
BOARD MEETING AGENDA

DATE: May 9, 2024
TIME: 10:00 a.m.
PLACE: This meeting will be held in person at 900 Fifth Avenue, Suite 100, San Rafael.

How to Provide Comment

Members of the public may submit public comment by:

1. Emailing amcgill@marinjpas.org the day before the meeting.
2. Attending the meeting and speaking during public comment periods.

A. Report from Executive Officer (McGill)

B. 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 the Board may only respond briefly. Public input will be taken as part of each agenda item.

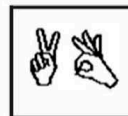
C. [Approve Minutes of March 14, 2024, Regular Meeting](#) (McGill)

D. [Fiscal Year 2024/25 MGSA Operating Budget and Annual Work Plan](#) (McGill)

E. [Receive the Community Media Center of Marin's \(CMCM\) Budget and Capital Plan for July 2024 through June 2025](#) (Eisenmenger)

F. [District Attorney's Office Transmission of Mediation Program Report](#) (McGill)

G. Adjournment



The meeting facilities are accessible to persons with disabilities. Requests for special accommodations (assisted listening device, sign language interpreters, etc.) should be directed to Michael Frank, 415-446-4428 or email: michael@michaelsfrank.com **no later than 5 days** before the meeting date.

May 9, 2024, MGSA Board Agenda

NEXT SCHEDULED MEETING: July 11, 2024

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
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BOARD MINUTES FOR MEETING OF MARCH 14, 2024

The MGSA Board Meeting came to order in person. The meeting started at 10:02 a.m.

MGSA Board Members Participating: President Greg Chanis, Vice President Andy Poster, and Board Members: Amy Cunningham, April Miller, Daniel Del Monte, Angela Robinson-Pinon, and Robert Zadnik were present.

Program Contractors Attending: Executive Officer Adam McGill, General Counsel Dave Byers, and Taxicab Program Coordinator Bob Brown.

A. Report from Executive Officer

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

Administration

- Transition of Executive Officer progress is going well without any issues.
- Budget development has begun, and a draft budget will be presented at the May 9, 2024, meeting.
- Reminder to complete all form 700's.

MarinMap

- The Sewage Agency of Southern Marin withdrew from Marin Map

Taxi - No update from the EO but Bob Brown will present on Item D later in the meeting.

Animal Care and Control Program - No update

CATV - No update

Telecommunications - No small cell applications

B. Public Comment

None

C. Approve Minutes of January 11, 2024, Regular Meeting

Motion by Miller, seconded by Del Monte, to approve the minutes for the January 11th, 2024, Board Meeting. Motion was approved 7 – 0. No public comment.

D. Taxicab Regulations and Program Fees

Report presented by Bob Brown with recommendation to reduce fees in accordance with the program’s actual costs. Motion by VP Poster, seconded by Cunningham, to approve Resolution 2024-03 as presented. Motion was approved 7-0. No public comment.

E. Update and amend MGSA Conflict of Interest Code

Report made by General Counsel Byers. Motion by Zadnik, seconded by Miller, to approve Resolution 2024-04 as presented. Motion was approved 7-0. No public comment.

The meeting was adjourned at 10:25 a.m.

Adam McGill, Executive Office



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MEMORANDUM

DATE: May 9, 2024

TO: MGSA Board of Directors

FROM: Adam McGill, Executive Officer

SUBJECT: Fiscal Year 2024/25 Marin General Services Authority
Operating Budget and Workplan

Recommendation

By motion, approve Resolution 2024 – 05 adopting the Fiscal Year 2024/25 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

The proposed FY 2024/25 MGSA Budget was prepared as per all cost and expense allocations previously approved by the Board or as directed with MGSA's JPA and as presented fully supports the Workplan for the upcoming fiscal year.

Attachments

D1 Fiscal Year 2024/25 Proposed Budget and Workplan

D2 Budget Resolution 2024 – 05 titled, “Marin General Services Authority Adoption of the Fiscal year 2024/25 Annual Operating Budget and Workplan” including Exhibit A attached to the resolution.

FY 2024/25 ADOPTED BUDGET AND WORKPLAN



DATE: May 09, 2024

TO: MGSA Board of Directors

FROM: Adam McGill, Executive Officer

SUBJECT: Fiscal Year 2024/25 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 accounts for this Program. MGSA plays a similar financial role to 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.

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 describing 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 2024/25 budget at its January 11th Board Meeting. By

Resolution 2024-01, the MGSA Board made a recommendation to the Flood Control / 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 fifth conducted since the beginning of the COVID-19 pandemic. The pandemic significantly impacted MGSA financially as well as operationally over the last four years. Civic life, however, has returned to normal and this has meant increased stability for the Agency.

As the pandemic proceeded, 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. Since then, expenditure budgets have been significantly reduced. With this 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 1.2% in this Budget due to the 5% increase requested for the Mediation Program.

One of the more complex issues with budgeting for MGSA is the numerous programs having varied funding sources along with 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 \$250,000 in budgeted expenditures. All those monies but \$12,000 are distributed out to jurisdictions. The same concept is also seen where franchise fees are collected by cable companies and distributed by MGSA.

Proposed Workplan

As part of this budget review the MGSA Board will review and provide direction into the FY 2024/25 Proposed Workplan and Initiatives. 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 2023/24], an estimate of what year-end expenditures and revenues are anticipated [Est Actual 2023/24], and the proposed budget for the upcoming fiscal year [Proposed 2024/25]. The final column is the difference between the current year's adjusted budget and the proposed budget [Bud 23/24 vs Prop 24/25].

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, no budget change has been made to the MGSA Budget adopted for FY 2023/24.

Table 1 – MGSA General Fund Budget (without MCEP)

	Adj Budget 2023/24	Est Actual 2023/24	Proposed 2024/25	Bud 23/24 vs 24/25 Prop
Beginning Fund Balance	316,296	329,318	272,995	43,300
Revenues				
Member Contributions	50,000	50,000	50,000	-
Placer.ai. Contract	72,500	72,500	72,500	-
Taxicab Permit Fees	55,000	55,000	35,000	(20,000)
Management/Overhead Fees	69,223	69,223	70,898	1,675
Telecommunication Fees	30,000	-	-	-
Interest	2,500	15,000	10,000	7,500
Total Revenue	\$279,223	\$261,723	\$238,398	(10,825)
Expenditures				
	Adj Budget 2023/24	Est Actual 2023/24	Proposed 2024/25	Bud 23/24 vs 24/25 Prop
Insurance	16,049	15,500	17,825	1,776
Contract Services	325,4553	259,746	256,328	(39,124)
Legal	25,000	21,000	25,000	-
Audit/Accounting	15,500	10,800	15,500	-
Rent	13,500	5,100	6,000	(7,500)
Office Expense	11,153	5,900	11,003	(150)
Total Expenditures	\$406,655	\$318,046	\$331,656	(74,999)
Net	(127,432)	(56,323)	(93,259)	(34,173)
Ending Fund Balance	188,863	272,995	179,737	(9,127)

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 by approximately \$45,000. This is mostly contributed to a change of the Executive Officer contract with the successor position reducing from 80% time to 60% time. It is important to note that the costs of running MGSA are extremely low. The agency provides no benefits, including retirement, and

has no offices (aside from a file storage space). Most programs have an overhead component which captures administrative costs and appropriately transfers those amounts to the General Fund.

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 three-year contract with MH was negotiated and approved by the County Board of Supervisors on January 10, 2023. For FY 2023/24, the first year of the agreement, there was an 8% increase. In addition, there was a one-time payment of \$146,000 for MERA radios for Animal Control Officers.

For FY 2024/25, the second year of the agreement, a 5% overall increase is required but the one-time purchase for MERA radios does not recur. Therefore, after removing the MERA radios a FY 2023/24 v. FY 2024/25 comparison results in a net increase of only 2.8% rather than the prescribed 5%.

As mentioned previously, the contract amount, although invoiced by MGSA, is not located in the MGSA budget. It is part of the County's budget.

MGSA is provided approximately \$24,700 annually for managing this contract. In addition to facilitating the contract negotiations with MH, MGSA also invoices jurisdictions and is the interface with MH.

Mediation

The Mediation Program is managed by 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 2024/25 are 5% higher than FY 2023/24. 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 administrative overhead charged to jurisdictions. For 2024/25, the Streetlight Program overhead is proposed to remain at \$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.

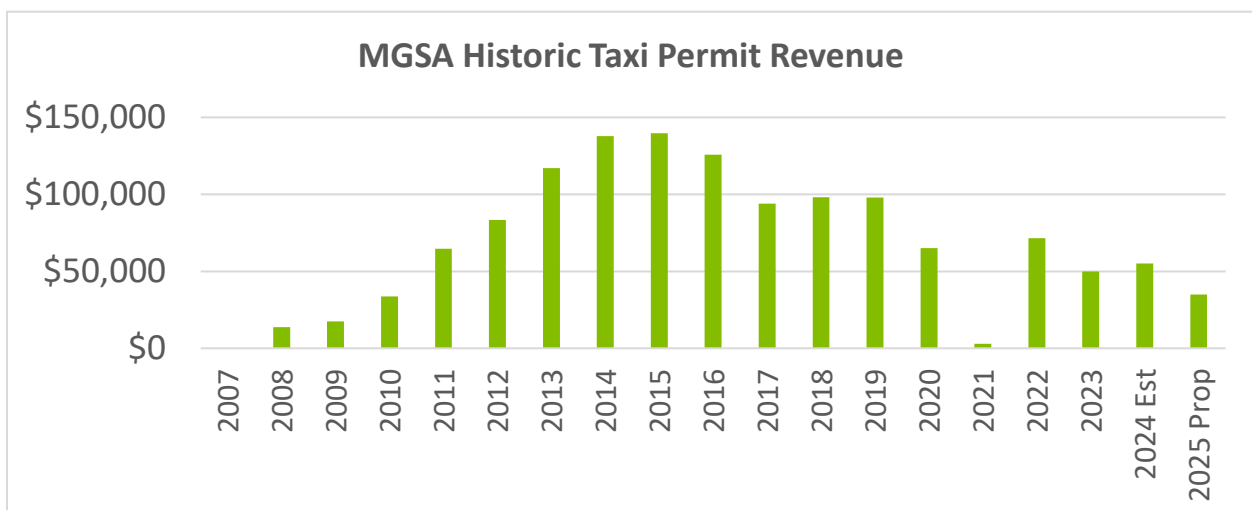
Streetlight Telecommunications Program

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 2024/25, \$30,000 of revenue and \$30,000 in contract services expense is budgeted. This is the same as years' past. The budgeted amounts allow the agency flexibility to act quickly if any applications were to be submitted.

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 in 2021 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 returned and stabilized, albeit smaller.

At the Board's March 14th meeting, Staff presented an update of current conditions of the program, revenue, and expenditures. As the program has stabilized post pandemic, expenditures were estimated to be approximately \$35,000 for FY 2024/25. The Board adopted a reduced fee schedule to cover program expenses only, reducing revenue from this program by approximately \$20,000.



