

**MARIN GENERAL SERVICES AUTHORITY**  
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**MEMORANDUM**

**DATE:**        June 12, 2008

**TO:**            Board of Directors

**FROM:**        Paul Berlant, Executive Officer

**SUBJECT:**    AGENDA ITEM **E-1**: PROPOSED MGSA FY 2008-09 BUDGET

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**RECOMMENDED ACTION:** Consider and adopt the proposed fiscal year FY 2008-09 budget for the Marin General Services Authority.

**BACKGROUND:**

The proposed budget for FY 2008-09 reflects changes made during FY 2007-08, including the appointment of a new Executive Officer and a change in the contractor for the Marin County Taxicab Regulation Program (MCTRP). One change for FY 2008-09 is a new office rental charge, which previously was picked up by the County (we used a work station in the County IST department, which will not be available in FY 2008-09). The staff person assisting MGSA as well as MERA and MTA will be moving to rental space during FY 2008-09.

The MGSA proposed budget includes financing for the following projects:

- Streetlight Management;
- Management of the Taxicab Regulation Program;
- Completion of the Wireless Marin research project;
- BAAQMD grant administration for MCEP; and
- JPA Administration.

The budget for the Abandoned Vehicle Abatement Program (AVAP) is presented separately for Board approval. The MCSTOPPP FY 2008-09 budget was reviewed by the Board on May 8, 2008 at which time the Board made a recommendation to the County Board of Supervisors for its approval. The administration of MCEP was added to the MGSA budget mid-year in FY 2007-08 and is reflected in the full FY 2008-09 budget. The administration of the MarinMap is the subject of a separate budget memorandum, which requires separate action of the MGSA Board.

**PROPOSED BUDGET**

The tables below show final budgeted and estimated actual for FY 2007-08 and proposed FY 2008-09 revenues and expenditures for MGSA.

| <b>Expenditures</b>   | <b>Final Budget<br/>FY 2007-08</b> | <b>Estimated<br/>Actual<br/>FY 2007-08</b> | <b>Proposed<br/>FY 2008-09</b> | <b>Difference<br/>Proposed<br/>vs. Actual</b> |
|-----------------------|------------------------------------|--|--------------------------------|---|
| Insurance             | \$10,000                           | \$11,000                                   | \$11,000                       | 0   |
| Taxicab Regulation    | 18,000                             | 3,000                                      | 6,500                          | 3,500   |
| Contract Services     | 213,000                            | 171,000                                    | 317,000                        | 146,000                                       |
| Legal Expense         | 15,000                             | 15,000                                     | 25,000                         | 10,000  |
| Audit/Accounting      | 22,000                             | 8,500                                      | 12,000                         | 3,500   |
| Rent                  |                                    | 0*   | 6,500                          | 6,500   |
| General Contingencies | 100,000                            | 0  | 50,000                         | 50,000  |
| <b>TOTAL</b>          | <b>\$378,000</b>                   | <b>208,500</b>                             | <b>\$428,000</b>               | <b>219,500</b>                                |

\* Rent covered in contract with County for shared MERA, MTA, and MGSA staff person

| <b>Resources</b>           | <b>Final Budget<br/>FY 2007-08</b> | <b>Estimated<br/>Actual<br/>FY 2007-08</b> | <b>Proposed<br/>FY 2008-09</b> | <b>Difference<br/>Proposed<br/>vs. Actual</b> |
|----------------------------|------------------------------------|--|--------------------------------|---|
| Member Contributions       | \$173,500                          | \$173,500                                  | \$189,500                      | 16,000  |
| MarinMap Administration    | 5,000                              | 0  | 0                              | 0   |
| 9201 – Interest            | 5,000                              | 12,000                                     | 7,000                          | (5,000)                                       |
| Taxicab Permit Fees        | 22,500                             | 23,000                                     | 7,000                          | (16,000)                                      |
| MCEP Partner Match         | 8,000                              | 14,000                                     | 14,000                         | 0   |
| BAAQMD Grant               | N/A                                | N/A  | 75,000                         | 75,000  |
| Fund Balance/Carry Forward | 164,000                            | 135,500                                    | 135,500                        | (28.5)  |
| <b>TOTAL</b>               | <b>\$378,000</b>                   | <b>\$358,000</b>                           | <b>\$428,000</b>               | <b>\$41,500</b>                               |

