
BOARD MEETING AGENDA

DATE: May 14, 2026

TIME: 10:00 a.m.

PLACE: This meeting will be in-person at 900 Fifth Avenue, Suite 100, San Rafael.

How to Provide Comment

Members of the public may submit public comments by:

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

CLOSED SESSION

1. 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 agendized item.

- 2. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION;** Executive Officer pursuant to Government Code Section 54957.6

OPEN SESSION

A. Report from Executive Officer

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 respond only briefly. Public input will be taken as part of each agendized item.

May 14, 2026, MGSA Board Agenda

- C. [Approve Minutes of March 19, 2026, Regular Meeting](#) (Executive Officer)
- D. [Authorize the Executive Officer to sign and execute a Professional Services Agreement with Sustainable Marin as part of MGSA's Marin Climate and Energy Program to conduct community outreach and education through its Resilient Neighborhoods \(RN\) program and to include \\$107,800 in the MCEP FY 26/27 Budget and authorize, as outlined within the agreement, a 3% increase in the final two years of the agreement, Resolution 2026-02.](#) (O'Rourke)
- E. [Tentative July 1, 2026 – June 30, 2029, Agreement for Animal Control Services Between the County / Animal Services JPA and Marin Humane](#) (Executive Officer)
- F. [Presentation and Receipt of the Community Media Center of Marin's \(CMCM\) Budget for July 1, 2026, through June 30, 2027](#) (Eisenmenger)
- G. [Receipt of the District Attorney's Office Mediation Program Report](#) (Executive Officer)
- H. [Discussion and possible action regarding Executive Officer Professional Services Agreement, proposed salary adjustment, Resolution 2026-03.](#) (Board President)
- I. [Discussion and possible approval of the FY 2026/27 MGSA Operating Budget and Annual Work Plan, Resolution 2026-04.](#) (Executive Officer)

NEXT SCHEDULED MEETING: July 9, 2026

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



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

BOARD MINUTES FOR MEETING OF MARCH 19, 2026

The MGSA Board Meeting came to order in person. The meeting started at 12:35 p.m.

MGSA Board Members Participating: President Andrew Poster, Vice President Robert Zadnik, and Board Members Greg Chanis, and Josh Swedbert were present. Board Members Amy Cunningham, John Stefanski, and Kevin McGowan were absent.

Program Contractors Attending: Executive Officer Adam McGill and General Counsel David Byers.

A. Report from Executive Officer

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

- FY 26/27 Budget was in development.
- MGSA's accounting consultant, Maureen Chapman, is retiring effective June 30, 2026
- Carla DeGraff, CPA, currently Novato's CFO, will be replacing Maureen Chapman.
- The County's Board rep will not be Josh Swedberg in place of Linn Walsh.
- Marin Map Ad Hoc is continuing its work and will have more of an update at the May 2026 meeting.
- The Marin Humane contract negotiations have been completed with a recommended 5% increase in each of the next three fiscal years.

B. Public Comment

One written comment was submitted and shared with the Board.

C. Approve Minutes of January 8, 2026, Regular Meeting

Motion by Swedberg, seconded by Zadnik, to approve the minutes for the January 8, 2026, Board Meeting. Motion was approved 4 – 0 — no public comment.

MGSA Board Meeting Minutes for March 19, 2026

D. MGSA Work Plan Status Update For FY 2025/26 and provide direction on Work Plan and Budget for FY 2026/27.

The Executive Officer made a presentation. The Board asked some questions. Report accepted without any new direction. No action taken or necessary.

The Board adjourned to Closed Session at 1256 p.m.

A. Conference with Legal Counsel-Anticipated Litigation, Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: One potential case.

No reportable action.

B. Public Employee Performance Evaluation; Executive Officer pursuant to Government Code Section 54957.6.

No reportable action.

The meeting was adjourned at 2:06 p.m.

Completed by: Adam McGill, Executive Officer



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

MEMORANDUM

DATE: May 14, 2026

TO: MGSA Board of Directors

FROM: Christine O'Rourke, MCEP Coordinator

SUBJECT: Professional Services Agreement for Resilient Neighborhoods Program for FY 2026-29

Recommendation

By motion, pass resolution 2026-02 to authorize the Executive Officer to execute a professional services contract with Sustainable Marin to conduct community outreach and education through its Resilient Neighborhoods (RN) program for the Marin Climate and Energy Partnership (MCEP) program.

Discussion

One of MCEP's goals is to work collaboratively on programs in each member's Climate Action Plan that can be most effectively implemented jointly. Historically, MCEP has worked with Resilient Neighborhoods (RN) (<https://www.resilientneighborhoods.org/>), a local group operating under the nonprofit Sustainable Marin, to provide community outreach and education for its member jurisdictions. RN organizes and educates community-based climate action teams on strategies and resources available to improve home energy efficiency, shift to renewable energy, reduce transportation emissions, conserve water, reduce waste, and build resilience.

MCEP has supported RN since 2015. In 2022, MCEP determined that they would like to provide ongoing, long-term support for RN. With support from the Marin Managers Association, MGSA executed a three-year agreement with Sustainable Marin to annually provide \$100,000 for the RN program. The current agreement terminates on June 30, 2026.

RN has successfully completed the objectives of the current agreement and has proven to be an invaluable partner in conducting outreach and education as called for in each jurisdiction's climate action plan. MCEP now wishes to enter into a professional services contract with Sustainable Marin to continue RN outreach and education through June 30, 2029. The draft professional services agreement with Sustainable Marin and the draft resolution are attached to this staff report. The contract includes a proposed increase in funding from \$100,000 to \$107,800 to adjust for inflation over the past three years and an annual 3% increase for the second and third years of the contract term. The contract has been reviewed by Dave Byers, who has approved the contract as to form.

Attachments

1. Resolution 2026 – 02
2. Contract



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

A PROFESSIONAL SERVICES AGREEMENT BETWEEN MGSA AND SUSTAINABLE MARIN FOR THE SERVICES OF SUSTAINABLE MARIN'S RESILIENT NEIGHBORHOODS PROGRAM

RESOLUTION 2026 – 02

WHEREAS the Marin Climate and Energy Partnership wish to retain Resilient Neighborhoods, a program of the nonprofit Sustainable Marin, to conduct outreach and education activities to community members; and

WHEREAS the MGSA and Sustainable Marin wish to execute a professional services agreement for \$107,800 to complete this work in FY 2026-27 and continue these services through June 30, 2029, with a 3% increase in cost in each of the subsequent two years.

NOW THEREFORE, BE IT RESOLVED, that the MGSA Board of Directors authorizes the Executive Officer to execute a professional services contract with Sustainable Marin to conduct outreach and education activities through Resilient Neighborhoods for the Marin Climate and Energy Partnership as noted within this resolution.

Adopted on this 14th day of May 2026.

Ayes:

Noes:

Absent:

Andrew Poster, MGSA Board President

Attested By:

Adam McGill, Executive Officer

**PROFESSIONAL SERVICES CONTRACT
Marin Climate and Energy Partnership/
Sustainable Marin (Resilient Neighborhoods Community Outreach and
Education Program)**

THIS AGREEMENT (“Agreement or Contract”) is made and entered into this 1st day of July 2026 by and between the **MARIN GENERAL SERVICES AUTHORITY**, hereinafter referred to as "Authority" and **Sustainable Marin**, hereinafter referred to as "Contractor."

RECITALS:

WHEREAS, Authority desires to retain Contractor to conduct community outreach and education for the local governments of the Marin Climate & Energy Partnership through its Resilient Neighborhoods Program; and

WHEREAS, Contractor warrants that he is qualified and competent to render the aforesaid services.

NOW, THEREFORE, for and in consideration of the agreement made, and the payments to be made by Authority, the parties agree to the following:

1. SCOPE OF SERVICES AND TERM:

Contractor agrees to provide all of the services described in Exhibit "A," attached hereto and by this reference made a part hereof for the period of July 1, 2026-June 30, 2029. This agreement will automatically terminate on June 30, 2029, unless it is mutually renewed by both parties in a new written agreement.

2. FEES:

The fees for furnishing services under this Contract shall be based on the rate schedule, which is attached hereto as Exhibit A and by this reference incorporated herein. Said fees shall remain in effect for the entire term of the contract; however, the MGSA Executive Officer may, at his/her discretion, approve an annual COLA increase in the hourly salary rates as long as the maximum cost to the authority is not exceeded.

3. MAXIMUM COST TO AUTHORITY:

In no event will the cost to the Authority for the services to be provided herein exceed the maximum sum of \$107,800.00 for FY 2026-27, \$111,034 for FY 2027-28, and \$114,365 for FY 2028-29, including non-salary expenses.

4. PAYMENT:

The fees for services under this Contract shall be due upon receipt by Authority of an invoice covering the service(s) rendered for the prior month.

5. WORKER'S COMPENSATION:

The Contractor acknowledges that it is aware of the provisions of the Labor Code of the State of California which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that Code, and it certifies that it will comply with such provisions before commencing the performance of the work of this Contract. If Contractor has employees, a copy of the certificates evidencing such insurance shall be provided to Authority prior to commencement of work.

____ By initialing in the space provided, Contractor warrants that no employees will be used in providing the services under this Contract.

6. INSURANCE:

Where the services to be provided under this Contract involve or require the use of any type of vehicle by Contractor in order to perform said services, Contractor shall provide comprehensive automobile liability coverage including non-owned liability in the amount of \$300,000.00 and ensure that policy and/or umbrella policy covers trips to meetings for MGSA purposes. Said policies shall remain in force through the life of this Contract and shall be payable on a "per occurrence" basis unless Authority specifically consents to a "claims made" basis. The insurer shall supply a certificate of insurance with endorsements signed by the insurer evidencing such insurance to Authority prior to commencement of work, and said certificate with endorsement shall provide for ten (10) day advance notice to Authority of any termination or reduction in coverage.

Failure to provide and maintain the insurance required by this contract will constitute a material breach of the agreement. In addition to any other available remedies, Authority may suspend payment to the Contractor for any services provided during any time that insurance was not in effect and until such time as the Contractor provides adequate evidence that Contractor has obtained the required coverage.

