clear
24	Respond to public information requests and Grand Jury inquiries where appropriate

Programs (alphabetical)

Abandoned Vehicle Abatement (AVAP)

1	Manage and administer the Program in an accurate and equitable manner
2	Claim all available program monies from the State that originate from Marin's motor vehicle owners and distribute to appropriate jurisdictions

Animal Care & Control

1	Manage Animal Care and Control Program as outlined in the 12/8/20 Agreement between MGSA and Marin County for FY 21/22 and FY 22/23
2	Administer contract with Marin Humane for county-wide animal care and control including coordinating inquiries/complaints from the public and member jurisdictions
3	Prepare annual budget including coordinating allocation methodology with Marin Humane Society and with County budget staff

4	Respond to animal control policy issues and work with County Counsel relative to any needed changes to the Animal Control Ordinance
2022/23 Initiatives	
5	Facilitate and implement the renegotiation of the Marin Humane animal care and control contract with Marin Humane, the County of Marin, and a subcommittee of the Marin Manager's Association. The existing contract ends June 30, 2023

CATV - Marin Cable Franchise and Public, Educational, and Government Access

1	Collect cable franchise fees on behalf of member agencies and distribute appropriately
2	Collect State franchise public, educational, and government access fees and distribute to the designated access provider, Community Media Center of Marin County (CMCM)
3	Oversee the Program's designated PEG access provider agreement with Community Media of Marin County (CMCM), interface with the Executive Director and Board of CMCM, and problem solve any issues that surface
4	Manage consultant that audits state franchise holder records as appropriate and negotiate resolution of discrepancies with franchise holders
2022/23 Initiatives	
5	Continue to evaluate and implement areas for administrative cost reductions and efficiencies as a result of the transition from a separate government entity to a program within MGSA.

Marin Climate and Energy Partnership (MCEP)

1	Provide advice, management, and support to the MCEP Program contractor
2	Provide guidance and input to the MCEP Executive and Steering Committees
3	Pursue grant and other funding for cross-county projects
4	Monitor any grant terms for MGSA/MCEP compliance and enter into sub-contracts and process invoices for MCEP grants
5	Ongoing implementation of Climate Action Plans
6	Develop model ordinances for use by all jurisdictions
7	Develop community Greenhouse Gas Inventories for Marin jurisdictions
2022/23 Initiatives	
8	Update Climate Action Plans and/or develop content for General Plans for Tiburon, Mill Valley, Belvedere, Novato, Ross, and others as requested
9	Develop a Countywide Electric Vehicle Acceleration Strategy that can be adopted by all Marin jurisdictions

10	Develop a model green building ordinance that can be adopted by all Marin jurisdictions that exceeds State requirements, such as requiring all-electric new construction
11	Continue to explore opportunities to collaborate on implementation of SB 1383
12	Continue efforts to adopt the model Reusable Foodware Ordinance by all Marin jurisdictions
13	Develop an online compendium of available funding resources for Climate Action Plan implementation

MarinMap

1	Provide management, financial, and contract support and oversight to the MarinMap Program
2	Staff and facilitate the MarinMap Steering Committee and the Executive Subcommittee meetings
3	Resolve various program issues that surface or intercede with various agencies and contractors if needed such as the County Assessor and Streetlight Electric Contractor

Executive Subcommittee Goals

4	Continue providing effective customer service to customers seeking geographical information
5	Continue to evaluate the cost of service to taxpayers and ratepayers
6	Continue to seek datasets that can be integrated into the MarinMap platform to encourage and benefit all users
7	Ensure data availability to first responders, be available as needed to community volunteer disaster planning groups
8	Encourage member participation to ensure decisions best represent the needs of all members
9	Continue to encourage cooperation among public agencies, reducing redundancies, improving efficiency and minimizing conflicts
2022/23 Initiatives	
10	As the Digital Marin strategic planning efforts evolve and solidify, develop a partnership that promotes common needs, analyze structural changes that benefit Digital Marin's objectives, and be a technical resource to facilitate Digital Marin's goals

MCSTOPPP

1	Provide budgetary and high-level programmatic oversight and coordination with local jurisdictions
---	---

2	Work with County and MCSTOPP staff on annual budget which is reviewed and recommended annually by the MGSA Board to the Marin County Flood Control District
---	---

Mediation

1	Act as Mediation Program liaison between District Attorney's Office and MGSA member agencies
2	Coordinate allocation methodology with District Attorney's Office, check for accuracy, assess costs, collect payments, and distribute to the District Attorney's Office

Streetlight – Maintenance

1	Manage streetlight contractor's contract including getting input from public works directors, implementing rate changes, and exercising options for extensions where appropriate as outlined in contract
2	Administer annual process for all member jurisdictions to transfer streetlights added during the year to the MGSA inventory
3	Facilitate accurate inventory of streetlights between PG&E, DC Electric, and MarinMap GIS

Streetlight – Telecommunications Equipment

1	Monitor legislation regarding telecommunications equipment in the public right-of-way and its impact related to MGSA assets
2	Ensure Agreement responsibilities are being met by carriers including collecting annual fees, all streetlight application processing fees, and insurance requirements
3	Review and process invoices for MGSA's streetlight vendor review of application packets
4	Review a) preauthorization forms and track use of poles by carriers and b) per pole application packets submitted by carriers and c) resolve any issues or concerns raised by MGSA's streetlight vendor or issues with local jurisdiction permits
	2022/23 Initiatives
5	Complete a cost allocation plan to determine "true cost" of small cell application processing and appropriate lease payments.
6	Negotiate master license agreements with additional telecommunications carriers and providers if approached
7	Develop policy and process to distribute carrier fees to local agencies as determined by the MGSA Board once program is generating revenue
8	Develop program as needed depending on scale and speed of equipment implementation and jurisdictional permit issuance
9	Once some applications have been processed and there is some experience, present policy options and get direction from the MGAS Board on the level of

telecommunications carrier equipment and other data to be collected from MGSA’s application process and the local jurisdictional permit processes and shared (e.g. MarinMap) with governments and the public

