

MARIN GENERAL SERVICES AUTHORITY

555 Northgate Drive, San Rafael CA 94903

Phone: (415) 448-0359

MEMORANDUM

DATE: May 12, 2011
TO: Board of Directors
FROM: Paul Berlant, Executive Officer
SUBJECT: AGENDA ITEM D-1: MGSA 2011-12 BUDGET

RECOMMENDED ACTION: Adopt the fiscal year 2011-2012 general fund budget for the Marin General Services Authority.

BACKGROUND

The MGSA proposed budget includes funding the following programs:

- Streetlight Maintenance Program;
- Management of the Taxicab Regulation Program;
- Grant management for MCEP; and
- Overall JPA Administration.

The contributions shown in the table on Page 6 reflect the County's and towns/cities' share of the County Mediation Program costs, which are billed through MGSA. Town/city Mediation Program contributions for 2011-12 are the same as 2010-11. The County will be making a direct contribution to the program through the assessments collected by MGSA. For the first time, that amount is also reflected in the table on page 6. As the Board is aware, the Office of the District Attorney has taken over the county-wide mediation program. These funds are not considered "revenue," nor do we show an expense for this amount. All of those funds are directly transferred to the District Attorney's Office upon receipt.

We started a new activity last year to proactively repair and/or replace, as needed, streetlight poles, fixtures and appurtenances throughout the county. During 2009-2010 Republic ITS, visited the entire inventory of streetlights, conducting a "visual inspection" to identify condition issues, if any, on each pole. In November 2009, the Board approved an optional service MGSA members may avail themselves of from Republic. This program is a physical inspection and treatment of wooden poles. As of this date, only the County has expressed an interest in doing the physical inspection. Based on the initial visual inspection, Republic identified the poles and fixtures that are in need of some form of maintenance. During 2010-11, the Board budgeted for and contracted with Republic to repair or replace most of the deficiencies noted. Staff has reported on progress at Board meetings.

For 2011-12, \$40,000 is proposed to be included to the streetlight maintenance program to continue the repairs identified. For 2011-12, the MGSA cost of the streetlight repairs have again been spread to members based on the proportionate share of poles in each member jurisdiction and lights identified in 2009 as needing repair. This spread results in the same distribution as used in 2010-11.

Exhibit B of the JPA agreement (below on page 8 below) addresses the manner of allocating the cost of the streetlight program, "*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." For 2011-12, the overhead has been maintained at \$11,000.

The budgets for the Abandoned Vehicle Abatement Program (AVAP) and MarinMap are presented separately for Board approval. The Board reviewed the MCSTOPPP 2011-12 budget at its March 3rd meeting at which time you made a recommendation to the Board of Supervisors to approve the budget as presented by MCSTOPPP staff.

Staff will input data into the County's accounting system based on this draft as shown on page 9, unless otherwise directed by the MGSA Board.

PROPOSED MGSA OPERATING BUDGET

The tables below show budgeted and estimated actuals for 2010-11 and proposed 2011-12 revenues and expenditures for MGSA. These figures immediately below do not include MCEP expenditures, grants, and member contributions, which are shown below in a separate discussion.

Expenditures	Final Budget 2010-11	Estimated Actual 2010-11	Proposed 2011-12	Difference Proposed vs Actual
Insurance	\$10,000	\$11,000	\$11,000	\$0
Taxicab Regulation	7,000	7,000	7,000	0
Contract Services	203,000	193,000	197,000	4,000
Legal Expense	25,000	40,000	35,000	(5,000)
Audit/Accounting	12,000	11,000	12,000	1,000
Rent	5,000	4,500	4,500	0
Office Expenses	1000	1000	1000	0
General Contingencies	50,000	0	50,000	50,000
Sub-total	313,000	267,500	317,500	50,000
Streetlight Pole Repair	60,000	62,740	40,000	(22,740)
Total	\$373,000	\$330,240	\$357,500	\$(27,260)
Resources				
Member Contributions	\$219,000	\$219,000	\$199,220	\$(19,780)
Interest	4,000	2,000	2,000	0
Taxicab Permit Fees	40,000	55,000	69,000	14,000
Taxi Fines	0	1,600	2,400	800
Smart Meter Fees	0	3,520	0	(3,520)
Fund Balance/Carry Forward	110,000	134,000	84,880	(49,120)
Total	\$373,000	\$415,120	\$357,500	\$(57,620)

The following is the detail for Contract Services.

