

**MARIN TELECOMMUNICATIONS AGENCY**  
555 Northgate Drive, #102, San Rafael, CA 94903 415 446-4427  
[www.mtamarin.org](http://www.mtamarin.org)

**FINANCE & POLICY COMMITTEE**  
**SPECIAL MEETING NOTICE**

**DATE:** Thursday, May 10, 2018

**TIME:** 7:00 PM

**PLACE:** Corte Madera Council Chambers, 300 Tamalpais Drive, Corte Madera, CA

**AGENDA**

- A. Call to order.
- B. Executive Officer's Report (Oral Report).
- C. Consent Calendar:
  - 1) Approve Minutes of November 10, 2016 Special Finance & Policy Committee Meeting.
- D. Consider and Recommend Proposed MTA By Laws Amendments.
- E. MTA Revised Strategic Plan – Consider Updating.
- F. Consider Proposed MTA FY19 Budget and Recommend for Board Approval.
- G. Committee Requests for Future Meeting Agenda Items.
- H. Open Time For Items Not On The Agenda.

*This portion of the meeting is reserved for persons desiring to address the Agency on any matter not listed on the agenda. The Ralph M. Brown Act prohibits discussion of items that are not duly placed on the agenda. Speakers are limited to three minutes.*

- I. Adjourn.

**NEXT MEETING: To Be Determined**

**A COMPLETE AGENDA PACKAGE IS AVAILABLE FOR VIEWING AT 555 NORTHGATE DRIVE, SUITE 102, SAN RAFAEL, CA, OR AT THE AGENCY'S WEBSITE [WWW.MTAMARIN.ORG](http://WWW.MTAMARIN.ORG)**

**MARIN TELECOMMUNICATIONS AGENCY**

**FINANCE & POLICY COMMITTEE**

MINUTES OF THE SPECIAL MEETING OF NOVEMBER 10, 2016

Corte Madera Council Chamber, 300 Tamalpais Drive, Corte Madera CA

**Present:**

Kate Sears, Chair, County of Marin  
Kay Coleman, Town of San Anselmo  
Jim Fraser, Town of Tiburon  
Sashi McEntee, City of Mill Valley

**Absent:**

Andrew McCullough, City of San Rafael

**Staff:**

Barbara Thornton, Executive officer  
Suki Sennett, Clerk

**By telephone:** Gregory W. Stepanicich, General Counsel

**A. Call to Order:** Chairperson Sears called the meeting to order at 5:40 PM. There was agreement to move Agenda Item D. Larkspur letter ahead of Items B & C because of General Counsel Stepanicich's limited time.

**D. Review and Provide Input on MTA Letter to Larkspur Regarding PEG Channel use:**

Executive Officer Thornton provided a brief background of the City of Larkspur's withdrawal from the MTA effective July 1, 2015. MTA subsequently notified Larkspur that since the PEG channels were granted to the MTA by the Comcast and AT&T franchises, and since Larkspur was no longer a member of MTA they no longer were legally entitled to the use of MTA's PEG channels. She met with Larkspur City Manager Dan Schwartz who indicated Larkspur would be interested in receiving information about what the MTA would charge the City in order to be able to use the PEG channels. MTA's administrative and I-NET costs associated with the DAP Agreement and associated oversight of the CMCM had been identified and presented in the draft letter for the Committee to review.

She summarized the contents of the letter. It included the need for Larkspur to enter into a written agreement with the MTA regarding their use of MTA's PEG channels and the I-Net. In addition, there needed to be a written agreement regarding the video equipment that was installed in Larkspur's Council Chamber using MTA PEG funds since the equipment is owned by the MTA.

With input from Executive Officer Thornton and Chairperson Sears, MTA General Counsel had drafted a letter that further suggests that MTA was not asking Larkspur to make a payment for what would have been Larkspur's share of the additional bridge funding to CMCM in order to encourage a prompt conclusion of an agreement with the MTA and Larkspur regarding the use of MTA's PEG channels. Their share for FY16 and FY17 bridge funding would have been \$29,615. The letter explains the MTA believes the terms offered are very fair; however, if agreement cannot be reached the Larkspur's use of MTA PEG channels would be terminated. She noted that the letter says MTA hopes Larkspur would decide to return to the MTA thus making a proposed agreement unnecessary and MTA was ready to discuss their return to the MTA.

She summarized MTA's costs to be charged to Larkspur for use of MTA's PEG Channels and I-Net for FY16 and F Y17 as set forth in the draft letter. It was determined the total MTA cost for FY16 was \$31,100 and for FY 17 \$33,400. Larkspur's share of this amount would be 7.69% based on Larkspur's share of franchise fees. The recommended charges to Larkspur was a total of \$8,190 based on Larkspur's share of MTA's costs for DAP administration, CMCM associated oversight and I-Net, or \$4,007 in FY16 and \$4,183 in FY17.

She asked for the Committee's input, and once approval was given she would send the letter to Larkspur and meet with the City Manager to discuss its contents and determine next steps.

The Chair opened Committee discussion.

Discussion ensued regarding incentives to remain in the agency, determining the accuracy of MTA's amount of administrative costs associated with MTA managing the DAP agreement, CMCM, and the I-Net, and factoring in costs such as insurance, rent and financial audits.

The General Counsel enumerated the advantages of remaining in the MTA in relation to CMCM. He also said there would be additional cost with the setting up the agreement. The Committee expressed eagerness in getting a written agreement with Larkspur done by the end of the year as opposed to within a "reasonable" time. The Chair suggested Director McEntee participate in the process when appropriate.

Public Comment:

Bruce Bagnoli, CMCM Board President addressed technical and administrative implementation of PEG channels "going dark".

**B. Executive Officer's Report:** There was none.

**C. Consent Calendar:**

Approve Minutes of April 27, 2016 Special Finance & Policy Committee Meeting.

Director Coleman said City of San Anselmo should be Town of San Anselmo.

*M/S/P McEntee/Coleman, to approve Minutes with correction.*

*AYES: ALL*

*MOES: NONE*

*Motion carried.*

**E. Committee Requests for Future Meeting Agenda Items:** There were none.

**F. Open Time for Items Not on the Agenda:** Bruce Vogen of San Anselmo asked to make sure he and the public was fully informed when the Comcast franchise fee audit was completed since it had been two years and still wasn't available.

**I. Adjourn:** By Consensus at 6:30 PM.

Respectfully Submitted,

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Barbara Thornton, Executive Officer  
May 10, 2018

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**DATE:** May 10, 2018  
**TO:** MTA Finance & Policy Committee Members  
**FROM:** Barbara Thornton, Executive Officer  
**SUBJECT:** AGENDA ITEM D: CONSIDER AND RECOMMEND PROPOSED MTA BY-LAWS AMENDMENTS

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**Recommended Action:** Consider the proposed MTA By-Laws amendments. Provide input to the Executive Officer and recommend for MTA Board consideration and approval.

**Discussion:** At MTA's June 14, 2017 Board meeting the Board indicated that MTA should consider reducing the number of meetings each year to 3 or 4 Board meetings. In the Board's October 2017 meeting the Board appointed Directors Coler and McEntee to work with MTA staff to review MTA's Agency operations and functions that are essential going forward and to make recommendations to the Board. This ad hoc committee suggested that MTA could reduce the number of Board meetings to 3 or 4 each year.

Staff has reviewed the regular business agenda items that MTA Board must consider or approve each year along with the timing required for those items. It appears that MTA could reduce its regular Board meetings to 4 meetings each year. The suggested Board meeting schedule based on the timing of required Board actions and approvals is February, April, June and November. MTA's Agreement of Formation requires that MTA meeting shall not be held less frequently than every 6 months.