**EXPENDITURES**

General operating costs are shared among the MGSA member Towns/Cities and County, and include contract services, streetlight administrative overhead, taxi regulation costs not covered by fees, Wireless Marin, MGSA administrative costs, staff and rent. The CSD members share in the streetlight administrative cost.

| <b>Contract Services</b>     | <b>Final Budget<br/>FY 2007-08</b> | <b>Proposed<br/>FY 2008-09</b> |
|------------------------------|------------------------------------|--------------------------------|
| Staff (shared with MERA/MTA) | \$24,000                           | \$17,000                       |
| Executive Officer            | 106,000                            | 90,000                         |
| Taxicab Regulation           | 25,000                             | 53,500                         |
| Wireless RFP Phase II        | 45,000                             | 54,000                         |
| Web Management               | 0                                  | 500                            |
| Records Management           | 0                                  | 5,000                          |
| Bartle Wells (Energy Issues) | 5,000                              | 0                              |
| MCEP                         | 8,000                              | 97,000                         |
| <b>TOTAL</b>                 | <b>\$213,000</b>                   | <b>\$317,000</b>               |

The increase in contract services outlined above are the result of a an increase in the cost of administration of the Taxicab Regulations program, which reflects work required to issue and monitor company, vehicle and driver permits, the MCEP Program, the next phase of the Wireless Marin program as previously approved by the MGSA, and a new records management and retention project.

Taxicab Regulations

The costs for administration of the Taxicab Program are in the Contract Services line item. As noted in last year’s budget, staff has required the taxicab drivers to pay for their drug/alcohol lab testing, thus not putting the burden of this requirement on the general taxpayers. For FY 2008-09, \$10,000 has been added to Legal expenses should there be the need to enforce taxicab regulations through the Administrative Citation process and \$6500 is proposed for office and telephone expenses. Added funds are requested to provide resources to cover issuance and monitoring of company and driver permits.

The approved and actual FY 2007-08 and proposed FY 2008-09 budget reflects the following costs and permit revenues. The zero “net cost to members” is a result of fees collected as the program was implemented this spring and which will be carried forward to FY 2008-09. Given the fee structure with multi-year permits for drivers and companies, revenues will not cover costs in FY 2008-09.

|                            | <b>Approved<br/>FY 2007-08</b> | <b>Actual<br/>FY 2007-08</b> | <b>Proposed<br/>FY 2008-09</b> |
|----------------------------|--------------------------------|------------------------------|--------------------------------|
| Operating Costs            | \$18,000                       | \$3,000                      | \$6,500                        |
| Legal                      | 0                              | 0                            | 10,000                         |
| Program Admin              | 25,000                         | 20,000                       | 53,500                         |
|                            | <b>\$43,000</b>                | <b>23,000</b>                | <b>\$70,000</b>                |
| Projected Revenues         | 22,500                         | 23,000                       | 7,000                          |
| <b>NET COST TO MEMBERS</b> | <b>\$20,500</b>                | <b>\$0</b>                   | <b>\$63,000</b>                |

MCEP

The MCEP program is funded by a \$75,000 grant from BAAQMD and \$2,000 matching funds from each of the Cities/Towns, County, MMWD and TAM. A portion of the matching funds was utilized during FY 2007-08 for consulting start-up costs. One-half of the member match contributions have been voluntarily paid during FY 2007-08 to help defray start-up costs.

MEMBER CONTRIBUTIONS

The resources available to the MGSA include member contributions, fees and grants. The Marin General Services Authority’s Joint Powers Agreement provides for funding the agency as shown in **Article 8** and **Exhibit B**, which are found at the end of this memorandum. City/Town and County costs are shared on an assessed value/population basis using the data below (The

Community Services Districts do not participate in “general costs”). The member contributions to the county-wide mediation program operated by the Probation Department, for which MGSA serve as a fiscal agent are included in the final table below.