Contract Services	Budget 2011	Actual 2010-11	Proposed 2011-12
Staff (shared with MTA)	\$30,000	\$29,000	\$30,000
Executive Officer	110,000	110,000	110,000
Taxicab Regulation	62,000	54,000	56,000
Web Management	500	0	500
Records Management	500	0	500
Total	\$203,000	\$193,000	\$197,000

TAXICAB REGULATIONS

The costs for administration of the Taxicab Program are included in the tables above. As the Board will recall, fees charged for company, driver and vehicle permits were adjusted in November 2008, 2009, and will be again in 2010. The changes approved in 2008 called for a gradual increase in vehicle permit fees, which were projected to bring the program to full cost recovery. The 2010-11 revenues include payments of \$1500 of the owed \$5000 fine assessed against a taxi company in 2010. Revenues assume another \$2400 to be paid on the fine in 2011-12.

The taxicab regulation approved and estimated actual 2010-11 and proposed 2011-12 budget reflects the following costs and permit fee revenues.

Taxi Regulation	Budget 2010-11	Actual 2010-12	Proposed 2011-12
Expenses			
Operating Costs	\$7,000	\$7,000	\$7,000
Legal	10,000	30,000	20,000
Program Admin	<u>62,000</u>	<u>54,000</u>	<u>56,000</u>
	\$79,000	91,000	\$83,000
Revenues	40,000	55,000	71,400
Net Cost to Members	\$39,000	\$36,000	\$11,600

MARIN CLIMATE AND ENERGY PARTNERSHIP

The Marin Climate and Energy Partnership (MCEP) 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 from each of the members. The MGSA serves as 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 for three years by voluntary contributions of \$2000 each per year as well as a \$75,000 grant from BAAQMD and two grants each in the amount of \$80,000 from the Marin Community Foundation (MCF). The MGSA's role has been to assist in contract administration with BAAQMD and MCF and to provide assistance with invoicing, collection of grant and member contributions, contracting and paying for MCEP services and advising the Steering Committee. The MCEP partners have been asked to assess themselves to fund the program again for 2011 -12 at the same annual dues level of \$2,000.

Resources and expenditures for 2008 through the proposed 2011-12 budget are shown below. The 2011-12 expenditures and revenues for MCEP are reflected in the 2011-12 column in the table below and will be included in the County accounting system under the MGSA general fund. The "Contingency" line item reflects unbudgeted MCEP funds. The Steering Committee is actively seeking additional grant funding from MCF to assist members in streetlight conversion to LED/induction and a GHG inventory update.

Resources	2008-09	2009-10	2010-11	2011-12	Total
Member Contributions	\$ 28,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 100,000
BAAQMD	\$ 75,000				
MCF1	\$ 80,000				\$ 80,000
MCF2			\$ 80,000		\$ 80,000
Sub-total Resources	\$ 183,000	\$ 24,000	\$ 104,000	\$ 24,000	\$ 335,000
Carryover		\$ 116,631	\$ 46,725	\$ 80,225	
Total Resources		\$ 140,631	\$ 150,725	\$ 104,225	

Expenditures

Start up	\$ 10,369				\$ 10,369
CAD (Schorske)	\$ 56,000	\$ 44,000			\$ 100,000
CA Assoc (Kitahara)		\$ 5,000			\$ 5,000
Green Purchasing Consult		\$ 1,000			\$ 1,000
BKI		\$ 14,994			\$ 14,994
Northcross, Hill & Ach		\$ 3,162			\$ 3,162
Sustainability Coord. (O'Rourke)		\$ 25,000			\$ 25,000
Mtg Exp		\$ 750			\$ 750
Prof Services 2010-11			\$ 70,500		\$ 70,500
Prof Services 2011-12				\$ 80,000	\$ 80,000
Contingency				\$ 24,225	
Total Expenditures	\$ 66,369	\$ 93,906	\$ 70,500	\$ 104,225	\$ 335,000

Balance/Carryover \$ 116,631 \$ 46,725 \$ 80,225

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 general operating budget is based on member contributions of \$199,220 apportioned as shown below. For purposes of complying with the JPA requirements, FY 2010-11 streetlight cost is estimated at \$11,000, the same amount as last year. The total share calculation and member contribution, with comparisons to 2010-11 are shown on page 6.

