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MEMORANDUM

DATE: May 9, 2024

TO: MGSA Board of Directors

FROM: Adam McGill, Executive Officer

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

Recommendation

By motion, approve Resolution 2024 – 05 adopting the Fiscal Year 2024/25 Budget and Workplan for the Marin General Services Authority. The Document includes budgets for the following programs:

- Taxi Regulation
- Streetlight Maintenance
- Streetlight Telecommunications
- Marin Climate and Energy Partnership
- MarinMap Geographic Information System
- Abandoned Vehicle Abatement
- Cable Television Franchise and Public, Educational, and Government Access

In addition, the Budget includes the amounts collected by MGSA, along with the allocation methodologies, for the following programs:

- Animal Care and Control
- Mediation Program

Background

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

Attachments

D1 Fiscal Year 2024/25 Proposed Budget and Workplan

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

**FY 2024/25 ADOPTED BUDGET
AND WORKPLAN**



DATE: May 09, 2024

TO: MGSA Board of Directors

FROM: Adam McGill, Executive Officer

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

Background

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

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

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

This report proposes a budget for all five MGSA funds as well as describing and displays a detailed methodology for the allocation of various costs to JPA members for all programs. As part of MGSA's responsibilities, the Board reviewed the Marin County Stormwater Pollution Prevention Program's (MCSTOPPP) FY 2024/25 budget at its January 11th Board Meeting. By

Resolution 2024-01, the MGSA Board made a recommendation to the Flood Control / Board of Supervisors to approve the budget. MCSTOPPP's budget is not included in this report since those funds are part of the County's budget and are not under direct control of MGSA.

Discussion

This Budget development process is the fifth conducted since the beginning of the COVID-19 pandemic. The pandemic significantly impacted MGSA financially as well as operationally over the last four years. Civic life, however, has returned to normal and this has meant increased stability for the Agency.

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

The overall contributions required to fund all of MGSA's programs have increased by 1.2% in this Budget due to the 5% increase requested for the Mediation Program.

One of the more complex issues with budgeting for MGSA is the numerous programs having varied funding sources along with varied allocation methodologies for jurisdiction funding. In addition, MGSA is sometimes acting as a passthrough of funds. For instance, the Abandoned Vehicle Abatement Program is approximately \$250,000 in budgeted expenditures. All those monies but \$12,000 are distributed out to jurisdictions. The same concept is also seen where franchise fees are collected by cable companies and distributed by MGSA.

Proposed Workplan

As part of this budget review the MGSA Board will review and provide direction into the FY 2024/25 Proposed Workplan and Initiatives. This Budget supports the Proposed Workplan included as **Exhibit A** at the end of this budget document.

MGSA General Fund (without MCEP)

Table 1 displays the present year's adjusted (or revised) budget [Adj Budget 2023/24], an estimate of what year-end expenditures and revenues are anticipated [Est Actual 2023/24], and the proposed budget for the upcoming fiscal year [Proposed 2024/25]. The final column is the difference between the current year's adjusted budget and the proposed budget [Bud 23/24 vs Prop 24/25].

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

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

Table 1 – MGSA General Fund Budget (without MCEP)

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

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

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

Administration - General

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

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

Animal Care and Control

In mid-2014/15, MGSA took on assisting the County of Marin in the management of the Animal Care and Control contract with Marin Humane (MH). A three-year contract with MH was negotiated and approved by the County Board of Supervisors on January 10, 2023. For FY 2023/24, the first year of the agreement, there was an 8% increase. In addition, there was a one-time payment of \$146,000 for MERA radios for Animal Control Officers.

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

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

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

Mediation

The Mediation Program is managed by the District Attorney's Office, however, invoicing and coordination with jurisdictions is handled by MGSA. These funds are not considered revenue or expense for MGSA and are invoiced and directly transferred to the District Attorney's Office upon receipt. As requested by the District Attorney's Office, the Program's contributions for FY 2024/25 are 5% higher than FY 2023/24. The Board receives a separate report from the District Attorney's Office on the Mediation Program and its costs.

Streetlight Maintenance Program

Aside from one GIS server, streetlights are MGSA's only asset. The Streetlight Maintenance Program was created in the mid-1980's and prompted the creation of MGSA's predecessor JPA. Because each jurisdiction makes decisions about streetlights in their locale and pays for all maintenance and replacement expenses under MGSA's master contract, the Program is mostly absent from MGSA's Budget. The exception is administrative overhead charged to jurisdictions. For 2024/25, the Streetlight Program overhead is proposed to remain at \$22,000 and is included in the "Member Contributions" line. Costs for the maintenance and replacement of individual streetlights are borne by the local jurisdiction. The overhead charged goes towards 1) the management of the program including negotiating and managing the maintenance contract for approximately 16,000 streetlights owned by MGSA; 2) tracking all streetlight assets and transferring ownership to MGSA where there are new lights or changes in existing lights; and 3) addressing issues and opportunities that surface with residents or jurisdictions.

