

**MARIN GENERAL SERVICES AUTHORITY**

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**MEMORANDUM**

**DATE:** May 14, 2009  
**TO:** Board of Directors  
**FROM:** Paul Berlant, Executive Officer  
**SUBJECT:** AGENDA ITEM **F-1**: PROPOSED MGSA FY 2009-10 BUDGET

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**RECOMMENDED ACTION:** Review the draft fiscal year 2009-10 general fund budget for the Marin General Services Authority and provide direction.

**BACKGROUND**

The MGSA proposed budget includes funding the following programs:

- Streetlight Management;
- Management of the Taxicab Regulation Program;
- BAAQMD and Marin Community Foundation grants for MCEP; and
- Overall JPA Administration.

The proposed budget for 2009-10 reflects program changes made during 2008-09, including the rent for the new office space to which MGSA, along with MERA and MTA moved in April.

The contributions shown in the table on Page 6 also reflect the towns'/cities' share of the County Mediation Program costs, which are billed through MGSA. All of those funds are directly paid to the County upon receipt.

A new activity to be undertaken this year under the streetlight maintenance program is an effort to proactively assess and repair, as needed, streetlight poles throughout the county. Our contractor, Republic ITS, has proposed that they visit the entire inventory of streetlights over a period of one year, identifying condition issues, if any, on each pole. The repairs would be made over subsequent years so as to give member agencies time to budget for the any needed repairs. The proposed cost of the assessment is \$12.80 per pole for Schedule One members and no cost for Schedule Two members. The actual repair/replacement cost is dependant on the extent of work to be done and will be charged to the MGSA member in whose jurisdiction the pole is located. The added cost for Schedule One members is included in the 2009-10 rate sheet. The County, Novato, San Anselmo, and Tiburon are Schedule Two members. The others are Schedule One members and would pay the added fee.

The budgets for the Abandoned Vehicle Abatement Program (AVAP) and MarinMap are presented separately for Board approval. The Board will also review the MCSTOPPP 2009-10 budget on May 14, 2009 at which time the Board will make a recommendation to the County Board of Supervisors for its approval.

In response to directives from the Auditor/Controller, staff has input data into the County's accounting system based on this draft. We can make any necessary changes upon adoption of the budget by the MGSA Board.

**PROPOSED BUDGET**

The tables below show budgeted and estimated actuals for 2008-09 and proposed 2009-10 revenues and expenditures for MGSA. These figures do not include MCEP expenditures, grants, and member contributions, which are shown below in a separate discussion.

| <b>Expenditures</b>   | <b>Final<br/>Budget<br/>2008-09</b> | <b>Estimated<br/>Actual<br/>2008-09</b> | <b>Proposed<br/>2009-10</b> | <b>Difference<br/>Proposed<br/>vs Actual</b> |
|-----------------------|-------------------------------------|---|-----------------------------|--|
| Insurance             | \$11,000                            | \$11,000                                | \$12,000                    | 1,000  |
| Taxicab Regulation    | 6,500                               | 7,000                                   | 7,000                       | 0  |
| Contract Services     | 220,000                             | 197,000                                 | 192,000                     | (5,000)                                      |
| Legal Expense         | 25,000                              | 17,000                                  | 25,000                      | 8,000  |
| Audit/Accounting      | 12,000                              | 11,000                                  | 12,000                      | 1,000  |
| Rent                  | 6,500                               | 6,000                                   | 6,500                       | 500  |
| Office Expenses       | 0                                   |   | 500                         | 500  |
| General Contingencies | 50,000                              | 0                                       | 50,000                      | 50,000                                       |
| <b>Total</b>          | <b>\$331,000</b>                    | <b>249,000</b>                          | <b>\$305,000</b>            | <b>\$56,000</b>                              |

| <b>Resources</b>           |                |                |                |                 |
|----------------------------|----------------|----------------|----------------|-----------------|
| Member Contributions       | \$189,500      | \$189,500      | \$214,000      | 24,500          |
| Interest                   | 7,000          | 6,000          | 6,000          | 0               |
| Taxicab Permit Fees        | 7,000          | 13,000         | 10,000         | (3,000)         |
| Fund Balance/Carry Forward | 127,500        | 138,000        | 75,000         | (63,000)        |
| <b>Total</b>               | <b>331,000</b> | <b>346,500</b> | <b>305,000</b> | <b>(41,500)</b> |