Taxi Regulation

1	Ensure that MGSA member agencies are in compliance with California State taxi law
2	Work towards maintaining a permit and fee structure that is cost recovery
3	Mediate disputes if possible, between local taxi drivers and companies in order to reduce local impacts on residents and public safety resources
4	Monitor Lyft/Uber legislative activity to understand any impacts to local taxi activity and regulation
	2022/23 Initiatives
5	Work to restore the program to its pre-COVID status



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**MARIN GENERAL SERVICES AUTHORITY
ADOPTION OF THE FISCAL YEAR 2022/23 ANNUAL OPERATING BUDGET AND WORKPLAN**

RESOLUTION 2022 - 07

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 Proposed Budget and Workplan on May 12, 2022; and

WHEREAS, MGSA’s budget contains information regarding a series of programs including:

- Abandoned Vehicle Abatement
- Animal Care and Control
- Cable Franchise Television and Public, Educational, and Government Access
- Marin Climate and Energy Partnership
- MarinMap
- Mediation
- Streetlight Maintenance
- Streetlight Telecommunications
- Taxicab Regulation

WHEREAS, MGSA’s budget contains allocation methodologies for the funding of various programs; and

WHEREAS, MGSA’s budget identifies certain reserves to be “designated” for certain programs.

NOW THEREFORE, BE IT RESOLVED, THAT

1. The allocation methodologies and designated reserves are to be followed as outlined in the Proposed Budget Document.
2. The Marin General Services Authority hereby adopts its Operating Budget and Workplan for Fiscal Year 2022/23 as shown in the attached Exhibit A.

3. Data input discrepancies and conflicting or unclear financial terminology in the budget or resolution may be interpreted by agreement of the President of the MGSA Board of Directors, MGSA General Counsel and the MGSA Executive Officer.

Adopted this 12th day of May 2022.

Ayes: Blunk, Chanis, Hade, McGill, Middleton, Nicholson, Zadnik

Noes: Blunk, Chanis, Hade, McGill, Middleton, Nicholson, Zadnik

Absent: Blunk, Chanis, Hade, McGill, Middleton, Nicholson, Zadnik

Greg Chanis
President, MGSA Board of Directors

Attested By:

Michael S. Frank
Executive Officer

Resolution 2022-07 Exhibit A**MGSA General Fund Operating Fund 8019 (Code 8641)**

G/L		FY 2022/23
421225	Other Permits – Taxicab	(50,000)
441115	Interest on Pooled Funds	(700)
453110	Other Misc Rev (Overhead/Mngt Fee)	(61,777)
461250	City Contributions	(180,000)
462610	Charges Other – Telecom	(30,000)
522510	Professional Services	264,741
522545	Prof Services – Legal	25,000
522585	Administration & Finance Services	15,500
521615	Insurance Premiums	15,000
521310	Communications Services	0
522925	Rent & Operating Leases	7,600
522410	Office Supplies	11,000

MGSA General Fund MCEP Fund 8019 (Code 8642)

G/L		FY 2022/23
453110	Grant Revenue/Other Misc. Rev	(54,450)
461250	City Contributions	(137,500)
522510	Professional Services	180,200

MGSA Abandoned Vehicle Abatement Fund 8010

G/L		FY 2022/23
441115	Interest on Pooled Funds	(50)
451970	State - Abandoned Vehicle	(260,000)
522510	Professional Services	260,050

MGSA MarinMap Fund 8020

G/L		FY 2022/23
441115	Interest on Pooled Funds	(500)
461250	City Contributions	(162,000)
522510	Professional Services	167,640

CATV Operating Fund 8017

G/L		FY 2022/23
421610	Franchise Fees	(3,600,000)
441115	Interest on Pooled Funds	(500)
470310	Misc Revenues (Larkspur)	(9,200)
521315	Communication - Broadband	20,000
521615	Insurance Premiums	0
522210	Memberships	4,000

522410	Office Expense	0
522510	Professional Services	83,199
522545	Prof Services – Legal	15,000
522575	Prof Services – System Maintenance	0
522585	Prof Services – Audit and Accounting	0
522925	Rents and Leases	0
523410	Transportation and Travel	1,000
524710	Contribution Non-County Agency	3,606,502

CATV Public, Educational, and Government Access (PEG) Fund 8018

G/L		FY 2022/23
421610	PEG Fees	(750,000)
441115	Interest on Pooled Funds	(500)
524710	Contribution Non-County Agency	750,000



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MEMORANDUM

DATE: May 12, 2022

TO: MGSA Board of Directors

FROM: Michael S. Frank, Executive Officer

SUBJECT: Receive the Community Media Center of Marin's (CMCM) Annual Plan and Budget for July 2022 through June 2023

Recommendation

Receive and consider CMCM's Annual Plan and Budget for July 2022 through June 2023 and provide input to the CMCM for consideration in finalizing its Plan and Budget for FY 2022/23.

Background

The previously dissolved Marin Telecommunications Agency (MTA) and CMCM entered into an amendment to the 2014 Dedicated Access Provider (DAP) agreement on May 13, 2019 whereby the MTA designated the CMCM to operate and manage the PEG access facilities, equipment, channels and media center. This continuing agreement required the CMCM to provide the MTA annual reports including an Annual Plan and Budget for a prospective view for the upcoming fiscal year beginning July 1, 2022. This informational presentation is an opportunity for the MGSA Board of Directors to hear and comment upon CMCM's plans for the future.

The Annual Plan and Budget describes the activities and programs planned for FY 2022/23 with funds and other resources to be provided by the MGSA and others to the CMCM. Key elements of the Annual Plan include:

- A statement of the anticipated number of hours of PEG access programming to be cablecast divided among the public, education and government channels
- Training classes to be offered
- Promotional activities planned by CMCM

CMCM Operating and Capital Plan

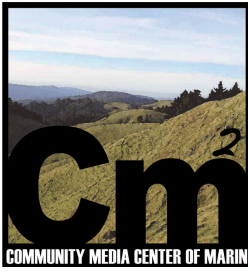
- Other activities planned by CMCM
- The operating and capital equipment and facilities budgets which show the projected revenues and expenditures for 2022/2023, planned capital improvements and planned equipment purchases of new or replacement equipment

Michael Eisenmenger, Executive Director of CMCM will present the Annual Plan and Budget. As per the DAP Agreement, which was transferred to MGSA from MTA in its entirety, MGSA shall review the Annual Plan and Budget, and may request additional information to ensure that CMCM is complying with and implementing the requirements of the DAP Agreement.