The following identifies the key annual Board matters that would be on the Agendas for the revised regular Board meeting schedule of February, April, June and November.

- February – Board elections.
- April – CMCM Annual Plan, and first meeting of MTA's 2 meeting process for approval of Annual Fiscal Year Budget.
- June – Approval of new fiscal year Budget and annual services contracts.
- November – MTA's Appointments to CMCM Board, MTA Annual Financial Audit, and CMCM Annual Report.

There will be other agenda items requiring Board attention such as general agency business, reports and updates, franchise fee audit reports, and ordinance renewals associated with California State Franchise Renewals, etc. that will also be on MTA's meeting agendas.

Some of MTA's business matters must be approved at Regular Board meetings as identified in MTA's By-Laws. Special Board meetings are meetings that are scheduled on a day that is other than a Regular MTA Board meeting. Therefore it is important to have enough Regular MTA Board meetings identified in MTA's By-Laws to facilitate MTA conducting its business in a timely manner. Regular Board meetings may be cancelled if not needed.

Recommended Changes to MTA's By-Laws

The following identifies the recommended changes to MTA's By-Laws.

Article I: Formation – Updated MTA's current membership by removing Larkspur and Novato.

Article II: Officers and Terms of Office – Minor updates for clarity.

Article III: Board Committees –

- a. Agenda Committee – Deleted Agenda Committee. This has not been necessary for several years and is no longer necessary. The Executive Officer and MTA Chair currently review Agendas as necessary.
- b. Policy & Finance Committee – Removed the requirement for F&P Committee to meet with the County Auditor-Controller since MTA has its own annual financial audits performed by an independent auditor and provides a copy of the annual audits to the County Auditor-Controller.

Article IV: Meetings – Reduced MTA Regular meetings from 6 to 4. Regular meetings would be in February, April, June and November.

The committee may want to consider also reflecting a Regular meeting for September in case it is needed and it can be cancelled if not needed. Having a fifth Regular meeting identified would facilitate MTA conducting its business in case it needs a meeting to approve something that can only be approved at a Regular Board meeting.

The meeting changes and other updates to the By-Laws are reflected in the attached redline version of the By-Laws. A clean version of the By-Laws reflecting these recommended changes is also attached.

Article VII of MTA's By-Laws indicate "For ease of reference, the MTA Principles of Operation are attached to the By-Laws but are not herein incorporated" therefore MTA's Principles of Operation are attached for reference.

Amending the By-Laws:

In Article VIII of the By-Laws provides the process for amendments:

1. Amended by two-thirds vote of the Board (seven affirmative votes required).
2. Must be "proposed at a regular meeting and acted upon at the next or later meeting."

Recommendation:

The Finance & Policy Committee members should provide input to staff regarding the recommended changes to the By-Laws so they can be finalized for proposal to the MTA Board for consideration at its June 2018 Board meeting.

Attachments:

- Proposed MTA By-Laws Changes - F&P Meeting May 10, 2018 – redline version.
- Proposed MTA By-Laws Changes – F&P Meeting May 10, 2018 – clean version.
- MTA's Principles of Operation as adopted January 10, 2007.

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## BY-LAWS

*As amended on December 12, 2012 Proposed Amendments May 10, 2018 F&P Meeting*

### ARTICLE I

#### FORMATION

Under the provisions of the California Government Code, the County of Marin and the Cities of Belvedere, ~~Larkspur~~, Mill Valley, ~~Novato~~, San Rafael and Sausalito, and the Towns of Corte Madera, Fairfax, Ross, San Anselmo, and Tiburon have mutually agreed to form the Marin Telecommunications Agency. Such Agency is principally defined by the “Agreement of Formation” and the telecommunications ordinance approved by each member jurisdiction.

The By-laws are for purpose of providing general guidelines to the operation of the agency and do not supersede the Agreement of Formation or the individual telecommunications ordinances of member agencies.

### ARTICLE II

#### OFFICERS AND TERMS OF OFFICE

Section 1. There shall be a Chairperson, and a Vice Chairperson.

- a. Chairperson. The Chairperson of the Agency shall be elected at the February meeting. Duties of the Chairperson are to ~~supervise~~ ~~oversee~~ the ~~preparation~~ ~~development~~ of the business agenda, preside over Agency meetings, and to sign correspondence authorized and directed by the Agency. The term of office of the Chairperson will start at the February meeting and run for one year.
- b. Vice Chairperson. The Vice Chairperson shall be elected at the February meeting and shall perform the duties of Chairperson in the absence of such officer. The term of the Vice Chairperson will start at the February meeting and run for one year.

Section 2. Removal. An officer of the Board shall be subject to removal at anytime by a majority of the Board.

**ARTICLE III**

BOARD COMMITTEES

- ~~a. Agenda Committee. The agenda committee shall be comprised of the Chairperson and Vice Chairperson of the MTA Board of Directors and shall meet monthly with the Executive Officer to review and structure the proposed Board of Directors' agenda.~~
- b.a. Policy and Finance Committee. The policy and finance committee shall be comprised of the MTA Chairperson, the two Board members from the two largest financial contributors to the Agency plus two members elected by the Board. In selecting the two members from the balance of the Board, a geographic distribution of these seats shall be the agency's goal. At the time of the annual election of officers, the Board shall review the membership of the Policy & Finance Committee and conduct elections for the two members elected by the Board. In addition to the five Policy and Finance Committee members an alternate shall be elected. The alternate member may serve on the committee when a Policy and Finance Committee member is absent. In the event the Chairperson is from a large financial contributor, a designee of the Chairperson shall be appointed by the Chairperson. The policy and finance committee shall consider policy and strategize issues referred to it by the Board of Directors. The committee shall also consult with the Executive Officer and prepare recommendations to the Board on the annual MTA budget and other financial issues referred to the committee by the Board of Directors. It ~~shall~~ may meet to consider overall budget issues prior to the development of the proposed budget. The Committee shall be consulted on the proposed budget before it is presented to the full Board in ~~May~~ June of each year. ~~The Committee shall meet periodically with staff of the County Auditor-Controller to review budget expenditure.~~
- e.b. Ad Hoc Committee. The Board may create committees for special purposes.

**ARTICLE IV**

MEETINGS

- a. The regular Board meeting shall be the *second* Wednesday of February, April, June, ~~August, October and December~~ and November starting at 7:00 p.m. Special meetings may be scheduled as provided under California State Law.
- b. The Chairperson or the Vice Chairperson (in the event the Chairperson is not available) is authorized to cancel a meeting if a quorum cannot likely be established.
- c. The Board shall regularly meet at the Corte Madera City Council Chambers. If that location is not available, an alternate location can be designated by the Chairperson at least one week before the scheduled meeting.
- d. Meetings of the Board shall be governed by the provision of the Ralph M. Brown Act (Government Code Section §54950 et seq.).

**ARTICLE V**

**QUORUM**

A meeting composed of at least six (6) members of the Board shall constitute a quorum for the purpose of transacting business, and a majority of the quorum shall be necessary to approve any action of the Board provided that notwithstanding the foregoing the following actions shall require the approval of not less than six (6) members of the Board in recorded vote: 1) the enactment of an ordinance; 2) the approval of a final budget; 3) the initiation of litigation (not including the authorization of defense brought against the Agency and the initiation of a cross-complaint; and 4) the creation or assumption of indebtedness.

**ARTICLE VI**

**ATTENDANCE**

- a. Members are to contact their alternate if they cannot attend a meeting.
- b. In the event the member and alternate cannot attend a meeting, the member is to contact the Executive Officer at least 24-hours in advance of the meeting.