General Fund Reserve Policy

The Proposed Budget anticipates \$179,737 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 \$54,248. Staff are recommending a healthy General Fund reserve to ease jurisdictions into future potential increases. The proposed reserve amount is approximately 50%.

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 more than \$900,000 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. MCEP’s FY 2024/25 Work plan is shown below.

2024/25 Initiatives	
1	Update Climate Action Plans and/or develop content for General Plans for Novato, San Anselmo, Ross, and others as requested
2	Develop communitywide GHG emissions inventories for all jurisdictions for calendar years 2022 and 2023 and government operations GHG emissions inventories for jurisdictions upon request
3	Assist in development of a Marin County Electrification Plan
4	Assist jurisdictions in adoption of a model green building ordinance that exceeds State requirements, such as requiring all-electric new construction
5	Support Resilient Neighborhoods in their efforts to enroll participants in the program
6	Develop outreach and education materials for jurisdictions’ use

The resources and expenditures are shown in Table 2 below.

Table 2 – Marin Climate and Energy Partnership

	Adj Budget 2023/24	Est Actual 2023/24	Proposed 2024/25	Bud 23/24 vs 24/25 Prop
Beginning Fund Balance	\$50,582	\$51,994	\$70,494	19,912
Revenue				
Member Contributions	137,500	137,500	137,500	-
Grant/TAM	10,450	4,656	-	(10,450)
Grant/County-PG&E	37,000	37,000	45,000	8,000
Total Revenue	\$184,950	\$179,156	\$182,500	(2,450)
Expenditures				
	Adj Budget 2023/24	Est Actual 2023/24	Proposed 2024/25	Bud 23/24 vs 24/25 Prop
Overhead	7,000	7,000	7,000	-
Contract Services	177,950	153,656	197,000	19,050
Total Expenditures	\$184,950	\$160,656	\$204,000	19,050
Net	\$0	\$18,500	(\$21,500)	(21,500)
Ending Fund Balance	\$50,582	70,494	\$48,994	(1,588)

MCEP Reserve Policy

The Proposed MCEP Budget anticipates \$48,994 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.

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 2023/24	Est Actual 2023/24	Proposed 2024/25	Bud 23/24 vs 24/25 Prop
Beginning Fund Balance	\$7,802	\$7,942	\$7,802	0
Revenue				
Interest	50	350	320	270
DMV Reimbursement	260,000	229,110	\$250,320	(10,000)
Total Revenue	\$260,050	\$229,460	\$250,320	(\$9,730)
Expenditures				
Program Administration	12,000	12,000	12,000	-
Jurisdiction Payments	248,050	217,601	238,600	(9,450)
Total Expenditures	\$260,050	\$229,601	\$250,600	(9,450)
Net	\$0	\$141	(\$280)	(\$280)
Ending Fund Balance	\$7,837	\$7,802	\$7,522	\$315

Abandoned Vehicle Abatement Fund Reserve Policy

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

MarinMap Fund and Program

Table 4 is the Proposed FY 2024/25 Budget as recommended by the MarinMap Executive Committee. The proposed expenditure budget is greater than prior years in part due to increased program initiatives and the reduction of one contributing member (SASM). Member dues went unchanged for 20 years apart from 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. Through the remainder of this fiscal year and into next, MarinMap will be looking at its Program, its future given technology changes, and appropriate funding levels including reserves. Dues for FY 2024/25 are at their historic levels.

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. Given the substantial fund balance, the Executive Subcommittee identified Projects for the coming year in the amount of \$107,000. This represents the annual member allocation for projects, training, plus incomplete or reallocated projects carried over from FY 2023/24. The following are included in the proposed budget:

- A project for \$58,000 for strategic planning coordination and implementation for the MarinMap program following the Digital Marin strategic planning effort.
- A training budget in the amount of \$12,000. It is expected that increased training and training videos will be necessary to implement elements of the MarinMap Strategic plan, along with the expected change from Geocortex based applications to ESRI.
- A project for Digital Marin coordination of \$5,000. This is a placeholder in case additional effort is needed in the coming year.
- The annual \$12,000 set aside for the Member Allocation program. This continues the set aside of up to \$2,000 per agency for extra services that benefit the program at large.
- \$15,000 is set aside for budgeted but unallocated projects. It is possible that new applications will be scoped after the strategic planning efforts and application conversion.

Table 4 – MarinMap Fund

	Adj Budget 2023/24	Est Actual 2023/24	Proposed 2024/25	Bud 23/24 vs 24/25 Prop
Beginning Fund Balance	144,561	248,393	286,173	141,612
Revenue				
Member Contributions	162,000	162,000	162,000	-
Interest	500	1,500	1,500	1,000
Total Revenue	\$162,500	\$173,500	\$163,500	\$1,000
Expenditures				
Executive Officer/Overhead	7,000	7,000	7,000	-
Program Administration	32,640	32,640	32,640	-
Other Contract Services	73,000	62,080	84,000	11,000-
Projects	55,000	34,000	107,000	52,000
Total Expenditures	\$167,640	\$135,720	\$230,640	\$63,000
Net	(\$5,140)	\$37,780	(\$67,140)	\$62,000
Ending Fund Balance	\$139,421	\$286,173	\$219,033	\$79,612

MarinMap Reserves and Reserve Policy

The Fund Balance anticipated for year-end in the Proposed MarinMap FY 2024/25 Budget is \$219,033. As seen in Table 5 below, \$45,500 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 2023/24	Est Actual 2023/24	Proposed 2024/25
Designated Reserves			
Orthophoto	37,500	37,500	45,000
GIS Server	28,000	28,000	32,000
Total	\$65,500	\$65,500	\$77,000

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. 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.

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 are charged to CATV at 35%. Budgeted CATV Program operational expenses have decreased again this fiscal year despite increases in cost-of-living contracts and expenses. Since taking over MTA following its dissolution June 30, 2020, costs for the responsibilities to the member agencies have **decreased by more than 61%**.

MTA / CATV Operating Budget

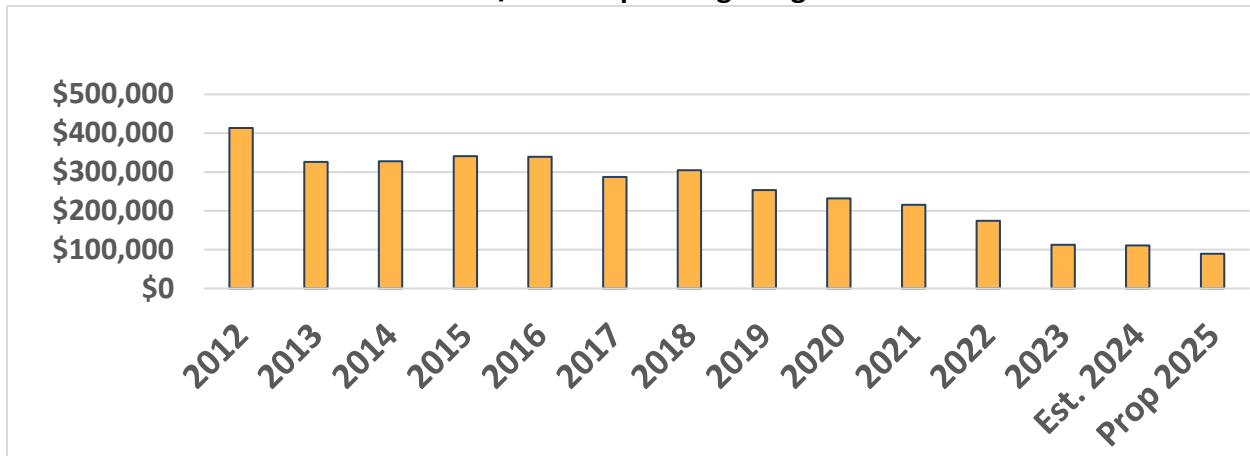


Table 6 – CATV Operating Fund

	Adj Budget 2023/24	Est Actual 2023/24	Proposed 2024/25	Bud 23/24 vs 24/25 Prop
Beginning Fund Balance	\$86,085	\$179,377	\$179,377	93,292
Revenue				
Interest	1,200	10,000	5,000	3,800
Franchise Fees	3,500,000	3,100,000	3,300,000	(200,000)
Other Revenue	9,500	9,725	10,000	500
Total Revenues	3,510,700	3,119,725	3,315,000	(195,700)
Expenditures				
	Adj Budget 2023/24	Est Actual 2023/24	Proposed 2024/25	Bud 23/24 vs 24/25 Prop
MGSA/Program Administration	68,786	63,986	57,338	(11,448)
Broadband for Jurisdictions	10,000	-	-	(10,000)
Professional Services	26,920	11,353	27,516	596
Other Expenses	5,000	4,000	5,000	-
Jurisdiction Payments	3,339,994	3,040,386	3,225,146	174,848
Total Expenditures	3,510,700	3,119,725	3,315,000	195,700
Net	0	0	0	0
Ending Fund Balance	\$86,085	\$179,377	\$179,377	\$93,292

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 2024/25

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 \$3,300,000 in the above chart is a decrease of \$200,000 compared to the FY 2023/24 budget. The decrease is to bring the budget authority closer to reality as cable subscriptions continue to decline.

Table 7 – FY 24/25 Estimated Franchise Fee Payments

Member	Last 4 Available Quarters of Fees	%	Estimated Jurisdictional Franchise Payments
Belvedere	61,601	1.95%	62,849
Corte Madera	176,894	5.60%	180,477
Fairfax	115,455	3.65%	117,794
Larkspur (Not a member)	N/A	N/A	N/A
Mill Valley	260,762	8.25%	266,044
Novato (Not a member)	N/A	N/A	N/A
Ross	56,459	1.79%	57,603
San Anselmo	213,959	6.77%	218,293
San Rafael	886,462	28.04%	904,420
Sausalito	148,519	4.70%	151,528
Tiburon	189,832	6.00%	193,678
Marin, Unincorp	1,051,544	33.26%	1,072,846
Total	\$3,161,487	100%	\$3,225,531

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 way 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 2023/24	Est Actual 2023/24	Proposed 2024/25	Bud 23/24 vs 24/25 Prop
Beginning Fund Balance	\$1,166	\$1,489	\$1,489	\$323
Revenue				
Interest	30	60	60	30
PEG Fees	750,000	688,361	750,000	
Total Revenues	\$750,030	\$688,421	\$750,060	30
Expenditures				
Community Media Center Contract	750,030	688,421	750,060	30
Total Expenditures	\$750,030	\$688,421	\$750,060	\$30
Net	\$0	\$0	\$0	\$0
Ending Fund Balance	\$1,166	\$1,489	\$1,489	\$323

PEG Fund Reserve Policy

Maintain a minimum of \$500.