The CMCM FY 2022/23 Budget and Capital Plan reflects MGSA providing CMCM with the PEG fees received from the cable franchisors Comcast, AT&T and Horizon.

Attachment

- F1 CMCM Proposed Annual Plan and Budget FY 2022/23



Marin General Services Authority
555 Northgate Drive, Suite 102
San Rafael, CA 94903
(415) 446-4428

Michael Frank, Executive Director



**Community Media Center of Marin
Annual Plan and Budget 2022/23**

To the MGSA Board,

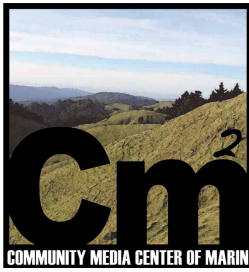
April 2022

The following narrative elements outline our Board's ongoing plans as defined and required by the DAP agreement. In addition to the Annual Plan and Budget, the required Two-Year Capital Plan is also attached.

This will be our third Budget/Capital Planning report shared with the MGSA Board. These reports are required for submission under the current DAP agreement, and you will find only minor changes from year to year. CMCM's mission and related fiscal expenditures change little from one year to the next since we've always maintained a continuity in staffing and service to our communities and government entities.

Sincerely,

Michael Eisenmenger
Executive Director CMCM



Community Media Center of Marin Annual Plan and Budget 2022/23

The past fiscal year has been one of recovery and retooling as the pandemic faded, restarted then faded again. CMCM partially re-opened in June 2021 with reduced capacity and only in the last weeks have we made masks optional. Despite that, our work continues as normal. Though open, member activity and educational programs remains below pre-pandemic, perhaps a sign of a new normal. Our government work remained our biggest priority as we completed new installations in several cities, upgraded others and converted all to hybrid Zoom capabilities. Government revenue remained low as meetings largely continued as virtual meetings that required no on-site operators, only scheduling/archiving support.

CMCM's budget remained stable, our PPP loan was forgiven, and the IRS ERC program gave us a boost as well. Both helped to cover lost earned income from the pandemic. PEG fees also stayed stable compared to past years

Going forward, the Community Media Center projects a budget for the 2022/23 fiscal year consistent with recent years, slightly lower in projected expenditures. As in past years, our largest budget items continue to be salary related, particularly as government and fee-for-service production work is expected to increase requiring additional part time staff. We did lose one FT staffer this past year and given the reduced pandemic workload for the position chose to delay replacing that position. We do anticipate additional capital spending this year for city support and possible upgrades to the computer lab.

PEG Programming (background)

The previously submitted CMCM **2021-22 Annual Report** outlined programming statistics across all channels for that fiscal year in more detail. Our current plans are to continue these efforts with an ongoing focus to further develop our youth and education programming. We anticipate no other changes from our prior fiscal year.

The Community Channel

No changes are planned for programming content as the Community Channel is largely dependent on programming that Marin residents produce, provide or request to be aired. The Community Channel continues to feature a number of well-produced local and national programs. Local programming is cyclical, but the number of regularly produced series and specials has remained consistent over the years. Residents produce programming in the field and at the CMCM utilizing the media center's facilities.

This year, CMCM will open a smaller studio for our members in addition to the larger professional studio available. The small studio will accommodate up to three people and be simplified for host operation, eliminating the need for a support crew. We anticipate this will primarily be used as a Zoom/PodCast style studio that will have live cablecast and internet streaming capability for podcasting. We begin trainings in the new studio soon.

The Governmental Channel

Additional cities and agencies continue to expand their usage of the Government Channel. This increases our locally produced municipal programming making this by far our busiest channel, both in amount of content produced and in staff time devoted to it. The majority of MGSA's member jurisdictions now air their meetings on the Government Channel. The channel currently carries meetings from San Rafael, San Anselmo, Mill Valley, Larkspur, Novato, Fairfax, Sausalito, Corte Madera, County of Marin, Marin Clean Energy, Ross Valley Sanitary District, Tam School Board, MMWD, LAFCO and First 5 Marin. This year we will be adding Ross and Tiburon. In addition to cable scheduling, CMCM provides production services for many of these jurisdictions that includes archiving online and in-house.

The Educational Channel

No major changes are anticipated to educational programming content types. The Education Channel was launched in 2010 on Comcast Channel 30 and remains a channel of diverse educational content for youth and seniors. Occasionally on weeknights live government programming will air on the Educational Channel pre-empting other content.

We also receive occasional local content from Tam High, ComAcad, Redwood, Marin Academy, Kent Middle School, CFI, MarinSel, Youth in Arts and San Rafael High. We also produce the youth-oriented Marin IJ Lobby Lounge as well as provide coverage of Marin Youth Symphony concerts. Through our youth-driven Media Academy program we also generate additional local content, which can include coverage of local conferences and workshops among other local events. Our annual Summer Sports Camp which gives high schoolers hands on training in live televised sports production of San Rafael Pacifics games was cancelled the past two summer due to the pandemic. We are determining now whether the sports camp can be offered this summer.

CMCM staff continue to seek out other quality educational programming from external sources. Content still includes lectures and courses from Yale, UCTV, Stanford, National Gallery of Art, Cambridge and University of London, Commonwealth Club, Ted Talks, Ink Talks, Knight Media Forum, Bioneers, Schumacher Center and many others (all free to air). In addition, we seek out local, national and international conference videos on topics of relevance to Marin residents.

CMCM Training: Courses and Frequency (background)

CMCM training courses began in July 2009, and we have continued the foundation courses regularly to date. The courses range from a single-session

class to four sessions spread over several weeks. We currently offer five basic foundation courses that are required for usage of most equipment. The frequency of the foundation courses are a requirement of the current DAP agreement. After initial high demand when the center opened, enrollments in the foundation courses have steadily leveled off. To address this and increase interest, CMCM created different advanced and specialty courses under the moniker 'Ask the Experts' which are now offered throughout the year to present a wider array of learning opportunities to the community with many courses led by working professionals.