7. NONDISCRIMINATORY EMPLOYMENT:

Contractor and/or any permitted subcontractor shall not unlawfully discriminate against any individual based on race, color, religion, nationality, sex, sexual orientation, age, or condition of disability. Contractor and/or any permitted subcontractor understands and agrees that Contractor and/or any permitted subcontractor is bound by and will comply with the nondiscrimination mandates of all federal, State, and local statutes, regulations, and ordinances.

8. SUBCONTRACTING:

The Contractor shall not subcontract nor assign any portion of the work required by this Contract without prior written approval of the Authority except for any subcontract work identified herein.

9. ASSIGNMENT:

The rights, responsibilities and duties under this Contract are personal to the Contractor and may not be transferred or assigned without the express prior written consent of the Authority.

10. LICENSING AND PERMITS:

The Contractor shall maintain the appropriate licenses throughout the life of this Contract. Contractor shall also obtain any and all permits, which might be required by the work to be performed herein.

11. EXPENSES:

Any anticipated business expenses must be pre-approved by the Executive Officer. In that event, Contractor shall submit appropriate documentation.

12. TIME OF AGREEMENT:

This Agreement shall commence on July 1, 2026, and shall continue on a month-to-month basis until it terminates on June 30, 2029. Time is of the essence with respect to this Contract.

13. TITLE:

It is understood that any and all documents, information and reports concerning this project prepared by and/or submitted to the Contractor, shall be the property of the Authority. The Contractor may retain reproducible copies of drawings and copies of other documents. In the event of the termination of this Contract, for any reason whatever, Contractor shall promptly turn over all information, writing, and documents to Authority without exception or reservation.

14. TERMINATION:

- If the Contractor fails to provide in any manner the services required under this Contract or otherwise fails to comply with the terms of this Contract or violates any ordinance, regulation or other law, which applies to its performance herein, the Authority may terminate this Contract by giving five (5) calendar days written notice to the party involved.

- The Contractor shall be excused for failure to perform services herein if such services are prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.
- Either party hereto may terminate this Contract for any reason by giving thirty (30) calendar days written notice to the other parties. Notice of termination shall be by written notice to the other parties and be sent by email with acknowledgement of receipt.
- In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract.
- This contract is automatically terminated if the MGSA Board does not approve funding in its annual Budget.

15. RELATIONSHIP BETWEEN THE PARTIES:

It is expressly understood that in the performances of the services herein, the Contractor shall act in an independent capacity, as an independent contractor, and not as officers, employees, or agents of the Authority. Contractor shall be solely responsible to pay all required taxes, including but not limited to, all withholding social security, and worker's compensation.

16. AMENDMENT:

This Contract may be amended or modified only by written agreement of all parties.

17. ASSIGNMENT OF PERSONNEL:

The Contractor shall not substitute any personnel for those specifically named in its proposal unless personnel with substantially equal or better qualifications and experience are provided, acceptable to Authority, as is evidenced in writing.

18. JURISDICTION AND VENUE:

This Contract shall be construed in accordance with the laws of the State of California, and the parties hereto agree that venue shall be in the Superior Court of the County of Marin, California.

19. INDEMNIFICATION:

Contractor agrees to indemnify, defend, and hold MGSA harmless from any and all liabilities including, but not limited to, litigation costs and attorney's fees which it may

incur as a consequence of this Contract and from any and all claims and losses to anyone who may be injured or damaged by reason of Contractor's willful misconduct or negligent performance of this Contract.

20. COMPLIANCE WITH APPLICABLE LAWS:

The Contractor shall comply with any and all federal, state, and local laws affecting the services covered by this Contract.

21. NOTICES:

This contract shall be managed and administered on Authority's behalf by the Executive Officer. All notices shall be provided by email to the Executive Officer as well as to Authority at the following location:

Marin General Services Authority
Executive Officer
900 Fifth Avenue, Suite 100
San Rafael, CA 94901

Notices shall be given to Contractor at the following address:

Wendi Kallins, President
Sustainable Marin
166 Greenwood Avenue
San Rafael, CA 94901

IN WITNESS WHEREOF, the parties hereunto have executed this Contract on the date first above written.

APPROVED BY:

MGSA

By: _____
Executive Officer MGSA Adam McGill

CONTRACTOR:

By: _____
Name: Wendi Kallins, President
Sustainable Marin
Federal Tax I.D.: 94-3308034
Telephone No.: 415-806-4101

Attachment A: Scope of Work

Climate Action and Resilience Behavior Change Workshops

Offer holistic climate action behavior change workshops for Marin residents in all jurisdictions, empowering people to take actions to reduce their greenhouse gas emissions and increase their emergency preparedness. Develop an online learning management system to house Climate Action Workshops and associated resources to attract younger workshop participants and create possibilities for hybrid learning opportunities. Reach out to less represented populations to expand the diversity of team makeup and report on efforts and outcomes.

2030 Climate Challenge

Serve 2,400+ community members each year by supporting the completion of climate actions pledged through Resilient Neighborhoods' 2030 Climate Challenge. Provide current resources and incentives, access to monthly newsletters, quarterly emails motivating climate action, and annual climate action pledge reminders.

Residential Climate Solution Content and Engagement

Provide comprehensive residential climate solution content and engagement for Marin residents in all jurisdictions through the following channels: 1) newsletter reaching 2,000 people each month; 2) social media; 3) website content reaching 5,000 people each year; 4) presentations to interested community groups, elected officials, and sustainability committees; and 5) participation at local events attracting a total of 5,000-10,000 people each year. Provide digital and print resources for climate action in English and in Spanish.

MCEP Partner Promotion and Message/ Campaign Amplification

Promote local agency programs and resources through available communication channels, increasing the visibility of agency sustainability and climate activities to Resilient Neighborhoods' engaged audience and amplifying messaging. Promote local utility programs and resources, especially those offered by MCE, Marin Water, the Marin Municipal Water District, and the Transportation Authority of Marin in program materials where appropriate, in newsletters, and on social media. Include all MCEP partner logos on Resilient Neighborhoods' website.

Metrics and Reporting

Provide quarterly presentations and an annual report to the Marin Climate & Energy Partnership's steering committee on the progress of activities, number of community members served, and actions/pledges taken by new workshop participants and program graduates.

Billing Rates

Executive Director \$75/hr.; Community Engagement Director \$55/hr. Associate \$45/hr.



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

MEMORANDUM

DATE: May 14, 2026

TO: MGSA Board of Directors

FROM: Adam McGill, Executive Officer

SUBJECT: Tentative 2026-2029 Agreement for Animal Control Services with Marin Humane

Recommendation

Accept this written update and provide any input desired regarding the tentative 2026-2029 Animal Care and Control Agreement with Marin Humane (MH). No action is requested.

Background

Marin County and all of Marin's cities and towns provide animal services through a joint power agreement. The County contracts with Marin Humane (MH) to provide animal services on behalf of all jurisdictions. The current three-year agreement with MHS expires on June 30, 2026.

Ongoing management of the Contract has been delegated to the Marin General Services Authority since January 8, 2015. MGSA has facilitated the negotiation of a new Contract with MH. The Negotiating Team, made up of representatives from the County and Marin Manager Association, met several times to negotiate a new agreement and discuss any changes needed to the Animal Control Ordinance and fees. The Negotiating Team also visited the MH facility to view operations, assess capital assets, and ask questions.

The Team included representatives from the County Executive's Office [Josh Swedberg, Assistant County Executive], the Executive Officer of the Marin General Services Authority [Adam McGill], and the City Managers of the towns of Tiburon and Ross [Greg Chanis and Christa Johnson].

Agreement for Animal Services with Marin Humane

The Team reviewed the cost of services and staffing, as well as the condition of the facility/equipment. As a result of those discussions and negotiations, the Team is recommending very similar contract language to previous years. A key consideration in these negotiations was MH's demonstration that the total revenue from the contract was insufficient to cover MH's expenses directly tied to the contract. MH identified areas where expenses have been reduced (overnight coverage, on call pay) and a need for two new positions: the Emergency Preparedness Coordinator and the Community Outreach Officer. The agreement contains the following key changes and recommendations:

- **Term** - A three-year agreement for FY 2026-27 through FY 2028-29.
- **Annual Cost Increases** – The attached contract provides increases of 5% in each of the three years. The Previous three-year contract provided the following increases: 8% for FY 2023-24; 5% for FY 2024-25; 2% for FY 2025-26.
- **No Dog License Fee Changes** – MH promotes and collects dog license fees as well as other fees associated with animal service operations. Upward adjustments occur in this new contract. The fees are increasing at a reasonable rate, compared to those in similar neighboring jurisdictions. Fees are established by the Board of Supervisors via a separate resolution from the contract approval.
- **Animal Control Ordinance, Chapter 8.04 of Title 8** – After discussions with the Negotiations Team and MH, no changes to the existing Animal Control Ordinance are recommended at this time but may be revisited in the future.

Marin City and Town Managers were presented with a verbal summary of the tentative contract by MGSA Board Member Greg Chanis at the March 2026 Marin Managers Association meeting, and no concerns were raised.

The Draft contract is still in progress with County of Marin staff and will be provided as soon as it is complete. Beyond what is noted above, there are no other substantive changes, and the draft is consistent with prior iterations.

The Marin County Board of Supervisors will consider approval of the contract at their June 9, 2026, Board meeting. The Board of Directors for Marin Humane will consider approval of the contract at a meeting prior to June 9, 2026.

Fiscal Impact

The fiscal impact of the proposed three-year agreement with MH would result in annual costs of \$4,169,629 for FY 2026-27; \$4,378,110 for FY 2027-28; and \$4,597,015 for FY 2028-29 for the three-year term from July 1, 2026, to June 30, 2029.

Attachments

- **E1** - Draft Agreement for Animal Control Services for FY 2026/27, FY 2027/28, and FY 2028/29 between the County of Marin and Marin Humane (pending)



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

MEMORANDUM

DATE: May 14, 2026

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 2026 through June 2027

Recommendation

Receive and consider CMCM's Annual Plan and Budget for July 2026 through June 2027 and provide any input to the CMCM for consideration in finalizing its Plan and Budget for FY 2026/27.

