

**MARIN GENERAL SERVICES AUTHORITY**

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**MEMORANDUM**

**DATE:** May 14, 2015

**TO:** MGSA Board of Directors

**FROM:** Paul Berlant, Executive Officer

**SUBJECT:** AGENDA ITEM E-3: MARINMAP 2015-16 BUDGET

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Recommendation: Adopt the 2015-2016 MarinMap Budget.

Wayne Bush, MarinMap Program Manager and I have prepared the draft 2015-16 MarinMap budget, with the advice of the MarinMap Steering Committee which approved the proposed budget on April 2<sup>nd</sup>.

Below and attached is the budget summary and detail as recommended by the Steering Committee. The budget can be summarized as follows: the annual fixed costs to manage MarinMap (Matrix, Program Manager, maintenance and hardware) are not changing; completed projects completed under budget generated a savings of \$7320, leaving \$22,320 unspent and available for projects in 2015-16; the budget contains a substantial “Project” budget of \$68,491; member allowances have been increased from \$2000 to \$3000, increasing the total from \$10,000 to \$24,000 for 2015-16; \$7500 is included for FEMA Map changes; a modest “Reserves” line item, this year \$35,000 is included, which would only be used for projects upon further approvals are from the MGSA Board as is \$25,000 set aside in Reserves for future orthophoto projects.

The individual “Project” scoping and selection has been delegated to the Executive Subcommittee, thus the budget for projects is a single line item. However, the Executive Subcommittee endorsed the updated 2014-14 and 2015-16 project lists, which are attached. The Executive Subcommittee will continue to refine the projects and costs during 2015-16, staying within the budget total.

MarinMap 2015-16 Budget

<b>Expenditures</b>	<b>Final 14-15</b>	<b>Est Ac 14-15</b>	<b>Proposed 15-16</b>
Contract Services	120,720	120,720	130,020
Projects	5,800	10,000	92,491
Contingency/Reserves	43,480	0	60,000
<b>Total</b>	<b>\$170,000</b>	<b>\$130,720</b>	<b>\$282,511</b>

<b>Revenues</b>	Final 14-15	Est Ac 14-15	Proposed 15-16
Member Dues	152,000	142,000	142,000
Interest	200	200	200
Subtotal	152,200	142,200	142,200
Fund Balance	17,800	17,800	140,311
<b>Total</b>	<b>\$170,000</b>	<b>\$160,000</b>	<b>\$282,511</b>

2015-16 MarinMap Budget to be input into the County accounting system as follows:

G/L		FY 2015-16
4410125	Interest	-200
4640322	City Contributions	-142,000
5210100	Pro Services	222,511
9000010	Contingency	60,000

