

MARIN GENERAL SERVICES AUTHORITY

555 Northgate Drive, Suite 230, San Rafael, CA 94903

Phone: (415) 448-0359

www.maringsa.org

DATE: March 13, 2014
TIME: 10:00 a.m.
PLACE: San Rafael City Hall – Council Chambers
1400 Fifth Avenue, San Rafael, California

BOARD MEETING AGENDA

- A. Adopt minutes of November 14, 2013 Regular Meeting. Note, the January 9, 2014 meeting was cancelled.
- B. Report from Executive Officer (Berlant)
- C. Closed Session: Taxicab Driver Permit Determination – One Applicant - Pursuant to Government Code §54956.7
- D. MCSSTOPPP 2014-15 Budget (Fashing)
- E. MarinMap Program (Berlant, Bush)
 - 1. Update
 - 2. Amendment to 2013-14 MarinMap Budget
 - 3. Consideration and Adoption of 2014-15 MarinMap Budget
 - 4. Amendment to the MarinMap Joint Exercise of Powers Agreement (JEPA)
 - 5. Fee Schedule
- F. Taxicab Regulation Program Update (Berlant, Rawles)
- G. Professional Services Contract – Candice Bozzard, Office Support (Berlant)
- H. Change to November 2014 Board Meeting Date (Berlant)
- I. Closed Session – Conference with Legal Counsel
PENDING LITIGATION - Pursuant to Government Code §54956.9(a): Marin General Services Authority and City of Novato v. Novato Taxi, et. al.
- J. Public Comment.
Anyone wishing to address the Board on matters not on the posted agenda may do so. Each speaker is limited to two minutes. As these items are not on the posted agenda, members of the Board may respond briefly but the Board's general policy is to refer such items to staff for attention, or have the matter placed on a future agenda for a more comprehensive action or report and formal public discussion.
- K. Adjournment

NEXT SCHEDULED MEETING: May 15, 2014

cc: Clerk to the Board of Supervisors for posting; San Rafael City Clerk for posting; City/Town Managers/County Administrator; Novato City Clerk (w/minutes); Dave Byers, General Counsel; Wayne Bush; Jeff Rawles; Bruce Anderson; Thomas Horne; Madeline Thomas.

MARIN GENERAL SERVICES AUTHORITY

555 Northgate Drive, Suite 230, San Rafael, CA 94903

Phone: (415) 448-0359

www.maringsa.org

BOARD MEETING NOTES

Meeting of November 14, 2013

The meeting came to order in the Corte Madera Town Council Chambers at 10:10 a.m.

Present: Chair Michael Frank called the meeting to order with Sean Condry, Dan Eilerman, Nancy Mackle, and Dan Schwarz present. Absent: David Bracken and Nick Nguyen. Staff present: Executive Officer Paul Berlant, General Counsel David Byers, MarinMap Administrator Wayne Bush, and Taxicab Regulations Program Manager Jeff Rawles.

- A. Minutes of the September 12, 2013 Regular Meeting. Motion by Schwarz seconded by Mackle to approve the Minutes of the September 12, 2013 meeting. Motion carried 5 – 0, two absent.
- B. Report from Executive Officer. Berlant reported on the new MCEP website and meetings held by Siemens with MGSA members.
- C. MCSTOPPP Update. Terri Fashing and Steve Devine gave an update on the new Phase II NPDES permit, including distribution of a memo dated November 14, 2013 and schedule of MCSTOPPP agency staff committee meetings.
- D. MarinMap Program Update. Bush provided an update on MarinMap activities: the fire district consideration of membership in MarinMap is moving forward; a CIP layer is helping to coordinate planning; a mobile application for SASM has been prepared and implemented; and Bush is working with members to run a new orthophoto.
- E. Taxicab Regulation Program Update. Berlant and Rawles provided an update on the taxicab regulation program, including the statistics of companies, vehicles and drivers. Berlant also noted that staff had initiated a Quick Books system to track permits issued.
- F. Professional Services Contract with Regional Government Services (RGS). Staff presented two extensions to contracts with RGS to extend the services of the Executive Officer and AVAP/Taxicab Regulation Program Administrator through December 31, 2014. Motion by Eilerman seconded by Mackle to approve the contract extensions. Motion carried 5 – 0, two absent.
- G. 2014 MGSA Board Schedule. The board approved the 2014 meeting schedule, selecting May 15th instead of the regular date, May 8, 2014.

H. Closed Session - Conference with Legal Counsel - Pending Litigation - Government Code Section 54956.9(a): Marin General Services Authority and City of Novato v. Novato Taxi, et. al.

There were no announcements.

I. Public Comment. There were no public comments.

J. Adjournment. The meeting adjourned at 10:40 a.m.

NEXT SCHEDULED MEETING: January 9, 2014 10:00 a.m.

Paul Berlant, Executive Officer

MARIN GENERAL SERVICES AUTHORITY

555 Northgate Drive, San Rafael, CA 94903

PHONE: (415) 448-0359

www.maringsa.org

MEMORANDUM

DATE: March 13, 2014

TO: MGSA Board of Directors

FROM: Paul Berlant, Executive Officer

SUBJECT: AGENDA ITEM: D: MCSTOPPP Update

Recommended Action

Terri Fashing has prepared the 2014-15 MCSTOPPP Program budget for review by the MGSA Board and a recommendation to the Board of Supervisors. This draft budget was presented to the MPWA in February. See the attached report. Ms. Fashing notes that because they are still waiting for their FY 12-13 audit report, they may need to make minor adjustments to the proposed budget pursuant to possible auditor recommendations. If this happens, Ms. Fashing proposes to return to the Board in May with a revised budget table. You may want to leave some flexibility to the MCSTOPPP staff if any such changes are not substantive.



Marin County Department of Public Works
P.O. Box 4186 San Rafael, CA 94913-4186
Tel. (415) 473-6528 Fax (415) 473-3799
www.mcstoppp.org

Member Agencies:

Date: March 13, 2014

Belvedere

To: Marin General Services Authority Board of Directors

Corte Madera

From: Terri Fashing, Program Manager

County of Marin

RE: Proposed FY 2014-2015 MCSTOPPP Budget

Recommendation: Receive report and recommend adoption of the Proposed MCSTOPPP FY 2014-2015 Budget to the Marin County Flood Control and Water Conservation District Board of Supervisors and County of Marin Board of Supervisors

Fairfax

Introduction

Larkspur

Thank you for your continued support of MCSTOPPP and this opportunity to present the proposed FY 2014-2015 MCSTOPPP budget and projected FY 13-14 actuals. MCSTOPPP staff is working closely with your local stormwater coordinators to meet Phase II Stormwater Permit regulatory deadlines by June 30, 2014 and we're making progress on permit compliance projects that must be completed by June 30, 2015.

Mill Valley

Novato

Ross

Proposed MCSTOPPP FY 14-15 Budget

San Anselmo

The proposed FY 14-15 budget will allow MCSTOPPP to continue implementing existing public outreach requirements, to develop required procedures and plans, to support local stormwater program implementation, and to conduct water quality monitoring on your behalf (MCSTOPPP's member agencies). The budget for salaries and benefits includes additional staff time needed to complete the required Countywide Mapping and Outfall Monitoring Compliance Project. These cost-effective, countywide MCSTOPPP work products will assist Marin's municipalities with permit compliance in FY 14-15.

San Rafael

Sausalito

Tiburon

The proposed FY 14-15 MCSTOPPP budget of **\$823,968** would be funded by a municipal contribution of **\$550,000**, miscellaneous revenue (registrations and partner agency contributions), and a transfer from the MCSTOPPP reserve of **\$267,168**. See Table 2 (attached) for a listing of proposed individual municipal contributions. The total reserve projected for the end of FY 14-15 is **\$296,902**. See Table 1 the proposed FY 14-15 MCSTOPPP budget summary below:

Table 1: Proposed FY 14-15 MCSTOPPP Budget Summary

Description	Proposed FY 14-15 Budget
Beginning Fund Balance - projected FY 12-13 end-of-year MCSTOPPP reserve	\$564,070
FY 13-14 Expenses	
FY 13-14 MCSTOPPP salaries, benefits, services and supplies, overhead	\$823,968
FY 13-14 Revenues	
FY 13-14 Municipal Contribution - no change since FY 10-11	\$550,000
FY 13-14 miscellaneous revenues and interest	\$6,800
Total FY 14-15 Revenues	\$556,800
MCSTOPPP reserve needed to fund expenses	\$267,168
Ending Fund Balance - projected FY 13-14 end-of-year MCSTOPPP reserve	\$296,902

Table 3 below provides proposed FY 14-15 MCSTOPPP budget details as well as projected FY 13-14 actuals and estimated FY 15-16 and FY 16-17 budget summaries. We expect to request an increase in the MCSTOPPP municipal contribution in FY 16-17 and then again in FY 17-18. By the end of FY 16-17 we expect the MCSTOPPP reserve to be about \$80,000 while our expenses may be around \$850,000 per year. Therefore, by FY 17-18 we expect the municipal contribution to equal our projected annual expenses.