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, 2026. 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 describe the activities and programs planned for FY 2026/27 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 are to be offered.

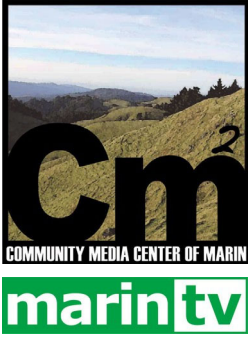
- Promotional activities planned by CMCM.
- Other activities planned by CMCM.

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 2026/27 Budget and Capital Plan reflects MGSA providing CMCM with the PEG fees received from the cable franchisors Comcast, AT&T, and Horizon.

Attachment

- F1 CMCM Proposed Annual Plan and Budget FY 2026/27



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 2026/27**

To the MGSA Board:

April 2026

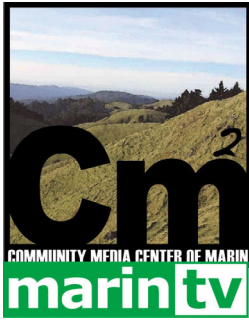
The following narrative elements outline our Board's ongoing plans as defined and required by the DAP agreement. In addition to the Annual Plan and Budget, the required Two-Year Capital Plan is also attached.

This will be our seventh 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,

A handwritten signature in black ink, appearing to read 'Michael Eisenmenger', written in a cursive style.

Michael Eisenmenger
Executive Director, CMCM



Community Media Center of Marin Annual Plan and Budget 2026/27

The 2025/2026 year has gone as expected, and we are on target to come slightly under our budget estimates. The Media Center is running on regular schedules, providing Marin residents with full access to our facilities. Our extensive meeting coverage for Marin County cities and County agencies continues with the equipment up to date and generally trouble-free. We provide the necessary hardware and labor support to cover 600 municipal meetings annually. These meetings have a CMCM operator on-site and are recorded, cablecast, posted online, and archived permanently by our staff. CMCM currently has four full-time and twelve part-time staff members.

CMCM projects a flat budget for the 2026/27 fiscal year in line with the previous year's budget. 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.

For years, CMCM has maintained a capital reserve for equipment replacements, in addition to an emergency operating budget cushion. Both reserves remain at acceptable levels. In 2024/25, we upgraded our master control for cable play-out, replacing eight-year-old servers with new ones with more capabilities. Our channels are now also distributed on Apple, Roku, and Amazon Fire. This will enable HD-quality viewing for residents, although Comcast/AT&T still downgrade our channels to standard-definition quality.

Our 2025/26 capital expenditures were kept rather low. We covered necessary repairs and other basics but did not launch into any major upgrades, partly because in February 2025, CMCM purchased the 813 A Street building in San Rafael where we have leased space for the last 16 years. Our first year of building ownership was fortunately uneventful. We made some minor cosmetic and maintenance changes and increased the rent roll by leasing out empty offices. Building operating costs, which were unknown, have been lower than anticipated, and we also benefit from a generous partial property tax exemption based on our nonprofit status. CMCM continues to pay rent into the building account, as the building is treated as a separate entity that will soon be under the umbrella of a nonprofit LLC. This 2026/27 Fiscal Year, we are making plans to lease out the 3,000 sq. ft. to refront, which should put the building account well into the black. In addition, the city recently approved a development proposal for an 8-story, 131-unit building in the next block, on A Street and now there is a proposed 24-story, 345-unit development adjacent to us. Now CMCM's purchase seems to have come at a good time, as these projects will definitely increase area property values.

While CMCM's finances remain stable, we are seeing PEG fees begin to decline from subscriber losses as people cut the cord. We are also in a highly unstable political moment nationally, and there is uncertainty about how the cable industry and the FCC may act during this presidential term. That is something we will be watching closely. We have also seen costs for AV equipment rise significantly due to inflationary pressures.

PEG Programming (Background)

The previously submitted CMCM **2024-25 Annual Report** outlined cable programming statistics across all channels for that fiscal year in more detail. We anticipate no significant programming 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.

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 the 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 Governmental 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, also including archiving meetings online and in-house with a 256TB backup system.

The Education Channel

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, Archie Williams High, Tam High, ComAcad, Redwood, Marin Academy, Kent Middle School, CFI, MarinSel, Youth in Arts, and San Rafael High, and we provide coverage of the biannual Marin Youth Symphony concerts. CMCM also provides live high school graduation coverage for schools that request it.

CMCM staff continue to seek out other educational programming from external sources. Content includes lectures and courses from Yale, UCTV, MIT, UC Berkeley, Stanford, National Gallery of Art, Cambridge, and University of London, Commonwealth Club, Hillsdale College, TED Talks, INK Talks, 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 is a requirement of the current DAP agreement and provides 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, as well as special “Ask the Experts” sessions.

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 have hosted the California Film Institute Youth Program for many years now and have added three other summer youth media programs.

City Capital Equipment Fund and Upgrades

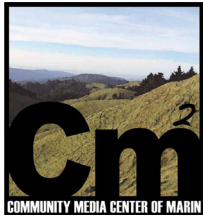
Current and future funding for city equipment installations is budgeted from PEG fees, with all upgrades planned carefully from that finite source of funding. We upgrade equipment as necessary, particularly for those systems that are the oldest. We have updated or expanded several wireless and wired audio systems for cities whose equipment had fallen out of usable frequencies or were just failing. We also offer a closed-captioning option for our live and recorded cablecasts for cities interested in the service, and soon there will be an audio description service to satisfy new FCC requirements.

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 that, in the event of a hardware failure, the equipment can be quickly replaced without disruption to future meeting coverage. In some cities, we have automated the workflows for hybrid meetings and have trained staff to record some meetings on their own. At present, we expect no major upgrades or changes for the 2026/28 period other than regular maintenance and occasional replacements.

CMCM 2026/27 Budget

As stated earlier, the CMCM budget has remained consistent over our 17-year history, with modest increases annually.

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 of PEG services over the coming decade provided that PEG fees remain available. To date, our capital equipment fund and emergency operating fund are intact. Anticipated capital expenditures are outlined in the Capital Budget report to follow.



CMCM ANNUAL BUDGET (July 1, 2026 - June 30, 2027)

OPERATING REVENUE

PEG Fees*	690,000
Additional Interest Income/Dividends from reserve	80,000
Prod. Services Income & City Meetings	225,000
Other Income (grants, donations)	15,000
Course/Membership Related Fees	10,000
iNet/Midas Reimbursement	3,000
Total Revenue	\$1,023,000

EXPENSES

INET/Midas Cost	3,000
Facilities Lease/Utilities/Expenses	150,000
Equipment Purchase/Repair/Rental	8,000
Office/Business Expense	6,000
Advertising/Promotion	7,000
Professional Services (CPA, Legal, etc.)	25,000
Event Expenses	4,000
Insurance Expenses	21,000
Salaries	585,000
Benefits/Payroll Taxes	180,000
Travel, Meeting & Staff Development	6,000
Other Costs (memberships, etc.)	2000
Total Expenses	\$997,000

Operating Surplus/(Deficit) Before Cap Equip \$26,000

City Capital Equipment Replacement	(25,000)
Field Camera Upgrades	(40,000)
Master Control Networking	(15,000)
Staff Office Computing	(3,000)
	<u>(83,000)</u>

Balance after Capital Expenditures (57,000)

Notes

• CMCM manages a separate bank account for the building ownership from which mortgage and utilities are paid and rent received. This will eventually transition to an LLC for liability purposes. We have property management company handling tenants. CMCM pays rent into the building account. Any profit/loss from the building ownership will eventually be reported in our investment line item above.

**Note, estimate based on 4Q 2025 PEG fees.*

• 2026/27 Depreciation, estimated at 230,000, not included on this budget overview.

CMCM Capital Planning 2026-28

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 operate and maintain 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. 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 members of the public, 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 nonprofits that are expanding their mission or engaged in building projects. This is also distinct from the capital costs contained within our annual budget, typically accounting for facility-related costs, utilities, repairs, and minor equipment replacement.

SCHEDULES OF 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 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. 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 lifespan of the equipment. Dates indicate the year of the most recent replacement.

- Field Production Equipment Packages, 5 yr (2015)
- Staff Video Editing and Post-Production, 5 yr (2017-18)
- Mobile Multiple-Camera Field Production System(s), 5 yr (2017)
- Video Editing/Multimedia Lab, 5 yr (2013 and 2023)
- Office and Media Center Furniture, 7 yr (ongoing) (partial update 2023/25)
- Production Studio, 7 yr (2015 less cameras)
- Master Control/Channel Operation System, 7 yr (2016 and 2025)
- Distributed Access Origination - Council Chambers, 7 yr (ongoing)

Technology upgrades are essential to CMCM, as software upgrades outpace hardware capabilities and video technologies advance.

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 \$1 million to meet anticipated needs. In the meantime, we will repair equipment when possible and replace items only when necessary.

Our largest equipment cost center will always be our city facilities and our Master Control, which serves all the channel needs, especially the more demanding government services. All of the city sites have been updated and are serviceable, 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.

2026-28 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 Pro X and to enable adequate processing power for HD footage. The surviving older computers were repurposed around the center or sent for recycling. Then, in 2023, we again upgraded all 12 teaching and edit computers to Mac mini 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. Now 17 years old, it would be advisable that they be replaced, but we will delay that while reliable and functional. We have recently replaced some equipment that had failed: an SSD dock, teleprompter computer, monitors and recorders, but these were fairly minor expenditures.

Estimated Costs: Studio Cameras \$45,000 (delayed), Computers: \$4,000 (completed 2023/24), Misc. and Recorders: \$7,000 (completed 2025/26)

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.

Our current Sony X-70 cameras are now eleven years old. Though a few have failed, these have been solid workhorses and are still usable for most event coverage. We do see a need now for newer and more capable cameras with 4K and better cinematic capabilities. For this year, we are earmarking \$40,000 for a partial upgrade of cameras and tripods to add to our current inventory. Our members will be trained on the newer cameras and have the option of using the older or newer cameras.

Estimated Cost: \$40,000 (2026-27)

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. We can hold off on this until demand necessitates a change.