The general operating budget is based on member contributions of \$189,500 apportioned as shown below. For purposes of complying with the JPA requirements, FY 2008-09 streetlight cost is estimated at \$7,500, the same amount as last year. The total share calculation and member contribution, with comparisons to FY 2007-08 are shown on page 5.

|              |                  |
|--------------|------------------|
| Streetlight  | \$ 7,500         |
| General      | <u>182,000</u>   |
| <b>TOTAL</b> | <b>\$189,500</b> |

**ASSESSED VALUATION SHARES**

| <b>Member</b>  | <b>Assessed Value</b> | <b>Percent of Assessed Value</b> |
|----------------|-----------------------|----------------------------------|
| Belvedere      | 1,349,889,899         | 0.026509976                      |
| Corte Madera   | 2,040,300,694         | 0.040068691                      |
| Fairfax        | 1,007,846,513         | 0.019792715                      |
| Larkspur       | 2,442,651,280         | 0.047970302                      |
| Mill Valley    | 3,524,584,542         | 0.069217979                      |
| Novato         | 8,285,025,846         | 0.162706479                      |
| Ross           | 1,219,738,128         | 0.023953974                      |
| San Anselmo    | 2,150,255,989         | 0.042228062                      |
| San Rafael     | 9,095,472,985         | 0.178622543                      |
| Sausalito      | 2,273,598,262         | 0.044650334                      |
| Tiburon        | 3,501,686,158         | 0.068768286                      |
| Unincorporated | 14,029,023,046        | 0.275510661                      |
| <b>TOTAL</b>   | <b>50,920,073,342</b> | <b>100.00%</b>                   |

Source: Marin County Assessor's Office

**POPULATION SHARES**

| <b>Member</b>  | <b>01/01/2007</b> | <b>01/01/2008</b> | <b>Percent FY 2008</b> |
|----------------|-------------------|-------------------|------------------------|
| Belvedere      | 2,143             | 2,161             | 0.008395298            |
| Corte Madera   | 9,431             | 9,512             | 0.036953296            |
| Fairfax        | 7,347             | 7,412             | 0.028794978            |
| Larkspur       | 12,078            | 12,204            | 0.047411482            |
| Mill Valley    | 13,771            | 13,925            | 0.054097418            |
| Novato         | 52,238            | 52,737            | 0.204878674            |
| Ross           | 2,370             | 2,393             | 0.009296598            |
| San Anselmo    | 12,473            | 12,601            | 0.048953793            |
| San Rafael     | 57,843            | 58,235            | 0.226237928            |
| Sausalito      | 7,428             | 7,503             | 0.029148505            |
| Tiburon        | 8,849             | 8,917             | 0.034641772            |
| Unincorporated | 69,109            | 69,806            | 0.271190260            |
| <b>TOTAL</b>   | <b>255,080</b>    | <b>257,406</b>    | <b>100.00%</b>         |

