

BOARD MINUTES FOR MEETING OF MAY 11, 2023

The MGSA Board Meeting came to order in person and on-line. The meeting started at 10:00 a.m.

MGSA Board Members Participating: President Greg Chanis, Vice President Andy Poster, and Members Cristine Alilovich, Chris Blunk, Dan Eilerman, Adam McGill, and Robert Zadnik were present.

Program Contractors Attending: Executive Officer Michael Frank, General Counsel Dave Byers, and CCMC Director Michael Eisenmenger.

A. Report from Executive Officer

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

Administration

- Work on finalizing Placer Labs contract and incorporating it into MGSA's budget.

MarinMap

- Strategic Plan – Completed Phase I and have received a quote for Phase II which will proceed this summer.

Telecommunications

- No small cell applications

B. Public Comment

None

C. Approve Minutes of March 9, 2023 Regular Meeting

Motion by Eilerman, seconded by McGill, to approve the minutes for the March 9th, 2023 Board Meeting. Motion was approved 4 – 0 with Members Alilovich, Blunk and Vice President Poster abstaining. There was no public comment on this item.

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D. Fiscal Year 2023/24 MGSA Operating Budget and Annual Work Plan

Executive Officer Frank presented the Proposed Operating Budget and Work Plan for FY 2023/24 (presentation attached to minutes).

A motion to approve Resolution 2023 – 04 adopting the FY 2023/24 Budget and Workplan as presented was made by McGill and seconded by Poster. The Motion to approve Resolution 2023 – 4 was approved 7 – 0.

There was no public comment on this item.

E. Receive the Community Media Center of Marin’s (CMCM) Budget and Capital Plan for July 2023 through June 2024

Executive Director Michael Eisenmenger provided an overview of the item. No action was recommended or taken. There was no public comment on this item.

F. Placer Labs, Inc. Software Access Agreement for Marin Jurisdictions

Following brief comments by the Executive Officer and Board Member Eilerman, a motion to approve Resolution 2023 – 05 authorizing the Executive Officer to sign an Agreement with Placer labs, Inc. for software access by participating MGSA members and allowing the Executive Officer and General Counsel to finalize the agreement language under the draft terms outlined in Attachment F1 was made by Eilerman and seconded by Zadnik. The Motion to approve Resolution 2023 – 5 was approved 7 – 0.

There was no public comment on this item.

G. District Attorney’s Office Transmission of Mediation Program Report

Executive Officer Frank briefly introduced the District Attorney’s annual Program Report. There was a brief discussion about how to proceed with a program review as outlined in the upcoming workplan. No action was recommended or taken.

There was no public comment on this item.

H. Adjournment

The meeting was adjourned at 11:12 a.m.



Michael S. Frank, Executive Office

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FY 2023/24
Budget and Workplan
 May 11, 2023
 Michael Frank, Executive Officer

Presentation Overview

- Introduction
- Budget Basics
- Executive Summary
- Program Budgets
- FY 23/24 Workplan



MGSA Budget Basics

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



Animal Care and Control – For Your Info

- Not part of MGSA Budget
 - Paid to manage contract
- For jurisdictions' ease, we invoice and deposit into County accounts
 - Close to 90% of amount invoiced to jurisdictions is for Animal Care and Control
- 9.2% increase
- 1st year of 3-year contract [8% increase]
- One-time moneys included for MERA radios [\$164,745]



Animal Control
FYI

9.2%

10.1%
w/o County

	FY 22/23 Allocation	FY 23/24 Allocation	\$ Change	% Change
Belvedere	27,275	29,088	1,813	6.6%
Corte Madera	101,658	123,109	21,451	21.1%
Fairfax	108,150	117,100	8,950	8.3%
Larkspur	141,697	156,666	14,969	10.6%
Mill Valley	184,502	201,789	17,288	9.4%
Novato	727,965	767,558	39,592	5.4%
Ross	40,171	38,407	(1,764)	-4.4%
San Anselmo	144,108	146,708	2,600	1.8%
San Rafael	679,210	803,169	123,959	18.3%
Sausalito	119,855	128,638	8,783	7.3%
Tiburon	105,284	107,927	2,642	2.5%
Total	\$2,379,874	2,620,160	240,284	10.1%

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FY 2022/23 Executive Summary