CMCM also does specialized trainings and tours for organizations and schools that come to us, including several youth groups engaged in programmatic projects involving media production.

In addition to formal coursework, CMCM members continue to hold regular *Media Mixers (via Zoom)*, which strengthen the work of our community of users. The mixers can include presentations/workshops organized by members on a variety of subjects and are open to all.

CMCM Promotional activities

We are continuing with the majority of the outreach plans as identified by the CMCM Board in past reports. Outreach is performed by existing CMCM staff with input from the Board:

- On-air and online promotions for CMCM membership and donor support, special events and courses.
- A monthly Marin IJ advertising campaign made possible through our collaboration to produce programming.
- Pre-Covid Non-profit workshops, Center tours, presentations at schools and meetings to orientate and educate the non-profit community in using CMCM resources.
- Targeted outreach to the business community to seek underwriting support for the channels and youth projects.
- Continued social media use including our website, Facebook, Twitter feeds and local online calendars.
- Coordinated increased visibility through attendance to more community events, the County Fair (cancelled for 2020/21), EcoFest and other local programming opportunities that we present on the channels. We hope to resume many of these in the coming fiscal year.
- Ongoing popular exhibition series in our space at 819 A Street, which has grown to include artists from throughout the Bay Area. Currently presented online.
- A free bi-monthly one hour comedy show featuring a range of Bay Area stand-up comics that later airs on Marin TV. This has been done live online the past year.

CMCM 2022/23 Budget

CMCM's budget for 2022/23 is very much consistent with last year, showing a modest growth in some expenses and reductions in others. The total budget is in keeping or lower with projections we made several years ago. Increases for

this year also include a bump in healthcare, insurance and lease renewal costs as well as an anticipated increase in ongoing equipment repairs/replacement. We anticipate PEG fees to remain flat but not decline.

The CMCM Board has been planning for future capital equipment upgrades through 2025, including the necessary stewardship to rebuild and protect a Capital reserve that will ensure the stability for PEG services over the coming decade (provided that PEG fees remain available). To date our capital equipment fund and emergency operating fund is intact. Anticipated Capital Expenditures are outlined in the Capital Budget report to follow.

City Capital Equipment Fund and Upgrades

Current and future funding for city installations is budgeted from PEG fees with new installations and upgrades planned carefully from that finite source of funding. In the last and current fiscal year, we completed three upgrades to HD and three new installations for cities. We also upgraded all the cities we service for hybrid meetings (in-person and Zoom) and are currently upgrading encoders in each location for live cablecast meetings. This will enable recording and archiving of the broadcast quality program to our digital archive in HD, as well as making past meetings available on our video-on-demand system. We also continue to assess close captioning options for the cable channels as machine translation tools become more cost effective for small organizations like ours. We will be evaluating new software in the coming months for live closed captioning and if viable will offer it to cities for use.

The systems installed by CMCM throughout the cities are virtually identical to better facilitate efficient and consistent staffing for our production services. CMCM also keeps spare replacement equipment on hand so in the event of a hardware failure, the equipment can be quickly replaced without disruption to future meeting coverage.



CMCM ANNUAL BUDGET (July 1, 2022 - June 30, 2023)

	2022/23
OPERATING REVENUE	
PEG Fees*	680,000
Additional Interest Income / Dividends from reserve	20,000
Prod. Services Income & City Meetings	130,000
Other Income (grants, donations)	20,000
Course/Membership Related Fees	16,000
iNet/Midas Reimbursement	6,000
Total Revenue	872,000
EXPENSES	
INET/Midas Cost	6,000
Facilities Lease/Utilities/Expenses	110,000
Equipment Purchase/Repair/Rental	22,000
Office/Business Expense	5,000
Advertising/Promotion	5,000
Professional Services (CPA, Legal, etc.)	27,000
Event Expenses	4,000
Insurance Expenses	17,000
Salaries	505,000
Benefits/Payroll Taxes	128,700
Travel, Meeting & Staff Development	4,000
Other Costs (memberships, etc.)	4,200
Total Expenses	837,900
Operating Surplus/(Deficit) Before Cap Equip	\$34,100
City Capital Equipment Replacement/Upgrades	\$(15,000)
Computer Lab Capital Replacement (tentative)	\$(24,000)
Total Balance	(4,900)

Notes

*Note, estimate based on 1Q 2022 fees.

2021/22 Depreciation, estimated at 215,000, not included on this budget overview.

CMCM Capital Planning 2022-24

OVERVIEW

The purpose of this plan is to provide an overview of the capital resources required to support the continued operations of the Community Media Center. This includes overall capital and facilities expenses necessary to operating and maintaining the Community Media Center and the three Marin TV PEG channels. Any dollar amounts included in this document are estimates only and are not intended to represent the precise cost that will be incurred to purchase or replace a specific type or category of equipment. The Community Media Center of Marin ("CMCM") uses Generally Accepted Accounting Principles to determine items that are to be included as capital expenses.

For clarity, this is a Capital Equipment Replacement Plan for the equipment essential to meeting the requirements of the DAP agreement with the MTA. CMCM maintains a capital equipment replacement fund for this purpose. Capital equipment is necessary to provide a facility and services to the members of the public, to municipalities and schools as well as the costly head end equipment necessary to operate three cable TV channels. This should not be confused with a 'capital campaign' which is common to non-profits that are expanding their mission or engaged in building projects. This is also distinct from the capital costs contained within our annual budget which typically accounts for facility related costs, utilities, repairs, and minor equipment replacement.

CATEGORIES OF EQUIPMENT AND PAST EQUIPMENT REPLACEMENT AND UPGRADES

CMCM completed its first full capital equipment replacement cycle between 2013-2018 at a cumulative cost of over \$600,000. Virtually all the equipment for distributed access services and our master control head-end were replaced during this time. The span of years corresponded to the varying lifespan of the equipment being replaced and to the availability of CMCM staff to complete the purchases and integration of new equipment. With the exception of our master control equipment which has no available downtime, CMCM staff do all work associated with specifying equipment types, purchasing, inventory and installation. As the Media Center upgrades were winding down, we began the cycle of upgrading the distributed access origination points in city council chambers to HD, replacing the SD equipment we had begun installing in 2011.