Source: California DOF, May 6, 2008

**SHARE CALCULATION**

| <b>Member</b>    | <b>AV</b>             | <b>Percent of AV</b> | <b>AV Share</b>     | <b>Population</b> | <b>Percent of Population</b> | <b>Population Share</b> | <b>Total Share</b>  |
|------------------|-----------------------|----------------------|---------------------|-------------------|------------------------------|-------------------------|---------------------|
| Belvedere        | 1,349,889,899         | 0.026509976          | \$ 2,412.41         | 2,161             | 0.008395298                  | \$ 763.97               | \$ 3,176.38         |
| Corte Madera     | 2,040,300,694         | 0.040068691          | \$ 3,646.25         | 9,512             | 0.036953296                  | \$ 3,362.75             | \$ 7,009.00         |
| Fairfax          | 1,007,846,513         | 0.019792715          | \$ 1,801.14         | 7,412             | 0.028794978                  | \$ 2,620.34             | \$ 4,421.48         |
| Larkspur         | 2,442,651,280         | 0.047970302          | \$ 4,365.30         | 12,204            | 0.047411482                  | \$ 4,314.44             | \$ 8,679.74         |
| Mill Valley      | 3,524,584,542         | 0.069217979          | \$ 6,298.84         | 13,925            | 0.054097418                  | \$ 4,922.87             | \$ 11,221.70        |
| Novato           | 8,285,025,846         | 0.162706479          | \$ 14,806.29        | 52,737            | 0.204878674                  | \$ 18,643.96            | \$ 33,450.25        |
| Ross             | 1,219,738,128         | 0.023953974          | \$ 2,179.81         | 2,393             | 0.009296598                  | \$ 845.99               | \$ 3,025.80         |
| San Anselmo      | 2,150,255,989         | 0.042228062          | \$ 3,842.75         | 12,601            | 0.048953793                  | \$ 4,454.80             | \$ 8,297.55         |
| San Rafael       | 9,095,472,985         | 0.178622543          | \$ 16,254.65        | 58,235            | 0.226237928                  | \$ 20,587.65            | \$ 36,842.30        |
| Sausalito        | 2,273,598,262         | 0.044650334          | \$ 4,063.18         | 7,503             | 0.029148505                  | \$ 2,652.51             | \$ 6,715.69         |
| Tiburon          | 3,501,686,158         | 0.068768286          | \$ 6,257.91         | 8,917             | 0.034641772                  | \$ 3,152.40             | \$ 9,410.32         |
| Marin, Unincorp. | 14,029,023,046        | 0.275510661          | \$ 25,071.47        | 69,806            | 0.27119026                   | \$ 24,678.31            | \$ 49,749.78        |
| <b>TOTAL</b>     | <b>50,920,073,342</b> | <b>100.00%</b>       | <b>\$ 91,000.00</b> | <b>257,406</b>    | <b>100.00%</b>               | <b>\$ 91,000.00</b>     | <b>\$182,000.00</b> |

**TOTAL CONTRIBUTIONS**

| Member             | Streetlight       |                    | MGSA Operating      |                     | Mediation          |                    | TOTAL               |                     |
|--------------------|-------------------|--------------------|---------------------|---------------------|--------------------|--------------------|---------------------|---------------------|
|                    | FY 2007-08        | FY 2008-09         | FY 2007-08          | FY 2008-09          | FY 2007-08         | FY 2008-09         | FY 2007-08          | FY 2008-09          |
| Belvedere          | \$ 75.00          | \$ 75.25           | \$ 2,928.52         | \$ 3,176.78         | \$ 1,103.00        | \$ 1,147.00        | \$ 4,106.52         | \$ 4,399.03         |
| Bel Marin Keys CSD | \$ 75.00          | \$ 69.02           |                     |                     |                    |                    | \$ 75.00            | \$ 69.02            |
| Corte Madera       | \$ 399.00         | \$ 370.02          | \$ 6,429.37         | \$ 7,009.00         | \$ 2,437.00        | \$ 2,534.00        | \$ 9,265.37         | \$ 9,913.02         |
| County             | \$1,054.50        | \$ 981.12          | \$ 45,892.23        | \$ 49,749.78        |                    |                    | \$ 46,946.73        | \$ 50,730.90        |
| Fairfax            | \$ 259.50         | \$ 241.09          | \$ 4,052.20         | \$ 4,421.48         | \$ 1,534.00        | \$ 1,596.00        | \$ 5,845.70         | \$ 6,258.57         |
| Larkspur           | \$ 409.50         | \$ 382.96          | \$ 7,970.75         | \$ 8,679.74         | \$ 3,019.00        | \$ 3,140.00        | \$ 11,399.25        | \$ 12,202.70        |
| Marinwood CSD      | \$ 151.50         | \$ 139.95          |                     |                     |                    |                    | \$ 151.50           | \$ 139.95           |
| Mill Valley        | \$ 403.50         | \$ 378.16          | \$ 10,194.46        | \$ 11,221.70        | \$ 3,875.00        | \$ 4,030.00        | \$ 14,472.96        | \$ 15,629.86        |
| Novato             | \$1,731.00        | \$ 1,851.04        | \$ 29,812.38        | \$ 33,450.25        | \$11,470.00        | \$11,929.00        | \$ 43,013.38        | \$ 47,230.29        |
| Ross               | \$0.00            | \$ 135.16          | \$ 2,738.41         | \$ 3,025.80         | \$ 1,047.00        | \$ 1,088.00        | \$3,785.41          | \$ 4,248.96         |
| San Anselmo        | \$ 339.00         | \$ 314.90          | \$ 7,531.18         | \$ 8,297.55         | \$ 2,867.00        | \$ 2,982.00        | \$ 10,737.18        | \$ 11,594.45        |
| San Rafael         | \$2,266.50        | \$ 2,103.14        | \$ 33,657.85        | \$ 36,842.30        | \$12,799.00        | \$13,311.00        | \$ 48,723.35        | \$ 52,256.44        |
| Sausalito          | \$ 181.50         | \$ 313.46          | \$ 6,178.94         | \$ 6,715.69         | \$ 2,324.00        | \$ 2,417.00        | \$ 8,684.44         | \$ 9,446.15         |
| Tiburon            | \$ 156.00         | \$ 144.75          | \$ 8,613.72         | \$ 9,410.32         | \$ 3,270.00        | \$ 3,401.00        | \$ 12,039.72        | \$ 12,956.07        |
| <b>TOTAL</b>       | <b>\$7,501.50</b> | <b>\$ 7,500.02</b> | <b>\$166,000.01</b> | <b>\$182,000.39</b> | <b>\$45,745.00</b> | <b>\$47,575.00</b> | <b>\$219,246.51</b> | <b>\$237,075.41</b> |