Budget Adoption Schedule

MCSTOPPP is administered by the Marin County Flood Control and Water Conservation District and is considered a special district under the County Board of Supervisors (County BOS). The Marin County BOS will hold budget adoption hearings in June and will consider adopting the attached proposed FY 13-14 MCSTOPPP budget or a substantially similar budget. Because we’re expecting a FY 12-13 audit report from our outside auditor, we may need to make minor adjustments to the proposed budget pursuant to the auditor’s recommendations. If this happens, we propose to return to your Board in May with a revised budget table.

Thank you for your continued participation in MCSTOPPP. As always, please contact me with questions about the budget or about MCSTOPPP.

Attachments-budget tables

- C (by email): Bob Beaumont, Director of Public Works
 Saaïd Fakharzadeh, Assistant Director of Public Works
 Steve Devine, Public Works Manager
 Paul Berlant, Executive Director, Marin General Services Authority
 Municipal Stormwater Coordinators

**Municipal and County Contribution, Shares and Formula
Proposed 14-15**

Table 2

Municipal and County Contribution to MCSTOPPP				
Municipality	AREA (sq. mi.)	*Current Population	14-15 SHARE	2014-2015 Proposed
TOTAL				\$550,000
BELVEDERE	0.49	2,086	0.006736575	\$3,705.12
CORTE MADERA	3.9	9,320	0.039281702	\$21,604.94
FAIRFAX	2.7	7,499	0.029255386	\$16,090.46
LARKSPUR	3.05	12,021	0.040035565	\$22,019.56
MILL VALLEY	4.67	14,147	0.052916878	\$29,104.28
NOVATO	27	52,554	0.24838972	\$136,614.35
ROSS	1.4	2,446	0.012330226	\$6,781.62
SAN ANSELMO	2.5	12,431	0.037890151	\$20,839.58
SAN RAFAEL	17.3	58,182	0.207397184	\$114,068.45
SAUSALITO	2.2	7,116	0.025817399	\$14,199.57
TIBURON	3.3	9,031	0.035491935	\$19,520.56
CO OF MARIN	94.19	67,174	0.264457279	\$145,451.50
TOTAL	162.7	254,007	1	\$550,000

*Population figures based on most recent (1/1/2013) State Department of Finance estimates. (2010 Census Benchmark).

Follow link:

<http://www.dof.ca.gov/research/demographic/reports/estimates/e-1/view.php>

Formula for Calculating Contributions to MCSTOPPP

$$\text{County Share} = \frac{\text{Population of unincorporated areas within Marin County}}{\text{Total population within Marin County}}$$

$$\text{Each City/Town Share} = \frac{(1.00 - \text{County Share}) \cdot 0.5(\text{Area}) + 0.5(\text{Population})}{\sum \text{City Areas} \quad \sum \text{City Population}}$$

The "Alameda Formula" was selected as the simplest method of allocation for determining each municipality's contribution to MCSTOPPP. This formula was recommended to Marin's City Managers who approved its use in 1992. It has worked well in Alameda County and is easy to use. The County's share is calculated solely on the basis of population. A weighted formula using population and area is used for the cities.

UPDATED 2/12/2014

MCSTOPPP FY 13-14 Projected Actuals and Proposed FY 14-15 Budget							
MCSTOPPP Fund 25025, Fund Center 6171011000							
Account Program Code	Account Category	Accounting Description	FY 13-14 Amended Budget	FY 13-14 Projected End of Year Actuals	FY 14-15 Proposed Budget	FY 15-16 Projected Budget Summary	FY 16-17 Projected Budget Summary
6171011000		MCSTOPPP Fund Center Beginning Balance	\$510,662	\$679,198	\$564,070	\$296,902	\$152,338
	Expenses						
6171011000		MCSTOPPP - Full Cost Salaries & Benefits plus DPW Overhead assumes					
5510263		• County full cost compensation: base salary plus 65%					
5211500,		• County DPW overhead: County full cost plus 19%					
5510190		• FY 14-15 proposed budget includes scheduled potential 3% COLA	\$467,203	\$467,203	\$496,695	\$460,000	\$475,000
		MCSTOPPP - Services and Supplies and Interfund Print Services	\$333,541	\$318,517	\$315,909	\$330,000	\$350,000
		Carry forward encumbered		\$75,433			
5510700		Indirect County Overhead - Departmental Charge	\$11,500	\$11,364	\$11,364	\$11,364	\$11,364
		Total Expenditures	\$812,244	\$872,517	\$823,968	\$801,364	\$836,364
	Revenue						
4640322,		Municipality Contribution					
4810110		• FY12-13 Larkspur & San Anselmo paid in FY13-14	\$550,000	\$592,696	\$550,000	\$650,000	\$760,000
4410125		Interest	\$900	\$800	\$800	\$800	\$800
4710642		Miscellaneous Revenue (partners, registrations)	\$6,000	\$10,425	\$6,000	\$6,000	\$6,000
		Total Revenue Before UBG Account Transfer	\$556,900	\$603,921	\$556,800	\$656,800	\$766,800
4810110		Total Revenue UBG Account Transfer	\$153,468	\$153,468			
4530527		State Grant (Oil Payment Program Cycle 2)					
		State Grant (Oil Payment Program Cycle 1)					
		Total Revenue	\$710,368	\$757,389	\$556,800	\$656,800	\$766,800
6171011000		MCSTOPPP Fund Center Balance Ending	\$408,786	\$564,070	\$296,902	\$152,338	\$82,774
		Services & Supplies Expenditures Detail					
5210100		Professional Services TOTAL	\$201,000	\$271,223	\$186,000		
5210100		Professional Services Carry Forward Only (Encumbered in FY 12-13)	\$0	\$75,433	\$0		
		Dan Cloak MCSTOPPP Contract - E.12		\$23,940			
		Stormwater consultant - LWA Contract #1 - 12-13 Annual Report and Tech/Reg Assist		\$44,993			
		David Franklin Contract - Construction Training October 2013		\$6,500			
5210100		Professional Services Total without Carry Forward	\$201,000	\$195,790	\$186,000		
5210110		Professional Services subtotal - no graphic design	\$195,000	\$190,390	\$177,000		
		Stormwater Consultant Contract					
		• Regulatory, technical, reporting assistance, program support services, permit compliance planning and implementation, annual reporting assistance					
		• Update MCSTOPPP Action Plan, model ordinance, IPM policy					
		• Develop Illicit discharge detection/elimination and construction site management guidance/workshop					
		• Water quality monitoring planning/implementation					
		• Total Maximum Daily Load compliance assistance, trash amendments review and comments					
		• Enforcement Response Plan, effectiveness assessment	\$165,000	\$165,000	\$133,000		
		Audit per MCSTOPPP Joint Exercise of Powers Agreement	\$12,000	\$11,300	\$12,000		
		Bay-Friendly Landscaper Education/Training	\$0	\$0	\$10,000		

