

# FY 2022/23 ADOPTED BUDGET AND WORKPLAN



Marin  
General Services  
Authority



**DATE:** May 12, 2022

**TO:** MGSA Board of Directors

**FROM:** Michael S. Frank, Executive Officer

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

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## Background

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

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

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

This report proposes a budget for all five MGSA funds as well as describes and displays a detailed methodology for the allocation of various costs to JPA members for all programs. As part of MGSA's responsibilities, the Board reviewed the Marin County Stormwater Pollution Prevention Program's (MCSTOPPP) FY 2022/23 budget at its January 13<sup>th</sup> Board Meeting. By Resolution 2022-02, the MGSA Board made a recommendation to the Board of Supervisors to approve the budget. MCSTOPPP's budget is not included in this report since those funds are part of the County's budget and are not under direct control of MGSA.

## Discussion

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

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

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

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

## Proposed Workplan

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

## MGSA General Fund (without MCEP)

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

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

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

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

**Table 1 – MGSA General Fund Budget (without MCEP)**

	<b>Adj Budget 2021/22</b>	<b>Est Actual 2021/22</b>	<b>Proposed 2022/23</b>	<b>Bud 21/22 vs 22/23 Prop</b>
<b>Beginning Fund Balance</b>	<b>47,361</b>	<b>97,205</b>	<b>256,330</b>	
<b>Revenues</b>				
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)
<b>Total Revenue</b>	<b>\$371,909</b>	<b>\$383,159</b>	<b>\$322,477</b>	<b>(49,433)</b>
<b>Expenditures</b>				
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)
<b>Total Expenditures</b>	<b>\$348,284</b>	<b>\$224,034</b>	<b>\$338,841</b>	<b>(9,443)</b>
<b>Net</b>	<b>23,625</b>	<b>159,125</b>	<b>(16,365)</b>	<b>(39,990)</b>
<b>Ending Fund Balance</b>	<b>70,986</b>	<b>256,330</b>	<b>239,966</b>	<b>168,980</b>

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

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

### **Administration - General**

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

### **Animal Care and Control**

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

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

### **Mediation**

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

### **Streetlight Maintenance Program**

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

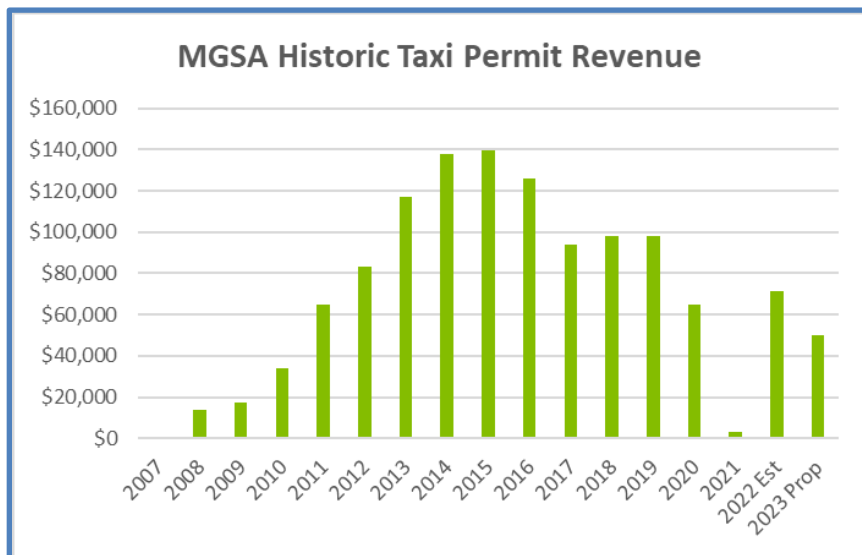
the Streetlight Program overhead is \$22,000 and is included in the “Member Contributions” line. Costs for the maintenance and replacement of individual streetlights are borne by the local jurisdiction. The overhead charged goes towards: 1) the management of the program including negotiating and managing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