**ARTICLE VII**

**MEETING PRINCIPLES OF OPERATION**

For ease in reference, the MTA Meeting Principles of Operation are attached to the By-laws but are not herein incorporated. The operating principles may be amended by the Board of Directors as a normal agenda item at a scheduled meeting.

**ARTICLE VIII**

**AMENDMENTS**

These By-laws may be amended by a two-thirds vote of the Agency but only after such amendment or amendments have been proposed at a regular meeting and adopted at the next or later regular meeting of the Board.

**ARTICLE IX**

**PARLIAMENTARY AUTHORITY**

Except as provided herein, Robert's Rules of Order shall constitute the parliamentary authority.

DATE AMENDED: ~~December 12, 2012 at the MTA Board of Directors Regular Meeting~~  
Proposed Amendments for F&P Meeting May 10, 2018

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### *Proposed Amendments May 10, 2018 F&P Meeting*

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DATE AMENDED: Proposed Amendments for F&P Meeting May 10, 2018

# MARIN TELECOMMUNICATIONS AGENCY

## MTA MEETING PRINCIPLES OF OPERATION

### A. The Board of Directors meets to achieve the following policy objectives:

- 1) “Assure that cable communications provide and are encouraged to provide the widest possible diversity of information sources and services to the public.” (Title VI, Section 601(4) of the Cable Communications Act of 1996).
- 2) Through judicial and legislative mechanisms, protect and defend the rights of local government to control the public rights of way and the local franchise.
- 3) Promote and facilitate the exchange of information regarding local government issues as related to telecommunications.
- 4) Promote and facilitate the exchange of a diversity of ideas within the Marin community.
- 5) Utilize the media made available to the MTA to assist member agencies and schools to advance intergovernmental cooperation, operational efficiencies and improved customer service.
- 6) Exercise the authorities granted to the MTA by law and agreement to deliver broad and diverse cable programming, with high levels of customer cable service; and to insure the basic service tier rates are in accordance with Federal law, and including but not limited to, low income discounts.
- 7) Promote competition for the use of public rights-of-way for cable TV and data services.
- 8) Obtain fair compensation for private business use of public rights-of-way.
- 9) Encourage the widespread deployment of reasonably priced high-speed Internet and data transmission infrastructure.
- 10) Support and defend open and unrestricted Internet access while keeping franchise control over video and network television streaming distributed over this access.
- 11) Establish and maintain media production facilities for the production of public, education and local governmental programming.

### B. Attendance

- 1) Members are to contact their alternate if they cannot attend a meeting.
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### C. Agendas and Reports

- ~~1) All members and alternates should receive a hard copy of the meeting agenda with all the packet materials.~~
- 1) All members and alternates attending the meeting should receive an electronic copy of the

meeting agenda with all associated materials through email.

- 2) Upon request, all members and alternates attending the meeting should receive a hard copy of the meeting agenda with all the packet materials.
- 3) Members are encouraged to ask questions of staff before the meeting so that staff can be prepared to respond to your questions at the meeting.
- 4) Members of the Board of Directors may request that matters be placed on the agenda for the Board of Directors' consideration. All members have an equal right to have an issue heard before the full Board.
- 5) Members should request in writing to have an item be placed on the MTA agenda. This request can be emailed, ~~faxed~~ or mailed to the ~~Agenda Committee and Staff~~ Executive Officer and Chair, or can be presented in writing during director comments at the regularly scheduled MTA meeting. In either case, an outline of the issue, the name of the requestor and importance or urgency of the issue should be provided.
- 6) The ~~Agenda Committee~~ Executive Officer and Chair shall determine when the matter shall appear on the agenda ~~and instruct the Executive Officer accordingly~~. The ~~Agenda Committee and staff~~ Executive Officer and the Chair will position the items on the agenda in order of urgency and priority within the context of regular MTA business.
- ~~7) The name of the requestor of the new business should be added to the agenda item along with the corresponding materials. The materials may include documents requested of staff to help clarify the issue to be considered.~~
- ~~8) New issues will be placed on the agenda under new business. Unfinished business will precede non-urgent new business on the agenda. Urgent items can be considered as needed and as indicated by timing constraints of when the issue needs to be resolved.~~

#### D. Votes

The MTA will attempt to complete all business within the time prescribed in the meeting notice. However if the agenda has not been completed, the board can continue the meeting as long as a quorum is present. In the event all business is not completed, incomplete items shall be ~~come unfinished business~~ placed on the agenda at the subsequent meeting.

#### E. Decorum

- 1) No personal verbal attacks on citizens, staff or fellow Board members will be tolerated. The Chair will focus the meeting ~~on~~ issues, not personalities.

#### F. Minutes

- 1) Board minutes are intended as a summary of discussion and a record of actions, not verbatim statements. In the case of split votes, members should be identified by their votes. ~~An audio recording of the meeting shall be retained and be available to the public, subject to a fee that covers reproduction costs.~~

#### G. Staff and Committee Relationships

1) Relationship to Board Staff

- a) Individual Board member issues go to the Policy & Finance Committee.

~~2) Relationship to Advisory Committees~~

- ~~a) On major policy issues, the Board holds work sessions tailored to the issue(s) with the Advisory Committee e.g. MAAC to ensure there is adequate dissemination of information and input before an issue direction is pursued by the full Board.~~
- ~~b) Individual Board members may attend Advisory Committee meetings. Board member should let the Chair of the Committee know he or she is an observer in order to not violate the Brown Act.~~

H. Relationship to the Press

- 1) Press Liaison. If members and staff of the MTA provide information to members of the press, they should differentiate between personal opinion and MTA policy. When in doubt refer the media representative to the Chair or Executive Officer.
- 2) Opinion Pieces. No opinion pieces may be written by an individual Board member that purports to reflect the majority opinion of the Board without first obtaining Board consensus and review.

I. Email Policy for Board Members

- 1) In order to avoid violating the Brown Act:
- (a) Do not communicate your position on a matter pending before the Board to a quorum of the Board.
- (b) If emailing a quorum of the Board, do so only to provide information, and do not solicit a response. Email between MTA members and staff should be used to share information only.
- (c) When replying to an email from another Board member, reply only to the sender.
- 2) Email may be discoverable by means of a public records act request or by subpoena; caution with emails is desirable.
- 3) Avoid making derogatory personal comments using email.
- 4) Use of third party contact lists should not be used without the expressed permission of the owner of that information.
- 5) When you reply to any email, assume that your reply may be transmitted to any person with an Internet connection.

~~For adoption January 10, 2007 Proposed Updates For Finance & Policy Committee Meeting May 10, 2018~~

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#### H. Relationship to the Press

- 1) Press Liaison. If members and staff of the MTA provide information to members of the press, they should differentiate between personal opinion and MTA policy. When in doubt refer the media representative to the Chair or Executive Officer.
- 2) Opinion Pieces. No opinion pieces may be written by an individual Board member that purports to reflect the majority opinion of the Board without first obtaining Board consensus and review.

## I. Email Policy for Board Members

- 1) In order to avoid violating the Brown Act:
  - (a) Do not communicate your position on a matter pending before the Board to a quorum of the Board.
  - (b) If emailing a quorum of the Board, do so only to provide information, and do not solicit a response. Email between MTA members and staff should be used to share information only.
  - (c) When replying to an email from another Board member, reply only to the sender.
- 2) Email may be discoverable by means of a public records act request or by subpoena; caution with emails is desirable.
- 3) Avoid making derogatory personal comments using email.
- 4) Use of third party contact lists should not be used without the expressed permission of the owner of that information.
- 5) When you reply to any email, assume that your reply may be transmitted to any person with an Internet connection.