UPDATED 2/12/2014

MCSTOPPP FY 13-14 Projected Actuals and Proposed FY 14-15 Budget							
MCSTOPPP Fund 25025, Fund Center 6171011000							
Account Program Code	Account Category	Accounting Description	FY 13-14 Amended Budget	FY 13-14 Projected End of Year Actuals	FY 14-15 Proposed Budget	FY 15-16 Projected Budget Summary	FY 16-17 Projected Budget Summary
		<i>Pesticide reduction</i>					
		• Train staff at local nurseries- sell less toxic products					
		• Our water our world store setups	\$3,000	\$4,090	\$7,000		
		Workshops or permit-required training	\$5,000	\$0	\$5,000		
		Students & Teachers Restoring a Watershed - Riparian restoration environmental education	\$10,000	\$10,000	\$10,000		
5210129		Graphic Design Professional Services subtotal	\$6,000	\$5,400	\$9,000		
		2013 tidebook cover correction error1&2		-\$1,400			
		Graphic design (MCSTOPPP calendar, etc.)	\$6,000	\$6,800	\$9,000		
5210700		Communication Services (cell phones)	\$1,000	\$1,000	\$1,000		
5210900		GIS Maintenance (M & R Services)	\$600	\$600	\$600		
5211110		M & R Services Land & Building (GPS software)		\$390	\$400		
5211200		Rent and Operating Leases (copier/printer rental included)	\$850	\$2,443	\$3,200		
5211300		Professional Development Expense	\$1,000	\$1,000	\$1,500		
5211400		Travel	\$1,000	\$500	\$1,600		
5211500, 5510190		Miscellaneous Services and County Print Services Total	\$34,200	\$29,855	\$32,200		
		Printing and County Print Shop Services					
		• MCSTOPPP Calendar, publications, etc.	\$29,000	\$23,730	\$27,000		
		Miscellaneous Services					
5211510		• Venue rental, catering, events	\$5,200	\$6,125	\$5,200		
		• Richardson Bay Pathogen TMDL monitoring					
5211600		Countywide Dues and Memberships Total	\$81,091	\$80,939	\$82,409		
		BASMAA	\$12,591	\$12,591	\$12,843		
		Regional Monitoring Program - San Francisco Estuary Institute	\$57,000	\$57,222	\$58,366		
		North Bay Watershed Association	\$6,000	\$5,626	\$5,700		
		CASQA membership (calendar year)	\$5,500	\$5,500	\$5,500		
5211800		Contribution to Other Government	\$0	\$0	\$0		
5220100		Office Supplies	\$2,500	\$1,000	\$1,000		
5220200		Computer Software (Maint & Repair Supplies - Equipt)	\$800	\$0	\$500		
5220800		Miscellaneous Supplies	\$9,500	\$5,000	\$5,500		
		Subtotal Services and Supplies - No Carry Forward	\$333,541	\$318,517	\$315,909		
		Total Services & Supplies with Carry Forward	see projected actuals	\$393,950	to be determined		

**MARIN GENERAL SERVICES AUTHORITY
2014-15 MCSTOPPP BUDGET**

RESOLUTION 2014 -

WHEREAS, the staff of the Marin County Stormwater Pollution Prevention Program (MCSTOPPP) has prepared a draft 2014-15 budget; and

WHEREAS, the MGSA Board of Directors has the responsibility to review and recommend approval of the budget to the Marin County Board of Supervisors; and

WHEREAS, on March 13, 2014 the MCSTOPPP staff presented the 2014-15 budget to the MGSA Board; and

WHEREAS, the MGSA Board reviewed and discussed the draft budget at its March 13, 2014 meeting.

NOW THEREFORE, BE IT RESOLVED, that the MGSA Board of Directors recommends to the Marin County Board of Supervisors approval of the 2014-15 MCSTOPPP budget as presented to the MGSA Board of Directors and as summarized on Exhibit A.

Adopted this 13th day of March 2014.

Ayes:

Noes:

Absent:

Chair

Attested By:

Executive Officer

Exhibit A
 MCSTOPPP 2014-15
 Budget Summary

Description	Proposed FY 14-15 Budget
Beginning Fund Balance - projected FY 12-13 end-of-year MCSTOPPP reserve	\$564,070
FY 13-14 Expenses	
FY 13-14 MCSTOPPP salaries, benefits, services and supplies, overhead	\$823,968
FY 13-14 Revenues	
FY 13-14 Municipal Contribution - no change since FY 10-11	\$550,000
FY 13-14 miscellaneous revenues and interest	\$6,800
Total FY 14-15 Revenues	\$556,800
MCSTOPPP reserve needed to fund expenses	\$267,168
Ending Fund Balance - projected FY 13-14 end-of-year MCSTOPPP reserve	\$296,902

Marin General Services Authority
555 Northgate Drive, Suite 230, San Rafael, CA
Phone: (415) 448-0359
www.maringas.org

MEMORANDUM

DATE: March 13, 2014

TO: MGSA Board of Directors

FROM: Paul Berlant, Executive Officer and Wayne Bush, Program Director

SUBJECT: AGENDA ITEM: E: MarinMap: Program Update; Amendment to 2013-14 Budget; Consideration and Adoption of 2014-15 Budget; Amendment to the Joint Exercise of Powers Agreement creating MarinMap; and adoption of MarinMap Fee Schedule

1 - Update of MarinMap Programs and Projects

Given the other issues to discuss in this memorandum, this written update will only address Mr. Bush's efforts to bring non-participating local agencies into MarinMap: Independent fire districts - The JEPA amendment has been placed on the March 6, 2014 Steering Committee for approval and recommendation to the MGSA Board. Along with the language for the new joint fire membership, a few administrative items were proposed for revision, all of which reflect current practices. See discussion below regarding the JEPA amendment. Ross Valley Sanitary District - In November the district staff reviewed MarinMap membership with Mr. Bush. They have since indicated that this item will be on their next Board agenda. It is a high priority for RVSD staff and we should hear the results of their board's discussion in the near future.

2 - Budget Issues

Amendment to 2013-14 Budget

As you will recall, per the MarinMap JEPA, the administrative process for adoption of the MarinMap budget is one where the MarinMap Steering Committee reviews and then recommends an annual budget to the MGSA Board. Since 2011-12, the MarinMap budgets have included a Contingency/Reserve line item to cover projects identified during the budget preparation process, but not fully developed at the time of budget adoption. Over the last three years, \$76,000 has been cumulatively allocated to this line item, yet never used. We have consistently advised the MGSA Board that we would not use the contingency/reserve funds absent further approval of the Board. In order to fully develop and fund these projects, the Steering Committee has reviewed the projects and their budgets and now recommends a mid-year amendment to the 2013-14 budget to move some of these projects along. See Exhibit A, 2013-14 amended budget tables below. A draft resolution has been attached.

3 - Consideration and Adoption of 2014-15 Budget

As part of the process of looking at the projects referenced above, Mr. Bush has also looked forward to 2014-15 so as to better project the potential to carry out the planned projects. As you will recall, the MarinMap budget is rather “static” in that revenues and administrative and routine technical expenses generally do not change from year to year. The main budget variable has consistently been the project list, which is Mr. Bush’s emphasis as he monitors and prepares the annual budget. As part of this longer term view of project work, Mr. Bush and the Steering Committee have also developed the 2014-15 budget. Since we have assembled the data and are asking the Board to amend the current year’s budget, we thought it prudent to request approval of the 2014-15 budget as well since the major focus is to move the project list along. Again, revenue and administrative and on-going technical line items are unchanged from 2013-14 to 2014-15. Also note that although we reflected the possibility of adding two members in 2013-14 which would have added \$20,000 in revenue, that revenue did not materialize. We also did not plan to spend that added revenue absent its actual receipt and further approval by the Board. We have again included an added \$20,000 in anticipation of membership of the independent fire districts as well as one independent sewer district (two members whose dues would each be \$10,000). We also believe we will be drawing down the majority if not all of the fund balance with the 2013-14 amendment, leaving an unknown, but small balance. With all of that said, we are recommending approval of the 2014-15 MarinMap budget at this time. A draft resolution to that effect has been attached. See Exhibit B, 2014-15 Budget tables below. Any changes recommended by the Steering Committee will be reconciled prior to the Board’s action.

4 - Amendment to the Joint Exercise of Powers Agreement

As you recall, Mr. Bush has been working with the Steering Committee and Executive Subcommittee and managers of the independent fire districts in Marin County to create the opportunity for them to join MarinMap. The goal has been to allow the fire districts to create their own informal organization (the governance of which is left to them), which joins MarinMap as one member, having one voting member on the Steering Committee and paying a joint fee (\$10,000). The discussions have gotten to the point where the districts are ready to proceed and the Steering Committee is ready to recommend an amendment to the Joint Exercise of Powers Agreement which established MarinMap allowing for the joint fire district membership.

Further amendments are recommended to clean up language in the JEPA to more closely comport with changes which have occurred in GIS technology and the vicissitudes of actual practice, as described in Mr. Bush’s memo to the Steering Committee (attached). Dave Byers has reviewed and approved the language changes. Draft language has been prepared and shown below in Exhibit C.

5 – MarinMap Fee Schedule

Adding the independent fire districts also creates a new fee category, which is proposed to be \$10,000. The Board needs to adopt an amendment to the fee schedule to include this new fee. See Exhibit D. A draft resolution with the new fee is included in this agenda packet.