### Streetlight Telecommunications Program

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

### Taxicab Regulation Program

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



## General Fund Reserve Policy

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

## Marin Climate and Energy Partnership

The Marin Climate and Energy Partnership (MCEP) is comprised of the incorporated towns and cities in the county, the County of Marin, TAM, MMWD, and MCE Clean Energy. MCEP's mission is to work collaboratively, share resources, and secure funding to: 1) discuss, study, and implement overarching policies and programs, ranging from emission reduction strategies to adaptation, contained in each agency's Climate Action Plan; and 2) collect data and report on progress in meeting each partner member's individual greenhouse gas emission targets. MCEP meets monthly and is supported by a part-time Sustainability Coordinator.

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

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

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

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

**Table 2 – Marin Climate and Energy Partnership**

	<b>Adj Budget 2021/22</b>	<b>Est Actual 2021/22</b>	<b>Proposed 2022/23</b>	<b>Bud 21/22 vs 22/23 Prop</b>
<b>Beginning Fund Balance</b>	<b>33,361</b>	<b>31,956</b>	<b>32,956</b>	<b>(405)</b>
<b>Revenue</b>				
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	-
<b>Total Revenue</b>	<b>\$107,800</b>	<b>\$79,500</b>	<b>\$191,950</b>	<b>84,150</b>
<b>Expenditures</b>				
Overhead	7,000	7,000	7,000	-
Contract Services	106,036	71,500	173,200	67,164
<b>Total Expenditures</b>	<b>\$113,036</b>	<b>\$78,500</b>	<b>\$180,200</b>	<b>67,164</b>
<b>Net</b>	<b>\$(5,236)</b>	<b>\$1,000</b>	<b>\$11,750</b>	
<b>Ending Fund Balance</b>	<b>\$28,125</b>	<b>32,956</b>	<b>\$44,706</b>	<b>\$16,581</b>

### **MCEP Reserve Policy**

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



## Marin Abandoned Vehicle Fund and Program

The Marin General Services Authority serves as the Marin Abandoned Vehicle Abatement (AVA) Program administrator. The program reimburses members for some of the costs of abating abandoned vehicles. All program funds are received from a \$1.00 surcharge on vehicle registration, collected by the California DMV and passed on to Marin County. The two areas of expenditure include the administrative cost incurred for the program and the payments made to the towns, cities and County to fund the abatement of abandoned vehicles. The Program contributes \$12,000 annually towards administration by MGSA. AVA was recently reauthorized by MGSA, the County, and a majority of the jurisdictions in Marin making up a majority of the residents to continue the program for an additional 10 years. The Program is now authorized until April 2032.

**Table 3 – Abandoned Vehicle Abatement Fund**

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

### Abandoned Vehicle Abatement Fund Reserve Policy

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

## MarinMap Fund and Program

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

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

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

**Table 4 – MarinMap Fund**

	<b>Adj Budget 2021/22</b>	<b>Est Actual 2021/22</b>	<b>Proposed 2022/23</b>	<b>Bud 21/22 vs 22/23 Prop</b>
<b>Beginning Fund Balance</b>	<b>242,163</b>	<b>247,981</b>	<b>144,561</b>	<b>(97,602)</b>
<b>Revenue</b>				
Member Contributions	-	-	162,000	162,000
Interest	3,000	300	500	(2,500)
<b>Total Revenue</b>	<b>\$3,000</b>	<b>\$300</b>	<b>\$162,500</b>	<b>\$159,500</b>
<b>Expenditures</b>				
	<b>Adj Budget 2021/22</b>	<b>Est Actual 2021/22</b>	<b>Proposed 2022/23</b>	<b>Bud 21/22 vs 22/23 Prop</b>
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)
<b>Total Expenditures</b>	<b>\$199,640</b>	<b>\$103,720</b>	<b>\$167,640</b>	<b>-\$32,000</b>
<b>Net</b>	<b>-\$196,640</b>	<b>-\$103,420</b>	<b>-\$5,140</b>	
<b>Ending Fund Balance</b>	<b>\$45,523</b>	<b>\$144,561</b>	<b>\$139,421</b>	<b>93,898</b>