*Proposed Updates For Finance & Policy Committee Meeting May 10, 2018*

**MARIN TELECOMMUNICATIONS AGENCY**

555 Northgate Drive, Suite 102, San Rafael CA 94903

415-4486-4427      [www.mtamarin.org](http://www.mtamarin.org)

**DATE:** May 10, 2018  
**TO:** MTA Finance & Policy Committee Members  
**FROM:** Barbara Thornton, Executive Officer  
**SUBJECT:** AGENDA ITEM E: CONSIDER UPDATE OF MTA NOVEMBER 2016  
REVISED STRATEGIC PLAN

---

**Recommended Action:** Consider the proposed changes to MTA's November 2016 Revised Strategic Plan, provide input to staff and recommend Revised Strategic Plan updates to the MTA Board as desired.

**Background:**

In 2016 MTA undertook a process to review and update MTA's March 2008 Strategic Plan. In November 2016 the Board approved the Revised Strategic Plan which more narrowly identified MTA's priorities so they would more closely match MTA's priorities and desired funding levels. This was accomplished by identifying Required Actions and Discretionary Actions for each of the four Strategic Directions in the Strategic Plan.

Given the Revised Strategic Plan and a desire to consider its impact on MTA's agency operations and evolution, in October 2017 the Board appointed Directors Coler and McEntee to work with MTA staff to review MTA's agency operations and functions that would be essential going forward and to make recommendations to the Board. In December 2017 this committee provided recommendations to the board which included a recommendation that the Executive Officer position could be a 50% position, which was a reduction from the then current 80% position. Given the announced desire of the long time Executive Officer to retire in early 2018, in December 2017 the Board appointed a committee to update the Executive Officer position description to facilitate the recruitment of an Executive Officer for a 50% part time position.

In April 2018 the Board suggested that the Revised Strategic Plan should be reviewed to determine if updates or an amendment should be considered for the Strategic Plan to coincide with the transition to the 50% part time Executive Officer position.

**Discussion:**

Executive Officer Thornton has reviewed the Revised Strategic Plan and it appears that the current Revised Strategic Plan requirements fall within the currently funded 50% part time Executive Officer position. This makes sense since the Revised Strategic Plan was a key trigger for the MTA to consider the agency operations requirements and evolution.

Strategic Directions 1 and 2 in the Revised Strategic Plan identify areas where key responsibilities are required of the Agency. These two Strategic Directions are:

1. Continue to Perform Cable Franchise Administration, including but not limited to, Provider Revenue Audits and Customer Service Assistance, and other Administrative Functions.
2. Support and Oversee Public, Educational and Governmental (PEG) Access.

These Strategic Directions 1 and 2 are priorities for MTA staff and resources and no changes are recommended for these Strategic directions.

Strategic Direction 3 – “Provide Coordination, Policy Guidance and Advocacy Related to Telecommunications on Behalf of MTA’s Members and the Community” is an area that ebbs and flows depending on what is going at the local, State and Federal level in regard to legislation and regulation. MTA’s strategy in this area has been and continues to be to leverage available resources outside of MTA to support MTA in providing strategic input and advocacy regarding legal and regulatory issues that impact MTA’s members and its community based on MTA being able to achieve the greatest impact with minimal MTA resource requirements. This work is also undertaken based on availability of MTA staff within approved budget levels.

In order to reflect this more clearly in the Revised Strategic Plan, Staff suggests that Strategic Plan Direction 3.a. “Required Actions – In order to follow this strategic direction, the MTA will need to continue to take or implement the following actions:” be updated to include “as feasible within MTA’s available staff and funding levels.” This suggested change is reflected in the attached Revised Strategic Plan on page 5.

MTA has also worked with the MCCMC Legislative committee to leverage advocacy and input to telecommunications issues and will continue to do this. In addition, MTA has worked with the County of Marin and provided input into its Annual Legislative priorities regarding telecommunications issues and needs. MTA’s expertise in telecommunications provides unique telecommunications legislative and regulatory input to the efforts of MCCMC’s Legislative Committee and to the County of Marin.

Strategic Direction 4 – “Support Broadband Infrastructure Expansion, Services, Affordability and Accessibility” is currently very limited by the single Required Action identified for the Strategic Direction. No change is suggested for this Strategic Direction.

**Recommendation:**

The F&P committee should consider the suggested update/clarification to Strategic Direction 3 “Provide Coordination, Policy Guidance, and Advocacy Related to telecommunications on Behalf of MTA’s Members and the Community” and provide input to staff as desired. The Committee should provide guidance regarding recommending the change to the MTA Board.

**Attachment:**

- MTA November 2016 Revised Strategic Plan with suggested May 2018 update.



# Marin Telecommunications Agency

## Revised Strategic Plan

Marin Telecommunications Agency

555 Northgate Drive, #102

San Rafael, CA 94903

TEL 415-446-4427

[www.mtamarin.org](http://www.mtamarin.org)

November 2016

**Proposed Update May 10, 2018 F&P Meeting**

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## Introduction

On January 23, 2016 members of the Marin Telecommunications Agency (MTA) Board of Directors (Board), staff, representatives from interested organizations such as the Community Media Center of Marin (CMCM), members of the public and the MTA's Consultant, CBG Communications, Inc. (CBG) met to discuss the existing Strategic Plan (developed in the Fall of 2007 and the Winter of 2008 and approved in March 2008) and updating and revising the Strategic Plan to include Strategic Initiatives and Directions for the present time as well as into the future. During the Strategic Planning Workshop, participants reviewed MTA's progress and history since inception of the Strategic Plan in 2008; assessed the current status of the MTA; discussed what the MTA needs, and or wants as an organization going forward; and then discussed ways to proceed in the future to meet goals and achieve objectives.

The findings from the workshop were reviewed by staff and CBG and a draft updated and revised Strategic Plan was developed for review by the MTA's Finance and Policy (F&P) Committee. At the March 31st and April 27th, 2016 meetings of the F&P Committee, the findings from the session, as well as the draft updated Strategic Plan, were reviewed and further discussed. Directions were given to staff and CBG to modify the initial draft Strategic Plan and delineate the Strategic Direction Actions into Required Actions that could be done within MTA's current funding level and Desired Actions that are outside of the MTA's current funding level. And to identify the resources required for the Desired Actions should the Board over time allocate additional funding for the Desired Actions.

Subsequently, at its August 10, 2016 meeting the full Board reviewed the updated Strategic Plan, as well as the associated resources projected, and directed staff and CBG to proceed with the development of the final Plan, with modifications noted at the meeting. The Board then considered the final, revised and updated Plan at its November 30, 2016 meeting and approved the Plan. The approved Strategic Plan as revised, updated and described herein, incorporates all of the preceding discussion, review and analysis into a set of updated Strategic Directions for the Board to follow in the near and long-term, as well as an Action Plan for implementing each of the Strategic Directions.

Minor modifications were approved and adopted by the Board on [June 13, 2018] to reflect changes to staffing levels, Larkspur's departure from the MTA and the strategic focus of the MTA.

## Mission

The MTA's prior Mission was to be "the key policy-making and coordinating body related to telecommunications matters in Marin." A further descriptive was added to the Mission which indicated "this is in line with the core values that have defined the MTA throughout its history of promoting availability, accessibility, affordability and public inclusion in the advancement and enhancement of telecommunications infrastructure and services in Marin."

At its January 23, 2016 workshop, the Board determined that its Mission, as evidenced by its authority as an organization, and its responsibility to its member jurisdictions and the Marin community at large, was more in line with the descriptive concerning its core values.