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, web streaming, and VOD. During 2024/25, we upgraded our entire master control suite of servers. This includes the database server, play-out servers, encoding, graphics, and streaming servers. We now have 168 TB of server storage and 256 TB of live archive storage available. We literally archive broadcast-quality files of more than 700 government meetings each year along with all locally produced programming. We are still implementing the online and streaming components that will be integrated into our new website under development.

We do want to upgrade our networking, which originally was a Marin IT/Midas design that has since been discontinued. We are looking at more secure and easier-to-maintain systems to replace our existing switches, routers, and firewalls.

Estimated Costs:

Servers updated 2017 and 2024/25:

\$80,000 (status - completed) Network

Equipment: \$15,000 (2026/28)

Media Center Office/Furniture

No planned upgrades; furniture is replaced as necessary or when an opportunity arises for free or low-cost replacements. Our current office equipment (printers, computers, carpeting) has been updated and is suitable for several more years of service. We did replace our phone system in 2022/23 with an IP-based 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 three more in 2025/26. We may need to replace our computer systems dedicated to government production soon.

(status - ongoing, 2026/28: \$3,000)

Distributed Access Origination - City Facilities

CMCM has done complete video installations in 16 locations in Marin, ten for cities and five for various County agencies. For MGSA members that were former MTA members, these base A/V systems are free to the cities, with CMCM designing and purchasing the equipment, but the cost of labor for the installation is paid by cities.

Our installations are all capable of supporting Zoom hybrid meetings and 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 charges for the necessary work. CMCM sometimes does fee-for-service installations for other non-MGSA agencies; these organizations 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 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) - two 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 serve the meeting needs for numerous countywide agencies.
- Marin Municipal Water District - 4-camera hybrid installation
- Larkspur Library - 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 2026/28, CMCM only plans regular maintenance/replacement of existing equipment and the continued installation of HELO encoders for each city location to facilitate live RTMP streams, which can be received back at CMCM Master Control for automated distribution to cable channels and web streams.

(status – ongoing) 2026/28: Anticipated repair/replacement \$25,000

**Total Anticipated Capital Equipment
Replacement Spending 2026/28**

Staff Office Computing	\$ 3,000
Master Control Networking	\$15,000
Field Cameras	\$40,000
City Chamber Equipment	\$25,000
TOTAL	\$85,000



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

MEMORANDUM

DATE: May 14, 2026
TO: MGSA Board of Directors
FROM: Adam McGill, Executive Officer
SUBJECT: Office of the District Attorney's Mediation Program Review for 2025

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. It educates consumers, retailers, neighbors, landlords, tenants, and others, and is a public resource for consumer rights information. This program is offered to residents of Marin who have experienced difficulty in a business transaction or other dispute and assists the parties in resolving their dispute without going to court.

All Marin jurisdictions pay for this program. MGSA's primary role is to allocate costs, invoice, and collect funds, as well as to coordinate communications with the Marin Managers' Association for the District Attorney's Annual Report regarding the program.

Attachments

Pending receipt from the District Attorney's Office.

- G1 Marin General Services Authority (MGSA) and Marin Managers Association (MMA) Report: Mediation Program Review
- G2 Mediation Exhibits



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

MEMORANDUM

DATE: May 14, 2026

TO: MGSA Board of Directors

FROM: Adam McGill, Executive Officer

SUBJECT: MGSA Executive Officer Professional Services Agreement Proposed Salary Increase

Recommendation

Approval of Resolution 2026-03, authorizing the President of the Board to sign and execute a salary adjustment to the Executive Officer's Professional Services Agreement, effective July 1, 2026.

Discussion

The Executive Officer (EO) provides contract consulting services to MGSA under a Professional Services Agreement. MGSA has no employees and relies on the EO's expertise, competence, and reliability to administer its various programs.

The EO began performing services for MGSA in January of 2024 and has not received a Cost of Living or any other salary adjustments since his appointment. The Board has determined that the EO is providing high-quality services to MGSA.

Historically, the MGSA EO's salary is set to the previous year's mean of Marin Town/City managers' total salary compensation (does not include any fringe benefits), set to a percentage equivalent to a full-time role. MGSA EO's percentage of time has traditionally been set between 50-80%. The current time is set at 60%. The MGSA EO does not receive any fringe benefits and absorbs all office/work-related expenses such as software, hardware, mobile phone, office supplies, etc.

A market rate adjustment consistent with past practice (mean of city/town city managers for the year 2025) is recommended for the Executive Officer as determined by the MGSA Board of Directors. The Board should also establish the percentage of time that correlates with and determines the EO's final salary. All other terms and the scope of work would remain the same in the existing contract.

The final resolution will include the specific salary and time as determined by the Board. Any and all changes would be effective July 1, 2026 or as determined by the by the Board.

Attachments

1. Resolution 2026 – 03 titled, “Amendment No. 1 to the Professional Services Agreement Between MGSA and McGill and Associates, LLC (Adam McGill) for Executive Officer Services.
2. Contract Amendment titled, “Amendment No. 1 to Agreement with McGill and Associates, LLC (Adam McGill) for Executive Officer Services.
3. Original Contract PSA with McGill and Associates, LLC.



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

AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN MGSA AND MCGILL AND ASSOCIATES, LLC (ADAM MCGILL) FOR EXECUTIVE OFFICER SERVICES

RESOLUTION 2026 – 03

WHEREAS, MGSA and McGill and Associates, LLC originally entered into a Professional Services Agreement on January 11, 2024, and;

WHEREAS, the MGSA Board is pleased with the performance of the Executive Officer and wishes to provide a market-rate salary increase;

WHEREAS, the Executive Officer role will be based at XX% time, and, based on the mean total salary in 2025 for Marin city/town managers, the Executive Officer’s monthly salary shall be \$__XX.

NOW THEREFORE, BE IT RESOLVED, that the MGSA Board of Directors authorizes the President of the MGSA to execute Amendment No. 1, amending the provisions of the Professional Services Agreement to establish the EO’s monthly salary at \$XX starting on _____, 2026.

Adopted on this 14th day of May 2026.

Ayes:

Noes:

Absent:

Andrew Poster, MGSA Board President

Attested By:

Adam McGill, Executive Officer

**AMENDMENT NO. 1 TO AGREEMENT WITH McGill and Associates, LLC (Adam McGill) FOR
EXECUTIVE OFFICER SERVICES**

This document constitutes Amendment No. 1 entered into as of the 14th day of May, 2026, to the Professional Services Agreement entered into as of the 11th day of January 2024, by and between the Marin General Services Authority, hereinafter called "MGSA," and McGill and Associates, LLC.

RECITALS

This Amendment is entered into with reference to the following facts and contents of Resolution 2026-03:

- A. MGSA desires to amend the provisions of the Professional Services Agreement to establish an adjusted monthly salary set at \$ _____ effective _____, 2026.
- B. McGill and Associates, LLC, agrees to these changes as well.
- C. All other terms and conditions of the Agreement shall remain in force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed on the date first above written by their respective officers duly authorized in that behalf.

DATED: _____

DATED: _____

MARIN GENERAL SERVICES AUTHORITY

ADAM MCGILL

President, MGSA Board of Directors
Andrew Poster

Executive Officer Adam McGill

PROFESSIONAL SERVICES CONTRACT
Executive Officer

THIS AGREEMENT ("Agreement or Contract") is made and entered into this 11th day of January 2024 by and between the **MARIN GENERAL SERVICES AUTHORITY**, hereinafter referred to as "Authority" and **MCGILL AND ASSOCIATES, LLC**, hereinafter referred to as "Contractor."

RECITALS:

WHEREAS, Authority desires to retain Contractor as its Executive Officer in accordance with Article 9 of its Joint Powers Agreement; and

WHEREAS, Contractor warrants that he is qualified and competent to render the aforesaid services.

NOW, THEREFORE, for and in consideration of the agreement made, and the payments to be made by Authority, the parties agree to the following:

1. SCOPE OF SERVICES:

Contractor agrees to provide all of the services described in Exhibit "A," attached hereto and by this reference made a part hereof. Contractor agrees to devote all necessary time and energy to accomplish these tasks. The Board of Directors of the Authority shall annually review the performance of Contractor. Contractor shall file an official bond pursuant to Government Code § 6505.1 to be paid by Authority.

2. FEES:

The fees for furnishing services under this Contract shall be \$12,401.00 per month. Said fees shall remain in effect for the entire term of the contract unless modified by agreement. It is anticipated that the contract will take 60% time or 104 hours per month over the course of a fiscal year. The term of this contract is month to month with no express termination date. Each party shall be entitled to 30 days' notice prior to termination.

3. MAXIMUM COST TO AUTHORITY:

In no event will the cost to Authority for the services to be provided herein exceed the maximum sum of \$12,401.00 per month except that as Executive Officer Contractor would be entitled to reasonable expenses if authorized and budgeted by the Authority during the annual budget process.

4. PAYMENT:

The fees for services under this Contract shall be due upon receipt by Authority of an invoice covering the service(s) rendered for the prior month.

5. WORKER'S COMPENSATION:

The Contractor acknowledges that it is aware of the provisions of the Labor Code of the State of California which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that Code, and it certifies that it will comply with such provisions before commencing the performance of the work of this Contract. If Contractor has employees, a copy of the certificates evidencing such insurance shall be provided to Authority prior to commencement of work.

AM By initialing in the space provided, Contractor warrants that no employees will be used in providing the services under this Contract.

6. INSURANCE:

Where the services to be provided under this Contract involve or require the use of any type of vehicle by Contractor in order to perform said services, Contractor shall provide comprehensive automobile liability coverage including non-owned liability in the amount of \$300,000.00 and ensure that policy and/or umbrella policy covers trips to meetings for MGSA purposes. Said policies shall remain in force through the life of this Contract and shall be payable on a "per occurrence" basis unless Authority specifically consents to a "claims made" basis. The insurer shall supply a certificate of insurance with endorsements signed by the insurer evidencing such insurance to Authority prior to commencement of work, and said certificate with endorsement shall provide for ten (10) day advance notice to Authority of any termination or reduction in coverage.