| <b>Contract Services</b> | <b>Budget<br/>2008-09</b> | <b>Actual<br/>2008-09</b> | <b>Proposed<br/>2009-10</b> |
|--------------------------|---------------------------|---------------------------|-----------------------------|
| Staff (shared with MTA)  | \$17,000                  | \$19,000                  | \$30,000                    |
| Executive Officer        | 90,000                    | 100,000                   | 110,000                     |
| Taxicab Regulation       | 53,500                    | 60,000                    | 50,000                      |
| Wireless RFP Phase II    | 54,000                    | 15,500                    | 0                           |
| Web Management           | 500                       | 500                       | 500                         |
| Records Management       | 5000                      | 2,000                     | 1,500                       |
| <b>Total</b>             | <b>\$220,000</b>          | <b>\$197,000</b>          | <b>\$192,000</b>            |

The major changes in Contract Services costs are associated with the completion of the Wireless Marin project and showing expenditures for the MCEP program separately.

TAXICAB REGULATIONS

The costs for administration of the Taxicab Program are in the Contract Services line item. As the Board will recall, fees charged for taxicab company, driver and for vehicle permits were adjusted in November 2008 in an attempt to better recoup the cost of the program.

The approved and actual 2008-09 and proposed 2009-10 budget reflects the following costs and permit revenues. Given the fee structure with multi-year permits for drivers and companies, revenues will not cover costs in 2009-10.

|                     | <b>Approved 2008-09</b> | <b>Actual 2008-09</b> | <b>Proposed 2009-10</b> |
|---------------------|-------------------------|-----------------------|-------------------------|
| Operating Costs     | \$6,500                 | \$7,000               | \$7,000                 |
| Legal               | 10,000                  | 8,000                 | 10,000                  |
| Program Admin       | <u>53,500</u>           | <u>60,000</u>         | <u>50,000</u>           |
|                     | \$70,000                | 75,000                | \$67,000                |
| Projected Revenues  | 7,000                   | 13,000                | 10,000                  |
| Net Cost to Members | <b>\$63,000</b>         | <b>\$62,000</b>       | <b>\$57,000</b>         |

MARIN CLIMATE AND ENERGY PARTNERSHIP

The Marin Climate and Energy Partnership is comprised of all 11 incorporated towns and cities in Marin County, the County, MMWD, and TAM. The program is directed by a Steering Committee with representation by each of the members. The MGSA serves solely as a fiscal agent, and does not have a leadership role in determining how funds are obtained or spent. The MCEP program budget is summarized below.

To date, the Partnership has been funded by a \$75,000 grant from BAAQMD and \$2,000 matching fund contributions (totaling \$28,000) from each of the members. In April, the Marin Community Foundation announced an \$80,000 grant to MCEP. The MGSA’s role has been to assist in contract administration with BAAQMD and to provide assistance with invoicing, collection of grant and member contributions, and contracting and paying for MCEP services. A portion of the member matching funds was utilized during 2007-08 for consulting start-up costs. The MCEP partners have been asked to assess themselves to fund the program again for 2009-10 at the initial annual dues level of \$2,000 per partner entity.

One of the MCEP Climate Action Director’s tasks is to secure sustained funding for high-priority climate-related activities countywide. In addition to the recent MCF award of \$80,000, an additional grant of \$75,000 has been invited by MCF staff for consideration by the MCF Board in June. In addition, MCEP is tracking stimulus opportunities and may help members access funding when and if collaborative opportunities are identified.

The expenditures and revenues for MCEP has been input into the County accounting system under the MGSA general fund. However, for purposes of clarity and simplicity they are shown separately on the following page.

| <b>Expenditures</b>                       | <b>1/1/08 – 4/30/09</b> | <b>5/1/09 – 4/30/10</b> |
|---|-------------------------|-------------------------|
| Contract Services                         | \$63,000                | \$198,000               |
| Operating reserve (to be carried forward) | 15,000                  | 21,000                  |
| <b>Total</b>                              | <b>\$78,000</b>         | <b>\$219,000</b>        |

| <b>Resources</b>  |                 |                  |
|---|-----------------|------------------|
| MCEP Member Contributions (2008-09)                         | \$28,000        |                  |
| Member Contributions (2009-10)                              |                 | \$24,000         |
| Bay Area Air Quality Management District (BAAQMD grant #B1) | 50,000          | 25,000           |
| MCF #1 (May 1, 2009 - April 30, 2010)                       |                 | 80,000           |
| Projected carry-forward from FY 2008-09 to FY 2009-2010     |                 | 15,000           |
| Foundation grants (MCF #2)                                  |                 | 75,000           |
| <b>Total</b>  | <b>\$78,000</b> | <b>\$219,000</b> |