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

The contributions shown in **Table 9A** below reflect the County, cities’, and towns’ share of MGSA programs’ costs. **Table 9B** includes the Animal Care and Control Program which MGSA manages on behalf of the County. 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 9A – Member MGSA Program Contributions for FY 2024/25

Member ¹	General Admin		Shared Contracts ²		Streetlights		MCEP		MarinMap		Mediation		MGSA Total	
	23/24	24/25	23/24	24/25	23/24	24/25	23/24	24/25	23/24	24/25	23/24	24/25	23/24	24/25
Belvedere	361	537	644	959	500	500	3,061	3,061	6,000	6,000	792	831	11,358	11,889
Corte Madera	1,167	1,157	2,075	2,052	1,016	1,025	5,223	5,223	9,000	9,000	3,819	4,018	22,301	22,475
County	7,584	7,545	37,167	37,145	2,821	2,719	20,664	20,664	10,000	10,000	25,508	26,837	103,745	104,910
Fairfax	684	684	1,212	1,211	808	813	4,536	4,536	6,000	6,000	2,825	2,989	16,064	16,233
Larkspur	1,437	1,461	2,554	2,590	1,073	1,106	5,811	5,811	9,000	9,000	4,873	5,109	24,748	25,077
Mill Valley	1,846	1,838	3,287	3,265	1,151	1,104	6,451	6,451	9,000	9,000	5,274	5,553	27,009	27,212
Novato	4,839	4,791	8,572	8,474	5,242	5,250	17,024	17,024	10,000	10,000	19,969	20,887	65,646	66,427
Ross	513	502	-	-	-	-	3,192	3,192	6,000	6,000	876	921	10,580	10,615
San Anselmo	1,319	1,310	2,341	2,321	903	909	5,946	5,946	9,000	9,000	4,815	5,042	24,324	24,528
San Rafael	5,721	5,685	10,138	10,057	6,087	6,174	18,526	18,526	10,000	10,000	23,061	24,256	73,533	74,699
Sausalito	1,026	1,005	1,829	1,787	899	900	4,497	4,497	9,000	9,000	2,693	2,790	19,945	19,979
Tiburon	1,502	1,483	2,681	2,639	500	500	5,068	5,068	9,000	9,000	3,410	3,576	22,161	22,266
BMK CSD	-	-	-	-	500	500	-	-	-	-	-	-	500	500
FCA	-	-	-	-	-	-	-	-	10,000	10,000	-	-	10,000	10,000
NMWD	-	-	-	-	-	-	-	-	-	10,000	-	-	-	10,000
M. CSD	-	-	-	-	500	500	-	-	-	-	-	-	500	500
TAM	-	-	-	-	-	-	12,500	12,500	10,000	10,000	-	-	22,500	22,500
MCE	-	-	-	-	-	-	12,500	12,500	-	-	-	-	12,500	12,500
MMWD	-	-	-	-	-	-	12,500	12,500	10,000	10,000	-	-	22,500	22,500
MWPA	-	-	-	-	-	-	-	-	10,000	10,000	-	-	10,000	10,000
SASM	-	-	-	-	-	-	-	-	10,000	-	-	-	10,000	-
RVSD	-	-	-	-	-	-	-	-	10,000	10,000	-	-	10,000	10,000
TOTAL	\$28,000	\$28,000	\$72,500	\$72,500	\$22,000	\$22,000	\$137,500	\$137,500	\$162,000	\$162,000	\$97,915	\$102,809	\$519,915	\$524,809

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; MWPA, Marin Wildfire Prevention Agency; RVSD, Ross Valley Sanitary District.

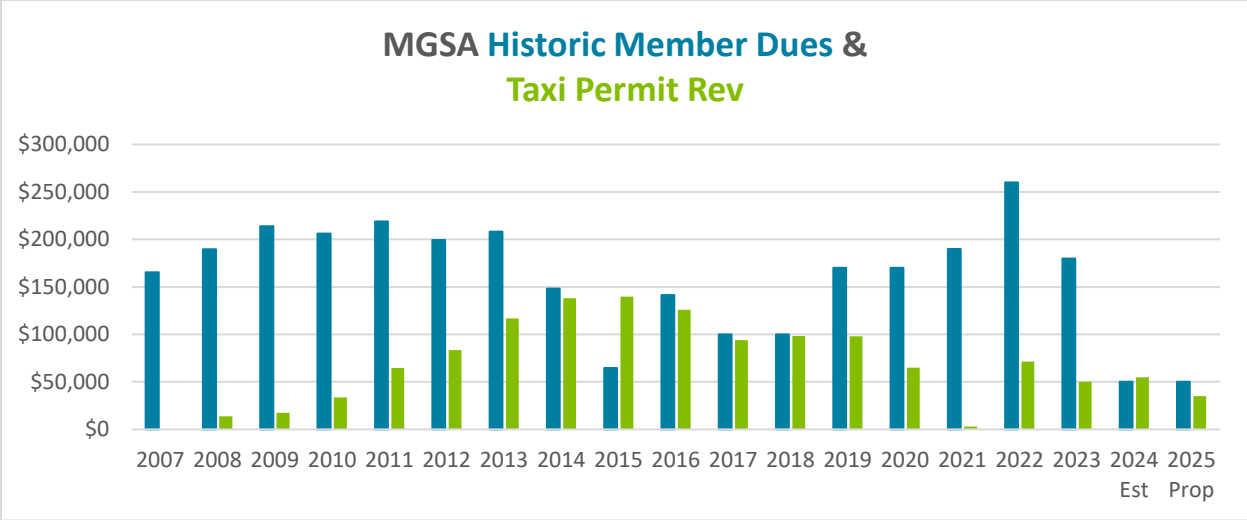
² Shared Contracts - Voluntary participation in contract(s) for economy of scale. FY 23/24 includes Placer.ai with distribution methodology in document.

Inc / Dec	1.16%
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Table 9B – Member Program Contributions and Animal Services Payments for FY 2024/25

	MGSA Programs Total		Animal Services ²		Total	
	23/24	24/25	23/24	24/25	23/24	24/25
Belvedere	11,358	11,889	29,088	41,970	40,446	53,858
Corte Madera	22,301	22,475	123,109	109,876	145,410	132,351
County	103,745	104,910	1,150,346	1,160,750	1,254,091	1,265,660
Fairfax	16,064	16,233	117,100	112,117	133,164	128,350
Larkspur	24,748	25,077	156,666	159,491	181,414	184,568
Mill Valley	27,009	27,212	201,789	205,073	228,798	232,285
Novato	65,646	66,427	767,558	796,071	833,204	862,497
Ross	10,580	10,615	38,407	34,027	48,987	44,642
San Anselmo	24,324	24,528	146,708	163,648	171,032	188,175
San Rafael	73,533	74,699	803,169	839,981	876,702	914,680
Sausalito	19,945	19,979	128,638	124,885	148,583	144,865
Tiburon	22,161	22,266	107,927	107,162	130,088	129,429
BMK CSD	500	500	-	-	500	500
FCA	10,000	10,000	-	-	10,000	10,000
NMWD	-	10,000	-	-	-	10,000
M. CSD	500	500	-	-	500	500
TAM	22,500	22,500	-	-	22,500	22,500
MCE	12,500	12,500	-	-	12,500	12,500
MMWD	22,500	22,500	-	-	22,500	22,500
MWPA	10,000	10,000	-	-	10,000	10,000
SASM	10,000	-	-	-	10,000	-
RVSD	10,000	10,000	-	-	10,000	10,000
TOTAL	\$519,915	\$524,809	\$3,770,505	\$3,855,051	\$4,290,420	\$4,379,860

The FY 2024/25 proposed General Fund operating budget, including the Streetlight Program overhead, is based on member contributions of \$50,000. The graph below shows historic member contributions as well as tax revenue. Agency payments declined starting in 2014 due to the receipt of ongoing tax revenue. Significant tax 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 tax revenues due to COVID-19 and stay-in-place orders resulted in a sharp increase in contributions in FY 2021/22.



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	MGSA Dues Share	Shared Contracts *	TOTAL
Belvedere	3,018,481,487	0.03	424	2,045	0.01	113	537	959	\$1,496
Corte Madera	4,340,914,963	0.04	610	9,885	0.04	547	1,157	2,052	\$3,210
Fairfax	1,973,941,327	0.02	277	7,354	0.03	407	684	1,211	\$1,895
Larkspur	5,440,810,270	0.05	765	12,571	0.05	696	1,461	2,590	\$4,051
Mill Valley	7,697,911,715	0.08	1,082	13,664	0.05	756	1,838	3,265	\$5,103
Novato	13,851,243,215	0.14	1,947	51,392	0.20	2,844	4,791	8,474	\$13,265
Ross	2,679,779,231	0.03	377	2,267	0.01	125	502	N/A	\$502
San Anselmo	4,435,854,408	0.04	624	12,405	0.05	687	1,310	2,321	\$3,631
San Rafael	16,945,950,370	0.17	2,382	59,681	0.24	3,303	5,685	10,057	\$15,742
Sausalito	4,448,096,096	0.04	625	6,865	0.03	380	1,005	1,787	\$2,792
Tiburon	7,088,140,127	0.07	996	8,798	0.03	487	1,483	2,639	\$4,123
Marin, Unincorp	27,676,379,204	0.28	3,890	66,032	0.26	3,655	7,545	37,145	\$44,690
Total	\$99,597,502,413	1.00	\$14,000	252,959	1.00	\$14,000	\$28,000	72,500	\$100,500

* Other Contracts – This column has its own agreed upon allocation methodology.

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 in FY 22/23 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	Number of Streetlights	%	% without <\$500	Share
Belvedere	154	1.0%		500
Bel Marin Keys District	144	0.9%		500
Corte Madera	756	4.8%	5.1%	1,025
County, Unincorporated	2,006	12.8%	13.6%	2,719
Fairfax	600	3.8%	4.1%	813
Larkspur	816	5.2%	5.5%	1,106
Marinwood District	290	1.9%		500
Mill Valley	815	5.2%	5.5%	1,104
Novato	3,874	24.8%	26.3%	5,250
Ross	N/A	N/A	N/A	N/A
San Anselmo	671	4.3%	4.5%	909
San Rafael	4,556	29.2%	30.9%	6,174
Sausalito	664	4.2%	4.5%	900
Tiburon	280	1.8%		500
Total	15,626	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 and again on March 14, 2024.