- Taxi permit revenue has stabilized
- Planned use of General Fund balance to mitigate increases in Animal Control
- Membership support to MGSA significantly decreasing despite addition of new Shared Contract
- Balance in the General Fund continues to be greater than reserve policy



All Budgeted
MGSA
Programs

-11%

-26%

w/o Placer

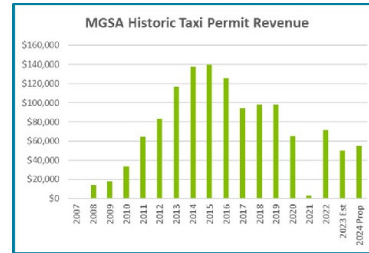
	22/23	23/24	Diff	%
Belvedere	15,312	11,559	(1,953)	-14.7%
Colma	23,334	22,908	(3,046)	-13.0%
County	100,138	103,124	3,015	3.0%
Fairfax	17,310	10,000	(1,859)	-10.7%
Larkspur	28,125	24,119	(5,341)	-11.9%
Mill Valley	32,344	20,921	(5,381)	-16.7%
Novato	19,014	00,000	(12,004)	-63.1%
Ross	15,010	10,000	(4,430)	-29.5%
San Anselmo	21,194	24,321	3,401	16.1%
San Rafael	81,310	73,940	(13,909)	-17.1%
Sausalito	22,900	19,940	(2,959)	-12.9%
Tiburon	320,300	22,161	(19,400)	-6.1%
Total	\$473,986	\$421,414	(52,571)	-11.1%
Tiburon	\$26,567	22,161	(4,406)	-16.6%
Total	\$473,986	\$421,414	(52,571)	-11.1%

General Fund Revenue (no MCEP)

	Adj Budget 2022/23	Est Actual 2022/23	Proposed 2023/24	Bud 22/23 vs 23/24 Prop
Beginning Fund Balance	256,330	268,381	316,296	59,966
Revenues				
Member Contributions	180,000	180,000	122,500	(57,500)
Taxicab Permit Fees	50,000	55,000	55,000	5,000
Management/Overhead Fees	61,777	65,042	69,223	7,446
Telecommunication Fees	30,000	-	30,000	-
Interest	700	2,500	2,500	1,800
Total Revenue	\$322,477	\$302,542	\$279,223	(43,254)

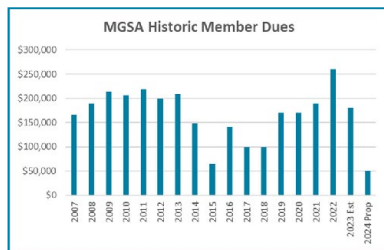


MGSA Historic Tax Permit Revenue

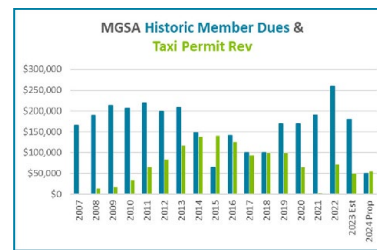


Member Non-Program Specific Contributions*

* Does not include new Shared Contract in FY 23/24



Member Dues & Taxi Revenue



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General Fund Expenditures (no MCEP)

Expenditures	Adj Budget 2022/23	Est Actual 2022/23	Proposed 2023/24	Bud 22/23 vs 23/24 Prop
Insurance	15,000	14,056	16,049	1,049
Contract Services	257,141	188,898	325,453	68,312
Legal	25,000	19,000	25,000	-
Audit/Accounting	15,500	11,600	15,500	-
Rent	7,600	12,360	13,500	5,900
Office Expense	11,000	8,713	11,153	153
Total Expenditures	\$331,241	\$254,627	\$406,655	75,414
Net	(8,764)	47,915	(127,432)	(118,668)
Ending Fund Balance	247,566	316,296	188,863	(58,702)



Reserve Policy: 15% of expenditures or \$60,998

Abandoned Vehicle Fund

	Adj Budget 2022/23	Est Actual 2022/23	Proposed 2023/24	Bud 22/23 vs 23/24 Prop
Beginning Fund Balance	\$7,837	\$7,811	\$7,811	(\$26)
Revenue				
Interest	50	60	50	-
DMV Reimbursement	260,000	235,283	260,000	-
Total Revenue	\$260,050	\$235,343	\$260,050	\$0
Expenditures				
Program Administration	12,000	12,000	12,000	-
Jurisdiction Payments	248,050	223,343	248,050	-
Total Expenditures	\$260,050	\$235,343	\$260,050	\$1,950
Net	\$0	\$0	\$0	(\$1,950)
Ending Fund Balance	\$7,837	\$7,811	\$7,860	\$23