Note: \$140,311 carryover is not input into County accounting system

<b>MARINMAP BUDGET- FISCAL YEAR 2015-16</b>		
<b>REVENUE</b>		
<i>Source</i>	<i>Proposed</i>	<i>Notes</i>
<b>MEMBER DUES- TIER A- Large Agencies, Joint Agencies</b>		
Marin County	\$10,000	No change
Novato	\$10,000	No change
San Rafael	\$10,000	No change
MMWD	\$10,000	No change
LAFCO	\$10,000	No change
SASM	\$10,000	No change
RVSD	\$10,000	No change
<b>MEMBER DUES- TIER B- Midsize Agencies</b>		
Corte Madera	\$9,000	No change
Larkspur	\$9,000	No change
Mill Valley	\$9,000	No change
San Anselmo	\$9,000	No change
Sausalito	\$9,000	No change
Tiburon	\$9,000	No change
<b>MEMBER DUES- TIER C- Small Agencies</b>		
Belvedere	\$6,000	No change
Ross	\$6,000	No change
Fairfax	\$6,000	No change
<b>TOTAL MEMBER DUES</b>	<b>\$142,000</b>	No change
<b>2013/14 Fund Balance per Audit</b>	<b>\$117,991</b>	Includes 13/14 ortho reserve(\$20,000) and reserves(\$17,800)
<b>Interest</b>	<b>\$200</b>	
<b>Unspent 14/15 Funds</b>	<b>\$22,320</b>	Projects invoiced under budget
<b>TOTAL 2014/15 RESOURCES</b>	<b>\$282,511</b>	
<b>EXPENDITURES</b>		
<i>Source</i>	<i>Proposed</i>	<i>Notes</i>
<b>MGSA Administration- Program Director</b>	\$32,640	No change
<b>County IST- The Matrix Team</b>		
Software Maintenance/Hardware Leases	\$12,000	No change
Technical Services	\$60,000	No change
<b>Planned Outside Services</b>		
GeoData Analytics	\$13,800	\$1800 increase
GeoData Analytics Subcomm/Member Support	\$3,000	No \$ change- proposed scope to include member support
<b>Projects/Applications/Training</b>		
Member allowance for special projects (CIP input for small cities etc)	\$24,000	Proposed increase from \$10,000. Proposed increase from \$2000 per agency to \$3000 for FY15/16- per FY available upon Exec Comm approval
15/16 Projects	\$68,491	To be determined by Executive Subcommittee
FEMA Map Change updates/special services	\$7,500	formerly \$0- done by San Rafael- Placeholder amount
Assessor SLA	\$1,080	No change
Reserves	\$35,000	Proposed increase from \$17,800
Orthophoto Reserve	\$25,000	Proposed increase from \$20,000
<b>TOTAL 2014/15 EXPENDITURES</b>	<b>\$282,511</b>	
<b>14/15 Projects- Endorsed by Exec Committee (4-2-15)</b>		<b>15/16 projects Endorsed by Exec Committee (4-2-15)</b>
Building Footprints Update		Website- designer assistance, not complete web production
Obtain Coordinates for Monuments and Surveys		Obtain Coordinates for Monuments and Surveys
		Improve Member storm drain data- field/data reconciliation
		Update building footprints layer to match new Ortho
		TPK ortho production for mobile apps
		Workflow and Updates for Community Base Map and
		Building Footprints

## **MarinMap Projects – Fiscal Year 2014-15**

### **Obtain Coordinates for Monuments and Surveys**

IN cooperation with Survey Neil King, obtain precision coordinates of selected monuments to be used as a basis for georeferencing parcel surveys and record maps. Pilot project could include Open Space parcels or parcels within a community of interest.

Project Lead = Fred Vogler

### **Building Footprint update**

In conjunction with the 2014 orthophotograph, digitize new building foot prints visible since April 2011 (the date of previous orthophotograph). Use the photograph itself plus approved site plans as they are available from local jurisdictions. Delete torn-down buildings as specified by local jurisdictions.

Project Lead = Fred Vogler

## **MarinMap Projects – Fiscal Year 2015-16**

Endorsed by Executive Subcommittee on April 2 2015

### **MarinMap Web Site Re-design**

Confer with County of Marin web designer Brad Starks to define requirements (and potential specifications) for a re-design of the MarinMap web site. The scoping process could lead to a Request for Proposals (RFP) if MarinMap chooses to outsource the site to a vendor and/or choose new architecture.

Project Leads = Fred Vogler, Wayne Bush

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Project Lead = Fred Vogler

### **Storm water System infrastructure rectification and update**

Using the newly digitized hydro-enforcement features and high-resolution data sources, improve the location of existing storm water infrastructure and digitized missing infrastructure. (Note: digitizing the hydro-enforcement lines revealed that some infrastructure is mislocated; other infrastructure is missing yet shows in other data sources such as Google StreetView.)

Project Leads = Fred Vogler, Wayne Bush

### **Evaluate TPK file format for orthophotos**

Determine if 2014 orthophotos could be converted to ESRI TPK format for use on mobile devices. An existing proposal is priced at \$4,780. It is unknown whether the volume of digital data required would be low enough to fit on current mobile devices such as iPads.

Project Lead = Gavin McGhie

### **GIS Application Training Videos**

To supplement the limited amount of training MarinMap is able to offer member agency staff, the Matrix GIS Team suggests outsourcing the production of short training videos that demonstrate how to use the various capabilities of the GIS applications. A few vendors are interested – MGSA might not need to release a Request for Proposals.

Project Lead = Fred Vogler