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 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 returned to their historic levels with the 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 in 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 2024/25 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 2024/25
421225	Other Permits – Taxicab	(35,000)
441115	Interest on Pooled Fund	(10,000)
453110	Other Misc Rev (Overhead/Mngt Fee)	(70,898)
461250	City Contributions	(50,000)
462610	Charges Other – Telecom	0
522510	Professional Services	256,328
522545	Prof Services – Legal	25,000
522585	Administration & Finance Services	15,500
521615	Insurance Premiums	17,825
521310	Communications Services	0
522925	Rent & Operating Leases	6,000
522410	Office Supplies	11,003

MGSA General Fund MCEP Fund 8019 (Code 8642)

G/L		FY 2024/25
453110	Grant Revenue/Other Misc. Rev	(45,000)
461250	City Contributions	(137,500)
522510	Professional Services	204,000

MGSA Abandoned Vehicle Abatement Fund 8010

G/L		FY 2024/25
441115	Interest on Pooled Funds	(320)
451970	State - Abandoned Vehicle	(250,000)
522510	Professional Services	250,600

MGSA MarinMap Fund 8020

G/L		FY 2024/25
441115	Interest on Pooled Funds	(1,500)
461250	City Contributions	(162,000)
522510	Professional Services	230,640

CATV Operating Fund 8017

G/L		FY 2024/25
421610	Franchise Fees	(3,300,000)
441115	Interest on Pooled Funds	(5,000)

470310	Misc Revenues (Larkspur)	(10,000)
521315	Communication - Broadband	0
521615	Insurance Premiums	0
522210	Memberships	4,000
522410	Office Expense	0
522510	Professional Services	69,854
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	3,225,146

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

G/L		FY 2024/25
421610	PEG Fees	(750,000)
441115	Interest on Pooled Funds	(60)
524710	Contribution Non-County Agency	750,060

EXHIBIT A

FY 2024/25 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
2024/25 Initiatives	
6	Assist with county-wide Digital Marin Strategic Plan action items as well as any relevant insights and input to the project organizers
7	Research and explore possible future MGSA programs if applicable

Information Technology

8	Develop, maintain, and manage electronic file software that controls and monitors file access, backup, and security
9	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
10	Maintain website with accurate and timely information, keep software updated, and manage domains and hosting accounts

Finance

11	Accurately handle all financial transactions including accounts payable, accounts receivable, invoicing, grants management, and jurisdiction/agency allocation of costs
12	Retain and work with financial accounting and auditing firm to develop, review, and produce the Annual Year-End Financial Report
13	Manage budget process for MGSA and all programs that is transparent and allows the Board an opportunity to discuss appropriate policy issues
14	Ensure compliance with all contract and other documents for federal, State, and County grants including all reporting and payment processing

Human Resources

15	Supervise and manage ongoing contract program support and coordination
16	Recruit and manage orientation and training process for new contractors as needed

Property Management

17	Manage storage office sublease with TAM and resolve any related issues including space, mail management, and copier use
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Risk Management

18	Manage insurance acquisition and renewal
----	--

Board Management / Clerk Functions

19	Maintain required hard copy records as well as electronic records systems which are secure and backed up
20	Develop and maintain consistent logo, letterhead, and communication materials
21	Complete all required official filings including Form 700, LAFCO, and State Controller reporting
22	Manage the MGSA Board Agenda Process such that all agendas, staff reports, minutes, and resolutions are accurate, informative, and clear
23	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 three fiscal year 1/10/23 Agreement between MGSA and Marin County
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

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
2024/25 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
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
2024/25 Initiatives	
8	Update Climate Action Plans and/or develop content for General Plans for Mill Valley, Novato, Ross, San Anselmo, and others as requested
9	Assist in development of a Marin County Electrification Plan
10	Conduct outreach and council/board presentations for adoption of Countywide Electric Vehicle Acceleration Strategy
11	Develop communitywide GHG emissions inventories for all jurisdictions for calendar years 2022 and 2023 and government operations GHG emissions inventories for jurisdictions upon request
12	Develop outreach and education materials for jurisdictions’ use

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
2024/25 Initiatives	
10	Be a technical resource to facilitate Digital Marin's goals and incorporate as needed relevant aspects of the County's Digital Marin Strategic Plan
11	Work with consultants, County of Marin, jurisdictions, and MarinMap member agencies to complete the development of MarinMap's Strategic Plan
12	Implement elements of the MarinMap Strategic Plan

MCSTOPPP

1	Provide budgetary and high-level programmatic oversight and coordination with local jurisdictions
2	Work with County and MCSTOPPP 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
2024/25 Initiatives	

3	Create a Board subcommittee to conduct a Mediation Program Review of the District Attorney managed mediation service to determine if the program as is performs to the contemporary needs of the community.
	a. Make a recommendation to the Board as to any changes to the existing program or if a new program should be developed.

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

Taxi Regulation

1	Ensure that MGSA member agencies are in compliance with California State taxi law
2	Mediate disputes, if possible, between local taxi drivers and companies in order to reduce local impacts on residents and public safety resources
3	Monitor Lyft/Uber legislative activity to understand any impacts to local taxi activity and regulation
4	Process taxi permits in an efficient and cost-effective manner
	2024/25 Initiatives
6	Consider cannabis testing regulations for Drivers’ Permits due to changes in state law

FY 2024/25 Budget and Workplan

May 9, 2024

Adam McGill, Executive Officer

Presentation Overview

- Introduction
- Budget Basics
- Executive Summary
- Program Budgets
- FY 24/25 Workplan

AVAP

Streetlights

MCSTOPPP

MCEP

- Budget but not in our financials
- Budget and manage program
- Act as a passthrough
- Recommend budget to others

Taxi

Animal Care
and Control

Streetlight
Telecom

MarinMap

CATV (MTA)

Mediation

MGSA Budget Basics

- 6 Funds
- No employees
 - No separate HR, IT, Risk, etc. functions
- 6 Part time contractors (including General Counsel & EO)
 - No employee benefits or retirement
 - No computers
 - No vehicles
 - Virtual
 - Only one small space (TAM) for storage and operate in the cloud

Animal Care and Control – For Your Info

- Not part of MGSA Budget
 - Paid to manage contract
- For jurisdictions' ease, we invoice and deposit into County accounts
 - Close to 90% of amount invoiced to jurisdictions is for Animal Care and Control
- 2nd year of 3-year contract [5% increase]
- One-time money for MERA [\$164,745] in23/24 gone

Animal Control

70% paid by Cities

30%

Paid by the County



	FY 23/24 Allocation	FY 24/25 Allocation	\$ Change	% Change
Belvedere	\$ 29,088	\$ 41,970	12,882	44.3%
Corte Madera	\$ 123,109	\$ 109,876	(13,233)	-10.7%
Fairfax	\$ 117,100	\$ 112,117	(4,983)	-4.3%
Larkspur	\$ 156,666	\$ 159,491	2,825	1.8%
Mill Valley	\$ 201,789	\$ 205,073	3,284	1.6%
Novato	\$ 767,558	\$ 796,071	28,513	3.7%
Ross	\$ 38,407	\$ 34,027	(4,380)	-11.4%
San Anselmo	\$ 146,708	\$ 163,648	16,940	11.5%
San Rafael	\$ 803,169	\$ 839,981	36,812	4.6%
Sausalito	\$ 128,638	\$ 124,885	(3,753)	-2.9%
Tiburon	\$ 107,927	\$ 107,162	(765)	-0.7%
Total	\$ 2,620,159	\$ 2,694,301	74,142	2.8%

FY 2024/25 Executive Summary

- Taxi permit revenue is decreasing due to reduction to permit fees.
- Planned use of General Fund balance to mitigate increases in Animal Control
- Executive Officer costs reduced from 80% time to 60%
- Membership support to MGSA same as prior year
- Balance in the General Fund continues to be greater than reserve policy (15% policy / 50% budgeted)

All Budgeted MGSA Programs w/out Animal Control



	23/24	24/25	Diff	%
Belvedere	11,359	11,889	530	4.7%
Corte Madera	22,308	22,475	167	0.7%
County	103,752	104,910	1,158	1.1%
Fairfax	16,066	16,233	167	1.0%
Larkspur	24,779	25,077	298	1.2%
Mill Valley	26,957	27,212	255	0.9%
Novato	65,632	66,427	795	1.2%
Ross	10,581	10,615	35	0.3%
San Anselmo	24,327	24,528	201	0.8%
San Rafael	73,546	74,699	1,153	1.6%
Sausalito	19,948	19,979	32	0.2%
Tiburon	\$22,161	22,266	105	0.5%
Total	\$421,414	\$426,309	4,895	1.2%

General Fund Revenue (no MCEP)

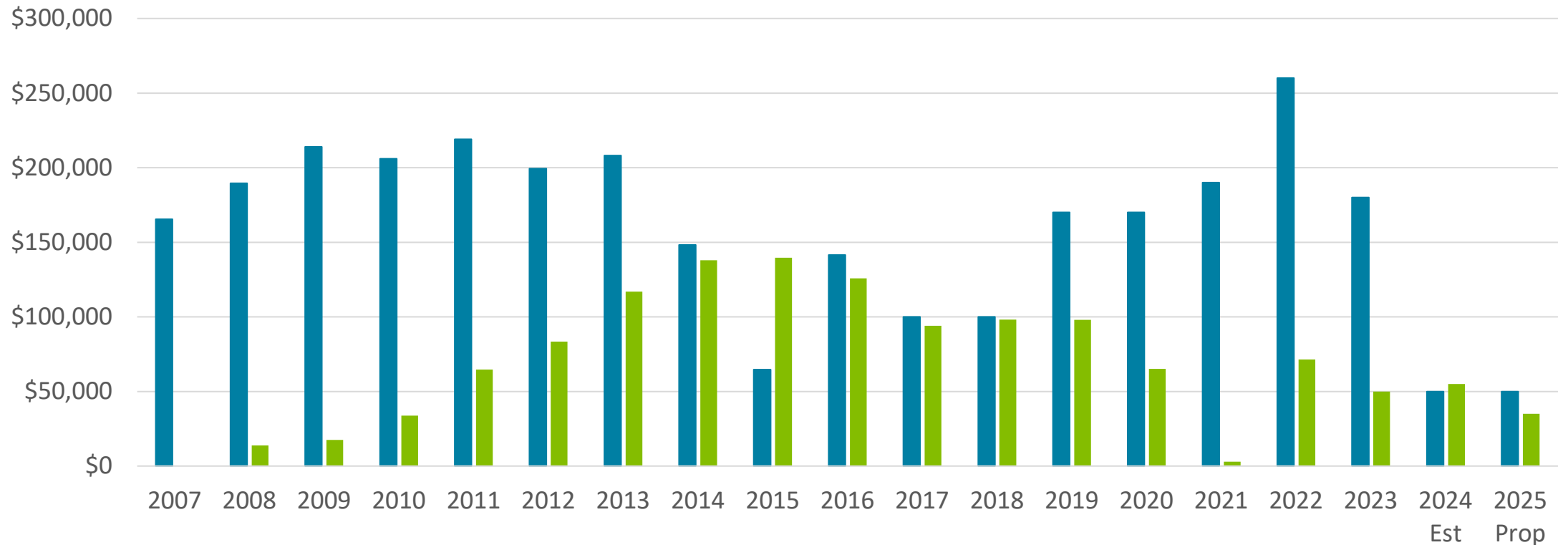
GENERAL FUND (NOT MCEP)	FY 23/24 Total GF Budget	FY 23/24 EST Actual	FY 24/25 Total GF Budget	Difference Bud vs Prop
Total Beginning Fund Balance	316,296	329,318	272,995	(43,300)
Revenues				-
Member Contributions	50,000	50,000	50,000	-
- Placer.ai Software Contract	72,500	72,500	72,500	-
Taxicab Permit Fees	55,000	55,000	35,000	(20,000)
Mgmt / Overhead Fees	69,223	69,223	70,898	1,675
Telecommunications Fees	30,000	-	30,000	-
Interest	2,500	15,000	10,000	7,500
Total Revenues	\$279,223	\$261,723	\$268,398	(10,825)





Member Dues & Taxi Revenue

* Does not include pass throughs or non MGSA operating budget programs.