Streetlight Overhead	\$ 11,000
Streetlight Repair	\$ 40,000
General Operating	<u>\$148,220</u>
TOTAL	\$199,220

ASSESSED VALUATION SHARES

Member	Sec 10-11 AV	Share of AV
Belvedere	1,497,865,144	0.028
Corte Madera	2,222,007,960	0.041
Fairfax	1,074,015,375	0.020
Larkspur	2,666,136,312	0.049
Mill Valley	3,847,676,459	0.071
Novato	8,208,497,325	0.152
Ross	1,386,229,568	0.026
San Anselmo	2,332,823,379	0.043
San Rafael	9,566,509,258	0.177
Sausalito	2,457,891,919	0.045
Tiburon	3,799,708,724	0.070
Marin, Unincorporated	15,025,741,096	0.278
Total	54,085,102,519	1.000

Source: Marin County Assessor's Office, March 18, 2011

POPULATION SHARES

Member	1/1/2010*	4/1/2010**	Percent 2010	Percent 2011
Belvedere	2,175	2,068	0.008	0.008
Corte Madera	9,816	9,253	0.038	0.037
Fairfax	7,492	7,441	0.029	0.029
Larkspur	12,398	11,926	0.048	0.047
Mill Valley	14,144	13,903	0.054	0.055
Novato	53,357	51,904	0.205	0.206
Ross	2,422	2,415	0.009	0.010
San Anselmo	12,744	12,336	0.049	0.049
San Rafael	58,822	57,713	0.226	0.229
Sausalito	7,596	7,061	0.029	0.028
Tiburon	9,000	8,962	0.035	0.036
Unincorporated	70,685	67,427	0.271	0.267
County Total	260,651	252,409	1.000	1.000

*Source: DOF 5-1-10

**Source: 2010 Census

GENERAL OPERATING MEMBER SHARE CALCULATION - 2011-12

Member	AV	% of AV	AV Share	Population	% of Pop	Population Share	Total Share
Belvedere	1,497,865,144	0.028	\$ 2,052.45	2,068	0.008	\$ 607.19	\$ 2,659.63
Corte Madera	2,222,007,960	0.041	\$ 3,044.70	9,253	0.037	\$ 2,716.78	\$ 5,761.48
Fairfax	1,074,015,375	0.020	\$ 1,471.67	7,441	0.029	\$ 2,184.76	\$ 3,656.43
Larkspur	2,666,136,312	0.049	\$ 3,653.27	11,926	0.047	\$ 3,501.60	\$ 7,154.87
Mill Valley	3,847,676,459	0.071	\$ 5,272.27	13,903	0.055	\$ 4,082.07	\$ 9,354.34
Novato	8,208,497,325	0.152	\$ 11,247.68	51,904	0.206	\$ 15,239.57	\$ 26,487.25
Ross	1,386,229,568	0.026	\$ 1,899.48	2,415	0.010	\$ 709.07	\$ 2,608.55
San Anselmo	2,332,823,379	0.043	\$ 3,196.55	12,336	0.049	\$ 3,621.98	\$ 6,818.53
San Rafael	9,566,509,258	0.177	\$ 13,108.49	57,713	0.229	\$ 16,945.16	\$ 30,053.65
Sausalito	2,457,891,919	0.045	\$ 3,367.92	7,061	0.028	\$ 2,073.19	\$ 5,441.11
Tiburon	3,799,708,724	0.070	\$ 5,206.54	8,962	0.036	\$ 2,631.34	\$ 7,837.88
Marin, Unincorp	15,025,741,096	0.278	\$ 20,588.99	67,427	0.267	\$ 19,797.29	\$ 40,386.28
Total	54,085,102,519	1.000	\$ 74,110.00	252,409	1.000	\$ 74,110.00	\$ 148,220.00