Accordingly, the Board determined that its updated and revised Mission statement is the following:

Support availability, accessibility, affordability and public inclusion in the advancement and enhancement of telecommunications infrastructure and services in Marin on behalf of MTA's members and the community.

Overall, the Mission works to specifically define the role of the MTA as a Joint Powers Agency (JPA) in Marin that touches on telecommunications in various areas and ways. Telecommunications is defined broadly in the context of the MTA's Mission, but focuses mainly on cable communications, video, Public, Educational and Governmental (PEG) Access, broadband, and internet. In order to accomplish this prescribed Mission, the MTA will need to pursue the Strategic Directions incorporated in this Plan over time and within the funding levels approved by the Board.

The Strategic Directions Actions are delineated into Required Actions that can be done within MTA's current funding level, and Discretionary Actions that are outside of the MTA's current funding level. The board over time may choose to consider prioritizing certain Discretionary Actions and the respective resource requirements to fund them as a part of the funding level decisions considered each year, or on an ad hoc basis over time.

The actions identified within the Strategic Directions will benefit MTA's members as well as their constituents.

## **Key Assumptions for Implementing Strategic Directions**

Successful pursuit of all of the Strategic Directions described below is based on the following key assumptions:

- a. The MTA will continue to have unity of support among the MTA's members. The MTA's core strength is in the unity of its members. Together, through the MTA, members are able to meet objectives, attain goals, and achieve efficiencies and capabilities that they could not if attempting to act on their own.
- b. The MTA will continue to maintain and develop expertise to function effectively in coordination, policy guidance, advocacy, oversight, franchise administration and outreach activities related to a wide variety of telecommunications matters within Marin on behalf of its members and the community.
- c. The MTA will devote the appropriate resources to accomplish the tasks under each of the Strategic Directions pursued, according to the resource level approved by the Board.
- d. The MTA will determine tangible means for identifying and measuring the Agency's success in regard to the Strategic Directions.

- e. **Time Line for Required Actions** - The MTA will continue to follow the Strategic Directions in 2016/17, evaluate its efforts in 2017, and continue to plan and budget accordingly for these efforts until the Strategic Plan may be further revised in the future.

## Four (4) Strategic Directions for the MTA

### 1. Continue to Perform Cable Franchise Administration, including, but not limited to, Provider Revenue Audits and Customer Service Assistance, and Other Administrative Functions.

a. **Required Actions**– In order to follow this strategic direction, the MTA will continue to take, or implement, the following actions:

- Perform overall video franchise administration functions, including managing the agency, board, financial and video franchise operations and the Dedicated Access Provider Agreement and the MTA-Larkspur Agreement; handling member, board and public inquiries; and managing projects and issues.
- Monitor franchise and PEG fee revenue receipts and perform Franchise Fee and PEG Fee Revenue audits to ensure that the MTA's members receive the revenue that they are entitled to under local, State and Federal enablements; renew franchise PEG Fee ordinances prior to the State Video Franchise expiration dates; Franchise and PEG Fee verification and distribution to MTA members and CCM. -
- Provide Customer service assistance, including handling consumer inquiries and complaints, interfacing with cable operators on behalf of MTA and community members, and performing other cable franchise administration activities as allowable under DIVCA, and State and Federal laws and regulations.

## 2. Support and Oversee Public, Educational and Governmental (PEG) Access.

- a. **Required Actions**– In order to follow this strategic direction, the MTA will need to continue to take, or implement, the following actions:
- Oversee the use of all PEG Access resources, facilitated by the MTA and its members, to ensure the best possible, most cost-effective and efficient use by all members of the Marin community.
  - Continue to monitor, administer and enforce a Designated Access Provider (DAP) Agreement and revise it as needed in future DAP renewals, to ensure consistency with the MTA members' and Marin community's goals and objectives concerning PEG Access.
  - Ensure that Public/Community access to the development and provision of video and other content, is provided through the Dedicated Access Provider (DAP) and the Media Center, and is maintained and expanded in the future as resources allow.
  - Ensure that the MTA's members have an outlet for outreach to the community through Government Access services, provided through the DAP, the Media Center and remote programming origination from member locations.
  - Ensure that through the DAP and the Media Center current Educational Access programming and access to content development and distribution services by educational entities in Marin is maintained and expanded as resources allow.
  - Ensure through the DAP that members of the Marin community that are not cable television consumers have access to PEG Access programming and content through online distribution.

### 3. Provide Coordination, Policy Guidance and Advocacy Related to Telecommunications on Behalf of MTA's Members and the Community.

a. **Required Actions**— In order to follow this strategic direction, the MTA will need to continue to take or implement the following actions to the maximum extent feasible within MTA's available staff and funding levels:

- Concerning matters related to telecommunications, the MTA will continue to provide policy guidance to its member jurisdictions. Composed of elected officials, the MTA Board is well versed in policy-making, development and implementation. This is the strength of the MTA and it will be leveraged for its members.
- Advocate at the State and Federal level policies and changes (or opposition to changes) in law and regulation that would be beneficial to the MTA's members and community at large.
- Provide coordination between and among its members related to telecommunications matters that impact or affect them. This may include providing model ordinances and other uniform response guidance to MTA's members to address common, efficient and effective approaches to telecommunications matters.
- Provide updates to members on developing telecommunications law and regulation that impact local jurisdictions to facilitate member awareness and compliance. Using available resources such as membership in NATOA and SCANNATOA, the MTA will obtain, consolidate and disseminate information related to State and Federal telecommunications law and regulation that is pertinent to MTA members concerning their operations, activities, business functions and provision of services to residents. The MTA will note telecommunications related issues that require member compliance, including the potential impact, nature and timing of the potential compliance issue.
- Vet issues for its members by taking advantage of the MTA's telecommunications knowledge and expertise.

#### **4. Support Broadband Infrastructure Expansion, Services, Affordability and Accessibility**

- a. **Required Actions** - In order to follow this Strategic Direction, the MTA will need to continue to take, or implement, the following actions:
- Work with MIDAS staff to leverage MIDAS development and expansion activities where feasible to help expand competitive broadband infrastructure and services for both member jurisdictions and their communities.
- b. **Discretionary Actions** – Directed by the Board as resources allow, and based on the critical nature and timing of the actions needed, the MTA may consider implementing the following actions:
- Work on Broadband development funding, such as grants, funding from other agencies that are project partners and other non-traditional sources of funding, in conjunction with community partners, consortia and other pertinent parties in order to help facilitate expansion of Broadband infrastructure and services in Marin.
  - Help facilitate affordable access (low cost) to Broadband services.
  - Work with community partners to improve accessibility to broadband and the internet, both at common community locations within member jurisdictions and in unserved and underserved areas.
  - Work on fostering competition and competitive entry for both infrastructure and services to develop greater broadband choices for the Marin community.
  - Work on mechanisms to expand robust, high capacity broadband infrastructure and services throughout Marin.
  - Work with community and other partners to expand broadband and internet access adoption.
  - Work regionally and statewide on broadband infrastructure expansion, services, affordability, and accessibility initiatives, where such will benefit MTA members and their communities.

## **Key Potential Challenges to Implementing the Strategic Directions**

Challenges can arise during the pursuit of the Strategic Directions discussed herein. The key challenges that the MTA will need to be continually mindful of and act to avoid or counteract through leveraging its strengths are:

- a. Potential inability to provide appropriate funding resources and staff as part of the Board budget approval process to facilitate the desired level of achievement of actions within each of the Strategic Directions.
- b. Potential detrimental changes in Federal and State laws and regulations.
- c. Potential changes in the MTA members' level of support for the stipulated Strategic Directions.