The CMCM equipment must be replaced as it reaches the end of its useful life. For purposes of projecting equipment replacement, the equipment packages are classified into the following eight groups that reflect the useful life span of the equipment. Dates indicate the year of the most recent replacement.

- Field Production Equipment Packages 5yr (2015)
- Staff Video Editing and Post Production 5yr (2017-18)
- Mobile Multiple-Camera Field Production System(s) 5yr (2017)
- Video Editing/Multimedia Lab 5yr (2013)
- Office and Media Center Furniture 7yr (ongoing)
- Production Studio 7yr (2015 less cameras)
- Master Control/Channel Operation System 7yr (2016)

- Distributed Access Origination - Council Chambers 7yr (2020/22 ongoing)

Technology upgrades are essential to CMCM as software upgrades outpace hardware capabilities and video technologies advance. While we have no incentive for spending on the latest and greatest expensive toys of the tech world, we do attempt to maintain relevance while servicing the equipment needs necessary for professional production.

Capital Planning - Going Forward

CMCM has maintained an internal capital equipment planning document for years, tracking anticipated revenue streams with anticipated capital expenditures for equipment replacement. This living document can be updated by staff and board as circumstances change to better plan for needed upgrades and to adjust annual budgets. This planning document, looking as far forward as 2024/25, is a coherent and easily achievable plan given reasonable assumptions. To date, CMCM has maintained an adequate capital reserve to meet upcoming anticipated needs. In the meantime, we will repair equipment when possible and replace items only when necessary. We recently completed a small podcast studio at a minor cost of less than \$8000, using as much existing equipment on hand as possible.

Our largest series of recent upgrades were to City facilities. In the past 18 months we completed new video installations at Corte Madera, Ross and Tiburon and upgraded all the equipment in San Anselmo, Larkspur, and Fairfax. Every City we provide services for has also received hybrid systems designed to accommodate in-person and Zoom meetings simultaneously. Our total city related capital expenditures this current FY 21/22 totals more than \$50,500 with \$32,800 spent in the 20/21 FY. These totals do not include the more than 1000 hours of CMCM staff labor in these projects.

2021-23 Upgrade Planning

Media Center Video Editing / Multimedia Lab Upgrades

The lab is used for instruction and member video editing and online projects that provide content for the channels. In 2013 CMCM needed to replace the existing twelve iMacs to accommodate the newest version of Final Cut X and to enable adequate processing power for HD footage. The surviving older computers were repurposed around the center.

These computers are now nine years old, and though serviceable; they are showing their age and slowness. Several have needed hard drive replacements which staff perform in house. Apple recently replaced their chip set and typically this means support for the current hardware will eventually end.

Replacement Cost: \$24,000 (status – possible upgrade in 2022/23)

Media Center Production Studio (remaining upgrade)

The control room portion of the Media Center production studio was upgraded in 2015 but the studio cameras and lighting were retained and are still in use. Though slated for replacement in the last replacement cycle, these cameras

purchased in 2009 still meet our minimal HD standards and have been relatively trouble free. Now 13 years old, it would generally be advisable that they be replaced. However, we will delay replacement until the cameras exhibit issues or become unserviceable.

Estimated Cost: \$45,000 (status – delayed)

Media Center Field Production Equipment

This includes field cameras and related accessories, microphones, tripods, lighting gear etc., this equipment is most prone to failure from normal use. It is recommended to replace equipment that has already been subject to repeat repairs, while maintaining some kit elements such as camera bags, attachments, etc.

These cameras had a previously planned replacement cycle in 2020 that can be delayed a bit longer. The majority of the existing cameras and accessories have survived frequent member use with minor repairs and accessory replacements. Newer cameras available would offer few advantages over these older models so there is no technological incentive to upgrade yet. CMCM does not acquire video in 4K resolutions as this requires faster computer processing for editing and excessive storage capacities unaffordable to many of our users. In addition, Comcast and AT&T still refuse to provide PEG channels with HD channel carriage so there is little incentive to produce content at higher 4K resolutions when it will eventually be cablecast to subscribers in the low standard resolutions of the television produced 20 years ago.

This category replacement will be delayed indefinitely and not until lab computers are upgraded first.

Estimated Cost: \$45,000 (status – delayed)

Media Center Multi-Cam Field Equipment

Multicamera switcher and accessories for use in recording/ live streaming large events. No planned upgrades until 2024. Current equipment serviceable for our needs at present. We have purchased smaller systems from our normal annual budget for government related tasks not requiring larger systems.

(status – delay)

Master Control – Channel Operation Equipment

Head-End Equipment for PEG channel operation, program archiving and web streaming. No major upgrades are planned until 2024 or beyond. Current equipment is serviceable and reliable. Some disposable items will need to be purchased as required (hard drives, LTO Data Tapes, etc). Software on all the Playout systems were upgraded this past year and remain viable. We did add some equipment during the Covid-19 Stay in Place to enable remote management and live transmissions of City/County meetings via Zoom. As a result, there has been no disruption in our ability to deliver these meeting to residents. We are also upgrading encoders used in the cities to take advantage of networking streaming capability a recent software upgrade enabled.

(status – 2025)

Media Center Office/Furniture

No Planned upgrades, furniture is replaced as necessary. Office equipment (printers, computers, carpeting) are suitable for several more years of service. We did replace some kitchen equipment over the last fiscal years, these were modest expenses.

(status – replace as needed)

Staff Video Editing and Post Production

Equipment used by staff for administering public services, channel operation and government meeting post production. This equipment received upgrades in 2017 and are currently adequate.

(status – 2024 or as needed)

Distributed Access Origination – City Facilities

CMCM has continued with the HD upgrades of existing city facilities. In addition, with new installations in Ross and Tiburon. CMCM keeps spares of all equipment types installed in city locations so that emergency replacements of any failed equipment can be immediate with no interruption to meeting archives.