Exhibit A
2013-14 Budget Amendment

Expenditures	G/L Number	Adopted 2013-14	Requested Budget modification	Modified 2013-14 Budget
Contract Services		120,720		120,720
Projects	5210100	104,824	53,000	157,824
Contingency/Reserve	9000010	<u>15,000</u>	<u>(12,000)</u>	<u>3,000</u>
Total		240,544	41,000	281,544
<u>Revenues</u>				
Member Dues		152,000		152,000
Interest		400		400
Subtotal		<u>152,400</u>		<u>152,400</u>
Fund Balance		<u>88,144</u>	<u>41,000</u>	<u>129,144</u>
Total		240,544	41,000	281,544

Exhibit B
MarinMap 2014-15 Budget

2014-15 MarinMap Budget

Expenditures	Final 13-14	Est Ac 13-14	Proposed 14-15
Contract Services	120,720	120,720	120,720
Projects	104,824	157,824	5,800
Contingency/Reserves	15,000	-	43,480
Total	240,544	278,544	170,000
Revenues			
Member Dues	152,000	132,000	152,000
Interest	400	200	200
Subtotal	152,400	132,200	152,200
Fund Balance	88,144	164,144	17,800
Total	240,544	296,344	170,000

Note: 2014-15 Dues includes two new members

The budget will be input into the County accounting system as follows:

G/L		FY 2014-15
4410125	Interest	(200)
4640322	City Contributions	(152,000)
5210100	Pro Services	126,520
9000010	Contingency	43,480

Note: \$17,800 carryover is not input into County accounting system

Exhibit C
JEPA Amendment

New Membership Language

Section 1.01, Definitions: “Independent Fire District Member” means a Special District organized under the laws of the state of California whose primary purpose is to provide fire protection. An Independent Fire District Member possesses all the rights and obligations of Member Agencies in the Agreement except that all of the Independent Fire District members shall have only one vote on the Steering Committee and the annual fee as determined by the MGSA Board of Directors shall take this limitation in participation in the Steering Committee into account in setting the annual fee.”

Section 5.01, new last sentence: “Notwithstanding the foregoing, all the Independent Fire District Members shall have cumulatively only one representative on the Steering Committee.”

Section 6.12, new last sentence: “Additionally, there is a class of membership for Independent Fire Districts with limited participation on the Steering Committee.”

Administrative Revisions

Section 2.04, Strategic Initiatives, delete the strikeout:

(c) Centerline Data Files. Centerline Data Files aligned with digital orthophotography ~~enhancement and maintenance of the 1999 Census TIGER Files~~, by improving coordinate accuracy-using street Centerline Data Files.

Section 3.03. Specific Services, delete the strikeout:

(d) Provide access to ~~TIGER~~ Street Centerline Files, which provide address data and other data attributable to a street system.

Section 5.01 The Steering Committee, add the bold underline:

The Steering Committee shall be advisory to the MGSA Board of Directors and shall be comprised of one representative from each Member Agency. Each Steering Committee representative shall be selected by the City/Town **Manager, City/Town** Council, Board of Supervisors or **executive officer or** Board of Directors for the Member Agency, and shall be a member of the Member Agency’s staff. Steering Committee Members shall serve a two-year term and may be reappointed. A majority of the members of the Steering Committee shall constitute a quorum for purposes of conducting business, and a majority of a quorum shall be authorized to act on behalf of the Steering Committee.

Section 5.02. Executive Sub-Committee, amend per below:

Routine administrative matters for the MarinMap Project may be decided by an Executive Subcommittee. The Executive Subcommittee shall be made up of at least seven, but not more than nine, members and shall be selected by the Steering Committee. Membership shall include the Chair and Vice-Chair of the Steering Committee, one representative each of the County, City of San Rafael, City of Novato, Marin Municipal Water District, ~~special districts (other than MMWD), and two representatives of other cities and towns (other than San Rafael and Novato.)~~ **and at least two representatives of Marinmap member agencies, no less than two of which shall be from cities or towns (other than San Rafael and Novato).**

Section 5.09. Meetings and Reports, change below minimum number of Steering Committee meetings:

(a) The Steering Committee

(1) The Steering Committee shall hold at least ~~two~~ **one** regular meetings per year.

Exhibit D
MarinMap Fee Schedule

Full members (tiered at \$10,000, \$9,000, \$6,000 annually)

Access to all MarinMap data tables and layers on the MarinMap SDE server. Access to all MarinMap-hosted Internet GIS applications, including applications developed to update shared data in the MarinMap database. Membership includes representation on the MarinMap Steering Committee and one vote on the Steering Committee. Only Marin County public agencies may join at this level. Membership fee is based on the size of an agency's annual budget and span of control. Fees are due on July 1 of each year. Fees for new members will be prorated to the month of joining for the first year.

Current Membership:

\$10,000- County of Marin, Novato, San Rafael, MMWD, LAFCO, SASM

\$9,000- Corte Madera, Larkspur, Mill Valley, San Anselmo, Sausalito, Tiburon

\$6,000- Fairfax, Ross, Belvedere

Independent Fire District Membership (\$10,000 annually)

Marin members of special districts organized under the laws of the state of California whose primary purpose is to provide fire protection may join as a group for \$10,000/year. A fire district that is also a JPA or JEPA is eligible for this group.

Public Access GIS

The public has free access to all MarinMap data via the MarinMap website or internet-based GIS applications hosted by the MarinMap consortium.

**MARIN GENERAL SERVICES AUTHORITY
AMENDMENT TO 2013 – 2014
MARINMAP BUDGET**

RESOLUTION 2014 –

WHEREAS, the Marin General Services Authority must adopt an annual spending plan for its MarinMap program; and

WHEREAS, on May 9, 2013, the MGSA Board of Directors adopted a 2013-14 MarinMap Annual Budget; and

WHEREAS, on March 13, 2014 the MGSA Board of Directors considered an amendment to the 2013-14 budget wherein Contingency/Reserve funds are proposed to be expended on specific MarinMap projects.

NOW THEREFORE, BE IT RESOLVED, that the Marin General Services Authority hereby adopts an amendment to its MarinMap Budget for Fiscal Year 2013 – 2014 as shown in the attached Exhibit A.

Adopted this 13th day of March 2014.

Ayes:

Noes:

Absent:

Chair

Attested By:

Executive Officer

Exhibit A
MarinMap 2013-14 Budget Amendment

Expenditures	G/L Number	Adopted 2013-14	Requested Budget modification	Modified 2013-14 Budget
Contract Services		120,720		120,720
Projects	5210100	104,824	53,000	157,824
Contingency/Reserve	9000010	<u>15,000</u>	<u>(12,000)</u>	<u>3,000</u>
Total		240,544	41,000	281,544
<u>Revenues</u>				
Member Dues		152,000		152,000
Interest		400		400
Subtotal		<u>152,400</u>		<u>152,400</u>
Fund Balance		<u>88,144</u>	<u>41,000</u>	<u>129,144</u>
Total		240,544	41,000	281,544

**MARIN GENERAL SERVICES AUTHORITY
ADOPTION OF 2014 – 2015 ANNUAL
MARINMAP BUDGET**

RESOLUTION 2014 –

WHEREAS, the Marin General Services Authority must adopt an annual spending plan for its MarinMap program; and

WHEREAS, the MGSA Board of Directors reviewed and considered a draft MarinMap budget on March 13, 2014.

NOW THEREFORE, BE IT RESOLVED, that the Marin General Services Authority hereby adopts its MarinMap Budget for Fiscal Year 2014 – 2015 as shown in the attached Exhibit A.

Adopted this 13th day of March 2014.

Ayes:

Noes:

Absent:

Chair

Attested By:

Executive Officer

Exhibit A
MarinMap 2014-15 Budget

2014-15 MarinMap Budget

Expenditures	Final 13-14	Est Ac 13-14	Proposed 14-15
Contract Services	120,720	120,720	120,720
Projects	104,824	157,824	5,800
Contingency/Reserves	15,000	-	43,480
Total	240,544	278,544	170,000
Revenues			
Member Dues	152,000	132,000	152,000
Interest	400	200	200
Subtotal	152,400	132,200	152,200
Fund Balance	88,144	164,144	17,800
Total	240,544	296,344	170,000

Note: 2014-15 Dues includes two new members

The budget will be input into the County accounting system as follows:

G/L		FY 2014-15
4410125	Interest	(200)
4640322	City Contributions	(152,000)
5210100	Pro Services	126,520
9000010	Contingency	43,480

Note: \$17,800 carryover is not input into County accounting system

**MARIN GENERAL SERVICES AUTHORITY
ADOPTION OF AMENDMENTS TO THE MARINMAP
JOINT EXERCISE OF POWERS AGREEMENT**

RESOLUTION 2014 –

WHEREAS, pursuant to the MarinMap Joint Exercise of Powers agreement (JEPA) which established the MarinMap program, the Marin General Services Authority may adopt an amendment to the JEPA upon recommendation of the MarinMap Steering committee; and

WHEREAS, on March 6, 2014, the MarinMap Steering Committee has considered and recommended a set of amendments by a vote equal to or greater than the requisite two-thirds majority; and

WHEREAS, the MGSA Board of Directors reviewed and considered the recommended set of amendments to the JEPA on March 13, 2014.