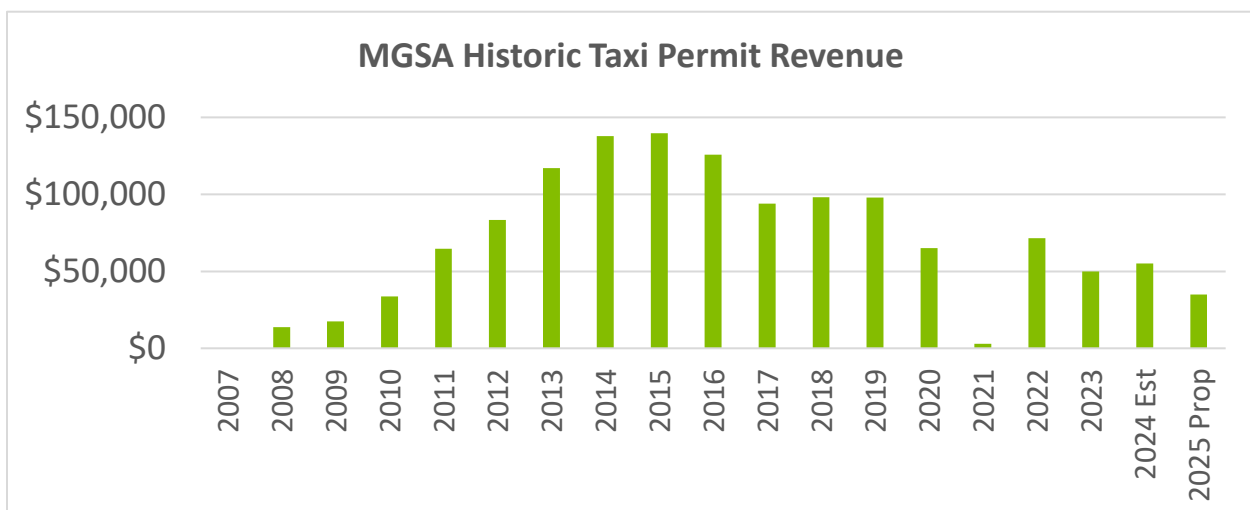
Streetlight Telecommunications Program

MGSA has signed master license agreements with five telecommunications companies. The agreements allow equipment on MGSA owned poles assuming permits are issued from local member jurisdictions. The agreements set up a per pole processing fee and then ongoing lease revenue for use of the poles. MGSA has not seen any applications to date. For this program in FY 2024/25, \$30,000 of revenue and \$30,000 in contract services expense is budgeted. This is the same as years' past. The budgeted amounts allow the agency flexibility to act quickly if any applications were to be submitted.

Taxicab Regulation Program

Taxi permit fees were structured to cover the cost of the Taxi Regulation Program. As seen in the graph below, the permit rates were phased in over time, peaking in 2015. The costs are primarily the contract administrator of the program, the production of the permits, and administrative overhead. With the advent of Uber and Lyft which are regulated by the State CPUC and not by MGSA, Program revenue has fallen dramatically compared with its peak. With COVID-19 and a dramatic decrease in travel, the taxi industry came to a virtual halt in 2021 and associated revenues with it. The MGSA Board waived taxi regulation fees for FY 20/21 to encourage those companies and drivers that were still surviving to get permits. The industry has returned and stabilized, albeit smaller.

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



General Fund Reserve Policy

The Proposed Budget anticipates \$179,737 in General Fund reserves at the end of the fiscal year. The General Fund reserve policy calls for a minimum of 15% of expenditures or \$54,248. Staff are recommending a healthy General Fund reserve to ease jurisdictions into future potential increases. The proposed reserve amount is approximately 50%.

Marin Climate and Energy Partnership

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

The program is directed by a Steering Committee with representation from each of the members. The MGSA’s role has been to assist in contract administration with grantors and contractors and to provide assistance in invoicing, collection of grant and member contributions, contracting and paying for MCEP services, and the Steering Committee. While MGSA serves primarily as a fiscal agent, the MGSA Board has final say on contracts and policy positions. To date, the Partnership has been funded by annual contributions, as well as several grants and contracts totaling more than \$900,000 since 2007 from sources such as the Bay Area Air Quality Management District, the Marin Community Foundation, the California Energy Commission, Transportation Authority of Marin (TAM), and several contracts with the County through the PG&E-Marine Energy Watch Partnership.

Although a separate cost center is maintained for MCEP, the funds are placed in the MGSA’s General Fund. MCEP’s FY 2024/25 Work plan is shown below.