All cities that we provide services for requested hybrid systems so that meetings held in-person can still be held as Zoom meetings with remote participants. CMCM has installed the computers, hardware and networking to enable this capability as well as training city staff on the transition.

In addition, encoders for sending city streams to CMCM for live cablecasts will be upgraded at all locations. This will enable HD acquisition at CMCM’s master control and slightly higher quality live cablecasts.

2020/21 San Anselmo Upgrade / Tiburon new installation

2021/22 Ross new installation / Larkspur Upgrade / Fairfax Upgrade / Corte Madera - Move and partial new installation

2021/23 New or Upgraded Encoders: Fairfax, Tiburon, San Anselmo, Fairfax, Ross, Mill Valley, San Rafael, Corte Madera, Larkspur.

TOTAL \$110,000 (status – active) more than \$84,000 spent to date



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415.446.4428
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MEMORANDUM

DATE: May 12, 2022

TO: MGSA Board of Directors

FROM: Michael S. Frank, Executive Officer

SUBJECT: Office of the District Attorney's Mediation Program Review

Recommendation

Receive and file the report entitled *Marin Managers Association (MMA) and Marin General Services Authority (MGSA) Report: Mediation Program Review*.

Background

The Consumer Protection Unit of the Marin County District Attorney's Office Mediation Program handles consumer-business disputes, animal, neighborhood, and landlord-tenant disputes among others. It also provides education to consumers, retailers, neighbors, landlords, tenants, and others and is a public resource for consumer rights information. This program is offered and available to residents of Marin who have experienced some difficulty in a business transaction or other dispute and assists the parties in an effort to obtain a resolution of their dispute, short of going to court.

All Marin's jurisdictions pay for this program. MGSA's primary role is allocation of costs, invoicing, and collection of funds as well as coordinating communications with the Marin Managers' Association for the District Attorney's Annual Report regarding the program.

Attachment

G1 Marin General Services Authority (MGSA) and Marin Managers Association (MMA)
Report: Mediation Program Review



OFFICE OF THE DISTRICT ATTORNEY
MARIN COUNTY, CALIFORNIA

Attachment G1

Prevention * Prosecution * Protection

Lori E. Frugoli
District Attorney

Otis Bruce Jr.
ASSISTANT DISTRICT
ATTORNEY

Rosemary Slote
CHIEF DEPUTY DISTRICT
ATTORNEY

Dori K. Ahana
CHIEF DEPUTY DISTRICT
ATTORNEY

Peggy M. Toth
CHIEF, FINANCE
AND ADMINISTRATION

April 27, 2022

Mr. Greg Chanis, Board President
Tiburon Town Manager
1505 Tiburon Boulevard
Tiburon, CA 94920

Re: Marin General Services Authority (MGSA) and Marin Manager Association (MMA) Report: Mediation Program Review

Dear Mr. Chanis:

I am forwarding our 2021 annual report regarding the District Attorney Consumer Mediation Program to you as both the President of the Marin General Services Authority and the current Chair of the Marin Managers Association.

The Consumer Mediation Program is the only County of Marin program providing no out-of-pocket cost mediation services for all the cities, towns and unincorporated areas in Marin County. As such, we are proud to offer this service to Marin County residents.

In our last report to the MMA and MGSA dated June 28, 2021, for the 2020 calendar year, our statistics reflected decreases across several categories including calls received, mailed correspondence, cases opened and closed, and walk-ins as compared to the previous year of operation. However, these changes were not unexpected as they reflected the state of the economy and business closures as a result of the Covid-19 pandemic.

2021 Statistics

Given the ongoing effects of the Covid-19 pandemic on changes in business practices and execution of duties across the board, there continued to be changes in services provided and the way in which our office interacted with the residents of Marin for the 2021 calendar year. While there was a decline in calls received overall (2% in 2021), it was marginal compared to the 33% decrease we saw in 2020. Similarly, the decrease in mailed correspondence was also far smaller (a 5% decrease in 2021 versus a 38% decrease in 2020). The decreases in cases closed, face-to-face mediations, and recovery from mediation were more significant (12%, 23%, and 32%, respectively) however, not

necessarily concerning as the types of cases residents came to us with required different services and resulted in alternative outcomes compared to previous years. In particular, the continued eviction moratorium resulted in a substantial volume of calls from consumers asking about their rights under changing State and town laws, without requesting mediation services. On a positive note, there was a significant increase of 31% in online submissions for the year reflecting our ongoing transition to a paperless intake system. While the District Attorney Office's lobby re-opened to the public in 2021, the process did not allow for walk-ins and that is reflected in the absence of walk-ins for the 2021 calendar year.

We continue to be pleased with the increased number of Spanish-language calls (totaling over 300 in 2021), reflected in the 7% increase this year, which can be attributed to the increased outreach to and awareness by this demographic of Marin residents. These differences are shown in Exhibit A.

The decrease in in-person (i.e. in-office) mediations was, again, not surprising given that our office was closed to non-employees in 2021. Additionally, the local and statewide moratoriums on evictions and allowances for rent waivers in 2021 continued to result in fewer applications to the Rental Housing Dispute Resolution program which, since its inception, has accounted for the majority of face-to-face mediations. Our office continued to utilize virtual platforms to conduct face-to-face mediations with parties when necessary, easing scheduling and accessibility concerns in many instances. Despite ongoing challenges faced by employees and residents alike, we successfully managed to adapt our methods and practices to best serve the community and adjust to new ways of conducting business.

In 2021, we again found landlord-tenant issues predominating the landscape of services requested, a total of 57 cases being opened. While state and local programs remained in place to assist residents with rent increases and inability to pay rent as a result of the pandemic, we found that many residents were still seeking mediation services for issues relating to repairs or improvements to their rental units. Overall, housing-related mediations comprise a total of 29% (Landlord-Tenant and Rental Housing Dispute Resolution Program) of all cases handled by our program this year (including Landlord-Tenant, Neighborhood, Homeowner's Association, and Rental Housing Dispute Resolution Program categories). This is a slight increase from last year's 25%. This statistic reflects changes in the Marin rental housing market likely stemming from issues related to the Covid-19 pandemic. See Exhibit B.