## **Conclusion and Recommendation**

The Revised and Updated Strategic Plan as laid out herein is achievable given appropriate resource commitments as approved by the Board, and would continue to enable the MTA to have a positive impact on telecommunications development, access and use within Marin. The MTA will continue to follow the Strategic Directions in 2016/17, evaluate its efforts in 2017, and continue to plan and budget accordingly for these efforts until the Strategic Plan may be further revised in the future.



# Marin Telecommunications Agency

## Revised Strategic Plan

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**November 2016**

**Proposed Update May 10, 2018 F&P Meeting**

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### **3. Provide Coordination, Policy Guidance and Advocacy Related to Telecommunications on Behalf of MTA’s Members and the Community.**

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  - Provide coordination between and among its members related to telecommunications matters that impact or affect them. This may include providing model ordinances and other uniform response guidance to MTA’s members to address common, efficient and effective approaches to telecommunications matters.
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  - Vet issues for its members by taking advantage of the MTA’s telecommunications knowledge and expertise.

#### **4. Support Broadband Infrastructure Expansion, Services, Affordability and Accessibility**

- a. **Required Actions** - In order to follow this Strategic Direction, the MTA will need to continue to take, or implement, the following actions:
- Work with MIDAS staff to leverage MIDAS development and expansion activities where feasible to help expand competitive broadband infrastructure and services for both member jurisdictions and their communities.
- b. **Discretionary Actions** – Directed by the Board as resources allow, and based on the critical nature and timing of the actions needed, the MTA may consider implementing the following actions:
- Work on Broadband development funding, such as grants, funding from other agencies that are project partners and other non-traditional sources of funding, in conjunction with community partners, consortia and other pertinent parties in order to help facilitate expansion of Broadband infrastructure and services in Marin.
  - Help facilitate affordable access (low cost) to Broadband services.
  - Work with community partners to improve accessibility to broadband and the internet, both at common community locations within member jurisdictions and in unserved and underserved areas.
  - Work on fostering competition and competitive entry for both infrastructure and services to develop greater broadband choices for the Marin community.
  - Work on mechanisms to expand robust, high capacity broadband infrastructure and services throughout Marin.
  - Work with community and other partners to expand broadband and internet access adoption.
  - Work regionally and statewide on broadband infrastructure expansion, services, affordability, and accessibility initiatives, where such will benefit MTA members and their communities.

## **Key Potential Challenges to Implementing the Strategic Directions**

Challenges can arise during the pursuit of the Strategic Directions discussed herein. The key challenges that the MTA will need to be continually mindful of and act to avoid or counteract through leveraging its strengths are:

- a. Potential inability to provide appropriate funding resources and staff as part of the Board budget approval process to facilitate the desired level of achievement of actions within each of the Strategic Directions.
- b. Potential detrimental changes in Federal and State laws and regulations.
- c. Potential changes in the MTA members' level of support for the stipulated Strategic Directions.

## **Conclusion and Recommendation**

The Revised and Updated Strategic Plan as laid out herein is achievable given appropriate resource commitments as approved by the Board, and would continue to enable the MTA to have a positive impact on telecommunications development, access and use within Marin. The MTA will continue to follow the Strategic Directions in 2016/17, evaluate its efforts in 2017, and continue to plan and budget accordingly for these efforts until the Strategic Plan may be further revised in the future.

**MARIN TELECOMMUNICATIONS AGENCY**

555 Northgate Drive, Suite 102, San Rafael, CA 94903

PHONE: (415) 446-4427

**DATE:** May 10, 2018  
**TO:** MTA Finance & Policy Committee Members  
**FROM:** Barbara Thornton, Executive Officer  
**SUBJECT:** AGENDA ITEM F: REVIEW PROPOSED FY19 BUDGET FOR OPERATING FUND 8017 AND PEG FUND 8018 AND RECOMMEND FOR APPROVAL

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Recommended Action:

1. Receive Proposed FY19 MTA Budget for Operating (8017) and PEG (8018) Funds for the period July 1, 2018 through June 30, 2019.
2. Provide input to Executive Officer regarding the proposed FY19 budget as desired.
3. Recommend proposed FY19 Budget for approval by the MTA Board.

Background

MTA's budget is comprised of two funds. The MTA Operating Fund (8017) is the main fund for the MTA. It receives the franchise fee revenues from the state franchise video providers including Comcast, AT&T and Horizon, and distributes the franchise fees to the member agencies less the MTA's agency operations budget.

The second MTA Fund is the PEG Fund (8018) which receives the PEG fee revenues from the same state franchise video providers. The PEG fees MTA receives are paid to the Community Media Center of Marin (CMCM) in accordance with MTA-CMCM Dedicated Access Provider (DAP) Agreement that was approved in May 2014.

MTA's annual budget approval is a two meeting process. The MTA Board received the proposed FY19 budget at its April 11, 2018 Board meeting and set a public hearing for consideration and approval of the FY19 budget at its upcoming June 13, 2018 Board meeting. At tonight's meeting the F&P Committee should review the proposed FY19 budget, provide input to staff and recommend the FY19 budget for approval by MTA's Board.

Budget Overview

The proposed MTA FY19 Budget for Operating Fund (8017) and PEG Fund (8018) is attached.

The FY19 budget for MTA's Operating Fund 8017 is balanced, whereby current year revenues of \$4,113,000 equal expenses of \$4,113,000.

The proposed FY19 PEG Fund 8018 budget reflects revenues of \$931,600 and expenses of \$931,000, resulting in a planned net income of \$600 which is attributed to MTA's retention of the interest earned on the account during the year. This \$600 will be retained in MTA's PEG Fund Balance.

MTA FY19 Proposed Operating Budget (8017)

The FY19 Operating Fund (8017) revenue of \$4,113,000 is a decrease of \$65,500 compared to MTA's April 11, 2018 Revised FY18 Budget, which is attributed to expected lower franchise fee revenues from AT&T and FY19 estimated franchise revenue growth of 3% rather than 3.5%

estimated in FY18. These operating fund revenues are comprised of the 5% franchise fees video providers pay MTA on a quarterly basis.

The decreased AT&T franchise fees are associated with AT&T's continuing business strategy of installing new video customers and moving existing customers to Direct TV which AT&T now owns. Direct TV is a satellite video provider and does not use the public right of way to provide its service and therefore is not required to pay 5% franchise fees. Therefore MTA's franchise fee revenues from AT&T are continuing to decrease. In FY19 AT&T's franchise fee revenues paid to MTA will be approximately \$228,000. Fortunately AT&T's franchise fee revenues are only about 5% of MTA's franchise fee revenues. Comcast's revenues continue to increase.

As is usual the majority of MTA's FY19 expense budget of \$4,113,000 is the franchise fee payments of \$3,869,800 to MTA's member agencies.

MTA's FY19 agency operating expenses (total revenues less outgoing franchise fees and CMCM INET expense of \$21,000) is \$222,200. These expenses are a net \$61,700 lower than MTA's April 11, 2108 Revised FY18 Budget due to MTA's current agency staff changes resulting in lower personnel expenses, as well as FY19 does not include the FY18 one-time expense of \$34,000 for the 3 year franchise revenue audit of AT&T and Comcast for the period July 1, 2014 through June 30, 2017. The agency operating expenses including CMCM INET expense (\$21,000) is \$243,200. MTA's FY19 budget for the agency's operations continues to reflect careful management to contain expenses in all aspects of the operation.

The agency's operations expense budget will be netted out of the 2<sup>nd</sup> quarter 2018 franchise fee payments made to member agencies in August 2018. The FY19 budget does not include any funding for projects that may be identified during the year.