TOTAL MEMBER CONTRIBUTIONS - 2011-12

Member	Streetlights Overhead		MGSA General		St. Lt. Repair	Mediation	Total	
	2010-11	2011-12	2010-11	2011-12	2011-12	2011-12	2010-11	2011-12
Belvedere	\$ 111.51	\$ 111.50	\$ 2,692.01	\$ 2,659.63	\$406.97	\$ 1,181.00	\$ 4,391.49	\$ 4,359.10
BMK CSD	\$ 102.28	\$ 102.28			\$373.27		\$ 475.55	\$ 475.55
Corte Madera	\$ 548.33	\$ 548.33	\$ 5,830.11	\$ 5,761.48	\$1,970.06	\$ 2,610.00	\$ 10,958.50	\$ 10,889.87
County	\$ 1,483.76	\$ 1,483.76	\$ 40,601.84	\$ 40,386.28	\$5,363.23	\$18,473.00	\$ 65,921.83	\$ 65,706.27
Fairfax	\$ 357.98	\$ 357.98	\$ 3,587.58	\$ 3,656.43	\$1,552.72	\$ 1,644.00	\$ 7,142.28	\$ 7,211.13
Larkspur	\$ 574.61	\$ 574.61	\$ 7,195.49	\$ 7,154.87	\$2,024.50	\$ 3,234.00	\$ 13,028.60	\$ 12,987.98
M CSD	\$ 207.40	\$ 207.40			\$754.33		\$ 961.73	\$ 961.73
Mill Valley	\$ 562.54	\$ 562.54	\$ 9,295.40	\$ 9,354.34	\$2,099.67	\$ 4,150.00	\$ 16,107.61	\$ 16,166.55
Novato	\$ 2,772.91	\$ 2,772.91	\$ 26,423.41	\$ 26,487.25	\$10,091.37	\$12,287.00	\$ 51,574.69	\$ 51,638.53
Ross			\$ 2,500.93	\$ 2,608.55		\$ 1,121.00	\$ 3,621.93	\$ 3,729.55
San Anselmo	\$ 465.94	\$ 465.94	\$ 6,806.92	\$ 6,818.53	\$1,682.33	\$ 3,071.00	\$ 12,026.19	\$ 12,037.80
San Rafael	\$ 3,133.73	\$ 3,133.73	\$ 29,732.86	\$ 30,053.65	\$11,288.96	\$13,711.00	\$ 57,866.55	\$ 58,187.34
Sausalito	\$ 464.52	\$ 464.52	\$ 5,540.51	\$ 5,441.11	\$1,684.92	\$ 2,490.00	\$ 10,179.95	\$ 10,080.55
Tiburon	\$ 214.50	\$ 214.50	\$ 7,792.92	\$ 7,837.88	\$707.67	\$ 3,503.00	\$ 12,218.09	\$ 12,263.05
TOTAL	\$11,000.01	\$11,000.00	\$147,999.98	\$148,220.00	\$40,000.00	\$67,475.00	\$266,474.99	\$266,695.00

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, JPA Agreement

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 to be entered in the County accounting system.

MGSA to be entered in County system

G/L		FY 2010-11	FY 2011-12
4220610	Other Permits - Taxi Cab	-40,000	-71,400
4410125	Rev fr Use of Mny Prop - Int On Pooled	-4,000	-2,000
4640322	Chrgs for Cur Svcs - City Contribution	-243,000	-223,220
4710642	Misc Rev # Other (grant)	-80,000	0
REVCAT	Revenue Categories - CI	80,000	0
5210100	Professional Services	368,000	352,000
5210110	Professional Services	0	0
5210122	Prof Svcs - Advertising & Marketing	0	0
5210131	Prof Svcs - Legal	0	0
5210200	Administration & Finance Services	12,000	12,000
5210500	Insurance Premiums	10,000	11,000
5210700	Communications Services	800	2,000
5210800	Utilities	1,000	0
5211200	Rent & Operating Leases	5,000	4,500
5211270	Rent & Operating Leases - Office Space	0	0
5211440	Travel - Mileage	200	0
5220100	Office Supplies	6,300	6,000
5220125	Office Supplies - Printing Supplies	0	0
5220130	Office Supplies - Copier Supplies and Se	0	0
5220146	Office Supplies - Postage	0	0
5220910	Equipment Other - Telecomm Equipment	0	0
5200000	Service and Supplies	502,000	387,500
ZCONTIN	Contingencies	71,000	74,225

Not shown is \$165,105 in carryover