Community Outreach

The pandemic continued to limit the number of scheduled community events but we were able to take advantage of the few that did proceed in 2021. We were able to engage in several virtual programs including talks on elder scams with the Marin Section on Aging and West Marin Senior Services, as well as in person with the San Rafael Chamber of Commerce Business Showcase. The Consumer Mediation Program continued to be a significant online and telephonic source of consumer protection-related information to Marin County residents. Callers are often directed to the Marin County District Attorney Consumer Protection Unit at our office's new website at www.marincountyda.org for non-mediation related consumer protection assistance or provided contact information for various local and state regulatory agencies. Once again, the Marin County Fair and Senior Fair, our two biggest annual in-person community outreach events, were both canceled again in 2021, preventing us from conducting this valuable piece of community education on consumer protection issues and informing residents about the services our office provides. We look forward to returning to these venues in the near future as the County re-opens.

Notice of Default Letters

While not reflected in the Housing category listed in Exhibit B, we continue to issue courtesy notice letters alerting Marin County homeowners, identified by the Marin County Recorder's Office, that their real property is the subject of a Notice of Default (NOD). These letters, as noted in Exhibit C, inform the homeowner that a NOD has been filed against their residential property and that it may be subject to foreclosure. In calendar year 2021, we issued a total of 80 NOD letters, a continued (and welcome) decrease over the last several years. The largest foreclosure rates were in Novato and San Rafael, with 19 letters sent for each. The positive news is that the number of NODs continues to drop since the post-recession foreclosure explosion. Since 2012, when Notices of Default hit a high of 812 letters, we have seen a steady decline (404 letters for calendar year 2013, 175 letters for calendar year 2019, 97 for calendar year 2020).

Conclusion

The San Francisco Bay Area Consumer Price Index (CPI) increased 5.2% for the 12 months ending in February 2022. Since calendar year 2017, the Consumer Mediation Program has requested only a 3% increase (with the exception of 3.5% in 2019). Given the marked increase in the CPI and inflation rates as set forth in Exhibit D, the

Consumer Mediation Program is requesting a 5% contribution increase for fiscal year 2022/2023.

We appreciate the continued support of the District Attorney Consumer Mediation Program by the Marin Managers Association, the Marin General Services Authority, and the jurisdictions they represent. If you have any questions regarding the Consumer Mediation Program, or any of the statistics cited within this report, please feel free to contact me.

Very truly yours,



LORI E. FRUGOLI
DISTRICT ATTORNEY

cc: Michael Frank, Executive Officer, MGSA
Matthew Hymel, County Administrator
Andres Perez, Deputy District Attorney
Peggy Toth, Chief, Finance and Administration

DISTRICT ATTORNEY CONSUMER MEDIATION STATISTICS
(January 1, 2021 - December 31, 2021)

<u>Actions</u>	<u>Calendar Year 2020</u>	<u>Calendar Year 2021</u>	<u>Difference (2020-2021)</u>
Calls received	2,335	2,369	2%
Online Submissions	128	167	31%
Mailed Correspondence	504	479	-5%
E-mail Contact	849	610	-28%
Spanish Calls Received	290	310	7%
Walk-Ins	53	0	-100%
Cases Opened	344	326	-5%
Cases Closed	305	270	-12%
Face-to-face Mediations Conducted	22	17	-23%
Recovery from Mediation (\$)	\$114,640.10	\$78,531.67	-32%

**NUMBER OF CASES BY CATEGORY
JANUARY 1, 2021 - DECEMBER 31, 2021**

Attachment G1

CATEGORY	CITY/JURISDICTION	NUMBER	TOTAL
1 - OTHER	Belvedere	1	
	Fairfax	1	
	Larkspur	2	
	Marshall	1	
	Mill Valley	2	
	Novato	4	
	San Rafael	10	
	Sausalito	1	
	Tiburon	2	24
2 - HOME APPLIANCES/FURNISHINGS	Corte Madera	1	
	Sausalito	1	
	Woodacre	1	3
3 - AUTOMOTIVE	County	1	
	Belvedere	1	
	Fairfax	1	
	Novato	5	
	San Rafael	7	
	Sausalito	1	16
4 - PERSONAL BELONGINGS	Corte Madera	1	
	Mill Valley	2	
	Novato	3	
	San Anselmo	1	
	San Rafael	2	
	Sausalito	1	10
5 - FINANCIAL	County	3	
	Fairfax	2	
	Kentfield	2	
	Larkspur	1	
	Mill Valley	5	
	Novato	8	
	San Anselmo	1	
	San Rafael	11	
	Sausalito	2	
	Tiburon	2	37
6 - SUBSCRIPTIONS	Mill Valley	1	
	Novato	1	
	San Rafael	3	5
7 - TRAVEL	County	1	
	Greenbrae	1	

**NUMBER OF CASES BY CATEGORY
JANUARY 1, 2021 - DECEMBER 31, 2021**

Attachment G1

	Novato	1	3
8 - CONSTRUCTION & HOME REPAIR	County	1	
	Greenbrae	1	
	Mill Valley	1	
	Novato	5	
	San Rafael	3	
	Sausalito	2	13
9 - BUSINESS OPPORTUNITIES	-		
10 - INSURANCE	San Rafael	1	
	Tiburon	1	2
11 - MEDICAL	County	1	
	Corte Madera	2	
	Greenbrae	1	
	Novato	3	
	San Rafael	3	10
12 - RENTAL EQUIPMENT	-		
13 - COMMUNICATIONS/TRANSPORTATION	Fairfax	1	
	San Rafael	1	2
14 - WEIGHTS & MEASURES	County	1	
	Novato	1	2
15 - SCAMS, PHISHING & MAIL SOLICITATIONS	Novato	2	
	Point Reyes Station	1	
	San Anselmo	1	
	San Rafael	4	8
17 - HAZARDOUS MATERIALS	-		
20 - ELDER ABUSE	-		
21 - LANDLORD/TENANT	Fairfax	1	
	Greenbrae	1	
	Kentfield	2	
	Lagunitas	1	
	Larkspur	1	
	Mill Valley	4	
	Novato	15	
	Point Reyes Station	1	
	San Anselmo	2	