| <b>Contract Services</b>                                   | <b>1/1/08 - 4/30/09</b> | <b>501/09 - 4/30/10</b> |
|--|-------------------------|-------------------------|
| Climate Action Director                                    | 63,000                  | 120,000                 |
| Climate Action Program Associate                           |                         | 35,000                  |
| Green Purchasing Consultant                                |                         | 5,000                   |
| Green Building & AB 811 Consultant                         |                         | 15,000                  |
| Grant Development Consultant (focused on federal stimulus) |                         | 5,000                   |
| Climate Metrics & dashboard development                    |                         | 3,000                   |
| Strategic Vision development                               |                         | 12,000                  |
| Out of Pocket Costs  |                         | 3,000                   |
| <b>Total</b>   | <b>\$63,000</b>         | <b>\$198,000</b>        |

### MGSA MEMBER CONTRIBUTIONS

The resources available to the MGSA include member contributions, fees and grants. The MGSA'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 countywide mediation program operated by the Probation Department, for which MGSA serve as a fiscal agent, are included in the Total Contributions table.

The general operating budget is based on member contributions of \$214,000 apportioned as shown below. For purposes of complying with the JPA requirements, FY 2009-10 streetlight cost is estimated at \$8,000, an increase

of \$500 over last year. The total share calculation and member contribution, with comparisons to 2008-09 are shown on page 6.

|                      |                |
|----------------------|----------------|
| Streetlight Overhead | \$8,000        |
| General Operating    | <u>206,000</u> |
| TOTAL                | \$214,000      |

**ASSESSED VALUATION SHARES**

| <b>Member</b>          | <b>Assessed Value</b> | <b>Share of AV</b> |
|------------------------|-----------------------|--------------------|
| Belvedere              | 1,452,227,211         | 0.026945288        |
| Corte Madera           | 2,193,867,119         | 0.040706014        |
| Fairfax                | 1,061,140,171         | 0.01968888         |
| Larkspur               | 2,649,091,319         | 0.049152452        |
| Mill Valley            | 3,766,917,217         | 0.069893105        |
| Novato                 | 8,574,747,252         | 0.159099783        |
| Ross                   | 1,297,462,504         | 0.024073713        |
| San Anselmo            | 2,284,779,852         | 0.042392851        |
| San Rafael             | 9,584,879,908         | 0.177842247        |
| Sausalito              | 2,410,374,432         | 0.04472319         |
| Tiburon                | 3,742,536,024         | 0.069440725        |
| <u>Marin, Unincorp</u> | <u>14,877,382,028</u> | <u>0.276041752</u> |
| Total                  | 53,895,405,037        | 1                  |

Source: Marin County Assessor's Office

**POPULATION SHARES**

| <b>Member</b>  | <b>1/1/2008</b> | <b>1/1/2009</b> | <b>Percent 2009</b> |
|----------------|-----------------|-----------------|---------------------|
| Belvedere      | 2,143           | 2,158           | 0.0083444           |
| Corte Madera   | 9,484           | 9,739           | 0.0376579           |
| Fairfax        | 7,385           | 7,434           | 0.0287451           |
| Larkspur       | 12,161          | 12,255          | 0.0473865           |
| Mill Valley    | 13,858          | 14,006          | 0.0541571           |
| Novato         | 52,552          | 52,921          | 0.20463             |
| Ross           | 2,385           | 2,401           | 0.009284            |
| San Anselmo    | 12,557          | 12,644          | 0.0488906           |
| San Rafael     | 58,034          | 58,363          | 0.2256726           |
| Sausalito      | 7,475           | 7,532           | 0.029124            |
| Tiburon        | 8,887           | 8,941           | 0.0345722           |
| Unincorporated | 69,590          | 70,224          | 0.2715356           |
| County Total   | 256,511         | 258,618         | 1                   |

