

BOARD MINUTES FOR MEETING OF MAY 12, 2022

As a result of the COVID-19 pandemic, the Board Meeting came to order on-line in compliance with orders, as allowed by Executive Order N-29-20 (March 17, 2020). The meeting started at 10:02 a.m.

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

Program Contractors Attending: Executive Officer Michael Frank, General Counsel Dave Byers, Taxi Regulation Program Coordinators Bob Brown, Christine O'Rourke, and Wayne Bush.

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

Following a brief introduction by the President and Executive Officer, the Board voted to authorize remote teleconferencing of meeting of the MGSA Board pursuant to Assembly Bill 361. Motion by Middleton, seconded by Hade to adopt Resolution 2022-06 authorizing teleconference meetings of the MGSA Board of Directors pursuant to Assembly Bill 361. Motion was approved 4 – 0 with Blunk, Eilerman, and McGill absent.

There was no public comment on the item.

B. Report from Executive Officer

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

- Administration
 - Congrats to Robert Zadnik for being hired as Belvedere's new City Manager. MGSA will need a new appointment from the Marin Manager's Association following the retirement of Belvedere Town Manager Craig Middleton.
- MCEP
 - Resilient Neighborhood Funding – The MGSA Executive Officer participated in numerous discussions about Resilient Neighborhoods funding and went to the Marin Manager's Association meeting to discuss. He had a discussion with TAM regarding their support for this needed funding.

MGSA Board Meeting Minutes for May 12, 2022

- Telecommunications
 - Four permits submitted by AT&T in Novato. MGSA is gearing up for review of these first small cell applications. Still in process
- MarinMap and strategic planning
 - Conference in July along with County's GIS Team

C. Public Comment

None

D. Approve Minutes of March 10, 2022 Regular Meeting

Motion by Zadnik, seconded by Middleton to adopt the minutes of the March 10, 2022 MGSA Board Meeting. Motion was approved 4 – 0 with Blunk, Eilerman, and McGill absent. There was no public comment on the item.

E. Fiscal Year 2022/23 MGSA Operating Budget and Work Plan

Executive Officer Frank presented the Proposed Operating Budget and Work Plan for FY 2022/23 (presentation attached to minutes).

Following Board questions and discussion, a motion to approve Resolution 2022 - 07 adopting the FY 2022/23 Budget and Workplan as presented was made by Chanis and seconded by McGill. The Motion to approve Resolution 2022 – 7 was approved 4 – 0 with Blunk, Eilerman, and McGill absent.

No public comment.

F. Receive the Community Media Center of Marin's (CMCM) Budget and Capital Plan for July 2022 through June 2023

Executive Director Michael Eisenmenger provided an overview of the item. No action was recommended or taken.

G. District Attorney Annual Mediation Program Report

Executive Officer Frank briefly introduced the District Attorney's annual Program Report. No action was recommended or taken.

CLOSED SESSION

H. CONFERENCE WITH LEGAL COUNSEL –ANTICIPATED LITIGATION

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Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9

(MGSA v. Hanne Callaert dba Marin Green Cab)

OPEN SESSION

The Board of MGSA came out of Closed Session and gave approval to MGSA's General Counsel to initiate litigation under Government Code Section 54957.1(2).

No public comment.

I. Adjournment


The meeting adjourned at 11:35 a.m.

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

Michael S. Frank, Executive Officer

FY 2022/23 Budget and Workplan


May 12, 2022
Michael Frank, Executive Officer



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Presentation Overview


- Introduction
- Budget Basics
- Executive Summary
- Program Budgets
- FY 22/23 Workplan



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MGSA Budget Basics


Taxi Regulation	Streetlight Maintenance	MarinMap	MCEP
Streetlight Telecom	MCSTOPPP – Storm Water	CATV (MTA)	Mediation
	Animal Care and Control	AVAP – Vehicles	



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	AVAP	Streetlights	MCSTOPPP	
MCEP				Taxi
				Streetlight Telecom
Animal Care and Control				
	MarinMap	CATV (MTA)	Mediation	


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



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MGSA Budget Basics

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



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Animal Care and Control – For Your Info