Failure to provide and maintain the insurance required by this contract will constitute a material breach of the agreement. In addition to any other available remedies, Authority may suspend payment to the Contractor for any services provided during any time that insurance was not in effect and until such time as the Contractor provides adequate evidence that Contractor has obtained the required coverage.

7. NONDISCRIMINATORY EMPLOYMENT:

Contractor and/or any permitted subcontractor shall not unlawfully discriminate against any individual based on race, color, religion, nationality, sex, sexual orientation, age or condition of disability. Contractor and/or any permitted subcontractor understands and agrees that Contractor and/or any permitted subcontractor is bound by and will comply with the nondiscrimination mandates of all federal, State and local statutes, regulations and ordinances.

8. SUBCONTRACTING:

The Contractor shall not subcontract nor assign any portion of the work required by this Contract without prior written approval of the Authority except for any subcontract work identified herein.

9. ASSIGNMENT:

The rights, responsibilities and duties under this Contract are personal to the Contractor and may not be transferred or assigned without the express prior written consent of the Authority.

10. LICENSING AND PERMITS:

The Contractor shall maintain the appropriate licenses throughout the life of this Contract. Contractor shall also obtain any and all permits, which might be required by the work to be performed herein.

11. EXPENSES:

Any anticipated business expenses must be pre-approved by the Board of Directors as part of the Budget Document. In that event, Contractor shall submit appropriate documentation.

12. TIME OF AGREEMENT:

This Agreement shall commence on January 12, 2024 and shall continue on a month-to-month basis. Time is of the essence with respect to this Contract.

13. TITLE:

It is understood that any and all documents, information and reports concerning this project prepared by and/or submitted to the Contractor, shall be the property of the Authority. The Contractor may retain reproducible copies of drawings and copies of other documents. In the event of the termination of this Contract, for any reason whatever, Contractor shall promptly turn over all information, writing and documents to Authority without exception or reservation.

14. TERMINATION:

Contractor serves as Executive Officer pursuant to Article 9 of the Joint Powers Agreement which provides, in part, that the Executive Officer may be removed for any reason by a majority vote of the Board of Directors. Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract. Contractor will receive 30 days notice in the event of termination. Contractor may terminate his obligations under this Agreement with 30 days notice.

15. RELATIONSHIP BETWEEN THE PARTIES:

It is expressly understood that in the performances of the services herein, the Contractor shall act in an independent capacity, as an independent contractor, and not as officers, employees or agents of the Authority. Contractor shall be solely responsible to pay all required taxes, including but not limited to, all withholding social security, and worker's compensation.

16. AMENDMENT:

This Contract may be amended or modified only by written agreement of all parties.

17. ASSIGNMENT OF PERSONNEL:

The Contractor shall not substitute any personnel for those specifically named in its proposal unless personnel with substantially equal or better qualifications and experience are provided, acceptable to Authority, as is evidenced in writing.

18. JURISDICTION AND VENUE:

This Contract shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in the Superior Court of the County of Marin, California.

19. INDEMNIFICATION:

Contractor agrees to indemnify, defend, and hold MGSA harmless from any and all liabilities including, but not limited to, litigation costs and attorney's fees which it may incur as a consequence of this Contract and from any and all claims and losses to anyone who may be injured or damaged by reason of Contractor's willful misconduct or negligent performance of this Contract.

MGSA agrees to indemnify, defend, and hold Contractor harmless from any and all liabilities including, but not limited to, litigation costs and attorney's fees which it may incur as a consequence of this Contract and from any and all claims and losses to anyone who may be injured or damaged by reason of MGSA's willful misconduct or negligent performance of this Contract.

20. COMPLIANCE WITH APPLICABLE LAWS:

The Contractor shall comply with any and all federal, state and local laws affecting the services covered by this Contract.

21. NOTICES:

This contract shall be managed and administered on Authority's behalf by the Executive Officer. All notices shall be provided by email to the Executive Officer and President of the Board (with receipt acknowledgement) as well as to Authority at the following location:

Marin General Services Authority
900 Fifth Avenue, Suite 100
San Rafael, CA 94901

Additional notices shall go to the MGSA General Counsel at
260 West MacArthur Street, Sonoma, CA 95476.

Notices shall be given to Contractor at the following address:

McGill & Associates, LLC at: mcgilladam@gmail.com
739 Kendon Lane, Novato, CA 94947

22. SOLE AGREEMENT:

This contract constitutes the sole agreement of the parties regarding the position of Executive Officer of the MGSA. Any prior understandings merge into this contract. Any modifications shall be expressed in writing.

IN WITNESS WHEREOF, the parties hereunto have executed this Contract on the date first above written.

APPROVED AS TO FORM:

GENERAL COUNSEL

By: David Byers
David Byers (Jan 11, 2024 15:48 PST)
David Byers

APPROVED BY:

MGSA

By: Greg Chanis
Greg Chanis (Jan 12, 2024 12:29 PST)
President, MGSA Greg Chanis

CONTRACTOR:

By: Adam McGill
Adam McGill (Jan 12, 2024 06:41 PST)
Adam McGill, McGill & Associates, LLC

**Attachment A: Scope of Work
Executive Officer, Adam McGill**

Under the direction of the Board of Directors, the Executive Officer will perform the full duties of a chief executive officer, including:

1. Manage the everyday activities of MGSA, performing the duties normally the responsibility of an Executive Officer
2. Staff the Board of Directors (six regular meetings per year plus other meetings as needed), providing agendas and staff reports, anticipating issues as they evolve and recommending actions
3. Monitor, oversee and evaluate all service contracts, renegotiating them as they conclude
4. Coordinate with the General Counsel and others on the various issues related to MGSA
5. Work closely with other agencies and organizations, in particular with MCSTOPP, Marin Manager's Association, Community Media Center of Marin, Marin Public Works Directors Association
6. Prepare, recommend, and administer MGSA's annual budget; coordinate the preparation of the annual year-end financial audit
7. Evaluate opportunities for programs that might benefit member jurisdictions
8. Stay current with legal and programmatic changes that will affect MGSA programs
9. Administer retention and destruction policy of Agency records and files
10. Represent the MGSA Board in dealings with media, member agencies, other governmental agencies and residents
11. Ensure that all Fair Political Practices Commission filings are completed
12. Other duties as assigned or required

FY 2026/27 ADOPTED BUDGET AND WORKPLAN



DATE: May 14, 2026

TO: MGSA Board of Directors

FROM: Adam McGill, Executive Officer

SUBJECT: Fiscal Year 2026/27 Marin General Services Authority
Proposed Operating Budget and Workplan

Background

The MGSA Proposed Budget comprises a series of funds, including the General Fund, the Abandoned Vehicle Abatement Program (AVAP) Fund, the 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. Accordingly, we have separated its resources into separate 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 financial role similar to that of the District Attorney's Mediation Program. The revenue and expenses associated with these programs are not considered revenue or expenses of MGSA and therefore do not appear 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 and describes and displays a detailed methodology for allocating costs to JPA members across all programs. As part of MGSA's responsibilities, the Board reviewed the Marin County Stormwater Pollution Prevention Program's (MCSTOPPP) FY 2026/27 budget at its January 8, 2026, meeting. By Resolution 2026-

01, the MGSA Board recommended that the Flood Control / Board of Supervisors 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

As the pandemic progressed, the taxi industry's bottom dropped out, affecting permit fee revenue, one of MGSA's largest revenue sources. 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 reduced by 14.24% in this Budget, including contractual increases of 5% in Animal Services and 4% in Mediation Services. The overall reduction is mainly contributed to the Placer AI contract ending as of June 30, 2026, as well as continued reductions in general fund administrative expenses.

One of the more complex issues with budgeting for MGSA is the numerous programs' varied funding sources and allocation methodologies for jurisdiction funding. In addition, MGSA sometimes acts as a pass-through of funds. For instance, the Abandoned Vehicle Abatement Program has approximately \$240,000 in budgeted expenditures. All those monies, except \$10,656, are distributed to jurisdictions. The same concept is also evident in the collection of franchise fees by cable companies and their distribution by MGSA.

Proposed Workplan

As part of this budget review, the MGSA Board will review and provide direction on the FY 2026/27 Proposed Workplan and Initiatives. This Budget supports the proposed work plan 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 2025/26], an estimate of what year-end expenditures and revenues are anticipated [Est Actual 2025/26], and the proposed budget for the upcoming fiscal year [Proposed 2026/27]. The final column is the difference between the current year's adjusted budget and the proposed budget [Bud 25/26 vs Prop 26/27].

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**.

No budget change has been made to the MGSA Budget adopted for FY 2025/26.

Table 1 – MGSA General Fund Budget (without MCEP)

	Adj Budget 2025/26	Est Actual 2025/26	Proposed 2026/27	Bud 25/26 vs 26/27 Prop
Beginning Fund Balance	278,693	278,693	311,393	32,700
Revenues				
Member Contributions	50,000	50,000	50,000	-
Placer.ai. Contract	76,125	76,125	0	(76,125)
Taxicab Permit Fees	35,000	35,000	31,000	(4,000)
Management/Overhead Fees	68,882	68,882	69,362	480
Telecommunication Fees	-	-	-	-
Interest	10,000	10,000	10,000	-
Total Revenue	\$240,007	\$240,007	\$160,362	(79,645)
Expenditures				
Insurance	16,000	15,526	17,417	1,417
Contract Services	233,696	227,196	159,491	(74,205)
Legal	16,000	10,000	10,000	(6,000)
Audit/Accounting	12,000	10,800	11,250	(750)
Rent	3,529	3,529	3,635	106
Office Expense	10,825	9,355	8,190	(2,635)
Total Expenditures	\$292,050	\$276,406	\$209,983	(82,067)
Net	(52,043)	(36,399)	(49,621)	2,422
Ending Fund Balance	\$226,650	\$242,294	\$261,772	\$35,122

Table 1 lists several programs, and their financial details are below.