Source: California DOF, May 1, 2009

**SHARE CALCULATION**

| <b>Member</b>   | <b>AV</b>             | <b>Percent of AV</b> | <b>AV Share</b>      | <b>Popula-<br/>tion</b> | <b>Percent of<br/>Pop</b> | <b>Population Share</b> | <b>Total Share</b>  |
|-----------------|-----------------------|----------------------|----------------------|-------------------------|---------------------------|-------------------------|---------------------|
| Belvedere       | 1,452,227,211         | 0.026945288          | \$ 2,775.36          | 2,158                   | 0.008344353               | \$ 859.47               | \$ 3,634.83         |
| Corte Madera    | 2,193,867,119         | 0.040706014          | \$ 4,192.72          | 9,739                   | 0.037657858               | \$ 3,878.76             | \$ 8,071.48         |
| Fairfax         | 1,061,140,171         | 0.019688888          | \$ 2,027.95          | 7,434                   | 0.028745099               | \$ 2,960.75             | \$ 4,988.70         |
| Larkspur        | 2,649,091,319         | 0.049152452          | \$ 5,062.70          | 12,255                  | 0.047386493               | \$ 4,880.81             | \$ 9,943.51         |
| Mill Valley     | 3,766,917,217         | 0.069893105          | \$ 7,198.99          | 14,006                  | 0.054157097               | \$ 5,578.18             | \$ 12,777.17        |
| Novato          | 8,574,747,252         | 0.159099783          | \$ 16,387.28         | 52,921                  | 0.204629995               | \$ 21,076.89            | \$ 37,464.17        |
| Ross            | 1,297,462,504         | 0.024073713          | \$ 2,479.59          | 2,401                   | 0.009283963               | \$ 956.25               | \$ 3,435.84         |
| San Anselmo     | 2,284,779,852         | 0.042392851          | \$ 4,366.46          | 12,644                  | 0.048890642               | \$ 5,035.74             | \$ 9,402.20         |
| San Rafael      | 9,584,879,908         | 0.177842247          | \$ 18,317.75         | 58,363                  | 0.225672614               | \$ 23,244.28            | \$ 41,562.03        |
| Sausalito       | 2,410,374,432         | 0.04472319           | \$ 4,606.49          | 7,532                   | 0.029124036               | \$ 2,999.78             | \$ 7,606.26         |
| Tiburon         | 3,742,536,024         | 0.069440725          | \$ 7,152.39          | 8,941                   | 0.034572226               | \$ 3,560.94             | \$ 10,713.33        |
| Marin, Unincorp | 14,877,382,028        | 0.276041752          | \$ 28,432.30         | 70,224                  | 0.271535624               | \$ 27,968.17            | \$ 56,400.47        |
| <b>Total</b>    | <b>53,895,405,037</b> | <b>1</b>             | <b>\$ 103,000.00</b> | <b>258,618</b>          | <b>1</b>                  | <b>\$ 103,000.00</b>    | <b>\$206,000.00</b> |