### **MarinMap Reserves and Reserve Policy**

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

**Table 5 – MarinMap Designated Reserves**

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

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

## CATV Operating Fund

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

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

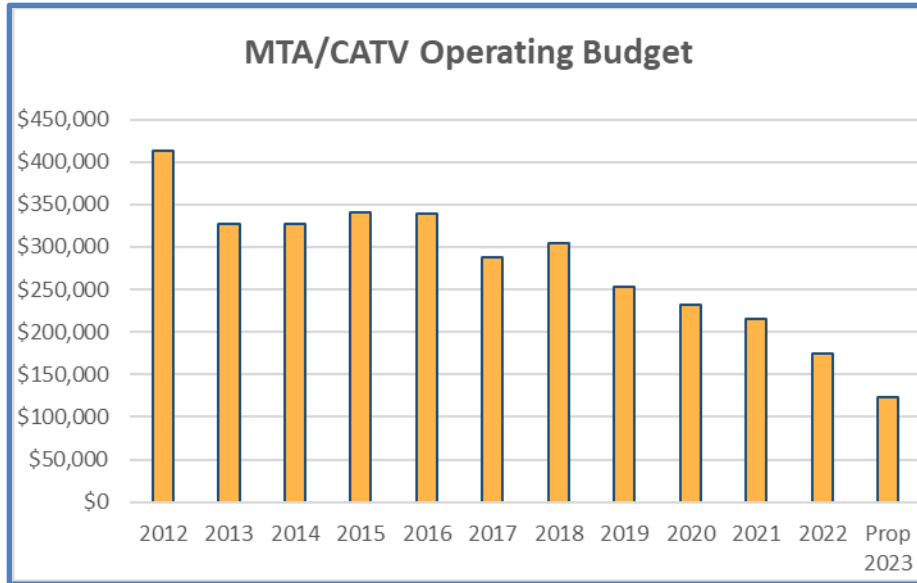
Following extensive discussions, both the MTA and MGSA Boards decided the transition made sense from an efficiency and financial perspective given MTA's eroded policy making role over time. Ultimately, the collective financial benefit to member jurisdictions is significant.

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

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

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

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



**Table 6 – CATV Operating Fund**

	<b>Adj Budget 2021/22</b>	<b>Est Actual 2021/22</b>	<b>Proposed 2022/23</b>	<b>Bud 21/22 vs 22/23 Prop</b>
<b>Beginning Fund Balance</b>	<b>\$93,924</b>	<b>\$173,119</b>	<b>\$173,119</b>	<b>\$79,195</b>
<b>Revenue</b>				
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
<b>Total Revenues</b>	<b>3,310,200</b>	<b>3,340,592</b>	<b>3,609,700</b>	<b>299,500</b>
<b>Expenditures</b>				
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
<b>Total Expenditures</b>	<b>3,310,200</b>	<b>3,340,592</b>	<b>3,729,700</b>	<b>419,500</b>
<b>Net</b>	<b>-</b>	<b>\$0</b>	<b>(\$120,000)</b>	
<b>Ending Fund Balance</b>	<b>\$93,924</b>	<b>\$173,119</b>	<b>\$53,119</b>	<b>(\$40,805)</b>

## CATV Operating Fund Reserve Policy

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

## Jurisdictional Franchise Fee Payments for FY 2022/23

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

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

**Table 7 – FY 22/23 Estimated Franchise Fee Payments**

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

## CATV Public, Educational, and Government Fund (PEG)

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

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

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

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

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

### PEG Fund Reserve Policy

Maintain a minimum of \$500.