## **Excerpts from JPA Agreement**

### **ARTICLE 8: FUNDING OF THE AUTHORITY**

**8.1** The Board shall adopt annual budgets for the Authority's activities within ninety (90) days of the effective date of this Agreement and by June 1 of each succeeding year. Public funds may not be disbursed by the Authority without adoption of the approved budget and all receipts and disbursements shall be in strict accordance with the approved budget. The budget shall identify the programs of the Authority and allocate funds by the program. The Board shall allocate these costs for each program with the adoption of the annual budgets.

**8.2** Members shall contribute funds to the Authority. The contributions of Members shall be based on their participation in the duties specified in Exhibit A. All budget items shall be considered general unless identified as special in Exhibit B. The formula for contributions for general budget items is based on a combination of two pro rata factors designed to develop an equitable and proportional sharing. The formula uses two factors equally: assessed valuation of real property and population in an effort to develop a fair apportionment of costs.

To fund general budget items, each Member shall contribute a sum equal to:

$$\underline{(AVM)} (GB) (.5) + \underline{(PM)}(GB)(.5) = C$$

AVAM

PAM

AVM means the most current Assessed Valuation of Real Property of an individual Member as determined by the County Assessor;

AVAM means the most current Assessed Valuation of Real Property of All Members as determined by the County Assessor;

GB means general budget items;

PM means Population of Member;

PAM means Population of all Members;

C means Contribution of Member.

For the County, the variables shall be based on the unincorporated assessed value of real property and the population in the unincorporated area.

**8.3** Special Districts shall only be obligated for those programs related specifically to the administration and operation of street lighting facilities. Special budget items shall be funded by the participating Members as designated in Exhibit B.

## **EXHIBIT B**

### **FUNDING OF MARIN SPECIAL BUDGET ITEMS**

1. Streetlights – Members shall pay the costs of this function in proportion to the number of streetlights owned by the Authority in each member’s jurisdiction.
2. Taxicab – Funded by fees set by the Authority.
3. Abandoned Vehicle Program – Funded by state imposed surcharge on vehicle registration. (This program is presented in a separate budget.)
4. MarinMap – Funded by member fees, grants, and special assessments on members. General Services Authority’s administration, accounting, and legal costs will be reimbursed by the MarinMap budget. (Only the reimbursement for administrative oversight appears in this budget. The complete budget will be transferred in when the program makes the transition from MTA to MGSA.)