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

The resources and expenditures are shown in Table 2 below.

Table 2 – Marin Climate and Energy Partnership

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

MCEP Reserve Policy

The Proposed MCEP Budget anticipates \$48,994 in reserves at the end of the fiscal year. This meets the reserve policy which is a minimum of one year’s MCEP dues or \$37,500.

Marin Abandoned Vehicle Fund and Program

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

residents to continue the program for an additional 10 years. The Program is now authorized until April 2032.

Table 3 – Abandoned Vehicle Abatement Fund

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

Abandoned Vehicle Abatement Fund Reserve Policy

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

MarinMap Fund and Program

Table 4 is the Proposed FY 2024/25 Budget as recommended by the MarinMap Executive Committee. The proposed expenditure budget is greater than prior years in part due to increased program initiatives and the reduction of one contributing member (SASM). Member dues went unchanged for 20 years apart from a rate holiday for members in FY 21/22 and a one-time reduction of dues by \$3,000 per member in FY 20/21. Over the years, the Program accumulated significant reserves and the rate reductions seemed appropriate given COVID and the uncertainty local jurisdictions were facing. Through the remainder of this fiscal year and into next, MarinMap will be looking at its Program, its future given technology changes, and appropriate funding levels including reserves. Dues for FY 2024/25 are at their historic levels.

The MarinMap expenditure budget can be summarized as follows: the annual fixed costs to manage MarinMap (Matrix Team, Program Manager, maintenance, and hardware) and GIS Projects which are developed with agency members and prioritized by the Executive Committee. In addition, \$7,000 is included in the Proposed Budget for MGSA overhead. Given the substantial fund balance, the Executive Subcommittee identified Projects for the coming year in the amount of \$107,000. This represents the annual member allocation for projects, training, plus incomplete or reallocated projects carried over from FY 2023/24. The following are included in the proposed budget:

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

Table 4 – MarinMap Fund

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

MarinMap Reserves and Reserve Policy

The Fund Balance anticipated for year-end in the Proposed MarinMap FY 2024/25 Budget is \$219,033. As seen in Table 5 below, \$45,500 of that amount is designated. The amount in reserve, however, meets the proposed reserve policy which is a minimum of 20% of revenues plus any designated reserves.

Table 5 – MarinMap Designated Reserves

	Adj Budget 2023/24	Est Actual 2023/24	Proposed 2024/25
Designated Reserves			
Orthophoto	37,500	37,500	45,000
GIS Server	28,000	28,000	32,000
Total	\$65,500	\$65,500	\$77,000

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

CATV Operating Fund

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

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

Following extensive discussions, both the MTA and MGSA Boards decided the transition made sense from an efficiency and financial perspective given MTA’s eroded policy making role over time. The collective financial benefit to member jurisdictions is significant. Unlike many of MGSA’s programs which are funded by member jurisdiction dues, CATV is funded by cable franchise fees. Fees are collected by MGSA, and then what is not Board approved for Program operations is distributed to member agencies (seen in the Table below as “Jurisdiction Payments”). Any reduction in Program operational expenditures is an increase in member revenue.

Starting in FY 22/23, following a year and a half of operations by MGSA, a cost allocation methodology was implemented. Direct costs are charged directly to the CATV Program.

Executive Officer costs are allocated to CATV at 25%. Overall MGSA non-program office expenses and accounting time are charged to CATV at 35%. Budgeted CATV Program operational expenses have decreased again this fiscal year despite increases in cost-of-living contracts and expenses. Since taking over MTA following its dissolution June 30, 2020, costs for the responsibilities to the member agencies have **decreased by more than 61%**.