MGSA Historic Member Dues & Taxi Permit Rev



General Fund Expenditures (no MCEP)

<u>Expenditures</u>	<u>Adj Budget 2023/2024</u>	<u>Est. Actual 2023/24</u>	<u>Proposed 2024/25</u>	<u>Bud 23/24 vs 24/25</u>
Insurance	16,049	15,500	17,825	1,776
 Professional Services	325,453	259,746	256,328	(39,124)
Legal Expenses	25,000	21,000	25,000	-
Audit / Accounting	15,500	10,800	15,500	-
Rent	13,500	5,100	6,000	(7,500)
Office Expense	11,153	5,900	11,003	(150)
Total Expenditures	\$406,655	\$318,046	\$361,656	(44,999)
Net	(127,432)	(56,323)	(93,259)	34,173
				-
 Ending Fund Balance	188,863	272,995	179,737	(9,127)

Reserve Policy: 15% of expenditures or \$54,248

Abandoned Vehicle Fund

	<u>FY 23/24 Adopt Budget</u>	<u>FY 23/24 Est Actual</u>	<u>FY 24/25 Prop Budget</u>	<u>Difference Bud vs Prior</u>
<u>Beginning Fund Balance</u>	\$7,802	\$7,942	\$7,802	\$0
<u>Revenues</u>				
Interest	50	350	320	270
DMV Reimbursement	260,000	229,110 460	320 250,000	(10,000)
Total Revenues	\$260,050	\$229,460	\$250,320	(\$9,730)
<u>Expenditures</u>				
Program Administration	12,000	12,000	12,000	-
Jurisdiction Payments	248,050	217,601	238,600	(9,450)
Total Expenditures	\$260,050	\$229,601	\$250,600	(\$9,450)
Net	\$0	\$141	(\$280)	(\$280)
Ending Fund Balance	\$7,837	\$7,802	\$7,522	(\$315)

Marin Climate & Energy Partnership (MCEP) *not in MGSA Operating budget

	<u>FY 23/24</u>	<u>FY 23/24</u>	<u>FY 24/25</u>	<u>Difference</u>
	<u>Budget</u>	<u>Est Actual</u>	<u>Budget</u>	<u>Bud vs Prop</u>
Beginning Fund Balance	50,582	51,994	70,494	19,912
Revenues				
MCEP Dues	137,500	137,500	137,500	-
Grant - TAM	10,450	4,656	-	(10,450)
Grant - County	37,000	37,000	45,000	8,000
Total MCEP Revenues	\$184,950	\$179,156	\$182,500	(2,450)
Expenditures				
MGSA Admin Overhead	7,000	7,000	7,000	-
MCEP Contract Services	177,950	153,656	197,000	19,050
Total MCEP Expenditures	\$184,950	\$160,656	\$204,000	19,050
Net	\$0	\$18,500	-\$21,500	(21,500)
Ending Fund Balance	\$50,582	70,494	\$48,994	(1,588)



MarinMap

	FY 23/24 Adj Budget	FY 23/24 Est Actual	FY 24/25 Budget	Diff
Beginning Fund Balance	144,561	248,393	286,173	141,612
Revenues				
Member Contributions	162,000	172,000	162,000	-
Interest	500	1,500	1,500	1,000
Total Revenues	\$162,500	\$173,500	\$163,500	\$1,000
Expenditures				
Executive Officer/Overhead	7000	7000	7000	-
Program Administration	32,640	32,640	32,640	-
Other Contract Services	73,000	62,080	84,000	11,000
Projects	55,000	34,000	107,000	52,000
Total Expenditures	\$167,640	\$135,720	\$230,640	\$63,000
Net	-\$5,140	\$37,780	-\$67,140	(62,000)
Ending Fund Balance	\$139,421	\$286,173	\$219,033	79,612



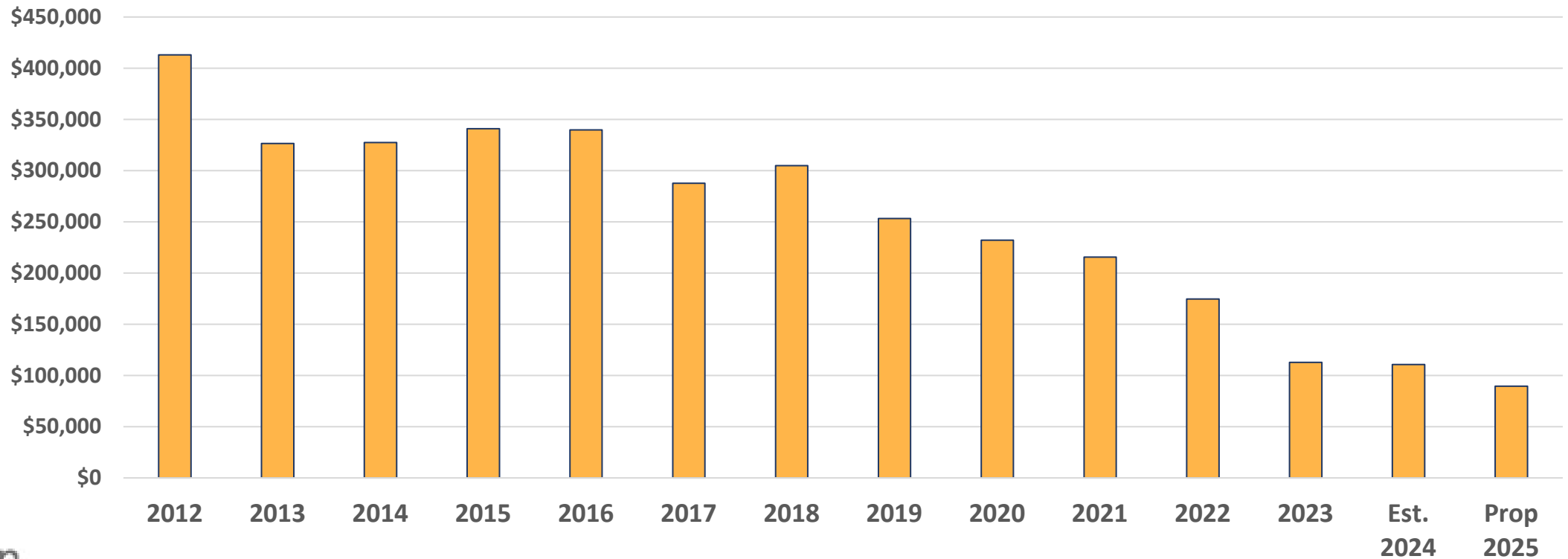
CATV Operating Fund

FUND 8017 - Franchise Fees	FY 23/24		FY 24/25	Difference Bud vs Prior
	Adopt Budget	Estimated Actual	Proposed Budget	
Beginning Fund Balance	\$86,085	\$179,377	\$179,377	93,292
Revenues				
Interest	1200	10000	5000	3,800
Franchise Fees	3,500,000	3,100,000	3,300,000	(200,000)
Other Revenue	9,500	9,725	10,000	500
Total Revenues	3,510,700	3,119,725	3,315,000	(195,700)
Expenditures				
MGSA/Program Administration	68,786	63,986	57,338	(11,448)
Broadband for Jurisdictions	10,000	-	-	(10,000)
Professional Services	26,920	11,353	27,516	596
Other Expenses	5,000	4,000	5,000	-
Jurisdiction Payments	3,339,994	3,040,386	3,225,146	(174,848)
Total Expenditures	3,510,700	3,119,725	3,315,000	(195,700)
Net	-	\$0	\$0	\$0
Ending Fund Balance	\$53,119	\$179,377	\$179,377	\$126,258

CATV Overhead

- EO Costs 25% charged directly
- Accountant time charged directly at 35%
- Direct CATV costs charged directly
- Miscellaneous costs unrelated to other programs charged at 35%

MTA / CATV Operating Budget



CATV PEG Fund

FUND 8018 - PEG Fees	FY 23/24 Adopt Budget	FY 23/24 Est Actual	FY 24/25 Prop Budget	Difference Bud vs Prior
Beginning Fund Balance	\$1,166	\$1,489	\$1,489	\$323
Revenues				
Interest 441115	30	60	60	30
PEG Fees 421610	750,000	688,361	750,000	-
Total Revenues	\$750,030	\$688,421	\$750,060	\$30
Expenditures				
Community Media Center Contract (CMCM) 524710	750,030	688,421	750,060	30
Total Expenditures	\$750,030	\$688,421	\$750,060	\$30
Net	\$0	\$0	\$0	\$0
Ending Fund Balance	\$1,166	\$1,489	\$1,489	\$323

- Questions or comments?
- Motion to Adopt Resolution 2024-05 to approve the MGSA FY 24/25 Operating Budget and Work Plan as presented with the noted corrections.
- Any other direction from the Board

MARIN GENERAL SERVICES AUTHORITY**ADOPTION OF THE FISCAL YEAR 2024/25 ANNUAL OPERATING BUDGET AND WORKPLAN****RESOLUTION 2024 - 05**

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 09, 2024; 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 2024/25 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 9th day of May 2024.

Ayes:

Noes:

Absent:

Greg Chanis
President, MGSA Board of Directors

Attested By:

Adam McGill
Executive Officer

Resolution 2024-05 Exhibit A

MGSA General Fund Operating Fund 8019 (Code 8641)

G/L		FY 2024/25
421225	Other Permits – Taxicab	(35,000)
441115	Interest on Pooled Fund	(10,000)
453110	Other Misc Rev (Overhead/Mngt Fee)	(70,898)
461250	City Contributions	(50,000)
462610	Charges Other – Telecom	(30,000)
522510	Professional Services	286,398
522545	Prof Services – Legal	25,000
522585	Administration & Finance Services	15,500
521615	Insurance Premiums	17,825
521310	Communications Services	0
522925	Rent & Operating Leases	6,000
522410	Office Supplies	11,003

MGSA General Fund MCEP Fund 8019 (Code 8642)

G/L		FY 2024/25
453110	Grant Revenue/Other Misc. Rev	(45,000)
461250	City Contributions	(137,500)
522510	Professional Services	204,000

MGSA Abandoned Vehicle Abatement Fund 8010

G/L		FY 2024/25
441115	Interest on Pooled Funds	(320)
451970	State - Abandoned Vehicle	(250,000)
522510	Professional Services	250,600

MGSA MarinMap Fund 8020

G/L		FY 2024/25
441115	Interest on Pooled Funds	(1,500)
461250	City Contributions	(162,000)
522510	Professional Services	230,640

CATV Operating Fund 8017

G/L		FY 2024/25
421610	Franchise Fees	(3,300,000)
441115	Interest on Pooled Funds	(5,000)
470310	Misc Revenues (Larkspur)	(10,000)
521315	Communication - Broadband	0
521615	Insurance Premiums	0

522210	Memberships	4,000
522410	Office Expense	0
522510	Professional Services	69,854
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	3,225,146

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

G/L		FY 2024/25
421610	PEG Fees	(750,000)
441115	Interest on Pooled Funds	(60)
524710	Contribution Non-County Agency	750,060

MARIN GENERAL SERVICES AUTHORITY

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Adopted this 9th day of May 2024.