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

The contributions shown in **Table 9** below reflect the County, cities’, and towns’ share of MGSA costs as well as program costs which are billed through MGSA which include the Mediation Program managed in the District Attorney’s Office and the Animal Care and Control Program. The MGSA’s Joint Powers Agreement provides for funding the agency as described in the next section. The next section also outlines allocation methodologies related to each program.

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

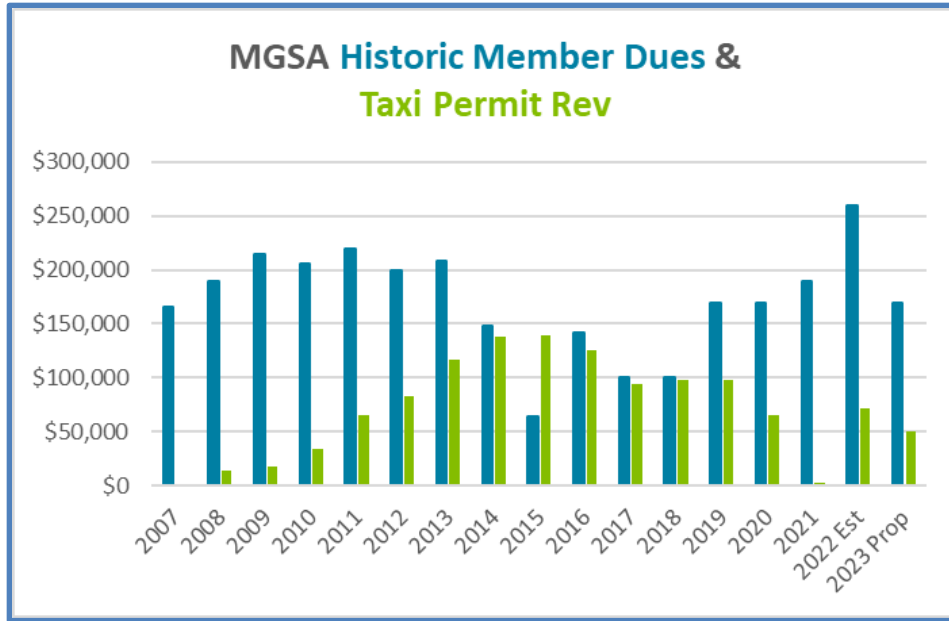
Member <sup>1</sup>	MGSA General		Streetlights		MCEP		MarinMap		Mediation		Animal Services <sup>2</sup>		Total
	21/22	22/23	21/22	22/23	21/22	22/23	21/22	22/23	21/22	22/23	21/22	22/23	2022/23
Belvedere	4,533	3,005	500	500	2,500	3,061	-	6,000	721	745	23,885	27,275	40,587
Corte Madera	9,735	6,496	1,019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

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

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

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





### Member Contribution Methodology and Calculation

The allocation methodologies of the different programs of MGSA are outlined in the JPA ordinance approved by all participating agencies. This section summarizes the methodologies and provides the calculation for members’ contributions to MGSA.

#### General

Those programs or administration considered “general” budget items are based on a combination of two factors designed to develop an equitable and proportional sharing of costs. The formula uses the factors equally: assessed valuation (AV) of real property and population. Each year, the most current values for these two factors are updated when calculating the member contributions. For the County, the variables are based on the unincorporated assessed value of real property and the population in the unincorporated area.

**Table 10 – Member Contribution Share Calculation**

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

## Streetlight - Maintenance

Members pay the overhead and administrative costs of this function in proportion to the number of streetlights owned by the Authority in each members' jurisdiction (see **Table 11**). The exception is that starting this fiscal year, FY 2020/21, there is a minimum jurisdictional payment of \$500 for the base cost of running the Streetlight Management Program. Streetlight maintenance costs are based on service provided to individual agencies and charged directly to those jurisdictions. Special Districts are included only for the administration and operation of the Streetlight Program. The streetlights in the Town of Ross and Marin City are not owned by MGSA and are not included in this program. The program administration costs were increased last year to \$22,000 after over a decade at \$11,000. This increase in costs more accurately reflects the time and effort spent addressing Program issues.