#### Proposed FY19 PEG Fund Budget (8018)

The PEG Fund FY19 revenues are projected to be \$931,600, reflecting a decrease compared to MTA's April 11, 2018 Revised FY18 budget. The decrease is primarily attributed to MTA having received a one-time PEG fee payment from Larkspur as required by the June 2017 MTA-Larkspur agreement governing Larkspur's use of MTA's PEG channels and facilities. This one-time Larkspur PEG fee payment in turn was paid to the CMCM also in accordance with the June 2017 MTA - Larkspur Agreement. All MTA video franchises are state franchises so MTA receives 1% PEG fees in addition to the 5% franchise fees from each provider.

The PEG Fund 8018 expenses are \$931,000 and provide the PEG revenues MTA receives during the year to be paid to the CMCM in accordance with the May 2014 DAP agreement.

FY19 PEG Fund estimated net income of \$600 is attributed to interest earned on the fund balance and will be retained by MTA in the year end Fund Balance. This net income results from PEG Fund revenues of \$931,600 and expenses of \$931,000.

#### Attachments:

- Proposed MTA FY19 Budget – Operating Fund 8017 & PEG Fund 8018 – MTA Budget Format.
- Estimated Member Shares of FY19 MTA Agency Operations Budget.
- Proposed FY19 Operating Fund 8017 Budget Detail.
- Proposed MTA FY19 Budget – Operating Fund 8017 and PEG Fund 8018 – Munis Format.

**MTA Proposed FY19 Budget 5/10/18  
Operating Fund 8017 and PEG Fund 8018  
MTA Budget Format**

Exhibit A

<b>Proposed FY19 Budget 5/10/18 - Operating Fund 8017</b>		<b>FY19 Proposed Budget 5/10/18</b>	<b>FY18 Revised Budget 4/11/18</b>	<b>FY18 YTD Actual 4/3/18</b>	<b>YTD % of 4/11/18 Revised FY18 Budget</b>
Revenues:					
Franchises		4,100,000	4,160,000	2,891,906	70%
Interest		5,000	4,500	1,861	41%
Other		8,000	16,000	21,983	137%
<b>Total Revenues</b>		<b>4,113,000</b>	<b>4,180,500</b>	<b>2,915,750</b>	<b>70%</b>
Operating Expenses:					
Professional Services		164,500	193,000	108,983	56%
Administration & Financial Services		21,000	49,500	30,425	61%
Insurance Premiums		10,000	10,000	8,844	88%
Communications Services		2,000	2,900	1,678	58%
Rent & Operating Leases		14,000	14,000	10,641	76%
Memberships, Conference, Webinars		4,000	4,500	2,500	56%
Travel		3,000	2,000	-	0%
Office Supplies & Minor Equipment		3,700	8,000	5,580	70%
<b>Total Operating Expenses</b>		<b>222,200</b>	<b>283,900</b>	<b>168,650</b>	<b>59%</b>
<b>Net Income</b>		<b>3,890,800</b>	<b>3,896,600</b>	<b>2,747,100</b>	<b>70%</b>
Available for Distribution to Members:					
Net Income		3,890,800	3,896,600	2,747,100	70%
Low Income/Youth Projects					
CMCM Network Services		(21,000)	(21,000)	(12,250)	58%
Franchise & PEG Fee Audit					
Marin Broadband Task Force					
DAP - franchise Fee Funds to CMCM					
Increase (Decrease) from/to Reserves			70,000		
		<b>3,869,800</b>	<b>3,945,600</b>	<b>2,734,850</b>	<b>69%</b>
<b>Net Distribution to Members</b>		<b>3,869,800</b>	<b>3,945,600</b>	<b>2,670,414</b>	<b>68%</b>
Cash:					
Inflows		4,113,000	4,180,500	2,915,750	70%
Outflows**		4,113,000	4,250,500	2,851,314	68%
<b>Net Cash Increase (Decrease)*</b>		<b>0</b>	<b>(70,000)</b>	<b>64,436</b>	
* FY18 - \$70,000 is a Planned Deficit to be funded from FY17 EOY Fund balance of \$205,225.65.					
** Franchise fee payments to members + MTA operating expenses + Member funded expenses.					
<b>Proposed FY19 Budget 5/10/18 - PEG Fund 8018</b>		<b>FY19 Proposed Budget 5/10/18</b>	<b>FY18 Revised Budget 4/11/18</b>	<b>FY18 YTD Actual 4/3/18</b>	<b>YTD % of 4/11/18 Revised FY18 Budget</b>
Revenues:					
Franchises (PEG Fees)		931,000	1,010,000	672,462	67%
Interest		600	400	159	40%
<b>Total Revenues</b>		<b>931,600</b>	<b>1,010,400</b>	<b>672,621</b>	<b>67%</b>
Operating Expenses:					
Outgoing PEG Fees		931,000	1,010,000	670,941	66%
<b>Total Operating Expenses</b>		<b>931,000</b>	<b>1,010,000</b>	<b>670,941</b>	<b>66%</b>
<b>Net Income*</b>		<b>600</b>	<b>400</b>	<b>1680</b>	
* FY19 - \$600 to be retained in PEG Fund Balance (8018)					
* FY18 - \$400 to be retained in PEG Fund Balance (8018)					

**Member Agency Estimated Share of FY19 MTA Proposed Budget for 5/10/18 F&P Meeting Using  
4Q17 Franchise Fee Payments to MTA Member Agencies (October, November, December 2017)**

<u>Jurisdiction</u>	<u>Comcast Franchise Fees</u>	<u>AT&amp;T Franchise Fees</u>	<u>Horizon Franchise Fees</u>	<u>4Q17 Member Franchise Fees (Comcast, AT&amp;T, Horizon)</u>	<u>Mbr % of Total MTA Franchise Fees</u>	<u>MTA's 2018/19 Budget Estimated Apportionmen t to Members</u>	<u>Net Amount Paid to Members (FF's Less MTA Payment to CMCM) - Estimated</u>
<b>Belvedere</b>	\$ 16,251			\$ 16,251	1.71%	\$ 4,165	\$ 12,087
<b>Corte Madera</b>	\$ 47,900	\$ 4,391		\$ 52,291	5.51%	\$ 13,400	\$ 38,891
<b>County &amp; Unincorp Novato</b>	\$ 280,149	\$ 21,614	\$ 7,593	\$ 309,356	32.60%	\$ 79,276	\$ 230,080
<b>Fairfax</b>	\$ 34,955	\$ 2,168		\$ 37,123	3.91%	\$ 9,513	\$ 27,610
<b>Mill Valley</b>	\$ 80,372	\$ 240		\$ 80,612	8.49%	\$ 20,658	\$ 59,954
<b>Ross</b>	\$ 15,035	\$ 508		\$ 15,542	1.64%	\$ 3,983	\$ 11,559
<b>San Anselmo</b>	\$ 63,059	\$ 4,324		\$ 67,383	7.10%	\$ 17,268	\$ 50,115
<b>San Rafael</b>	\$ 251,132	\$ 17,809		\$ 268,941	28.34%	\$ 68,920	\$ 200,022
<b>Sausalito</b>	\$ 45,253	\$ 1,889		\$ 47,141	4.97%	\$ 12,081	\$ 35,061
<b>Tiburon</b>	\$ 54,311	\$ 75		\$ 54,386	5.73%	\$ 13,937	\$ 40,449
<b>Total</b>	<b>\$ 888,417</b>	<b>\$ 53,018</b>	<b>\$ 7,593</b>	<b>\$ 949,027</b>	<b>100.00%</b>	<b>\$ 243,200</b>	<b>\$ 705,827</b>

**Notes:**

- MTA's 2018/19 Budget is allocated to member agencies and netted out of 2Q18 franchise fee revenue payments made to MTA member agencies in August 2018.