**TOTAL MEMBER CONTRIBUTIONS**

| <b>Member</b>      | <b>Streetlight</b> |                    | <b>MGSA Operating</b> |                     | <b>Mediation</b>   |                    | <b>Total</b>        |                     |
|--------------------|--------------------|--------------------|-----------------------|---------------------|--------------------|--------------------|---------------------|---------------------|
|                    | <b>2008-09</b>     | <b>2009-10</b>     | <b>2008-09</b>        | <b>2009-10</b>      | <b>2008-09</b>     | <b>2009-10</b>     | <b>2008-09</b>      | <b>2009-10</b>      |
| Belvedere          | \$ 75.25           | \$ 80.28           | \$ 3,176.78           | \$ 3,634.83         | \$ 1,147.00        | \$ 1,181.00        | \$ 4,399.03         | \$ 4,896.11         |
| Bel Marin Keys CSD | \$ 69.02           | \$ 73.63           |                       |                     |                    |                    | \$ 69.02            | \$ 73.63            |
| Corte Madera       | \$ 370.02          | \$ 394.73          | \$ 7,009.00           | \$ 8,071.48         | \$ 2,534.00        | \$ 2,610.00        | \$ 9,913.02         | \$ 11,076.21        |
| County             | \$ 981.12          | \$ 1,046.66        | \$ 49,749.78          | \$ 56,400.47        |                    |                    | \$ 50,730.90        | \$ 57,447.13        |
| Fairfax            | \$ 241.09          | \$ 257.19          | \$ 4,421.48           | \$ 4,988.70         | \$ 1,596.00        | \$ 1,644.00        | \$ 6,258.57         | \$ 6,889.89         |
| Larkspur           | \$ 382.96          | \$ 408.54          | \$ 8,679.74           | \$ 9,943.51         | \$ 3,140.00        | \$ 3,234.00        | \$ 12,202.70        | \$ 13,586.05        |
| Marinwood CSD      | \$ 139.95          | \$ 149.30          |                       |                     |                    |                    | \$ 139.95           | \$ 149.30           |
| Mill Valley        | \$ 378.16          | \$ 403.43          | \$ 11,221.70          | \$ 12,777.17        | \$ 4,030.00        | \$ 4,150.00        | \$ 15,629.86        | \$ 17,330.60        |
| Novato             | \$ 1,851.04        | \$ 1,974.69        | \$ 33,450.25          | \$ 37,464.17        | \$ 11,929.00       | \$ 12,287.00       | \$ 47,230.29        | \$ 51,725.86        |
| Ross               | \$ 135.16          | \$ 144.19          | \$ 3,025.80           | \$ 3,435.84         | \$ 1,088.00        | \$ 1,121.00        | \$ 4,248.96         | \$ 4,701.03         |
| San Anselmo        | \$ 314.90          | \$ 334.91          | \$ 8,297.55           | \$ 9,402.20         | \$ 2,982.00        | \$ 3,071.00        | \$ 11,594.45        | \$ 12,808.11        |
| San Rafael         | \$ 2,103.14        | \$ 2,243.64        | \$ 36,842.30          | \$ 41,562.03        | \$ 13,311.00       | \$ 13,711.00       | \$ 52,256.44        | \$ 57,516.67        |
| Sausalito          | \$ 313.46          | \$ 334.40          | \$ 6,715.69           | \$ 7,606.26         | \$ 2,417.00        | \$ 2,490.00        | \$ 9,446.15         | \$ 10,430.66        |
| Tiburon            | \$ 144.75          | \$ 154.42          | \$ 9,410.32           | \$ 10,713.33        | \$ 3,401.00        | \$ 3,503.00        | \$ 12,956.07        | \$ 14,370.75        |
| <b>TOTAL</b>       | <b>\$ 7,500.02</b> | <b>\$ 8,000.01</b> | <b>\$182,000.39</b>   | <b>\$205,999.99</b> | <b>\$47,575.00</b> | <b>\$49,002.00</b> | <b>\$237,075.41</b> | <b>\$263,002.00</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.)



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

**MGSA as entered in County system**

| <b>G/L</b>                                       | <b>2008-09</b> | <b>Actual</b> | <b>2009-10</b> |
|--|----------------|---------------|----------------|
| 4220610 Other Permits - Taxi Cab                 | -7,000         | -14,357       | -10,000        |
| 4410125 Rev fr Use of Mny Prop - Int On Pooled   | -7,000         | -4,875        | -6,000         |
| 4640322 Chrgs for Cur Svcs - City Contribution   | -278,500       | -223,333      | -287,000       |
| 4710642 Misc Rev # Other (grant)                 | -135,500       | 0             | -75,000        |
| REVCAT Revenue Categories - CI                   | -428,000       | -242,565      | 378,000        |
| 5210100 Professional Services                    | 348,500        | 0             | 464,000        |
| 5210110 Professional Services                    | 0              | 187,839       | 0              |
| 5210122 Prof Svcs - Advertising & Marketing      | 0              | 75            | 0              |
| 5210131 Prof Svcs - Legal                        | 0              | 13,421        |                |
| 5210200 Administration & Finance Services        | 12,000         | 0             | 12,000         |
| 5210500 Insurance Premiums                       | 11,000         | 0             | 12,000         |
| 5210800 Utilities                                | 1,000          | 0             | 1,000          |
| 5210840 Utilities - Other                        | 0              | 933           | 0              |
| 5211200 Rent & Operating Leases                  | 5,000          | 0             | 6,500          |
| 5211270 Rent & Operating Leases - Office Space   | 0              | 786           | 0              |
| 5211440 Travel - Mileage                         | 0              | 7             | 200            |
| 5220100 Office Supplies                          | 500            | 0             | 6,300          |
| 5220125 Office Supplies - Printing Supplies      | 0              | 450           | 0              |
| 5220130 Office Supplies - Copier Supplies and Se | 0              | 761           | 0              |
| 5220146 Office Supplies - Postage                | 0              | 338           | 0              |
| 5220910 Equipment Other - Telecomm Equipment     | 0              | 154           | 0              |
| 5200000 Service and Supplies                     | 378,000        | 225,434       | 502,000        |
| ZCONTIN Contingencies                            | 50,000         | 0             | 71,000         |

Note: Carryover of \$195,000 is not entered in to County system

5/1/2009