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

Administration - General

The budgeted expenditures for MGSA administration are decreasing by approximately \$82,067. This is mostly due to the termination of the Placer AI contract, the reduction or elimination of unnecessary charges, and the adjustment of the proposed budget to more accurately reflect historical spending in categories such as legal, auditing, insurance, and rent. 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 filing storage space). Most programs have an overhead component that captures administrative costs and appropriately transfers those amounts to the General Fund.

Animal Care and Control

In mid-2014/15, MGSA began assisting the County of Marin in managing 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 was required, but the one-time purchase for MERA radios did not recur. FY 2025/26 is the final year of the current agreement, which calls for a 2% overall increase. As mentioned previously, although the contract amount is invoiced by MGSA, it is not in the MGSA budget. It is part of the County's budget.

MGSA is provided approximately \$25,382 annually to manage this contract. In addition to facilitating contract negotiations with MH, MGSA invoices jurisdictions and serves as the interface with MH.

Contract negotiations for the new term occurred in the Spring of 2026. A new 3-year contract (July 1, 2026-June 30, 2029) that includes a 5% increase in each of the three fiscal years was negotiated and is pending approval with the Marin County Board of Supervisors in June of 2026.

Mediation

The District Attorney's Office manages and owns the County Mediation Program. However, MGSA handles invoicing and coordination with jurisdictions. 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 2026/27 are 4% higher than FY 2025/26. 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-1980s and prompted the creation of MGSA's predecessor, JPA. Because each jurisdiction makes decisions about streetlights in its jurisdiction and pays all maintenance and replacement expenses under MGSA's master contract, the Program is largely absent from MGSA's Budget. The exception is the administrative overhead charged to jurisdictions. For 2026/27, the Streetlight Program overhead is proposed to remain at \$22,000 and is included in the "Member Contributions" line. The local jurisdiction bears the costs of maintaining and replacing individual streetlights. The overhead charged goes towards 1) the

management of the program, including negotiating and managing the maintenance contract for approximately 15,700 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 to be placed on MGSA-owned poles, provided permits are issued by local member jurisdictions. The agreements set up a per-pole processing fee, followed by ongoing lease revenue for the use of the poles. MGSA has not seen any applications for the last three years. No expense or revenue is included in this budget.

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 program's contract administrator, permit production, and administrative overhead. With the advent of rideshare services, which are regulated by the State CPUC rather than by MGSA, Program revenue has fallen dramatically from its peak. With COVID-19 and a dramatic decrease in travel, the taxi industry came to a virtual halt in 2021, along with its associated revenues. The MGSA Board waived taxi regulation fees for FY 20/21 to encourage those companies and drivers still operating to get permits. The industry has returned and stabilized, albeit at a smaller scale.

At the Board's March 14, 2024, meeting, Staff presented an update of the program's current conditions, revenue, and expenditures. As the program has stabilized post-pandemic, expenditures were estimated to be approximately \$35,000 for FY 2025/26. The Board adopted a reduced fee schedule to cover program expenses only, reducing revenue from the previous year by \$20,000. The proposed FY 2026/27 budget proposes reducing revenue to \$31,000.

General Fund Reserve Policy

The Proposed Budget anticipates \$261,772 in General Fund reserves at the end of the proposed fiscal year. The General Fund reserve policy calls for a minimum of 15% of expenditures. The proposed reserve amount is approximately 125%.

Marin Climate and Energy Partnership

The Marin Climate and Energy Partnership (MCEP) comprises 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 greenhouse gas emission targets. MCEP meets monthly and is supported by a contracted part-time Sustainability Coordinator.

A Steering Committee directs the program, with representation from each member. The MGSA’s role has been to assist in contract administration with grantors and contractors, invoicing, collecting grant and member contributions, contracting, 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-Marin Energy Watch Partnership.

Although a separate cost center is maintained for MCEP, the funds are placed in the MGSA’s General Fund.

The resources and expenditures are shown in Table 2 below.

Table 2 – Marin Climate and Energy Partnership

	Adj Budget 2025/26	Est Actual 2025/26	Proposed 2026/27	Bud 25/26 vs 26/27 Prop
Beginning Fund Balance	\$58,494	\$72,066	\$66,066	7,572
Revenue				
Member Contributions	137,500	135,000	\$142,802	5,302
Grant/TAM	-	-	-	-
Grant/County-PG&E	35,000	30,000	37,500	2,500
Total Revenue	\$172,500	\$165,000	\$180,302	7,802
Expenditures				
Overhead	7,000	7,000	7,000	-
Contract Services	186,000	164,000	173,302	(12,698)
Total Expenditures	\$193,000	\$171,000	\$180,302	(12,698)
Net	\$-20,500	\$6,000	-	20,500
Ending Fund Balance	\$37,994	\$66,066	\$66,066	28,072

MCEP Reserve Policy

The Proposed MCEP Budget anticipates \$66,066 in reserves at the end of the fiscal year. This meets the reserve policy of a minimum of one year’s MCEP dues or \$37,500 (does not include RN).

Marin Abandoned Vehicle Fund and Program

The Marin General Services Authority administers the Marin Abandoned Vehicle Abatement (AVA) Program. 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 the County to fund the abatement of abandoned vehicles. The program contributes \$12,000 annually to MGSA administration. 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 2025/26	Est Actual 2025/26	Proposed 2026/27	Bud 25/26 vs 26/27 Prop
Beginning Fund Balance	\$9,290	\$9,256	\$9,906	\$616
Revenue				
Interest	1000	650	750	(250)
DMV Reimbursement	245,000	240,000	240,000	(5,000)
Total Revenue	\$246,000	\$240,650	\$240,750	(\$5,250)
Expenditures				
Program Administration	12,000	12,000	12,000	-
Jurisdiction Payments	235,910	228,000	228,000	(7,910)
Total Expenditures	\$247,910	\$240,000	\$240,000	(7,910)
Net	(\$1,910)	\$650	750	\$2,660
Ending Fund Balance	\$7,380	\$9,906	\$10,656	\$3,276

Abandoned Vehicle Abatement Fund Reserve Policy

The AVA Program has no reserve policy since all funds received are ultimately distributed to jurisdictions.

MarinMap Fund and Program

Table 4 is the Proposed FY 2026/27 Budget as the MarinMap Executive Committee recommends. Member dues went unchanged for 20 years, from a rate holiday for members in FY 21/22 and a one-time dues reduction 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 faced. Through the remainder of this fiscal year and into FY 2026/27 MarinMap will be looking at its program governance, technology changes, and appropriate funding levels, including reserves. Dues for FY 2026/27 are at their historic level.

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 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 fund balance, the Executive Subcommittee identified Projects for the coming year of \$72,000. This represents the annual member allocation for projects and training, plus incomplete or reallocated projects carried over from FY 2025/26.

Table 4 – MarinMap Fund

	Adj Budget 2025/26	Est Actual 2025/26	Proposed 2026/27	Bud 25/26 vs 26/27 Prop
Beginning Fund Balance	332,632	332,632	378,165	45,533
Revenue				
Member Contributions	162,000	162,000	162,000	-
Interest	1,500	1,500	1,500	-
Total Revenue	\$163,500	\$163,500	\$163,500	-
Expenditures				
	Adj Budget 2025/26	Est Actual 2025/26	Proposed 2026/27	Bud 25/26 vs 26/27 Prop
Executive Officer/Overhead	7,000	7,000	7,000	-
Program Administration	33,782	33,600	33,600	(182)
Other Contract Services	98,790	93,790	93,790	(5,000)
Projects	78,930	48,480	72,000	(6,930)
Total Expenditures	\$218,5020	\$182,870	\$206,390	\$(12,112)
Net	-\$55,002	-\$19,310	-\$42,890	12,112
Ending Fund Balance	\$277,630	\$277,630	\$335,275	\$57,645

MarinMap Reserves and Reserve Policy

The Fund Balance anticipated for year-end in the Proposed MarinMap FY 2026/27 Budget is \$335,275. As seen in Table 5 below, \$60,000 of that amount is designated. The amount in reserve, however, meets the proposed reserve policy, which is a minimum of 20% of revenues plus any designated reserves.

Table 5 – MarinMap Designated Reserves

	Adj Budget 2025/26	Est Actual 2025/26	Proposed 2026/27
Reserves			
Designated	52,500	52,500	60,000
Undesignated	32,700	32,700	32,700
Total	\$85,200	\$85,200	\$92,700

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, starting on July 1, 2020. MGSA assumed program responsibilities from the Marin Telecommunications Agency (MTA), which was dissolved.

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

After extensive discussions, 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 funded by member jurisdiction dues, CATV is funded by cable franchise fees. MGSA collects fees, and any amounts not approved by the Board for Program operations are distributed to member agencies (as shown 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 MGSA operations, 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 this fiscal year again despite increases in cost-of-living contracts and expenses. Since taking over MTA following its dissolution on June 30, 2020, costs for the responsibilities to the member agencies have **decreased by more than 61%**.

Table 6 – CATV Operating Fund

	Adj Budget 2025/26	Est Actual 2025/26	Proposed 2026/27	Bud 25/26 vs 26/27 Prop
Beginning Fund Balance	\$60,017	\$74,477	\$104,784	44,767
Revenue				
Interest	15,000	7,500	7,500	(7,500)
Franchise Fees	3,000,000	2,525,000	2,600,000	(400,000)
Other Revenue	10,300	10,287	10,600	300
Total Revenues	3,025,300	2,542,787	2,618,100	(407,200)
Expenditures				
MGSA/Program Administration	56,547	51,353	55,989	(558)
Broadband for Jurisdictions	-	-	-	-
Professional Services	16,920	11,494	16,760	(160)
Other Expenses	1,900	-	2,000	100
Jurisdiction Payments	2,976,834	2,449,633	2,615,135	(361,699)
Total Expenditures	3,052,201	2,512,480	2,689,884	(362,317)
Net	(\$26,901)	\$30,307	(\$71,784)	(\$44,883)
Ending Fund Balance	\$33,116	\$104,784	\$33,000	(\$116)

CATV Operating Fund Reserve Policy

Given the timing of franchise fee payments, maintain approximately \$35,000 in cash to cover expenses.

Jurisdictional Franchise Fee Payments for FY 2026/27

Cable and video providers pay a 5% franchise fee quarterly. The providers in Marin are Comcast, AT&T, and Horizon. Comcast accounts for approximately 94% of the fees.