- MTA's 2018/19 Budget apportioned to Members in this chart is estimated for budget purposes only. The estimate is based on 4Q17 franchise fee payments. The actual budget allocations may vary slightly when the actual 2Q18 franchise fee payments are received.

Prepared by: Barbara Thornton, MTA  
[bthornton@marinipas.org](mailto:bthornton@marinipas.org)  
 415 446-4427

MTA Proposed FY19 Budget 5/10/18 -  
Operating Fund 8017 Backup Detail

<b>FY19 Proposed Budget for Board Meeting 5/10/18 - Operating Fund Org Code 8017 Detail</b>				
	<b>Proposed FY19 Budget 5/10/18 - detail</b>	<b>Proposed FY19 Budget 5/10/18 - summary</b>	<b>Revised FY18 Budget - detail</b>	<b>Revised FY18 Budget - summary</b>
<b>Revenues</b>				
Total Franchise Fee Revenues	4,100,000		4,160,000	
Interest on pool funds	5,000		2,500	
Misc revenue	8,000		16,000	
<b>Total Revenues</b>	<b>4,113,000</b>	<b>4,113,000</b>	<b>4,178,500</b>	<b>4,178,500</b>
<b>Expenditures</b>				
<b>Professional Services</b>				
Executive Officer	84,000		107,000	
Admin	45,000		38,000	
Customer Services, CATV			18,000	
Professional Services Subtotal	129,000		163,000	
Technical (Computer, Ntwk, Web)	1,500		1,500	
Consultants, projects (CBG)				
Website Maintenance	4,000		4,000	
Legal	30,000		24,500	
<b>Professional Services Total</b>	<b>164,500</b>	<b>164,500</b>	<b>193,000</b>	<b>193,000</b>
<b>Audit &amp; Accounting</b>				
MTA Financial Audit	16,000		15,500	
Franchise Revenue Audit - Comcast - AT&T	5,000		34,000	
<b>Audit &amp; Accounting</b>	<b>21,000</b>	<b>21,000</b>	<b>49,500</b>	<b>49,500</b>
<b>Insurance premiums</b>				
	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Communications Services</b>				
Broadband	1,000		1,000	
Landline	1,000		1,900	
CMCM MIDAS INET	21,000		21,000	
<b>Communications Services Total</b>	<b>23,000</b>	<b>23,000</b>	<b>23,900</b>	<b>23,900</b>
<b>Rent</b>				
	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>
<b>Professional dues, conferences, development</b>				
NATO Membership	2,300		2,300	
SCAN Membership	50		60	
CMCM Membership	150		150	
Conference	1,000		1,000	
Seminars 9 @ \$45 each	405		405	
Misc	95		585	
<b>Prof Dues, Conf., Webinars Total</b>	<b>4,000</b>	<b>4,000</b>	<b>4,500</b>	<b>4,500</b>
<b>Travel, Business Meals</b>				
	<b>3,000</b>	<b>3,000</b>	<b>2,000</b>	<b>2,000</b>
Misc Svcs - Outgoing Franch Fees	3,869,800	3,869,800	3,945,600	3,945,600
Misc Svcs - Grants - Low Income Digital Project				
Misc Svcs - Grants - DAP - FF to CMCM				
Misc Svcs - Marin Broadband Task force				
<b>Misc Svcs</b>				
<b>Office Supplies, Expenses</b>	<b>3,700</b>	<b>3,700</b>	<b>8,000</b>	<b>8,000</b>
<b>Total Expenditures</b>	<b>4,113,000</b>	<b>4,113,000</b>	<b>4,250,500</b>	<b>4,250,500</b>
<b>Total Revenues</b>	<b>4,113,000</b>	<b>4,113,000</b>	<b>4,178,500</b>	<b>4,178,500</b>
<b>Total Expenditures</b>	<b>4,113,000</b>	<b>4,113,000</b>	<b>4,250,500</b>	<b>4,250,500</b>
<b>Net Surplus/Deficit FY Budget</b>	<b>0</b>	<b>0</b>	<b>(72,000)</b>	<b>(72,000)</b>

**MTA Proposed FY19 Budget 5/10/18  
Operating Fund 8017 - Munis Format**

Exhibit A

<b>Proposed FY19 Budget 5/10/18 - Operating Fund 8017</b>				
<b>Munis Format</b>				
	<b>MTA Operating Fund - Marin Telecom</b>			
<b>Munis Fund</b>		<b>8017</b>		
<b>Object</b>	<b>Object Desc</b>	<b>Org Code</b>	<b>FY19 Proposed Budget 5/10/18</b>	<b>FY18 Budget Revised 4/11/18</b>
<b>REVENUES</b>				
421610	FRANCHISES	80178581	4,100,000	4,160,000
441115	INVESTMT INCOME-INT POOLED	80178581	5,000	4,500
470310	MISC REVENUES	80178581	8,000	16,000
	TOTAL	80178581	4,113,000	4,180,500
<b>EXPENSES</b>				
521315	COMMUNICATON-BROADBAND	80178581	22,000	22,300
521325	COMMUNICATON-LAND LINES	80178581	1,000	1,600
521615	INSURANCE-GENERAL LIABILITY	80178581	10,000	10,000
522210	MEMBERSHIPS	80178581	4,000	4,500
522410	OFFICE EXPENSE	80178581	3,700	2,500
522510	PROF AND SP SVS	80178581	129,000	163,000
522545	PROF AND SP SVS-OUTSIDE LEGAL	80178581	30,000	24,500
522575	PROF AND SP SVS-SYSTEM MAINT	80178581	5,500	5,500
522585	PROF AND SP SVS-AUD AND ACCT	80178581	21,000	49,500
522925	RENTS AND LEASES-BLDG IMPR	80178581	14,000	14,000
522935	MINOR EQUIPMENT - COMPUTERS	80178581		5,500
523410	TRANS AND TRAVEL	80178581	3,000	2,000
524710	CONTRI NON-COUNTY GOVT AGENCY	80178581	3,869,800	3,945,600
	TOTAL	80178581	4,113,000	4,250,500
	Total Revenues	80178581	4,113,000	4,180,500
	Total Expenses	80178581	4,113,000	4,250,500
	Net Decrease to FY17 EOY Fund Balance		0	(70,000)

**MTA Proposed FY19 Budget 5/10/18  
PEG Fund 8018 - Munis Format**

Exhibit A

<b>Proposed FY19 Budget 5/10/18 - PEG Fund 8018</b>				
<b>Munis Format</b>				
	<b>PEG Fund - Marin Telcom Media</b>			
<b>Munis Fund</b>	<b>8018</b>			
<b>Object</b>	<b>Object Desc</b>	<b>Org Code</b>	<b>FY19 Proposed Budget 5/10/18</b>	<b>FY18 Budget Revised 4/11/18</b>
<b>REVENUES</b>				
421610	FRANCHISES	80188651	931,000	1,010,000
441115	INVESTMT INCOME-INT POOLED	80188651	600	400
	TOTAL	80188651	931,600	1,010,400
<b>EXPENSES</b>				
524710	CONTRI NON-COUNTY GOVT AGENCY	80188651	931,000	1,010,000
	TOTAL	80188651	931,000	1,010,000
	Total Revenues		931,600	1,010,400
	Total Expenses		931,000	1,010,000
	Net Increase to Fund Balance		600	400