NOW THEREFORE, BE IT RESOLVED, that the Marin General Services Authority hereby adopts the amendments to the Joint Exercise of Powers Agreement as shown in the attached Exhibit A.

Adopted this 13th day of March 2014.

Ayes:

Noes:

Absent:

Chair

Attested By:

Executive Officer

Exhibit A
Amendments to the MarinMap
Joint Exercise of Powers Agreement

New Membership Language

Section 1.01, Definitions: “Independent Fire District Member” means a Special District organized under the laws of the state of California whose primary purpose is to provide fire protection. An Independent Fire District Member possesses all the rights and obligations of Member Agencies in the Agreement except that all of the Independent Fire District members shall have only one vote on the Steering Committee and the annual fee as determined by the MGSA Board of Directors shall take this limitation in participation in the Steering Committee into account in setting the annual fee.”

Section 5.01, new last sentence: “Notwithstanding the foregoing, all the Independent Fire District Members shall have cumulatively only one representative on the Steering Committee.”

Section 6.12, new last sentence: “Additionally, there is a class of membership for Independent Fire Districts with limited participation on the Steering Committee.”

Administrative Revisions

Section 2.04, Strategic Initiatives, delete the strikeout:

(c) Centerline Data Files. Centerline Data Files aligned with digital orthophotography ~~enhancement and maintenance of the 1999 Census TIGER Files~~, by improving coordinate accuracy-using street Centerline Data Files.

Section 3.03. Specific Services, delete the strikeout:

(d) Provide access to ~~TIGER~~ Street Centerline Files, which provide address data and other data attributable to a street system.

Section 5.01 The Steering Committee, add the bold underline:

The Steering Committee shall be advisory to the MGSA Board of Directors and shall be comprised of one representative from each Member Agency. Each Steering Committee representative shall be selected by the City/Town **Manager, City/Town** Council, Board of Supervisors or **executive officer or** Board of Directors for the Member Agency, and shall be a member of the Member Agency’s staff. Steering Committee Members shall serve a two-year term and may be reappointed. A majority of the members of the Steering Committee shall constitute a quorum for purposes of conducting business, and a majority of a quorum shall be authorized to act on behalf of the Steering Committee.

Section 5.02. Executive Sub-Committee, amend per below:

Routine administrative matters for the MarinMap Project may be decided by an Executive Sub-Committee. The Executive Subcommittee shall be made up of at least seven, but not more than nine, members and shall be selected by the Steering Committee. Membership shall include the Chair and Vice- Chair of the Steering Committee, one representative each of the County, City of San Rafael, City of Novato, Marin Municipal Water District, ~~special districts (other than MMWD)~~, and ~~two representatives of other cities and towns (other than San Rafael and~~

Novato.) and at least two representatives of Marinmap member agencies, no less than two of which shall be from cities or towns (other than San Rafael and Novato).

Section 5.09. Meetings and Reports, change below minimum number of Steering Committee meetings:

(a) The Steering Committee

(1) The Steering Committee shall hold at least ~~two~~ one regular meetings per year.

**MARIN GENERAL SERVICES AUTHORITY
ADOPTION OF A FEE SCHEDULE FOR THE MARINMAP
JOINT EXERCISE OF POWERS AGREEMENT**

RESOLUTION 2014 –

WHEREAS, pursuant to the MarinMap Joint Exercise of Powers agreement (JEPA) which established the MarinMap program, requires the Marin General Services Authority to adopt a fee schedule for all members of MarinMap; and

WHEREAS, on March 6, 2014, the MarinMap Steering Committee has considered and recommended a revised fee schedule to include independent fire districts; and

WHEREAS, the MGSA Board of Directors reviewed and considered the recommended fee schedule on March 13, 2014.

NOW THEREFORE, BE IT RESOLVED, that the Marin General Services Authority hereby adopts the fee schedule as amended by the MarinMap Steering Committee as shown in the attached Exhibit A.

Adopted this 13th day of March 2014.

Ayes:

Noes:

Absent:

Chair

Attested By:

Executive Officer

Exhibit A
MarinMap Fee Schedule
March 2014

Full members (tiered at \$10,000, \$9,000, \$6,000 annually)

Access to all MarinMap data tables and layers on the MarinMap SDE server. Access to all MarinMap-hosted Internet GIS applications, including applications developed to update shared data in the MarinMap database. Membership includes representation on the MarinMap Steering Committee and one vote on the Steering Committee. Only Marin County public agencies may join at this level. Membership fee is based on the size of an agency's annual budget and span of control. Fees are due on July 1 of each year. Fees for new members will be prorated to the month of joining for the first year.

Current Membership

\$10,000- County of Marin, Novato, San Rafael, MMWD, LAFCO, SASM

\$9,000- Corte Madera, Larkspur, Mill Valley, San Anselmo, Sausalito, Tiburon

\$6,000- Fairfax, Ross, Belvedere

Independent Fire District Membership (\$10,000 annually)

Marin members of special districts organized under the laws of the state of California whose primary purpose is to provide fire protection may join as a group for \$10000/year. A fire district that is also a JPA or JEPA is eligible for this group.

Public Access GIS

The public has free access to all MarinMap data via the MarinMap website or internet-based GIS applications hosted by the MarinMap consortium.

DATE: March 6, 2014

TO: MarinMap Steering Committee

FROM: Wayne Bush, Program Manager

ACTION: Recommend project expenditures in the amount of \$53,000 from the 2012/13 fund balance

BACKGROUND AND ANALYSIS:

MGSA research has revealed that the 2012/13 Fund Balance in the MarinMap account is \$76,000 greater than was anticipated during budget preparation. These funds appear to be in the organization's Reserves account, and represents MarinMap's annual contribution to reserves for the past several years. Additionally, MarinMap's dedication to a future orthophoto project in the amount of \$20,000 is included, leaving \$56,000 unprogrammed.

After working with the Matrix IT group on unfunded needs, the following list of projects in need of funding in this fiscal year was compiled, which total \$53,000:

1. FEMA Letter of Map Change GIS application \$12,000

Complete the FEMA LOMC GIS application as defined by subcommittee (Bill Voigt as lead) and implement change orders submitted by Bill Voigt. \$8039 already invoiced and is part of proposed amount.

2. Community Base Map conversion to MarinMap projection \$3,000

Build a current copy of the Community Base Map in MarinMap's standard projection: California State Plane Coordinates, NAD83, HARN, US Survey feet.

3. National Hydrography Database \$10,000

Supplement the existing \$15,000 allocation to complete the NHD with fully attributed high-resolution flow lines. This is a partnership project with Marin County, with significant efforts being budgeted other than this contribution.

4. Watershed Boundary Update \$8,000

Digitize watershed boundaries using the LiDAR-based Digital Elevation Model (DEM). Watersheds are integral to the National Hydrography Database and flow lines must be aligned within watersheds. It is appropriate for flow lines and watershed boundaries to be at the same scale and have the same precision. There are 25 watersheds that would hold the flow lines digitized at 4,800 to 9,600 scale. Each of these watersheds will have approximately 4 to 16 drainage areas.

5. GIS application conversion to REST technology \$20,000

Microsoft has abandoned its web ADF technology upon which our second generation GIS applications are built. ERSI and Latitude Geographics (makers of Geocortex, our application development toolkit) have stopped supporting web ADF. The current

technology, known as REST (Representational State Transfer), will be the industry standard until the next one. Geocortex toolkit is now coded in modules to more easily adapt to changes in web server technology. Matrix GIS Team has already committed to developing all new GIS applications using REST with Microsoft Silverlight and HTML5 browsers, the latter used for mobile applications as well as desktop. The existing web ADF-based applications could be converted during calendar year 2014. Proposals will be submitted for each application.

This list was presented to the MarinMap Executive Committee, who endorsed the above as proposed amendments to MarinMap's project budget. Should the project expenditure amendment be endorsed by the Steering Committee, there would remain \$23,000, of which \$20,000 represents the set aside funds for a future unspecified orthophoto project, and \$3000 in reserves. Any subsequent changes to the Reserve account must be endorsed by the Steering Committee and approved by the MGSA.