Franchise fee revenue of \$2,600,000 in the above chart is a decrease of \$400,000 compared to the FY 2025/26 budget. The decrease will bring the budget authority closer to reality, as traditional cable subscriptions will continue to decline in the years ahead.

CATV Public, Educational, and Government Fund (PEG)

As described above, the California Legislature adopted the Digital Infrastructure and Video Competition Act (“DIVCA”), which changed how 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, and all member agencies have passed 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 in accordance with the law. CMCM established a Media Center in downtown San Rafael. PEG fees are fully distributed to CMCM. They can only support public access as outlined in the code.

Table 7 – CATV Public, Educational, and Government Fund (PEG)

	Adj Budget 2025/26	Est Actual 2025/26	Proposed 2026/27	Bud 25/26 vs 26/27 Prop
Beginning Fund Balance	\$3,600	\$4,941	\$6,441	\$2,841
Revenue				
Interest	1,500	1,500	1,500	-
PEG Fees	600,000	515,000	510,000	(90,000)
Total Revenues	\$601,500	\$516,500	\$511,500	(90,000)
Expenditures				
Community Media Center Contract	604,600	515,000	516,000	(\$88,600)
Total Expenditures	\$604,600	\$515,000	\$516,000	(\$88,600)
Net	(\$3,100)	\$1,500	(\$4,500)	(\$1,400)
Ending Fund Balance	\$500	\$6,441	\$1,941	\$1,441

PEG Fund Reserve Policy

Maintain at least \$500 to ensure positive cash flow amid expenses and franchise fee payments.

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

The contributions shown in **Table 8A** below reflect the County, cities, and towns' share of MGSA programs' costs. **Table 8B** includes the Animal Care and Control Program, which MGSA manages on the County's behalf. The MGSA's Joint Powers Agreement provides for funding the agency as described in the next section. The following section also outlines the allocation methodologies for each program.

Table 8A – Member MGSA Program Contributions for FY 2026/27

Member ¹	General Admin		Shared Contracts ²		Streetlights		MCEP		MarinMap		Mediation		MGSA Total	
	25/26	26/27	25/26	26/27	25/26	26/27	25/26	26/27	25/26	26/27	25/26	26/27	25/26	26/27
Belvedere	548	553	1,029	-	500	500	3,061	3,111	6,000	6,000	831	909	11,969	11,073
Corte Madera	1,157	1,162	2,156	-	1,019	1,018	5,223	5,457	9,000	9,000	4,018	4,400	22,573	21,036
County	7,565	7,549	39,006	-	2,768	2,769	20,664	22,135	10,000	10,000	26,837	29,212	106,840	71,665
Fairfax	686	684	1,275	-	809	809	4,536	4,698	6,000	6,000	2,989	3,270	16,295	15,462
Larkspur	1,466	1,474	2,733	-	1,100	1,095	5,811	6,278	9,000	9,000	5,109	5,620	25,219	23,467
Mill Valley	1,843	1,848	3,441	-	1,099	1,099	6,451	6,562	9,000	9,000	5,553	6,043	27,387	24,552
Novato	4,768	4,772	8,863	-	5,233	5,235	17,024	17,838	10,000	10,000	20,887	22,819	66,775	60,665
Ross	504	508	-	-	-	-	3,192	3,185	6,000	6,000	921	1,019	10,617	10,712
San Anselmo	1,309	1,313	2,436	-	905	906	5,946	6,224	9,000	9,000	5,042	5,541	24,638	22,984
San Rafael	5,666	5,648	10,536	-	6,172	6,173	18,526	20,270	10,000	10,000	24,256	26,437	75,156	68,528
Sausalito	1,006	1,004	1,880	-	895	895	4,497	4,560	9,000	9,000	2,790	3,064	20,068	18,524
Tiburon	1,482	1,485	2,772	-	500	500	5,068	5,144	9,000	9,000	3,576	3,933	22,398	20,062
BMK CSD	-	-	-	-	500	500	-	-	-	-	-	-	500	500
FCA	-	-	-	-	-	-	-	-	10,000	10,000	-	-	10,000	10,000
LAFCO	-	-	-	-	-	-	-	-	-	-	-	-	-	-
M. CSD	-	-	-	-	500	500	-	-	-	-	-	-	500	500
TAM	-	-	-	-	-	-	12,500	13,280	10,000	10,000	-	-	22,500	23,280
MCE	-	-	-	-	-	-	12,500	13,280	-	-	-	-	12,500	13,280
MMWD	-	-	-	-	-	-	12,500	10,780	10,000	10,000	-	-	22,500	20,780
MWPA	-	-	-	-	-	-	-	-	10,000	10,000	-	-	10,000	10,000
	-	-	-	-	-	-	-	-	10,000	10,000	-	-	10,000	10,000
SASM	-	-	-	-	-	-	-	-	-	-	-	-	-	-
RVSD	-	-	-	-	-	-	-	-	10,000	10,000	-	-	10,000	10,000
TOTAL	\$28,000	\$28,000	\$76,127	\$0	\$22,000	\$22,000	\$137,500	\$142,802	\$162,000	\$162,000	\$102,809	\$112,267	\$528,436	\$467,069

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	-14.24%
-----------	---------

Table 8B – Member Program Contributions and Animal Services Payments for FY 2026/27

	MGSA Programs Total		Animal Services ²		Total	
	25/26	26/27	25/26	26/27	25/26	26/27
slvedere	11,969	11,073	27,882	26,939	39,851	38,011
Corte Madera	22,573	21,036	124,668	133,803	147,241	154,840
County	106,840	71,665	1,185,618	1,250,889	1,292,458	1,322,553
Fairfax	16,295	15,462	117,629	135,491	133,924	150,952
Larkspur	25,219	23,467	171,287	163,263	196,506	186,730
Mill Valley	27,387	24,552	190,845	246,953	218,232	271,504
Novato	66,775	60,665	837,051	887,852	903,826	948,517
Ross	10,617	10,712	34,992	34,707	45,609	45,419
San Anselmo	24,638	22,984	156,901	171,232	181,539	194,216
San Rafael	75,156	68,528	884,080	910,318	959,236	978,846
Sausalito	20,068	18,524	113,589	114,309	133,657	132,833
Tiburon	22,398	20,062	118,764	116,948	141,162	137,010
BMK CSD	500	500	-	-	500	500
FCA	10,000	10,000	-	-	10,000	10,000
LAFCO	-	-	-	-	-	-
M. CSD	500	500	-	-	500	500
TAM	22,500	23,280	-	-	22,500	23,280
MCE	12,500	13,280	-	-	12,500	13,280
MMWD	22,500	20,780	-	-	22,500	20,780
MWPA	10,000	10,000	-	-	10,000	10,000
	10,000	10,000	-	-	-	-
SASM	-	-	-	-	-	-
RVSD	10,000	10,000	-	-	10,000	10,000
TOTAL	\$528,436	\$467,069	\$3,963,306	\$4,192,703	\$4,481,742	\$4,649,772

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

Inc / Dec just members	3.83%
Less Placer.ai	2.18%
Less Placer.ai less MERA	-1.57%

Member Contribution Methodology and Calculation

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

General

The FY 2026/27 proposed General Fund operating budget, including the Streetlight Program overhead, assumes individual members contribute \$50,000 each. Those programs or administrations that are 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 area's assessed value of real property and population.

Table 9 – Member Contribution Share Calculation

Member	Assessed Value*	% AV	AV Share	Population	% Pop.	Popul. Share	MGSA Dues Share	Shared Contracts *	TOTAL
Belvedere	3,398,913,765	0.03	440	2,058	0.01	113	553	-	\$553
Corte Madera	4,738,144,417	0.04	613	9,966	0.04	549	1,162	-	\$1,162
Fairfax	2,138,979,045	0.02	277	7,407	0.03	408	684	-	\$684
Larkspur	5,972,938,202	0.06	773	12,731	0.05	701	1,474	-	\$1,474
Mill Valley	8,458,615,547	0.08	1,094	13,688	0.05	754	1,848	-	\$1,848
Novato	14,895,428,009	0.14	1,927	51,690	0.20	2,846	4,772	-	\$4,772
Ross	2,942,080,877	0.03	381	2,309	0.01	127	508	N/A	\$508
San Anselmo	4,811,832,090	0.04	622	12,551	0.05	691	1,313	-	\$1,313
San Rafael	18,174,974,207	0.17	2,351	59,885	0.24	3,297	5,648	-	\$5,648
Sausalito	4,810,470,093	0.04	622	6,941	0.03	382	1,004	-	\$1,004
Tiburon	7,685,283,715	0.07	994	8,910	0.04	491	1,485	-	\$1,485
Marin, Unincorp	30,198,377,637	0.28	3,906	66,170	0.26	3,643	7,549	-	\$7,549
Total	\$108,226,037,604	1.00	\$14,000	254,306	1.00	\$14,000	\$28,000	-	\$28,000

Streetlight - Maintenance

Members pay the overhead and administrative costs of this function in proportion to the number of streetlights owned by the Authority in each member’s jurisdiction (see **Table 10**). 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 the 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. MGSA does not own streetlights in the Town of Ross and Marin City and is not included in this program. The program administration costs were increased in FY 22/23 to \$22,000, up from \$11,000 over a decade. This cost increase more accurately reflects the time and effort spent addressing Program issues.

Table 10 – Streetlight Maintenance Share Calculation

Member	26/27 Lights	%	Raw Share	Lights w/out <\$500		New % w/out <\$500	Final Share
Belvedere	154	0.01	216	-	500.00	-	500
Bel Marin Keys District	144	0.01	202	-	500.00	-	500
Corte Madera	755	0.05	1,058	755	-	0.05	1,018
County, Unincorp.	2,053	0.13	2,877	2,053	-	0.14	2,769
Fairfax	600	0.04	841	600	-	0.04	809
Larkspur	812	0.05	1,138	812	-	0.05	1,095
Marinwood District	290	0.02	406	-	500.00	-	500
Mill Valley	815	0.05	1,142	815	-	0.05	1,099
Novato	3,882	0.25	5,440	3,882	-	0.26	5,235
Ross	N/A	N/A	N/A	N/A	N/A	N/A	N/A
San Anselmo	672	0.04	942	672	-	0.05	906
San Rafael	4,577	0.29	6,414	4,577	-	0.31	6,173
Sausalito	664	0.04	931	664	-	0.04	895
Tiburon	280	0.02	392	-	500.00	-	500
Total	15,698	1.00	22,000	14,830	2,000	1.00	\$22,000
Streetlight Program Overhead							\$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. No applications have been submitted to MGSA to place equipment on MGSA poles. Staff work is presently covered through general administration costs. Once implemented, this program is anticipated to be fully cost-recovering.