- Not part of MGSA Budget
 - Paid to manage contract
- For jurisdictions' ease, we invoice and deposit into County accounts
 - Over 90% of amount invoiced jurisdictions is for Animal Care and Control
- Contractually obligated so minimal flexibility
- 2nd year of 2-year contract
- No increase in contract dollar amount for second year in a row



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Animal Control FYI

0.1%




	FY 22/23 Allocation	FY 21/22 Allocation	\$ Change	% Change
Belvedere	\$ 27,275	23,885	3,390	12.4%
Corte Mader	\$ 101,658	113,007	(11,349)	-11.2%
Fairfax	\$ 108,150	92,458	15,691	14.5%
Larkspur	\$ 141,697	151,860	(10,163)	-7.2%
Mill Valley	\$ 184,502	191,148	(6,646)	-3.6%
Novato	\$ 727,965	701,917	26,049	3.6%
Ross	\$ 40,171	28,932	11,239	28.0%
San Anselmo	\$ 144,108	137,266	6,842	4.7%
San Rafael	\$ 679,210	726,637	(47,427)	-7.0%
Sausalito	\$ 119,855	117,578	2,277	1.9%
Tiburon	\$ 105,284	97,856	7,429	7.1%
Total	\$2,379,876	2,382,543	2,668	0.1%

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FY 2022/23 Executive Summary


- Taxi permit revenue has stabilized
- Membership support to MGSA increasing despite significant expenditure reductions
 - MarinMap rate holiday for FY 21/22
 - MCEP \$70,000 increase for Resilient Neighborhoods
 - CATV/MTA expenses reduced 47% since assumption of MTA
- Overhead allocation for CATV
- Balance in the General Fund is greater than reserve policy



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All Budgeted MGSA Programs

7.4%




	Total 2021/22	Total FY 22/23	Change	% Change
Belvedere	11,303	15,418	4,115	36.4%
Corte Madera	26,513	32,142	5,629	21.2%
County	151,146	140,301	(10,845)	-7.2%
Fairfax	18,519	22,722	4,203	22.7%
Larkspur	19,775	28,126	8,352	42.2%
Mill Valley	39,501	42,804	3,302	8.4%
Novato	67,233	79,014	11,780	17.5%
Ross	10,606	15,031	4,425	41.7%
San Anselmo	31,443	36,541	5,098	16.2%
San Rafael	127,021	122,430	(4,591)	-3.6%
Sausalito	23,484	29,029	5,545	23.6%
Tiburon	29,344	33,626	4,282	14.6%
Total	\$555,889	\$597,184	41,295	7.4%

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All Budgeted MGSA Programs

(23.5%)

7.4%




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	-\$70,000		Increase for Resilient Neighborhoods
	-\$102,000		MarinMap prior yr Rate Holiday
\$555,889	\$425,184	-\$130,705	-23.5%

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General Fund Revenue (no MCEP)



	Adj Budget 2021/22	Est Actual 2021/22	Proposed 2022/23	Bud 21/22 vs 22/23 Prop
Beginning Fund Balance	47,361	97,205	256,330	
Revenues				
Member Contributions	260,000	260,000	180,000	(80,000)
Taxicab Permit Fees	30,000	70,000	50,000	20,000
Management/Overhead Fees	48,909	48,909	61,777	12,868
Telecommunication Fees	30,000	4,000	30,000	-
Interest	3,000	250	700	(2,300)
Total Revenue	\$371,909	\$383,159	\$322,477	(49,433)