MTA / CATV Operating Budget

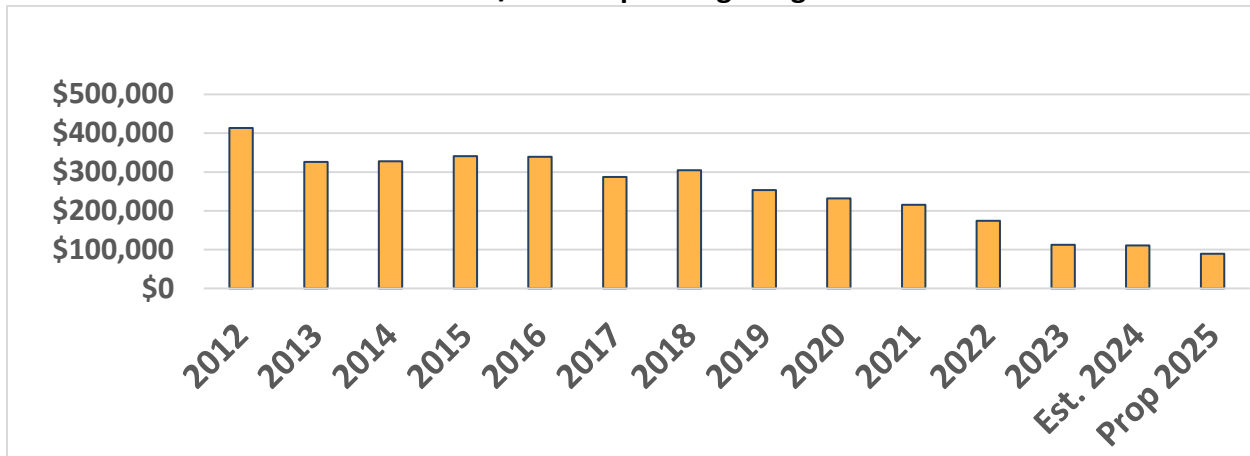


Table 6 – CATV Operating Fund

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

CATV Operating Fund Reserve Policy

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

Jurisdictional Franchise Fee Payments for FY 2024/25

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

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

Table 7 – FY 24/25 Estimated Franchise Fee Payments

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

CATV Public, Educational, and Government Fund (PEG)

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

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

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

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

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

PEG Fund Reserve Policy

Maintain a minimum of \$500.

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

The contributions shown in **Table 9A** below reflect the County, cities’, and towns’ share of MGSA programs’ costs. **Table 9B** includes the Animal Care and Control Program which MGSA manages on behalf of the County. The MGSA’s Joint Powers Agreement provides for funding the agency as described in the next section. The next section also outlines allocation methodologies related to each program.

Table 9A – Member MGSA Program Contributions for FY 2024/25

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

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

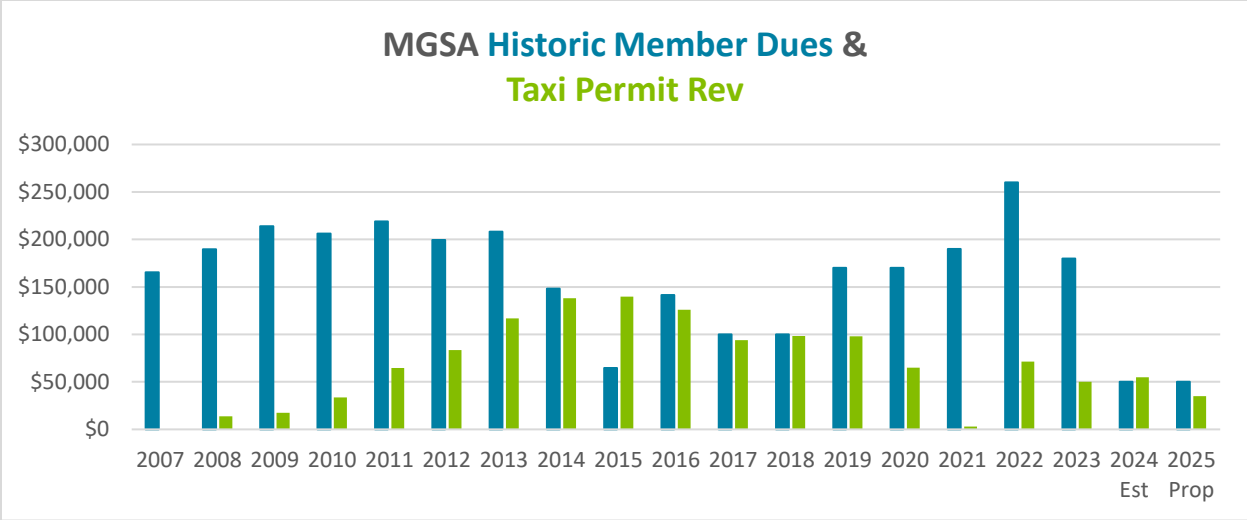
² Shared Contracts - Voluntary participation in contract(s) for economy of scale. FY 23/24 includes Placer.ai with distribution methodology in document.

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

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

The FY 2024/25 proposed General Fund operating budget, including the Streetlight Program overhead, is based on member contributions of \$50,000. The graph below shows historic member contributions as well as tax revenue. Agency payments declined starting in 2014 due to the receipt of ongoing tax revenue. Significant tax revenue started to be received in 2012 but member contributions were not reduced at that time. The result was a larger accumulated General Fund balance. Over the following years, member contributions were kept lower using those reserves. The falloff of tax revenues due to COVID-19 and stay-in-place orders resulted in a sharp increase in contributions in FY 2021/22.