EXHIBIT B

**NUMBER OF CASES BY CATEGORY
JANUARY 1, 2021 - DECEMBER 31, 2021**

Attachment G1

	San Geronimo	1	
	San Rafael	19	
	Sausalito	4	
	Stinson Beach	1	
	Tiburon	4	57
22 - ANIMAL	-		
23 - PARKING TICKETS/APPEALS	County	2	
	Belvedere	1	
	Bolinas	2	
	Corte Madera	2	
	Fairfax	8	
	Greenbrae	1	
	Kentfield	10	
	Lagunitas	3	
	Larkspur	3	
	Mill Valley	11	
	Muir Beach	1	
	Novato	14	
	San Anselmo	11	
	San Quentin	4	
	Sausalito	1	
	Stinson Beach	8	82
24 - NEIGHBORHOOD/PROPERTY DISPUTES	Corte Madera	1	
	Fairfax	1	
	Mill Valley	3	
	Novato	3	
	San Quentin	1	
	San Rafael	2	
	Sausalito	1	
	Tiburon	3	15
25 - HOMEOWNERS' ASSOCIATIONS	Larkspur	1	
	Mill Valley	1	
	Novato	4	
	San Rafael	3	
	Tiburon	1	10
26 - ADVERTISING	Lagunitas	1	
	Mill Valley	1	
	San Anselmo	1	
	San Rafael	1	
	Sausalito	1	5

**NUMBER OF CASES BY CATEGORY
JANUARY 1, 2021 - DECEMBER 31, 2021**

Attachment G1

27 - UTILITIES	County	2	
	Larkspur	1	
	Novato	1	
	San Rafael	2	
	Sausalito	1	7
28 - INTERNET	-		
29 - DIET CASES	-		
33 - CELL PHONE	Fairfax	1	
	Novato	1	
	Sausalito	1	3
34 - ENVIRONMENTAL	Corte Madera	1	1
35 - RENTAL HOUSING DISPUTE	Fairfax	2	
	Mill Valley	4	
	Novato	1	
	San Rafael	1	
	Sausalito	2	10
36 - RENTAL HOUSING DISPUTE SAN RAFAEL	San Rafael	1	1
TOTAL			326

NOTICE OF DEFAULT LETTERS ISSUED

Attachment G1

January 2021 - December 2021

CITY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTALS
Belvedere	2	0	1	1	0	0	0	0	0	0	0	1	5
Bolinas	0	0	0	0	0	0	0	0	0	0	0	0	0
Corte Madera	1	0	0	0	0	0	0	0	0	0	0	0	1
Dillon Beach	0	0	0	0	0	0	0	0	0	0	1	0	1
Fairfax	0	0	0	0	0	0	1	0	0	1	2	0	4
Forest Knolls	0	0	0	0	0	0	0	0	0	0	0	0	0
Greenbrae	0	0	0	0	0	0	0	0	0	0	0	0	0
Inverness	0	0	0	0	0	0	1	0	0	0	1	0	2
Kentfield	0	0	0	0	0	0	0	0	0	0	0	0	0
Lagunitas	0	0	0	0	0	0	0	0	0	0	0	0	0
Larkspur	0	0	0	0	0	0	0	1	0	0	1	0	2
Mill Valley	4	1	1	2	0	0	1	3	1	2	0	0	15
Novato	2	0	0	3	3	3	2	0	0	2	4	0	19
Point Reyes Stn	0	0	0	0	0	0	0	0	0	0	0	0	0
Ross	0	0	0	0	0	1	0	0	0	0	0	0	1
San Anselmo	0	0	0	0	0	2	0	0	0	0	0	0	2
San Geronimo	0	0	0	0	0	0	0	0	0	0	0	0	0
San Quentin	0	0	0	0	0	0	0	0	0	0	0	0	0
San Rafael	3	2	0	1	2	2	3	2	1	2	1	0	19
Sausalito	0	1	0	0	1	0	0	0	0	0	0	0	2
Stinson Beach	0	0	0	0	0	0	0	0	0	0	0	0	0
Tiburon	0	0	0	2	0	0	0	2	0	0	1	0	5
Woodacre	0	0	0	0	0	2	0	0	0	0	0	0	2
*Petaluma	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	12	4	2	9	6	10	8	8	2	7	11	1	80

CITY	FY2017/2018 Contribution at 3.0% COLA	FY2018/2019 Contribution at 3.0% COLA	FY2019/2020 Contribution at 3.5% COLA	FY2020/2021 Contribution at 3% COLA	FY2021/2022 Contribution at 3% COLA	FY2022/2023 Contribution at 5% COLA
BELVEDERE	\$645	\$791	\$688	\$703	\$721	\$745
CORTE MADERA	\$2,790	\$3,163	\$3,004	\$3,286	\$3,434	\$3,618
FAIRFAX	\$2,217	\$2,372	\$2,398	\$2,525	\$2,512	\$2,705
LARKSPUR	\$3,716	\$3,954	\$3,981	\$4,114	\$4,160	\$4,399
MILL VALLEY	\$4,443	\$4,744	\$4,722	\$4,800	\$4,982	\$5,249
NOVATO	\$16,346	\$16,605	\$17,266	\$17,700	\$18,233	\$19,294
ROSS	\$754	\$791	\$805	\$826	\$866	\$919
SAN ANSELMO	\$3,842	\$3,954	\$4,097	\$4,220	\$4,331	\$4,577
SAN RAFAEL	\$18,087	\$18,187	\$19,267	\$19,640	\$20,306	\$21,289
SAUSALITO	\$2,155	\$2,372	\$2,320	\$2,426	\$2,462	\$2,653
TIBURON	\$2,837	\$3,163	\$3,011	\$3,062	\$3,239	\$3,411
COUNTY	\$20,473	\$20,559	\$21,919	\$22,681	\$23,312	\$24,127
CITIES TOTAL	\$78,305	\$80,655	\$83,478	\$85,983	\$88,558	\$92,986