It should be noted that MGSA does not need to approve individual line item projects, only the total budget for the proposed fiscal year's projects. In years past, the Steering Committee has been presented with line by line project costs and descriptions. On the same agenda with this proposed budget amendment is a request for the Steering Committee to also no longer approve line by line project costs and descriptions, and delegate individual projects and costs to the Executive Committee. Should this action to delegate budgeting authority be supported, the Steering Committee action would be to approve the transfer of \$53,000 from Reserves to the Project account, and the line item descriptions and costs would be informational only. Should the action not be supported, the Steering Committee will be approving the transfer as well as the above projects and costs.

DATE: March 6, 2014
TO: MarinMap Steering Committee
FROM: Wayne Bush, Program Manager
ACTION: Recommend approval of the 2014-15 MarinMap budget to the MGSA

BACKGROUND AND ANALYSIS:

The proposed budget is included in the March 6 MarinMap Steering Committee packet. It will also be part of the MGSA agenda on March 13. This is earlier than years past, as the Steering Committee has already been asked to convene on several other matters, and this inclusion eliminates the need for an additional Steering Committee in May. Additionally, because it is being timed with a proposed 2013/14 budget amendment, it puts the full budget picture together.

The 2014/15 budget looks very similar to MarinMap's prior budgets. Membership fees are unchanged, as they have been for about ten years (when they were lowered for smaller agencies). Although this may need to change someday, MarinMap has worked very hard to do as much as possible with flat revenue.

One revenue line that was shown last year for the first time is the \$20,000 that has been identified as new member revenue in the anticipation of two new members. As was the case for 2013-14, should this revenue not be realized by new memberships, the money will not be spent.

On the expenditure side, as with revenues, recurring costs are showing no change in the past several years. As with holding revenue flat, this may need to change someday, but all the MarinMap professional services providers are doing their best to hold the line.

As can be seen in the projects line item, most of the expected projects in the upcoming year are funded as uncompleted carryover projects or new projects amended (proposed on March 6 agenda) to FY 2013/14 after obtaining a clear picture of the 2013/14 fund balance, which in discussion with the MGSA Executive Director is estimated at \$14,600. A reserve of \$17,800 is identified, and the previously set aside \$20,000 for a future unspecified orthophoto project is retained within the fund balance. The individual descriptions of the new projects can be found in the project breakdown as well as in the proposed budget amendment memorandum. There is \$5,800 in the 2014/15 project budget, for which projects will need to be identified by either the Steering Committee, or the Executive Subcommittee, depending on whether the Steering Committee delegates project descriptions and costs to the Executive Subcommittee. Additionally, per past practice, funds are proposed to be set aside for member specific activities with a relationship to MarinMap, in the amount of \$10,000, allocated by the Executive Committee up to \$2000 per agency.

Should the Steering Committee delegate line by line project identification to the Executive Subcommittee as proposed in another agenda item, the breakdown of carryover and amended projects is then only informational to the Steering Committee and the MGSA. The actual document recommended for adoption is the budget revenues and expenditures with a single line item for all projects.

MARINMAP BUDGET- FISCAL YEAR 2014-15		
<i>REVENUE</i>	<i>Proposed 2014-15</i>	<i>Notes</i>
MEMBER DUES- TIER A- Large Agencies, Joint Agencies		
Marin County	\$10,000	
Novato	\$10,000	
San Rafael	\$10,000	
MMWD	\$10,000	
LAFCO	\$10,000	
SASM	\$10,000	
Other	\$20,000	Allocated for dues from new members joining
MEMBER DUES- TIER B- Midsize Agencies		
Corte Madera	\$9,000	
Larkspur	\$9,000	
Mill Valley	\$9,000	
San Anselmo	\$9,000	
Sausalito	\$9,000	
Tiburon	\$9,000	
MEMBER DUES- TIER C- Small Agencies		
Belvedere	\$6,000	
Ross	\$6,000	
Fairfax	\$6,000	
TOTAL MEMBER DUES	\$152,000	
2012/13 Fund Balance	\$76,000	53k of 76k balance allocated to 13/14 projects on 3/6/14. 20k of balance for ortho setaside.
2013/14 Fund Balance	\$14,600	To be confirmed after year end audit
Interest	\$200	
TOTAL 2014/15 RESOURCES	\$242,800	
EXPENDITURES		
MGSA Administration- Program mgr	\$32,640	No change
County IST		
Software Maintenance/Hardware Leases	\$12,000	No change
Technical Services	\$60,000	No change
Planned Outside Services		
Geodata Analytics	\$12,000	No change
Geodata Analytical Added Subcom Support	\$3,000	No change
Projects/Applications/Training		
Member allowance for special projects (CIP input for small cities etc)	\$10,000	Up to \$2000 per agency available upon Exec Comm approval
<i>Project Carryover from prior year(s)</i>	<i>\$88,480</i>	<i>\$65k in 13/14 approved less \$20k no new 13/14 members less spent (\$9520 to date) + \$53,000 amended 3/6/14 less spent (\$0 to date)</i>
14/15 Projects	\$5,800	To be identified and scoped by Exec Comm. Any year end 2013/14 fund balance could add to projects budget
Assessor SLA	\$1,080	No change
Reserves	\$17,800	76k 12/13 balance+14600 13/14 balance+ 200 interest-53k projects-20k ortho setaside
Future Orthophoto accumulation	\$0	No new contribution- \$20k set aside is part of fund balance

TOTAL 2014/15 EXPENDITURES

\$242,800

MARINMAP PROJECTS

CARRIED OVER FROM 2013/14 IF NOT COMPLETED

# Description	EST. Cost	Lead
1 Road Layer syncing to Base Map Synchronise the ROAD feature class with changes/updates that have been made to the road network in the Marin Community Map. Integrate updates by updating geometry, names and address as necessary. Review proposed changes with local jurisdictions where appropriate.	\$10,000	GeoData
2 Sewer Standards Create uniform data content standards for attributes and feature classes for sanitary sewer infrastructure. This will facilitate sharing of data amongst all member sanitary districts	\$5,000	Subcomm
3 Member Fire Dep't Apps Develop a Basic Members-Only Map Viewer (FireDataViewer) that is geared towards the data of most interest to the Fire Departments. This may include bringing some of the FDs' data into the MMap SDE environment.	\$5,000	Gavin/Matrix
4 Member Data Maintenance Establish a schedule and work program to ensure that MarinMap member-generated data are kept current, complete and accurate. A service Level Agreement will assign roles and responsibilities	\$10,000	Matrix
NHD A significant effort has already been undertaken by Marinmap to create an accurate countywide stream layer, and one that is compatible with standards set through the National Hydrographic Dataset (NHD). This project aims to complete the dataset, which will have positive impacts to the community, agency stormwater managers, environmental stewardship, flood control and MCSTOPPP.	\$15,000	NHD
Unprogrammed Projects Projects to be funded only if revenue is received from two new member agencies	\$20,000	TBD
TOTAL BUDGETED	\$65,000	

PROPOSED FOR AMENDMENT ON 3/6/14

5 FEMA Letter of Map Change GIS application Complete the FEMA LOMC GIS application as defined by subcommittee (Bill Voigt as lead) and implement change orders submitted by Bill Voigt. \$8039 already invoiced and is part of proposed amount.	\$12,000	Matrix
6 Community Base Map conversion to MarinMap projection Build a current copy of the Community Base Map in MarinMap's standard projection: California State Plane Coordinates, NAD83, HARN, US Survey feet	\$3,000	Matrix
7 National Hydrography Database Supplement the existing \$15,000 allocation to complete the NHD with fully attributed high-resolution flow lines. This is a partnership project with Marin County, with significant efforts being budgeted other than this contribution.	\$10,000	Matrix
8 Watershed Boundary Update	\$8,000	Matrix

Digitize watershed boundaries using the LiDAR-based Digital Elevation Model (DEM). Watersheds are integral to the National Hydrography Database and flow lines must be aligned within watersheds. It is appropriate for flow lines and watershed boundaries to be at the same scale and have the same precision. There are 25 watersheds that would hold the flow lines digitized at 4,800 to 9,600 scale. Each of these watersheds will have approximately 4 to 16 drainage areas.