Member Contribution Methodology and Calculation

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

General

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

Table 10 – Member Contribution Share Calculation

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

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

Streetlight - Maintenance

Members pay the overhead and administrative costs of this function in proportion to the number of streetlights owned by the Authority in each members’ jurisdiction (see **Table 11**). The exception is that starting this fiscal year, FY 2020/21, there is a minimum jurisdictional payment of \$500 for the base cost of running the Streetlight Management Program. Streetlight maintenance costs are based on service provided to individual agencies and charged directly to those jurisdictions. Special Districts are included only for the administration and operation of the Streetlight Program. The streetlights in the Town of Ross and Marin City are not owned by MGSA and are not included in this program. The program administration costs were increased in FY 22/23 to \$22,000 after over a decade at \$11,000. This increase in costs more accurately reflects the time and effort spent addressing Program issues.

Table 11 – Streetlight Maintenance Share Calculation

Member	Number of Streetlights	%	% without <\$500	Share
Belvedere	154	1.0%		500
Bel Marin Keys District	144	0.9%		500
Corte Madera	756	4.8%	5.1%	1,025
County, Unincorporated	2,006	12.8%	13.6%	2,719
Fairfax	600	3.8%	4.1%	813
Larkspur	816	5.2%	5.5%	1,106
Marinwood District	290	1.9%		500
Mill Valley	815	5.2%	5.5%	1,104
Novato	3,874	24.8%	26.3%	5,250
Ross	N/A	N/A	N/A	N/A
San Anselmo	671	4.3%	4.5%	909
San Rafael	4,556	29.2%	30.9%	6,174
Sausalito	664	4.2%	4.5%	900
Tiburon	280	1.8%		500
Total	15,626	1.00	1.00	\$22,000

Streetlight – Telecommunications

This program, through Master License Agreements, allows telecommunications carriers to place equipment on MGSA owned streetlight poles at rates outlined in agreements with each carrier. There are presently four agreements. This program is in its infancy. There have been no applications submitted to MGSA to place equipment on MGSA poles. Staff work is presently covered through general administration costs. It is anticipated that this program will be fully

cost recovery once more fully implemented. There are currently 4 submittals going through the permit process in San Rafael.

Taxicab Regulation

By MGSA Board policy, this program is supposed to be funded by revenue generated by annual taxicab permits. The permit fees are set by the MGSA Board. As described earlier in this document, the Board waived fees for FY 20/21 due to the impacts of COVID-19 and significantly reduced permit fees in FY 21/22 and again on March 14, 2024.

Marin Climate and Energy Partnership

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

MarinMap

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

Abandoned Vehicle Abatement

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

Cable Franchise Television Public, Educational, and Government Access Program

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

Animal Services (For Information Only)

Thirty percent of the cost of the Animal Care and Control Budget is paid directly to Marin Humane by the County. The allocation methodology for the remaining costs to jurisdictions is

based on a combination of two factors used equally in an effort to develop a fair apportionment of costs: 1) animals handled the previous year and 2) population.

Mediation

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

County Financial System FY 2024/25 Budget Entries

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

MGSA General Fund Operating Fund 8019 (Code 8641)

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

MGSA General Fund MCEP Fund 8019 (Code 8642)

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

MGSA Abandoned Vehicle Abatement Fund 8010

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

MGSA MarinMap Fund 8020

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

CATV Operating Fund 8017

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

470310	Misc Revenues (Larkspur)	(10,000)
521315	Communication - Broadband	0
521615	Insurance Premiums	0
522210	Memberships	4,000
522410	Office Expense	0
522510	Professional Services	69,854
522545	Prof Services – Legal	15,000
522575	Prof Services – System Maintenance	0
522585	Prof Services – Audit and Accounting	0
522925	Rents and Leases	0
523410	Transportation and Travel	1,000
524710	Contribution Non-County Agency	3,225,146

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

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

EXHIBIT A

FY 2024/25 WORKPLAN

Mission Statement

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

Background

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

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

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

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



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MGSA Oversight & Administration

Executive Oversight

1	Provide effective management oversight of agency and ten programs
2	Represent the MGSA Board in dealings with media, member agencies, other governing agencies, professional associations, community organizations, and residents
3	Maintain positive Board relations and new Board Member orientation
4	Review, analyze, and develop recommendations regarding legislation related to MGSA programs where appropriate
5	Develop upcoming year’s MGSA Work Plan and monitor progress
2024/25 Initiatives	
6	Assist with county-wide Digital Marin Strategic Plan action items as well as any relevant insights and input to the project organizers
7	Research and explore possible future MGSA programs if applicable

Information Technology

8	Develop, maintain, and manage electronic file software that controls and monitors file access, backup, and security
9	Ensure appropriate staff is trained on an ongoing basis on access to County systems through a Virtual Private Network and the Munis County Financial System including invoicing, vendor set up, budget input and changes, and reporting
10	Maintain website with accurate and timely information, keep software updated, and manage domains and hosting accounts