**Table 11 – Streetlight Maintenance Share Calculation**

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

## Streetlight – Telecommunications

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

## Taxicab Regulation

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

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

### **Marin Climate and Energy Partnership**

The MCEP Program has a steering committee made up of its members and is responsible for setting the priorities and making recommendations on policy and budget issues. All MGSA cities, towns, and County participate. In addition, the Marin Municipal Water District, Marin Clean Energy, and the Transportation Authority of Marin also participate voluntarily. The Partnership has been funded by member contributions as well as several grants and contracts with the County and federal government. Members assess themselves to fund the program at a flat \$2,500 per agency. Starting in the current year's budget, FY 2022/23, with input from the Marin Manager's Association an additional \$100,000 is included to partially fund the nonprofit, Resilient Neighborhoods. Each MCEP member agency (TAM, MCE and MMWD) contribute \$10,000, and the remaining \$70,000 would be funded by jurisdictions based on population. The program cost would be in addition to the \$2,500 currently assessed to each MCEP member.

### **MarinMap**

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

### **Abandoned Vehicle Abatement**

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

### **Cable Franchise Television Public, Educational, and Government Access Program**

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

### **Animal Services (For Information Only)**

Thirty percent of the cost of the Animal Care and Control Budget is paid directly to Marin Humane by the County. The allocation methodology for the remaining costs to jurisdictions is based on a combination of two factors used equally in an effort to develop a fair apportionment of costs: 1) animals handled the previous year and 2) population.

### **Mediation**

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

## County Financial System FY 2022/23 Budget Entries

The County Auditor-Controller has requested that the Board be shown the budget data, including account numbers to be entered in the County accounting system.

### MGSA General Fund Operating Fund 8019 (Code 8641)

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

### MGSA General Fund MCEP Fund 8019 (Code 8642)

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

### MGSA Abandoned Vehicle Abatement Fund 8010

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

### MGSA MarinMap Fund 8020

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

### CATV Operating Fund 8017

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

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

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

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

# EXHIBIT A

## FY 2022/23 WORKPLAN

### Mission Statement

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

### Background

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

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

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

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



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## MGSA Oversight & Administration

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

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

## Programs (alphabetical)

### **Abandoned Vehicle Abatement (AVAP)**

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

### **Animal Care & Control**

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



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

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

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

## Marin Climate and Energy Partnership (MCEP)

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

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

## MarinMap

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

### Executive Subcommittee Goals

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

## MCSTOPPP

1	Provide budgetary and high-level programmatic oversight and coordination with local jurisdictions
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2	Work with County and MCSTOPP staff on annual budget which is reviewed and recommended annually by the MGSA Board to the Marin County Flood Control District
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## Mediation

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

## Streetlight – Maintenance

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

## Streetlight – Telecommunications Equipment

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

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

## Taxi Regulation

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



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

**RESOLUTION 2022 - 07**

**WHEREAS**, the Marin General Services Authority must adopt an annual spending plan for its operating budget; and

**WHEREAS**, the MGSA Board of Directors reviewed and considered a Proposed Budget and Workplan on May 12, 2022; and

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

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

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

**WHEREAS**, MGSA's budget identifies certain reserves to be "designated" for certain programs.

**NOW THEREFORE, BE IT RESOLVED, THAT**

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

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

Adopted this 12th day of May 2022.

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

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

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

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Greg Chanis  
President, MGSA Board of Directors

Attested By:

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Michael S. Frank  
Executive Officer

## Resolution 2022-07 Exhibit A

### **MGSA General Fund Operating Fund 8019 (Code 8641)**

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

### **MGSA General Fund MCEP Fund 8019 (Code 8642)**

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

### **MGSA Abandoned Vehicle Abatement Fund 8010**

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

### **MGSA MarinMap Fund 8020**

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

### **CATV Operating Fund 8017**

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

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

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

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