9 GIS application conversion to REST technology

\$20,000 Matrix

Microsoft has abandoned its web ADF technology upon which our second generation GIS applications are built. ERSI and Latitude Geographics (makers of Geocortex, our application development toolkit) have stopped supporting web ADF. The current technology, known as REST (Representational State Transfer), will be the industry standard until the next one. Geocortex toolkit is now coded in modules to more easily adapt to changes in web server technology. Matrix GIS Team has already committed to developing all new GIS applications using REST with Microsoft Silverlight and HTML5 browsers, the latter used for mobile applications as well as desktop. The existing web ADF-based applications could be converted during calendar year 2014. Proposals will be submitted for each application.

10 Orthophoto Accumulation

\$0 All

The 2013/14 MarinMap budget set aside \$20,158 for future orthophotography projects. No change is proposed.

TOTAL AMENDED

\$53,000

(\$3000 balance to stay in reserves)

DATE: March 6, 2014

TO: MarinMap Steering Committee

FROM: Wayne Bush, Program Manager

ACTION: Recommend to the MGSA changes to the MarinMap JEPAs

BACKGROUND AND ANALYSIS:

For several years, MarinMap has been working with the Marin County Fire Chiefs' Association on finding ways to partner with each other in order to share data and assist one another with business activities, and thereby benefit MarinMap as well as enhance public safety. Although fire departments that are part of a MarinMap member agency already have access and use of MarinMap services, there are independent fire districts that are not members. Under the current JEPAs, any public agency may join MarinMap by executing the JEPAs and agreeing to the terms. Many of the fire districts are too small for a separate membership to be viable. Furthermore, they all have a similar and focused interest; that of fire related geospatial data management.

Presently, there only exist three levels of public agency membership- small, medium and large agency, for \$6,000, \$9,000 and \$10,000 annually, respectively. After working with the MGSA attorney, a means of enabling all Marin independent fire districts to join as one unit was developed, called a Joint Membership. The creation of this type of membership requires a modification to the JEPAs.

According to Section 6.08 of the JEPAs, amendments may be made only upon the recommendation of a two-thirds affirmative vote of the Steering Committee and subsequent approval by a majority of the MGSA Board of Directors. The MGSA attorney has opined that although other Steering Committee actions require a majority vote of a quorum in attendance, JEPAs amendments require a full 2/3 affirmative vote of all members, or 10 votes, as there are presently 15 member agencies.

The MGSA attorney has drafted the below language specific to independent fire district membership, and the Steering Committee is being asked to approve it as written. In addition, a review of the JEPAs finds a few other administrative items in need of revision. These revisions were reviewed by the MGSA attorney and were found acceptable. They are detailed below:

- 1) Delete references to TIGER files. These are centerline files used in the original creation of the Marinmap digital road network and have been replaced by the MarinMap road network now being maintained.
2. Allow for a City/Town Manager, or special district general manager to make appointments to the MarinMap Steering Committee. Because each agency has periodic staffing changes, the requirement for a governing body to make appointments should be modified to specifically enable the executive officer to make these appointments. In many cases, local ordinances may already empower managers to execute contracts and carry out actions such as this, but the proposed amendment specifically allows for it, without having to be subject to variations in each local ordinance. A city/town council may still make the appointment itself, if it so wishes.
3. Allow for the Executive Subcommittee to have between 7 and 9 representatives, without one having to be from a special district other than MMWD. At present there are only two special districts- LAFCO and SASM, and, although they are welcome to be considered, have not historically expressed the need to be

on the Executive Subcommittee and attend monthly meetings. The JEP A amendment would enable them to be on the Executive Subcommittee, but would not require one of them. Presently four representatives are specifically defined to be on the Subcommittee in the JEP A- Novato, San Rafael, County, and MMWD. Additionally, two other cities are required. This will not change with the amended language, only that should a special district representative be appointed to the Executive Subcommittee, it would be in addition to two other cities and could not replace either of them.

4. Change the Steering Committee meetings to be at least once per year instead of twice per year. Steering Committee attendance has been spotty, in part because it is known that the Executive Subcommittee meets monthly and is fully capable of handling almost all of MarinMap's business. The proposed language reflects historic conventions.

PROPOSED JEP A AMENDMENTS:

New Membership Language

Section 1.01, Definitions: "Independent Fire District Member" means a Special District organized under the laws of the state of California whose primary purpose is to provide fire protection. An Independent Fire District Member possesses all the rights and obligations of Member Agencies in the Agreement except that all of the Independent Fire District members shall have only one vote on the Steering Committee and the annual fee as determined by the MGSA Board of Directors shall take this limitation in participation in the Steering Committee into account in setting the annual fee."

Section 5.01, new last sentence: "Notwithstanding the foregoing, all the Independent Fire District Members shall have cumulatively only one representative on the Steering Committee."

Section 6.12, new last sentence: " Additionally, there is a class of membership for Independent Fire Districts with limited participation on the Steering Committee."

Administrative Revisions

Section 2.04, Strategic Initiatives, delete the strikeout:

(c) Centerline Data Files. Centerline Data Files aligned with digital orthophotography ~~enhancement and maintenance of the 1999 Census TIGER Files~~, by improving coordinate accuracy-using street Centerline Data Files.

Section 3.03. Specific Services, delete the strikeout:

(d) Provide access to ~~TIGER~~ Street Centerline Files, which provide address data and other data attributable to a street system.

Section 5.01 The Steering Committee, add the bold underline:

The Steering Committee shall be advisory to the MGSA Board of Directors and shall be comprised of one representative from each Member Agency. Each Steering Committee representative shall be selected by the City/Town **Manager, City/Town** Council, Board of Supervisors or **executive officer or** Board of Directors for the Member Agency, and shall be a member of the Member Agency's staff. Steering Committee Members shall serve a two-year term and may be reappointed. A majority of the members of the Steering Committee shall constitute a quorum for purposes of conducting business, and a majority of a quorum shall be authorized to act on behalf of the Steering Committee.

Section 5.02. Executive Sub-Committee, amend per below:

Routine administrative matters for the MarinMap Project may be decided by an Executive Sub-Committee. The Executive Subcommittee shall be made up of at least seven, but not more than nine, members and shall be selected by the Steering Committee. Membership shall include the Chair and Vice- Chair of the Steering Committee, one representative each of the County, City of San Rafael, City of Novato, Marin Municipal Water District, ~~special districts (other than MMWD), and two representatives of other cities and towns (other than San Rafael and Novato.)~~ **and at least two representatives of Marinmap member agencies, no less than two of which shall be from cities or towns (other than San Rafael and Novato).**

Section 5.09. Meetings and Reports, change below minimum number of Steering Committee meetings:

(a) The Steering Committee

(1) The Steering Committee shall hold at least ~~two~~ **one** regular meetings per year.

MARINMAP FEE SCHEDULE

March 2014

Full members (tiered at \$10,000, \$9,000, \$6,000 annually)

Access to all MarinMap data tables and layers on the MarinMap SDE server. Access to all MarinMap-hosted Internet GIS applications, including applications developed to update shared data in the MarinMap database. Membership includes representation on the MarinMap Steering Committee and one vote on the Steering Committee. Only Marin County public agencies may join at this level. Membership fee is based on the size of an agency's annual budget and span of control. Fees are due on July 1 of each year. Fees for new members will be prorated to the month of joining for the first year.

Current Membership:

\$10,000- County of Marin, Novato, San Rafael, MMWD, LAFCO, SASM

\$9,000- Corte Madera, Larkspur, Mill Valley, San Anselmo, Sausalito, Tiburon

\$6,000- Fairfax, Ross, Belvedere

Independent Fire District Membership (\$10,000 annually)

Marin members of special districts organized under the laws of the state of California whose primary purpose is to provide fire protection may join as a group for \$10000/year. A fire district that is also a JPA or JEPA is eligible for this group.

Public Access GIS

The public has free access to all MarinMap data via the MarinMap website or internet-based GIS applications hosted by the MarinMap consortium.

MARIN GENERAL SERVICES AUTHORITY

555 Northgate Drive, Suite 230, San Rafael, CA

PHONE: (415) 448-0359

www.maringsa.org

MEMORANDUM

DATE: March 13, 2014
TO: MGSA Board of Directors
FROM: Paul Berlant, Executive Officer
SUBJECT: AGENDA ITEM: F: Taxicab Regulation Program Update

Recommendation

Accept this update regarding the Marin County Taxi Regulation Program. No action is requested.

Inventory Update

There is continuing activity with a few of the smaller taxi cab businesses closing, drivers quitting and vehicles being replaced and updated. New companies and drivers continue to apply for permits with a net effect of a relatively stable taxi inventory in Marin County. Two of the newer companies in particular are showing the fastest growth and as some companies shrink others grow. The current company count is 29 (using 31 names) which is one less than our January 2014 report. The driver count is 176, verses 175 in January, and the number of vehicles is 115, verses 110 in January 2014 and 114 in January 2013.