Finance

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

Human Resources

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

Property Management

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

Risk Management

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

Board Management / Clerk Functions

19	Maintain required hard copy records as well as electronic records systems which are secure and backed up
20	Develop and maintain consistent logo, letterhead, and communication materials
21	Complete all required official filings including Form 700, LAFCO, and State Controller reporting
22	Manage the MGSA Board Agenda Process such that all agendas, staff reports, minutes, and resolutions are accurate, informative, and clear
23	Respond to public information requests and Grand Jury inquiries where appropriate

Programs (alphabetical)

Abandoned Vehicle Abatement (AVAP)

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

Animal Care & Control

1	Manage Animal Care and Control Program as outlined in the three fiscal year 1/10/23 Agreement between MGSA and Marin County
2	Administer contract with Marin Humane for county-wide animal care and control including coordinating inquiries/complaints from the public and member jurisdictions
3	Prepare annual budget including coordinating allocation methodology with Marin Humane Society and with County budget staff
4	Respond to animal control policy issues and work with County Counsel relative to any needed changes to the Animal Control Ordinance

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

1	Collect cable franchise fees on behalf of member agencies and distribute appropriately
2	Collect State franchise public, educational, and government access fees and distribute to the designated access provider, Community Media Center of Marin County (CMCM)
3	Oversee the Program's designated PEG access provider agreement with Community Media of Marin County (CMCM), interface with the Executive Director and Board of CMCM, and problem solve any issues that surface
4	Manage consultant that audits state franchise holder records as appropriate and negotiate resolution of discrepancies with franchise holders
2024/25 Initiatives	
5	Continue to evaluate and implement areas for administrative cost reductions and efficiencies as a result of the transition from a separate government entity to a program within MGSA.

Marin Climate and Energy Partnership (MCEP)

1	Provide advice, management, and support to the MCEP Program
2	Provide guidance and input to the MCEP Executive and Steering Committees
3	Pursue grant and other funding for cross-county projects
4	Monitor any grant terms for MGSA/MCEP compliance and enter into sub-contracts and process invoices for MCEP grants
5	Ongoing implementation of Climate Action Plans
6	Develop model ordinances for use by all jurisdictions
7	Develop community Greenhouse Gas Inventories for Marin jurisdictions
2024/25 Initiatives	
8	Update Climate Action Plans and/or develop content for General Plans for Mill Valley, Novato, Ross, San Anselmo, and others as requested
9	Assist in development of a Marin County Electrification Plan
10	Conduct outreach and council/board presentations for adoption of Countywide Electric Vehicle Acceleration Strategy
11	Develop communitywide GHG emissions inventories for all jurisdictions for calendar years 2022 and 2023 and government operations GHG emissions inventories for jurisdictions upon request
12	Develop outreach and education materials for jurisdictions' use

MarinMap

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

Executive Subcommittee Goals

4	Continue providing effective customer service to customers seeking geographical information
5	Continue to evaluate the cost of service to taxpayers and ratepayers
6	Continue to seek datasets that can be integrated into the MarinMap platform to encourage and benefit all users
7	Ensure data availability to first responders, be available as needed to community volunteer disaster planning groups
8	Encourage member participation to ensure decisions best represent the needs of all members
9	Continue to encourage cooperation among public agencies, reducing redundancies, improving efficiency and minimizing conflicts
2024/25 Initiatives	
10	Be a technical resource to facilitate Digital Marin's goals and incorporate as needed relevant aspects of the County's Digital Marin Strategic Plan
11	Work with consultants, County of Marin, jurisdictions, and MarinMap member agencies to complete the development of MarinMap's Strategic Plan
12	Implement elements of the MarinMap Strategic Plan

MCSTOPPP

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

Mediation

1	Act as Mediation Program liaison between District Attorney's Office and MGSA member agencies
2	Coordinate allocation methodology with District Attorney's Office, check for accuracy, assess costs, collect payments, and distribute to the District Attorney's Office
2024/25 Initiatives	

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

Streetlight – Maintenance

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

Streetlight – Telecommunications Equipment

1	Monitor legislation regarding telecommunications equipment in the public right-of-way and its impact related to MGSA assets
2	Ensure Agreement responsibilities are being met by carriers including collecting annual fees, all streetlight application processing fees, and insurance requirements
3	Review and process invoices for MGSA’s streetlight vendor review of application packets
4	Review a) preauthorization forms and track use of poles by carriers and b) per pole application packets submitted by carriers and c) resolve any issues or concerns raised by MGSA’s streetlight vendor or issues with local jurisdiction permits

Taxi Regulation

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

FY 2024/25 Budget and Workplan

May 9, 2024

Adam McGill, Executive Officer

Presentation Overview

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

AVAP

Streetlights

MCSTOPPP

MCEP

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

Taxi

Animal Care
and Control

Streetlight
Telecom

MarinMap

CATV (MTA)