Marin Climate & Energy Department (MCEP)

	Adj Budget 2022/23	Est Actual 2022/23	Proposed 2023/24	Bud 22/23 vs 23/24 Prop
Beginning Fund Balance	\$32,950	\$32,882	\$32,882	(\$68)
Revenue				
Member Contributions	137,500	137,500	\$50,582	-
Grant/TAM	29,450	22,360	-	(19,000)
Grant/County-PG&E	25,000	25,000	-	12,000
Total Revenue	\$191,950	\$184,860	137,500	(7,000)
Expenditures				
Overhead	7,000	7,000	37,000	-
Contract Services	173,200	159,900	10,450	4,750
Total Expenditures	\$180,200	\$166,900	\$184,950	4,750
Net	\$11,750	\$17,960	(\$17,950)	(11,750)
Ending Fund Balance	\$44,706	\$0,582	\$0	5,876



MarinMap

	Adj Budget 2022/23	Est Actual 2022/23	Proposed 2023/24	Bud 22/23 vs 23/24 Prop
Beginning Fund Balance	188,561	166,086	191,826	47,265
Revenue				
Member Contributions	162,000	162,000	191,826	-
Interest	500	1,500	1,500	1,000
Total Revenue	\$162,500	\$163,500	\$193,326	\$31,000
Expenditures				
Executive Officer/Overhead	7,000	7,000	\$163,500	-
Program Administration	32,640	32,640	-	-
Other Contract Services	73,000	62,080	-	-
Projects	55,000	34,000	7,000	(1,000)
Total Expenditures	\$167,640	\$135,720	\$170,500	(\$1,000)
Net	(\$5,140)	\$27,780	\$22,826	\$2,000
Ending Fund Balance	\$139,421	\$191,826	\$168,900	\$49,265



CATV Operating Fund

	Adj Budget 2022/23	Est Actual 2022/23	Proposed 2023/24	Bud 22/23 vs 23/24 Prop
Beginning Fund Balance	\$123,116	\$236,085	\$86,085	(187,034)
Revenue				
Interest	500	1,200	1,200	700
Franchise Fees	3,603,000	3,200,000	3,500,000	(100,000)
Other Revenue	9,200	6,442	9,500	320
Total Revenues	3,609,700	3,210,642	3,510,700	(99,000)
Expenditures				
MGSA/Program Administration	61,346	64,605	68,786	7,440
Broadband for Jurisdictions	20,000	7,000	10,000	(10,000)
Professional Services	26,853	11,853	26,920	568
Other Expenses	5,000	4,000	5,000	-
Jurisdiction Payments	3,617,000	3,243,684	3,399,994	(217,008)
Total Expenditures	3,729,700	3,330,642	3,510,700	(219,000)
Net	(\$120,000)	(\$120,000)	(\$50,424)	\$126,000
Ending Fund Balance	\$53,116	\$86,085	\$86,085	\$33,966



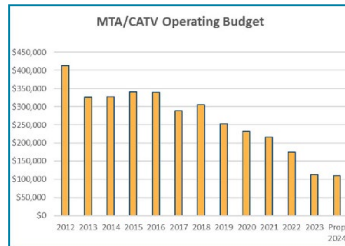
CATV Overhead

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



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MTA / CATV Operating Budget



CATV PEG Fund

	Adj Budget 2022/23	Est Actual 2022/23	Proposed 2023/24	Bud 22/23 vs 23/24 Prop
Beginning Fund Balance	\$1,148	\$1,166	\$1,166	\$18
Revenue				
Interest	500	30	30	(470)
PEG Fees	750,000	670,000	750,000	-
Total Revenues	\$750,500	\$670,030	\$750,030	(\$470)
Expenditures				
Community Media Center Contract	750,000	670,030	750,030	30
Total Expenditures	\$750,000	\$670,030	\$750,030	\$30
Net	\$500	\$0	\$0	(\$500)
Ending Fund Balance	\$972	\$1,166	\$1,166	\$194



MGSA Workplan FY 23/24

May 11, 2023



Questions and Answers

MGSA Budget and Workplan
May 11, 2023

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