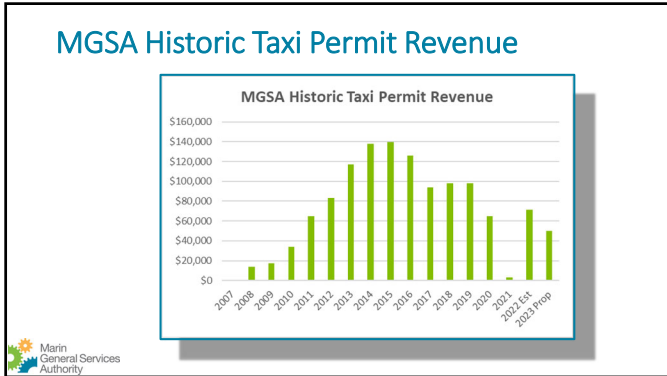
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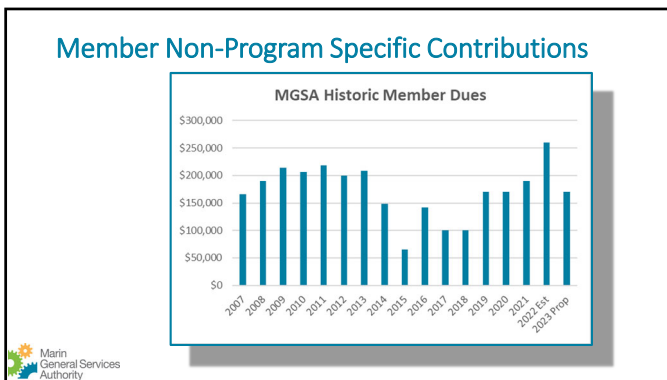


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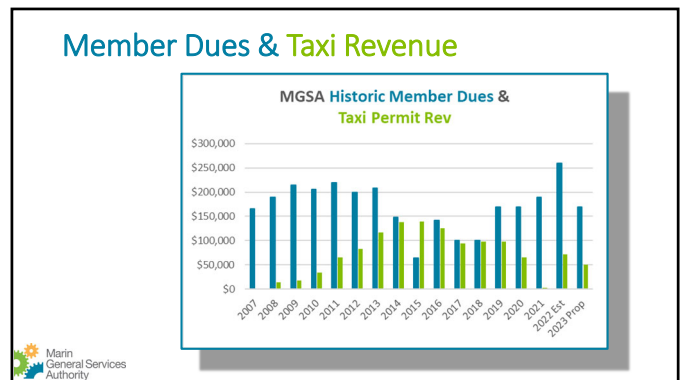
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Management/Overhead Fees	48,909	48,909	61,777	12,868
Telecommunication Fees	30,000	4,000	30,000	-
Interest	3,000	250	700	(2,300)
Total Revenue	\$371,909	\$383,159	\$322,477	(49,433)

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General Fund Expenditures (no MCEP)

	Adj Budget 2021/22	Est Actual 2021/22	Proposed 2022/23	Bud 21/22 vs 22/23 Prop
Expenditures				
Insurance	10,000	10,050	15,000	5,000
Contract Services	282,384	181,384	264,741	(17,643)
Legal	25,000	14,000	25,000	-
Audit/Accounting	15,500	6,500	15,500	-
Rent	2,400	3,600	7,600	5,200
Office Expense	13,000	8,500	11,000	(2,000)
Total Expenditures	\$348,284	\$224,034	\$338,841	(9,443)
Net	23,625	159,125	(16,365)	(39,990)
Ending Fund Balance	70,986	256,330	239,966	168,980

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Abandoned Vehicle Fund

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

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Marin Climate & Energy Partnership (MCEP)

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

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MarinMap

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

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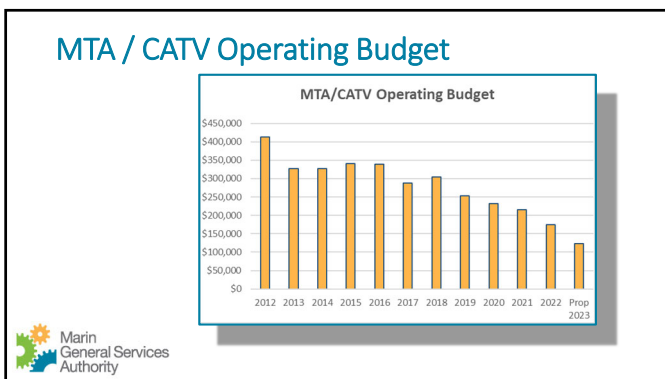
CATV Operating Fund

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

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- ### CATV Overhead
- 6 FY 2022/23 CATV Overhead
 - EO Costs 25% charged directly
 - Accountant time charged directly at 35%
 - Direct CATV costs charged directly
 - Misc costs unrelated to other programs charged at 35%

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CATV PEG Fund

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

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MGSA Workplan FY 22/23
May 12, 2022



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Questions and Answers
MGSA Budget and Workplan
May 12, 2022
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