Mediation

MGSA Budget Basics

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

Animal Care and Control – For Your Info

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

Animal Control

70% paid by Cities

30%

Paid by the County



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

FY 2024/25 Executive Summary

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

All Budgeted MGSA Programs w/out Animal Control



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

General Fund Revenue (no MCEP)

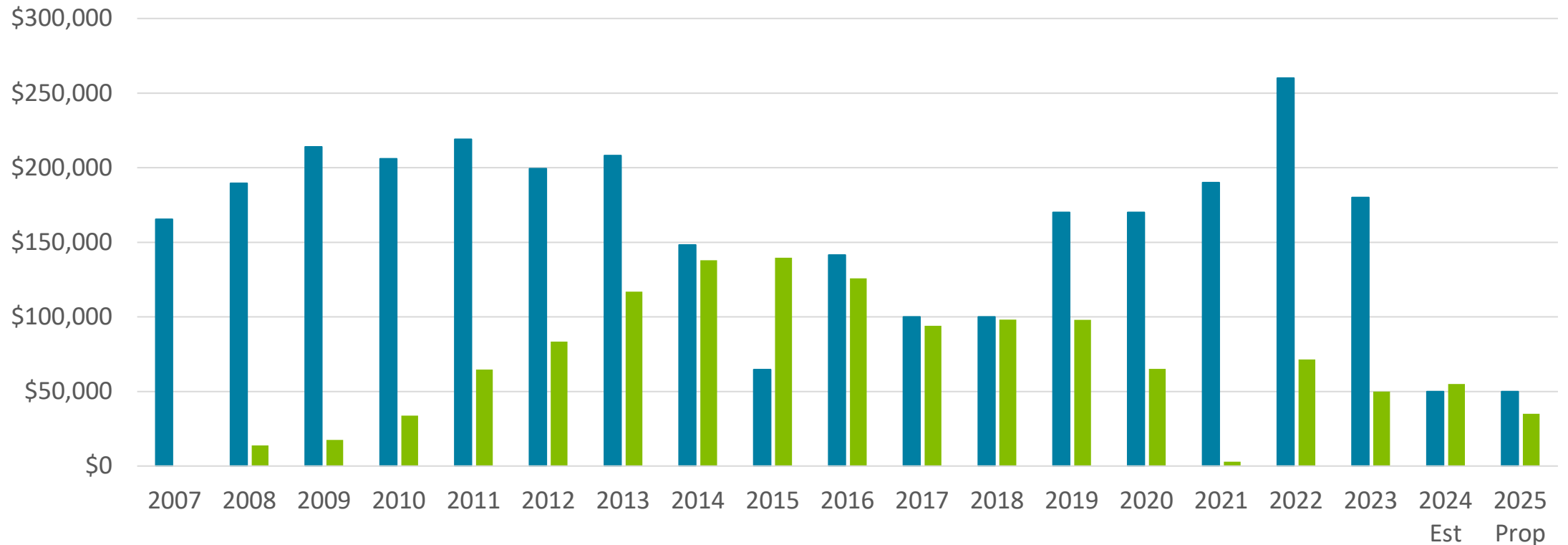
GENERAL FUND (NOT MCEP)	FY 23/24 Total GF Budget	FY 23/24 EST Actual	FY 24/25 Total GF Budget	Difference Bud vs Prop
Total Beginning Fund Balance	316,296	329,318	272,995	(43,300)
Revenues				-
Member Contributions	50,000	50,000	50,000	-
- Placer.ai Software Contract	72,500	72,500	72,500	-
Taxicab Permit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





Member Dues & Taxi Revenue

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

MGSA Historic Member Dues &
Taxi Permit Rev



General Fund Expenditures (no MCEP)

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

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

Abandoned Vehicle Fund

	<u>FY 23/24 Adopt Budget</u>	<u>FY 23/24 Est Actual</u>	<u>FY 24/25 Prop Budget</u>	<u>Difference Bud vs Prior</u>
<u>Beginning Fund Balance</u>	\$7,802	\$7,942	\$7,802	\$0
<u>Revenues</u>				
Interest	50	350	320	270
DMV Reimbursement	260,000	229,110 460	320 250,000	(10,000)
Total Revenues	\$260,050	\$22929,460	\$250,320	(\$9,730)
<u>Expenditures</u>				
Program Administration	12,000	12,000	12,000	-
Jurisdiction Payments	248,050	217,601	238,600	(9,450)
Total Expenditures	\$260,050	\$229,601	\$250,600	(\$9,450)
Net	\$0	\$141	(\$280)	(\$280)
Ending Fund Balance	\$7,837	\$7,802	\$7,522	(\$315)