Ayes: Andy Poster, Daniel Del Monte, April Miller, Angela Robinson-Pinon, and Robert Zadnik

Noes: -

Absent: Greg Channis and Amy Cunningham

Andy Poster
Vice President, MGSA Board of Directors

Attested By:

Adam McGill
Executive Officer

Resolution 2024-05 Exhibit A

MGSA General Fund Operating Fund 8019 (Code 8641)

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524710	Contribution Non-County Agency	750,060



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

MEMORANDUM

DATE: May 9, 2024

TO: MGSA Board of Directors

FROM: Adam McGill, Executive Officer

SUBJECT: Receive the Community Media Center of Marin's (CMCM) Annual Plan and Budget for July 2024 through June 2025

Recommendation

Receive and consider CMCM's Annual Plan and Budget for July 2024 through June 2025 and provide input to the CMCM for consideration in finalizing its Plan and Budget for FY 2024/25.

Background

The previously dissolved Marin Telecommunications Agency (MTA) and CMCM entered 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, 2024. 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 2024/25 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.

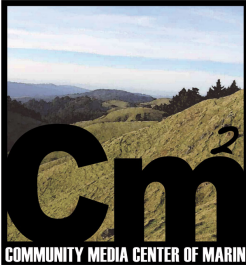
- Promotional activities planned by CMCM.
- Other activities planned by CMCM.
- The operating and capital equipment and facilities budgets which show the projected revenues and expenditures for 2024/2025, planned capital improvements and planned equipment purchases of new or replacement equipment.

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 2024/25 Budget and Capital Plan reflects MGSA providing CMCM with the PEG fees received from the cable franchisors Comcast, AT&T and Horizon.

Attachment

- E1 CMCM Proposed Annual Plan and Budget FY 2024/25



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

Adam McGill, Executive Director



**Community Media Center of Marin
Annual Plan and Budget 2024/25**

To the MGSA Board,

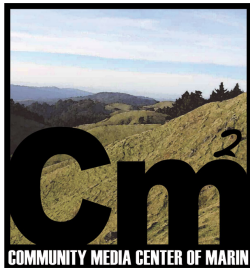
April 2024

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 fifth 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 2024/25

The past fiscal year has been successful. The media center is running on normal schedules and attendance with some much needed upgrades to the facilities for our users. Our extensive meeting coverage for cities and county agencies is also going well with the equipment up to date and generally trouble free. On average we provide coverage for 50-60 municipal meetings each month. These meetings have a CMCM operator on-site and are recorded, cablecast, posted online and archived permanently by our staff.

CMCM's budget and finances remain stable, we are currently projecting coming in at or under budget for the current fiscal year. PEG fees have remained surprisingly consistent despite the threat of cord cutters and industry turmoil. For years CMCM has maintained a capital reserve for equipment replacements in addition and an emergency operating budget cushion, both reserves remain at acceptable levels.

Going forward, the Community Media Center projects a budget for the 2024/25 fiscal year slightly higher than past years due to inflation related cost increases to utilities, insurance, equipment and labor. As in past years, our largest budget items continue to be salary related, particularly as our government and fee-for-service production work continues to increase requiring additional part time staff. We do anticipate additional capital spending this year for normal maintenance/replacement to city equipment and additional cablecast playout/capture servers for our headend to replace those that have been in use eight years.

PEG Programming (background)

The previously submitted CMCM **2022-23 Annual Report** outlined cable programming statistics across all channels for that fiscal year in more detail. Our current plans are to continue these efforts. 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 CMCM utilizing the media center's facilities.

Two years ago, CMCM opened a smaller podcast studio for our members in addition to the larger professional studio available. The small studio accommodates up to three people and is simplified for host operation, eliminating the need for a support crew. Trainings for the use of this studio have continued and we are now seeing more programming result.

The Governmental Channel

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 to support, both in amount of content produced and in staff time devoted to it. MGSA's member jurisdictions air their meetings on the Government Channel either live or recorded. The channel currently carries meetings from San Rafael, San Anselmo, Mill Valley, Larkspur, Novato, Fairfax, Sausalito, Corte Madera, County of Marin meetings, Ross and Tiburon. We also serve numerous agencies including Marin Clean Energy, Ross Valley Sanitary District, Marin Transit Authority, Tam School Board, MMWD, LAFCO, TAM, Marin Wildfire Prevention Authority, Fire Safe Marin, Commission on Aging, Richardson Bay Regional Agency, First 5 Marin and more. In addition to cable scheduling, CMCM provides meeting production services for most of these jurisdictions that also includes archiving meetings 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. On weeknights live government programming frequently airs on the Educational Channel pre-empting other content due to the sheer volume of government meetings we cover.

We also receive occasional local content from Dominican University, College of Marin, Archie Williams, Tam High, ComAcad, Redwood, Marin Academy, Kent Middle School, CFI, MarinSel, Youth in Arts and San Rafael High. We also provide coverage of Marin Youth Symphony concerts. CMCM also provides live high school graduation coverage for those that request it.

CMCM staff continue to seek out other 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, Hillsdale College, Ted Talks, Ink Talks, 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 offering of the foundation courses are a requirement of the current DAP agreement and provide residents with all they need to begin producing content for the channels. After initial high demand when the center opened, enrollments in the foundation courses have steadily leveled off. To address this and increase interest, CMCM will offer special courses and advanced courses as needed.

CMCM also gives specialized trainings and tours for organizations and schools that come to us, including several youth groups engaged in programmatic projects involving media production. We've hosted the California Film Institute youth program for several years now.

In addition to formal coursework, CMCM members continue to hold regular *Media Mixers*, 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 2024/25 Budget

As stated earlier, the CMCM budget has remained consistent over our 15 year history with modest increases annually. This year represents a slightly higher bump due to inflationary pressures that have impacted all of our costs.

The CMCM Board has always planned for future capital equipment upgrades 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 have remained 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 equipment installations is budgeted from PEG fees with all upgrades planned carefully from that finite source of funding. In the last three fiscal years, we completed upgrades to HD, Zoom hybrids and new installations for all our cities. We are still upgrading encoders in some locations to facilitate better live cablecasting of meetings. This will enable recording and archiving of the broadcast quality stream to our digital archive. For redundancy we also record meetings onsite and in Zoom. This past year we updated or expanded several wireless and wired audio systems for cities whose equipment had fallen out of usable frequencies or were just failing. We also now have a closed captioning option available for our live and recorded cablecasts for cities interested in the service.

The systems installed by CMCM throughout the cities are virtually identical to one another 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. In some cities we automated workflows for hybrid meetings and trained staff in usage to record some meetings on their own.

Expect the Unexpected

CMCM takes a cautious approach to spending since many unexpected factors (good and bad) can come into play with non-profits in the PEG sector. Stable PEG fees and the cable industry as a whole are a constant wildcard, as are legislative initiatives by corporate lobbying groups that can have disastrous consequences. For this reason CMCM has always maintained a capital fund

to protect future capital assets and also to provide for a period of emergency operating expenses in keeping with non-profit best practices.

One potential 'unexpected' for in the future may be the sale of the building in which CMCM currently operates the media center and master control, such a sale could force a relocation elsewhere with less desirable lease terms. Fortunately CMCM has 2 years remaining on our current lease and we safeguarded an option for 5 additional years. This gives the organization both room for negotiation and more time to plan if a move should become necessary.

On a positive side, this past fiscal year CMCM and the City of Novato did complete a Distributed Access Provider agreement that allows CMCM to provide public access services and channel carriage for the City of Novato. In return CMCM receives 50% of the cable PEG fees that help supplement our public and governmental capital needs.



CMCM ANNUAL BUDGET (July 1, 2024 - June 30, 2025)

	2024/25
OPERATING REVENUE	
PEG Fees*	780,000
Additional Interest Income/Dividends from reserve	47,000
Prod. Services Income & City Meetings	150,000
Other Income (grants, donations)	15,000
Course/Membership Related Fees	15,000
iNet/Midas Reimbursement	3,000
Total Revenue	\$1,010,000
EXPENSES	
INET/Midas Cost	3,000
Facilities Lease/Utilities/Expenses	148,000
Equipment Purchase/Repair/Rental	15,000
Office/Business Expense	6,000
Advertising/Promotion	5,000
Professional Services (CPA, Legal, etc.)	28,000
Event Expenses	5,000
Insurance Expenses	22,000
Salaries	550,000
Benefits/Payroll Taxes	170,700
Travel, Meeting & Staff Development	4,000
Other Costs (memberships, etc.)	3,000
Total Expenses	\$959,700
Operating Surplus/(Deficit) Before Cap Equip	\$50,300
City Capital Equipment Replacement	(21,000)
Master Control Head End Servers	(40,000)
Staff / Office Computers	(4,000)
	(65,000)
Balance after Capital Expenditures	(14,700)

Notes

*Note, estimate based on 1Q 2024 PEG fees.

2024/25 Depreciation, estimated at 220,000, not included on this budget overview.

CMCM Capital Planning 2024-26

OVERVIEW

The purpose of this Capital Planning addendum 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, the three Marin TV PEG channels and numerous city installations. 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 MGSA. 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 government 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 and 2023)
- Office and Media Center Furniture 7yr (ongoing)(partial update 2023)

- Production Studio 7yr (2015 less cameras)
- Master Control/Channel Operation System 7yr (2016)
- Distributed Access Origination - Council Chambers 7yr (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 five years forward, is a coherent and easily achievable plan given reasonable assumptions. To date, CMCM has maintained an adequate capital reserve totaling more than 1M to meet anticipated needs. In the meantime, we will repair equipment when possible and replace items only when necessary.

Our largest equipment cost center is always our city facilities and our master control which serves all the channel needs, especially the more demanding government services. All the city sites are updated and likely set for another five years with nothing more than usual maintenance/repair. Since CMCM does all the equipment design/planning, purchasing and integration internally, we are able to keep overall costs dramatically lower than what outside commercial integrators would charge. We only outsource electrical contracting when needed, all other work is handled by CMCM staff.

2023-25 Capital 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 replaced the original 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.