Taxicab Regulation

According to MGSA Board policy, this program will be funded by revenue generated from annual taxicab permits. The MGSA Board sets the permit fees. As described earlier in this document, the Board waived fees for FY 20/21 due to the impacts of COVID-19, significantly reduced permit fees in FY 21/22, and again on March 14, 2024. There are no recommended changes for FY 2026/27.

Marin Climate and Energy Partnership

The MCEP Program has a steering committee comprised of its members who are responsible for setting priorities and making recommendations on policy and budget issues. All MGSA cities, towns, and the 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, grants, and contracts with the County and federal government. Members assess themselves to fund the program at \$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) contributes \$10,000; 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 fee of \$10,000, \$9,000, or \$6,000 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 and remain at that level in this proposed 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

Cable franchise fees fully fund this program. Novato and Larkspur are the two agencies that are not members. The program expenses are deducted from franchise fees before being distributed to members. The costs 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 Animal Care and Control Budget is paid directly by the County to Marin Humane. The allocation methodology for the remaining costs to jurisdictions is based on a combination of two factors used equally to develop a fair apportionment of costs: 1) animal-related Calls for Service handled in the previous calendar year, and 2) population.

Mediation

The Mediation Program costs, including annual increases submitted by the District Attorney's Office, are allocated based on the most recent population estimates.

County Financial System FY 2026/27 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 2026/27
421225	Other Permits – Taxicab	(31,000)
441115	Interest on Pooled Fund	(10,000)
453110	Other Misc Rev (Overhead/Mngt Fee)	(69,362)
461250	City Contributions	(50,000)
462610	Charges Other – Telecom	0
522510	Professional Services	159,491
522545	Prof Services – Legal	10,000
522585	Administration & Finance Services	11,250
521615	Insurance Premiums	17,417
521310	Communications Services	0
522925	Rent & Operating Leases	3,635
522410	Office Supplies	8,190

MGSA General Fund MCEP Fund 8019 (Code 8642)

G/L		FY 2026/27
453110	Grant Revenue/Other Misc. Rev	(37,500)
461250	City Contributions	(142,802)
522510	Professional Services	180,302

MGSA Abandoned Vehicle Abatement Fund 8010

G/L		FY 2026/27
441115	Interest on Pooled Funds	(750)
451970	State - Abandoned Vehicle	(240,000)
522510	Professional Services	240,750

MGSA MarinMap Fund 8020

G/L		FY 2026/27
441115	Interest on Pooled Funds	(1,500)
461250	City Contributions	(162,000)
522510	Professional Services	206,390

CATV Operating Fund 8017

G/L		FY 2026/27
421610	Franchise Fees	(2,600,000)
441115	Interest on Pooled Funds	(7,500)

470310	Misc Revenues (Larkspur)	(10,600)
521315	Communication - Broadband	0
521615	Insurance Premiums	0
522210	Memberships	0
522410	Office Expense	0
522510	Professional Services	55,989
522545	Prof Services – Legal	5,000
522575	Prof Services – System Maintenance	0
522585	Prof Services – Audit and Accounting	0
522925	Rents and Leases	2,000
523410	Transportation and Travel	0
524710	Contribution Non-County Agency	2,615,135

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

G/L		FY 2026/27
421610	PEG Fees	(510,000)
441115	Interest on Pooled Funds	(1,500)
524710	Contribution Non-County Agency	516,000

EXHIBIT A

FY 2026/27 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 a wide range of government programs, it was originally formed in 1985 as the Marin Street Light Acquisition Authority ("MSLAJPA") to acquire streetlights from PG&E to reduce 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 sets out the powers the new authority will be permitted 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."



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

MGSA offers public services throughout the county in a uniform, efficient manner with minimal overhead.

MGSA Oversight & Administration

Executive Oversight	
1	Provide effective management oversight of the 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 the upcoming year's MGSA Work Plan and monitor progress
2026/27 Initiatives	
6	Assist with MarinMap Ad-hoc committee studying the future of MarinMap.
7	Develop and administer the RFP Master Service Agreement for Streetlight maintenance.
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 the orientation and training process for new contractors as needed, to include onboarding of a new accounting support contractor.
Property Management	
17	Manage storage office sublease with TAM and resolve any related issues, including space, mail management, and copier use
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 a 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 the appropriate jurisdictions

Animal Care & Control

1	Manage the Animal Care and Control Program as outlined in the three-year 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 consultants that audits state franchise holder records as appropriate and negotiate the resolution of discrepancies with franchise holders
2026/27 Initiatives	
5	Continue to evaluate and implement administrative cost reductions and efficiencies resulting from the transition from a separate government entity to a program within MGSA.

Marin Climate and Energy Partnership (MCEP)

2026/27 Initiatives	
1	Update Climate Action Plans and/or develop content for General Plans for San Anselmo, Ross, and others as requested
2	Develop annual communitywide GHG emissions inventories for all jurisdictions and government operations GHG emissions inventories for jurisdictions upon request
3	Assist in the implementation of Marin County Electrification Roadmap (specifically Actions A, B, and I)
4	Partner with the Bay Area Air District to conduct outreach regarding residential hot water heater regulations
5	Pursue cross-jurisdictional collaboration on sustainability events.
6	Support Resilient Neighborhoods in their efforts to enroll participants in the program
7	Develop outreach and education materials for jurisdictions’ use; update the MCEP websites and events calendar
8	Explore the feasibility of establishing a countywide program to operate, maintain, and install public electric vehicle chargers
9	Conduct a gap analysis of alternative commute and active transportation programs in Marin and develop a program to support VMT reduction countywide

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 multiple 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	Continuing to encourage cooperation among public agencies, reducing redundancies, improving efficiency, and minimizing conflicts
2026/27 Initiatives	
10	Facilitate and complete MarinMap’s transition from a Geocortex-based platform to ESRI.
11	Coordinate MarinMap’s transition from data storage in a physically based server to the ESRI cloud.
12	Continue to pursue cost-effective methods to acquire more current orthophotos
13	Work with the MGSA-designated ad hoc committee to complete the development of MarinMap’s Strategic Plan.
14	Implement elements of the MarinMap Strategic Plan as endorsed by MGSA.

MCSTOPPP

1	Provide budgetary and high-level programmatic oversight and coordination with local jurisdictions.
2	Work with County and MCSTOPP staff on the annual budget, which the MGSA Board reviews and recommends to the Marin County Flood Control District.

Mediation

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

Streetlight – Maintenance

1	Manage streetlight agreement, including getting input from public works directors, implementing rate changes, and administering a new RFP and contract for the existing contract, which expires June 30, 2027.
2	Administer the annual process for all member jurisdictions to transfer streetlights added during the year to the MGSA inventory.
3	Facilitate accurate streetlight inventory among 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 on 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, 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 following the California State tax 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 rideshare legislative activity to understand any impact on local taxi activity and regulation
4	Process taxi permits in an efficient and cost-effective manner

MARIN GENERAL SERVICES AUTHORITY**ADOPTION OF THE FISCAL YEAR 2026/27 ANNUAL OPERATING BUDGET AND WORKPLAN****RESOLUTION 2026 - 04**

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 14, 2026; 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 2026/27 as shown in the attached Exhibit A.

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

Adopted on this 14th day of May 2026.

Ayes:

Noes:

Absent:

Andrew Poster,
President, MGSA Board of Directors

Attested By:

Adam McGill
Executive Officer

Resolution 2026-04 Exhibit A

MGSA General Fund Operating Fund 8019 (Code 8641)

G/L		FY 2026/27
421225	Other Permits – Taxicab	(31,000)
441115	Interest on Pooled Fund	(10,000)
453110	Other Misc Rev (Overhead/Mngt Fee)	(69,362)
461250	City Contributions	(50,000)
462610	Charges Other – Telecom	0
522510	Professional Services	159,491
522545	Prof Services – Legal	10,000
522585	Administration & Finance Services	11,250
521615	Insurance Premiums	17,417
521310	Communications Services	0
522925	Rent & Operating Leases	3,635
522410	Office Supplies	8,190

MGSA General Fund MCEP Fund 8019 (Code 8642)

G/L		FY 2026/27
453110	Grant Revenue/Other Misc. Rev	(37,500)
461250	City Contributions	(142,802)
522510	Professional Services	180,302

MGSA Abandoned Vehicle Abatement Fund 8010

G/L		FY 2026/27
441115	Interest on Pooled Funds	(750)
451970	State - Abandoned Vehicle	(240,000)
522510	Professional Services	240,750

MGSA MarinMap Fund 8020

G/L		FY 2026/27
441115	Interest on Pooled Funds	(1,500)
461250	City Contributions	(162,000)
522510	Professional Services	206,390

CATV Operating Fund 8017

G/L		FY 2026/27
421610	Franchise Fees	(2,600,000)
441115	Interest on Pooled Funds	(7,500)
470310	Misc Revenues (Larkspur)	(10,600)
521315	Communication - Broadband	0
521615	Insurance Premiums	0

522210	Memberships	0
522410	Office Expense	0
522510	Professional Services	55,989
522545	Prof Services – Legal	5,000
522575	Prof Services – System Maintenance	0
522585	Prof Services – Audit and Accounting	0
522925	Rents and Leases	2,000
523410	Transportation and Travel	0
524710	Contribution Non-County Agency	2,615,135

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

G/L		FY 2026/27
421610	PEG Fees	(510,000)
441115	Interest on Pooled Funds	(1,500)
524710	Contribution Non-County Agency	516,000