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

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



MarinMap

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



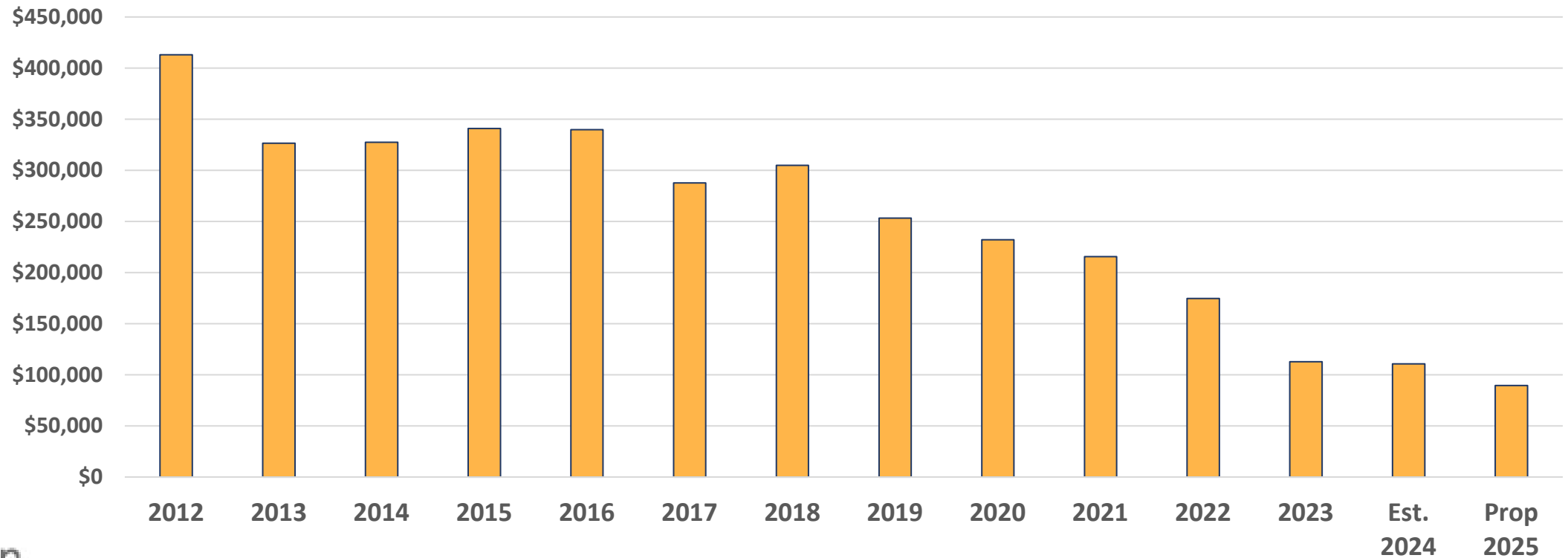
CATV Operating Fund

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

CATV Overhead

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

MTA / CATV Operating Budget



CATV PEG Fund

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

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

MARIN GENERAL SERVICES AUTHORITY

ADOPTION OF THE FISCAL YEAR 2024/25 ANNUAL OPERATING BUDGET AND WORKPLAN

RESOLUTION 2024 - 05

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

WHEREAS, the MGSA Board of Directors reviewed and considered a Proposed Budget and Workplan on May 09, 2024; and

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

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

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

WHEREAS, MGSA’s budget identifies certain reserves to be “designated” for certain programs.

NOW THEREFORE, BE IT RESOLVED, THAT

1. The allocation methodologies and designated reserves are to be followed as outlined in the Proposed Budget Document.
2. The Marin General Services Authority hereby adopts its Operating Budget and Workplan for Fiscal Year 2024/25 as shown in the attached Exhibit A.

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

Adopted this 9th day of May 2024.

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

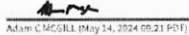
Noes: -

Absent: Greg Channis and Amy Cunningham

Andrew D Poster
Andrew D Poster (May 14, 2024 09:12 PDT)

Andy Poster
Vice President, MGSA Board of Directors

Attested By:


Adam C. McGill (May 14, 2024 09:21 PDT)

Adam McGill
Executive Officer

Resolution 2024-05 Exhibit A

MGSA General Fund Operating Fund 8019 (Code 8641)

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

MGSA General Fund MCEP Fund 8019 (Code 8642)

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

MGSA Abandoned Vehicle Abatement Fund 8010

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

MGSA MarinMap Fund 8020

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

CATV Operating Fund 8017

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

522210	Memberships	4,000
522410	Office Expense	0
522510	Professional Services	69,854
522545	Prof Services – Legal	15,000
522575	Prof Services – System Maintenance	0
522585	Prof Services – Audit and Accounting	0
522925	Rents and Leases	0
523410	Transportation and Travel	1,000
524710	Contribution Non-County Agency	3,225,146

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

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