This past year we upgraded all 12 teaching and edit computers to MacMini M2 Pro computers with displays and a dock for expanded connectivity and media storage. These new systems should serve us well into the future. An upgraded projector was also installed in the teaching lab.

Replacement Cost: \$35,000 (status – completed 2023/24)

Media Center Production Studio

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 serviceable and in use. Though slated for replacement in the last replacement cycle, these cameras purchased in 2009 still meet our minimum HD standards and have been relatively trouble free. Now 15 years old, it would generally be advisable that they be replaced, but we will delay replacement until the cameras exhibit issues or become unserviceable. The control room is also serviced by two older MacPro computers dating to 2009 and these were replaced this past year.

Estimated Cost:

Studio Cameras \$45,000 (status – delayed)

Computers: \$4000 (status – completed 2023/24)

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 given lighter usage of late. The majority of the existing cameras and accessories have survived frequent member use with minor repairs and accessory replacements. The 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 in the field. Current equipment is serviceable for our needs at present though we may upgrade the switcher in one unit for expanded recording. We have purchased smaller systems from our normal annual budget for government related tasks not requiring larger systems.

Estimated Cost: \$15,000 (status – delayed)

Master Control – Channel Operation Equipment

This is the mission critical head-end equipment for the operation of our three cable channels in addition to program archiving and web streaming. The current cablecast server equipment is now seven years old but still serviceable though we are exceeding our live encoding capacity now with so many cities streaming live. Rather than a complete upgrade, it would be wiser and more efficient phase

in additional new servers to handle the additional workload for live meeting encoding and that is the plan for this year, adding to the existing server network over a two year period.

This past year we did upgrade two Mac Pros in operation since 2009 that handled our internal file server and encoding needs. Two Mac Mini computers with peripheral hardware were installed to take over these services.

**(status – internal file server/file encoders upgraded 2023/24)
Cablecast VIO 4 servers, 8 I/O 40TB and Cablecast VIO Server.
Total anticipated for 2024/26: \$80,000**

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 of our phone system in 2022/23 an IP system.

(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. Two staff computers for reception purposes were replaced in 2023/24 and we anticipate two more this fiscal year.

(status – ongoing, 2024/25: \$4000)

Distributed Access Origination – City Facilities

CMCM has done complete video installations in 15 locations in Marin, ten for cities and five for various County agencies. For MGSA members that were former MTA members, these installations are free with CMCM designing, purchasing and installing the equipment.

Our installations are all upgraded to Zoom Hybrid capable systems which generally include two computers with associated distribution equipment. All our systems are kept as identical as possible for ease of switching operators and to ensure easier stocking of replacement equipment which we keep on hand. CMCM covers the entire cost of the equipment and installation from PEG fees. On occasion we are called upon to expand capabilities or make changes beyond the base installs which may incur labor changes for the necessary work. CMCM sometimes does fee for service based installations other non-MGSA agencies, these organization pay the entire cost of equipment and installation. It's a long list now of those we serve:

MGSA Members with CMCM Equipment Installation:

Corte Madera – 4 camera hybrid installation to be moved from a temp location to the new chamber

Fairfax - 4 camera hybrid installation

Mill Valley – 4 camera hybrid installation

Ross – 4 camera hybrid installation

San Rafael - 4 camera hybrid installation

San Anselmo - 4 camera hybrid installation

Sausalito - 4 camera hybrid installation

Tiburon - 4 camera hybrid installation

Belvedere – Single camera system for staff operated hybrid meetings

Non-MGSA member:
Larkspur – 4 camera hybrid installation

Other: Fee for Service Clients:

Marin Clean Energy (San Rafael/Concord) – (2) 4 camera hybrid installations

Ross Valley Sanitation – Installed a single camera system for staff operated hybrid meetings, with presentation screen and complete audio system

Marin Wildfire Prevention Agency - new 4 camera hybrid installation with wireless audio system, projectors and screens. This location will service the meeting needs for numerous County-wide agencies.

Marin Municipal Water District – 4 camera hybrid installation

CMCM also provides production services for The **City of Novato** and some agencies at the **Marin County Civic Center**. Equipment in those locations was installed by third party commercial integrators under other contracts.

For 2024/25 CMCM only plans regular maintenance/replacement of existing equipment and the continued installs of HELO encoders for each city location to facilitate live RTMP streams which can be received back at the CMCM master control for automated distribution to the cable channels and web streams. Last year we upgraded the network switches in our Master Control to better accommodate multiple streaming traffic and we left the Midas network which was no longer able to support our needs. Instead we migrated to an upgraded Comcast service which immediately solved our prior streaming issues and at a lower cost. With that sorted we will continue migrating cities to HELO based RTMP streams for live meeting coverage as opposed to manually relaying Zoom meeting to the cable channels.

(status – ongoing)

2024/25: 4 additional city encoders \$6000

2024/25: Anticipated repair/replacement \$15000

Total Anticipated Capital Equipment Replacement Spending 2024/25

Staff Office Computing	\$4000
Master Control Servers (24/25):	\$40,000
City Chamber Equipment:	\$21,000
TOTAL	\$65,000

Anticipated 2025/26 Replacements

Master Control Servers (24/25):	\$40,000
City Chamber Equipment:	\$15,000

Other Deferred/Future Replacements

Studio Cameras	\$45,000
Field Cameras	\$45,000
Multi-cam Field Unit	\$15,000



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

MEMORANDUM

DATE: May 9, 2024
TO: MGSA Board of Directors
FROM: Adam McGill, Executive Officer
SUBJECT: Office of the District Attorney's Mediation Program Review for 2023

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

F1 Marin General Services Authority (MGSA) and Marin Managers Association (MMA)
Report: Mediation Program Review



OFFICE OF THE DISTRICT ATTORNEY

MARIN COUNTY, CALIFORNIA

*Prevention * Prosecution * Protection*

Lori E. Frugoli
District Attorney

Rosemary Slote
CHIEF DEPUTY DISTRICT
ATTORNEY

Dori K. Ahana
CHIEF DEPUTY DISTRICT
ATTORNEY

Peggy M. Toth
CHIEF, FINANCE
AND ADMINISTRATION

April 16, 2024

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:

Attached please find our annual report detailing 2023 practices of and business conducted by the District Attorney's Consumer Mediation Program ("Mediation Program") to you as both the President of the Marin General Services Authority and the current Chair of the Marin Managers Association. Our Mediation Program continues to provide no cost mediation services concerning a variety of subject matters for all cities, towns and unincorporated areas in Marin County. We continue to be proud to be able to offer this service to Marin County residents and businesses.

2023 Statistics

Our last report to the MMA/MGSA dated April 6, 2023, and covering the 2022 calendar year contained statistical information demonstrating significant decreases in the number of calls received, new cases initiated and face-to-face mediations, but increases in e-mail contacts, mailed correspondence and cases closed. As we become further removed from seeing pandemic-related issues predominating, we are starting to see more cyclical issues appear and the methods in which we interact with the public becoming more balanced.

In general, 2023 saw statistical increases across the board, including: online submissions, cases opened, cases closed and recovery from mediations, and nominal increases in the number of calls received, Spanish calls received, and face-to-face mediations conducted. We saw 430 online submissions in 2023 compared to 135 in 2022, and while many of those cases were not eligible for mediation for varying reasons, there is still a considerable amount of time involved in responding to each submission including, but not limited to, processing the request, review by staff, and drafting correspondence. Equally important, for those matters which do not qualify

for mediation, our office provides direction regarding alternatives to mediation that are available to the requesting party. This may include referrals to other agencies that are more appropriately suited to the issue(s) presented.

There was a slight decrease (3%) in the number of e-mail contacts, but as the increase in calls received was 3% the change appears negligible; it continues to be consistently reflective of the contact our mediators are having with residents of Marin County and parties to mediations.

There was a slight decrease in mailed correspondence for 2023 versus 2022 (an 8% decrease, compared to a 13% increase seen for the 2022 calendar year). For clarification, each mediation submission initiates a process where mailed correspondence is sent to all involved parties inviting them to and explaining the mediation process. The decrease in mailed correspondence and increase in matters ineligible for mediation, however, had no negative effect on the resolution in cases, as we saw 13 face-to-face mediations conducted, 621 cases closed (compared to 327 in 2022), and recovery from mediation of \$117,407.27 (compared to \$94,744.67 in 2022 and \$78,531.67 in 2021).

Finally, there was a moderate increase of 16% in Spanish language calls received. This is a statistically significant shift from the 2022 calendar year, which saw a 9% decrease. We are encouraged by the growth in contact with this demographic, and hope it reflects an increased awareness of the availability of our services to Spanish-speaking members of the public. The statistics discussed above are shown in Exhibit A.

The largest percentage of cases submitted to the office this year fell under the "Other" category designation, totaling 312 for 2023. The majority of these cases fall under those discussed above that were ultimately ineligible for mediation, but still required processing, review, and corresponding. Following the "Other" category, landlord-tenant issues comprised the second largest percentage of cases in the categories of services requested, with a total of 69 cases being opened in 2023, just 3 fewer than in 2022. While alternative programs remain in place to assist renters with rent increases and inability to pay rent, we found that many residents were seeking mediation for collateral issues such as repairs or improvements to rental units. Overall, housing-related mediations (Landlord-Tenant and Rental Housing Dispute Resolution Program service requests) comprised an even greater percentage of all cases handled this past year, totaling 20% of the 585 cases opened (a slight decrease of the 37% total

for the 2022 calendar year). The overall breakdown of mediation categories is found in Exhibit B.

Community Outreach

The area of community outreach continues to be an important aspect of our program. We continue to have an online presence on the District Attorney website at www.marincountyda.org. A link to our consumer protection page provides non-mediation related consumer protection guidance and contact information for various local and state regulatory agencies. We continue to have a long-running weekly consumer protection tip published each week in the Marin Independent Journal which provides advice to consumers on their rights. Lastly, we continue to make appearances at community events to educate the public on our mediation services and answer questions about the program.

Notice of Default Letters

Our office continues 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 D, inform the homeowner that a NOD has been filed against their residential property and that it may be subject to foreclosure. In calendar year 2023, we issued a total of 174 NOD letters, a slight but notable increase from the 156 issued in 2022.

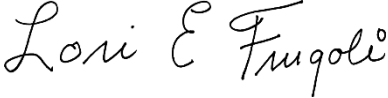
Novato and San Rafael continue to comprise the bulk of potential foreclosure actions in the county, coming in at 38 and 45, respectively, but we saw an increase in letters sent to Mill Valley: 26 sent in 2023 versus 20 in 2022. While this is an increase from the previous year, it is still a significant decrease from the peak of 812 letters in 2012, and 404 in 2014.

Conclusion

We believe the program continues to have a significant benefit to the public as reflected by the aforementioned statistics and look forward to continuing to offer these services for the foreseeable future. We couldn't accomplish these results without the continued support of the Marin Managers Association, the Marin General Services Authority, and the jurisdictions they represent. As you are aware, your generous contributions go toward supporting a dedicated full-time mediator position.

Unfortunately, due to annual increases in labor costs over time, they don't currently cover the full cost of the position to our office. To address the full cost of the position, we are asking for a 5% COLA increase in your collective contributions which includes the cost of current salary and benefit cost increases. (See Exhibit D.) 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,

A handwritten signature in cursive script that reads "Lori E Frugoli".

LORI E. FRUGOLI
DISTRICT ATTORNEY

cc: Adam McGill, Executive Officer, MGSA
Derek Johnson, County Executive
Andres Perez, Deputy District Attorney
Peggy Toth, Chief, Finance and Administration

DISTRICT ATTORNEY CONSUMER MEDIATION STATISTICS
(January 1, 2023 - December 31, 2023)

<u>Actions</u>	<u>Calendar Year 2022</u>	<u>Calendar Year 2023</u>	<u>Difference (2022-2023)</u>
Calls received	1,461	1,505	3%
Online Submissions	135	430	219%
Mailed Correspondence	545	501	-8%
E-mail Contact	623	605	-3%
Spanish Calls Received	283	327	16%
Cases Opened	287	585	104%
Cases Closed	327	621	90%
Face-to-face Mediations Conducted	12	13	8%
Recovery from Mediation (\$)	\$94,744.67	\$117,407.27	24%

Calls Recd	Form Sent	Online Subs	Lttrs	Email	Spanish	W-In	Opened	Closed	F to F	Recovery
297	28	10	73	85	37	24	34	32	3	\$7,750.60
340	32	9	66	52	54	21	38	31	0	\$2,378.71

**NUMBER OF CASES BY CATEGORY
JANUARY 1, 2023 - DECEMBER 31, 2023**

CATEGORY	CITY/JURISDICTION	NUMBER	TOTAL
1 - OTHER	Belvedere	1	
	Kentfield	1	
	Mill Valley	79	
	Novato	1	
	San Rafael	3	
	Tiburon	225	
	County	2	312
2 - HOME APPLIANCES/FURNISHINGS	Novato	2	
	Sausalito	1	3
3 - AUTOMOTIVE	Forest Knolls	1	
	Mill Valley	1	
	Novato	5	
	San Rafael	3	10
4 - PERSONAL BELONGINGS	Mill Valley	1	
	Novato	1	
	San Anselmo	2	
	San Rafael	4	
	Sausalito	4	
	County	1	13
5 - FINANCIAL	Fairfax	1	
	Greenbrae	2	
	Kentfield	1	
	Larkspur	3	
	Mill Valley	2	
	Novato	6	
	San Rafael	8	
	Sausalito	2	
	County	4	29
6 - SUBSCRIPTIONS	Novato	1	
	San Anselmo	1	
	San Rafael	1	3
7 - TRAVEL	County	1	1
8 - CONSTRUCTION & HOME REPAIR	Fairfax	1	
	Kentfield	1	
	Novato	2	
	San Anselmo	1	
	San Rafael	3	8

**NUMBER OF CASES BY CATEGORY
JANUARY 1, 2023 - DECEMBER 31, 2023**

9 - BUSINESS OPPORTUNITIES	-		
10 - INSURANCE	-		
11 - MEDICAL	Mill Valley	1	
	Novato	4	
	San Anselmo	1	
	San Rafael	2	8
12 - RENTAL EQUIPMENT	-		
13 - COMMUNICATIONS/TRANSPORTATION	Novato	1	1
14 - WEIGHTS & MEASURES	San Anselmo	1	1
15 - SCAMS, PHISHING & MAIL SOLICITATIONS	Novato	2	
	Ross	1	3
17 - HAZARDOUS MATERIALS	-		0
20 - ELDER ABUSE	County	1	1
21 - LANDLORD/TENANT	Corte Madera	3	
	Fairfax	3	
	Forest Knolls	1	
	Greenbrae	1	
	Inverness	1	
	Kentfield	1	
	Larkspur	2	
	Mill Valley	11	
	Novato	16	
	San Anselmo	1	
	San Rafael	22	
	Sausalito	4	
	Tiburon	2	
	County	1	69
22 - ANIMAL	-		
23 - PARKING TICKETS/APPEALS	Belvedere	1	
	Bolinas	2	
	Corte Madera	1	
	Fairfax	3	
	Kentfield	13	
	Lagunitas	2	
	Larkspur	4	

**NUMBER OF CASES BY CATEGORY
JANUARY 1, 2023 - DECEMBER 31, 2023**

	Mill Valley	2	
	Novato	7	
	Point Reyes Station	1	
	San Anselmo	8	
	San Quentin	1	
	San Rafael	3	
	Stinson Beach	2	
	Tiburon	2	52
24 - NEIGHBORHOOD/PROPERTY DISPUTES	San Rafael	4	
	Tiburon	1	5
25 - HOMEOWNERS' ASSOCIATIONS	Mill Valley	1	
	Novato	2	
	San Rafael	2	
	Sausalito	2	7
26 - ADVERTISING	-		0
27 - UTILITIES	Larkspur	1	
	Novato	1	
	San Rafael	1	
	County	1	4
28 - INTERNET	Novato	2	2
29 - DIET CASES	-		
33 - CELL PHONE	Novato	1	1
34 - ENVIRONMENTAL	Novato	2	
	Sausalito	1	3
35 - RENTAL HOUSING DISPUTE	Corte Madera	1	
	Fairfax	3	
	Forest Knolls	1	
	Kentfield	1	
	Larkspur	1	
	Mill Valley	11	
	San Anselmo	1	
	San Rafael	4	23
36 - RENTAL HOUSING DISPUTE SAN RAFAEL	Larkspur	1	
	San Rafael	25	26
TOTAL			585

2023 MARIN COUNTY DISTRICT ATTORNEY MEDIATION PROGRAM

Annual Review by Cities (January 1, 2023 - December 31, 2023)

CITY	CONSUMER*	PARKING	NEIGHBORHOOD	LANDLORD/ TENANT	TOTAL NO. OF CASES
BELVEDERE	1	1			2
BOLINAS		2			2
CORTE MADERA		1		3	4
FAIRFAX	2	3		3	8
FOREST KNOLLS	1			1	2
GREENBRAE	2			1	3
INVERNESS				1	1
KENTFIELD	3	13		1	17
LAGUNITAS		2			2
LARKSPUR	4	4		2	10
MILL VALLEY	84	2	1	11	98
NOVATO	31	7	2	16	56
PT REYES STN		1			1
ROSS	1				1
SAN ANSELMO	6	8		1	15
SAN QUENTIN		1			1
SAN RAFAEL	25	3	6	22	56
SAUSALITO	8		2	4	14
STINSON BEACH		2			2
TIBURON	225	2	1	2	230
COUNTY	10			1	11
TOTAL	403	52	12	69	536
*OTHER, HOME APPLIANCES & FURNISHINGS; AUTOMOTIVE; PERSONAL BELONGINGS; FINANCIAL; SUBSCRIPTIONS; TRAVEL; CONSTRUCTION & HOME REPAIR;					
INSURANCE; MEDICAL; COMM/TRANS; WEIGHTS & MEASURES; SCAMS, PHISHING /MAIL SOLICITATIONS; ADVERTISING; UTILITIES; INTERNET; DIET CASES; CELL PH					
ENVIRONMENTAL					

NOTICE OF DEFAULT LETTERS ISSUED

January 2023 - December 2023

CITY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTALS
Belvedere	0	1	0	0	1	1	1	0	0	1	0	1	6
Bolinas	0	1	0	1	0	0	0	1	0	0	0	1	4
Corte Madera	0	0	1	0	1	0	0	0	0	1	1	2	6
Dillon Beach	0	0	0	0	0	0	0	1	0	0	0	0	1
Fairfax	0	0	2	0	1	2	0	0	0	0	1	0	6
Forest Knolls	0	0	0	0	0	0	0	1	0	0	0	1	2
Greenbrae	0	0	0	0	0	0	1	1	1	0	0	0	3
Inverness	0	0	0	0	0	1	0	0	0	0	1	1	3
Kentfield	0	0	0	0	0	0	0	0	0	0	1	0	1
Lagunitas	0	0	0	0	0	0	1	1	0	0	0	0	2
Larkspur	0	2	0	0	1	0	0	0	0	0	0	1	4
Marshall	0	0	0	0	0	0	0	0	1	0	0	0	1
Mill Valley	3	1	3	0	2	2	5	0	0	6	1	3	26
Novato	3	2	4	3	3	8	1	5	2	3	3	1	38
Point Reyes Stn	0	0	0	0	0	0	0	0	0	0	0	0	0
Ross	0	0	0	0	0	0	0	0	0	1	0	0	1
San Anselmo	0	1	0	0	1	3	0	0	0	1	0	1	7
San Geronimo	0	0	0	0	0	0	0	0	1	0	0	0	1
San Quentin	1	0	0	0	0	0	0	0	0	0	0	0	1
San Rafael	4	4	5	8	1	3	5	1	1	6	2	5	45
Sausalito	0	0	2	0	2	0	0	2	0	0	0	1	7
Stinson Beach	0	0	0	1	0	0	0	0	0	0	0	0	1
Tiburon	0	2	0	0	0	0	0	0	1	0	1	1	5
Tomaes	0	0	0	0	0	0	1	0	0	0	0	0	1
Woodacre	0	0	0	0	0	0	0	0	1	0	0	0	1
*Petaluma	0	0	0	0	0	0	0	1	0	0	0	0	1
TOTAL	11	14	17	13	13	20	15	14	8	19	11	19	174

CITY	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	FY2023/2024 Contribution at 5.3% COLA	FY2024/2025 Contribution at 5% COLA
BELVEDERE	\$688	\$703	\$721	\$745	\$792	1131
CORTE MADERA	\$3,004	\$3,286	\$3,434	\$3,618	\$3,819	5449
FAIRFAX	\$2,398	\$2,525	\$2,512	\$2,705	\$2,825	4112
LARKSPUR	\$3,981	\$4,114	\$4,160	\$4,399	\$4,873	6888
MILL VALLEY	\$4,722	\$4,800	\$4,982	\$5,249	\$5,274	7505
NOVATO	\$17,266	\$17,700	\$18,233	\$19,294	\$19,969	28273
ROSS	\$805	\$826	\$866	\$919	\$876	1234
SAN ANSELMO	\$4,097	\$4,220	\$4,331	\$4,577	\$4,815	6786
SAN RAFAEL	\$19,267	\$19,640	\$20,306	\$21,289	\$23,061	32797
SAUSALITO	\$2,320	\$2,426	\$2,462	\$2,653	\$2,693	3804
TIBURON	\$3,011	\$3,062	\$3,239	\$3,411	\$3,410	4832
COUNTY	\$21,919	\$22,681	\$23,312	\$24,127	\$25,508	
CITIES TOTAL	\$83,478	\$85,983	\$88,558	\$92,986	\$97,915	