Permit Renewals and Fees

Jeff Rawles continues to process the renewals of the large cohort of original taxi drivers and companies. The original companies are now required to pay the same fee as newer companies and now must renew their business permits annually rather than every five years.

As the board will recall, last year we decided to maintain the fee structure adopted in 2009, which gradually brought the permit fees for the "older" companies and their vehicles up to the rate the "new" companies pay. With the adoption of the 2013-14 budget, we anticipated recovering costs for the current fiscal year. Based on the revenues through February 28, 2014 and anticipated revenues and costs for the remainder of the year, we expect to meet that projection. See the attached tables. As you can see, revenues are on track to achieve cost recovery and meet projections.

As we noted last July, during the first five years of the active implementation and enforcement of the taxi regulation program, the MGSA member jurisdictions covered some or most of the cost of the taxicab regulation program. This five-year net cost was estimated to be approximately \$77,000 in administrative costs and more than \$30,000 in legal costs. FY 2012-13 was the first year when costs were fully recovered. At the

current rate of cost recovery, it would take about five years to make up the net program costs to date to the MGSA members. In addition, the one case of enforcement litigation is still on-going, and resultant legal fees are undetermined. Finally, as we have heard from the taxi business owners and drivers, the taxi industry is highly subject to the volatility of the economy and competition, and costs and fee revenues may vary as conditions change.

Ride-sharing Services

There have been media reports which have stated that Uber services are available in Marin County. The general understand and claim by Uber and others is that such services are different than taxicab services, and thus, beyond the scope of city/county regulation such as the Marin County Taxicab Regulation Program.

On December 12, 2013 the CPUC filed Rulemaking 12-12-011, which defined a new type of service, the Transportation Network Company (TNC). There are several companies operating as TNC's in California. As defined by the CPUC, a TNC is an Internet business operating through a smartphone application. This service is distinguished from a Transportation Charter Party (TCP), which offers pre-ordered services such as commercial limousines for transportation from a fixed pickup point to a specific destination. A TNC service also provides transportation with a specific origin and destination and for a fee, although through a smartphone app. The vehicle used in TNC service is a private vehicle, not a commercial limo or cab, and not otherwise used for public transportation.

We also understand that Uber operates a system whereby commercial town cars/limousines may also be operated as a TNC. The CPUC rule refers to this type of Uber service as "UberX". The CPUC rule making is still open and unresolved with regard to "UberX" type services (i.e., whereby a limo service responds to a smartphone app). A future rulemaking is to be issued by the CPUC.

The CPUC has ordered that TNC's obtain a license from the CPUC, that they have liability insurance, do background checks of drivers, and conduct vehicle inspections prior to operation. TNC services may not be hailed from a curb. A TNC is not permitted to own its own vehicles used in its operation. This prohibition is another distinction between a TNC and TCP, such as UberX.

Attachment

- Taxi Permit Fee Revenues

2013-14 Taxi Permit fee Revenue 7-1-13 thru 2-28-14

Permit Fees	Paid in 2012-13			Actual 7-1-13 through 2-28-14		
	#	Rate	Total	#	Rate	Total
Drivers	46	\$100	\$4,600	69	\$100	\$6,900
Vehicles	69	\$700	\$48,300	54	\$1,000	\$54,000
	35	\$1,000	\$35,000			
Companies	22	\$1,000	\$22,000	14	\$1,000	\$14,000
Total			\$109,900			\$74,900

July 2013 Projection for 2013-14

Permit Fees	#*	Rate	Total
Drivers	90	\$ 100	\$ 9,000
Vehicles	100	\$ 1,000	\$ 100,000
Companies	28	\$ 1,000	\$ 28,000
Total			\$ 137,000

*Driver and Vehicle Numbers Rounded to Nearest 10

2013-14 Budgeted Expenses

Professional Services	\$70,000
Legal	\$15,000
Admin/Office	\$16,000
Supplies/Services	\$7,000
	<u>\$108,000</u>

3/13/2014

MARIN GENERAL SERVICES AUTHORITY

555 Northgate Drive, San Rafael, CA 94903

PHONE: (415) 448-0359

www.maringsa.org

MEMORANDUM

DATE: March 13, 2014

TO: MGSA Board of Directors

FROM: Paul Berlant, Executive Officer

SUBJECT: AGENDA ITEM: G: Professional Services Contract – Candice Bozzard, Office Support

Recommended Action

Authorize the Executive Officer to execute a professional services agreement with Candice Bozzard for MGSA office support services.

Discussion

In 2012 I entered into a professional services agreement with Candice Bozzard for support services in the MGSA office. Having authority to contract for expenditures up to \$25,000, I was comfortable doing so, since the maximum expenditure under the agreement was \$22,500. We need to renew that agreement now since it has expired. Given that MGSA would be committing to cumulative expenditures beyond \$25,000, I am asking the Board to take action to authorize this new agreement.

Therefore, I am recommending the Board authorize me to execute the agreement with Ms. Bozzard from February 1, 2014 through December 31, 2014 (the end of the term will coincide with other professional services agreements for MGSA staff and can be renewed, as appropriate, at that time). The maximum expenditure under the agreement is \$22,500 and within budget for professional services.

Attachment

- Draft professional services contract – Candice Bozzard for Office Support
- Draft resolutions authorizing execution of the agreement extension

**MARIN GENERAL SERVICES AUTHORITY
PROFESSIONAL SERVICES CONTRACT**

Support of MGSA Operations

THIS AGREEMENT is made and entered into this ____ day of March 2014 by and between the **MARIN GENERAL SERVICES AUTHORITY**, hereinafter referred to as "Authority" and **Candice Bozzard**, hereinafter referred to as "Contractor."

RECITALS:

WHEREAS, Authority desires to retain a person or firm to continue the work Support for MGSA Operations.

WHEREAS, Contractor warrants that she is qualified and competent to render the aforesaid services;

NOW, THEREFORE, for and in consideration of the agreement made, and the payments to be made by Authority, the parties agree to the following:

1. SCOPE OF SERVICES:

Contractor agrees to provide all of the services described in Exhibit "A," attached hereto and by this reference made a part hereof.

2. FEES:

The fees for furnishing services under this Contract shall be based on the rate schedule, which is attached hereto as Exhibit "A" and by this reference incorporated herein. Said fees shall remain in effect for the entire term of the contract. The term of this contract is February 1, 2014 to December 31, 2014.

3. MAXIMUM COST TO AUTHORITY:

In no event will the cost to Authority for the services to be provided herein exceed the maximum sum of \$22,500, including direct non-salary expenses.

4. PAYMENT:

The fees for services under this Contract shall be due as set forth in Exhibit "A" upon receipt by Authority of an invoice covering the service(s) rendered. The source of funding by the Authority for this work shall be: the Marin General Services Authority Fund, 70050.

5. WORKER'S COMPENSATION:

The Contractor acknowledges that it is aware of the provisions of the Labor Code of the State of California which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that Code, and it certifies that it will comply with such provisions before commencing the performance of the work of this Contract. If Contractor has employees, a copy of the certificates evidencing such insurance shall be provided to Authority prior to commencement of work.

___By initialing in the space provided, Contractor warrants that no employees will be used in providing the services under this Contract.

6. INSURANCE:

Where the services to be provided under this Contract involve or require the use of any type of vehicle by Contractor in order to perform said services, Contractor shall provide comprehensive automobile liability coverage including non-owned and hired automobile liability in the amount of \$300,000.00. Said policies shall remain in force through the life of this Contract and shall be payable on a "per occurrence" basis unless Authority specifically consents to a "claims made" basis. The insurer shall supply a certificate of insurance with endorsements signed by the insurer evidencing such insurance to Authority prior to commencement of work, and said certificate with endorsement shall provide for ten (10) day advance notice to Authority of any termination or reduction in coverage.

Failure to provide and maintain the insurance required by this contract will constitute a material breach of the agreement. In addition to any other available remedies, Authority may suspend payment to the Contractor for any services provided during any time that insurance was not in effect and until such time as the Contractor provides adequate evidence that Contractor has obtained the required coverage.

7. NONDISCRIMINATORY EMPLOYMENT:

Contractor and/or any permitted subcontractor, shall not unlawfully discriminate against any individual based on race, color, religion, nationality, sex, sexual orientation, age or condition of disability. Contractor and/or any permitted subcontractor understands and agrees that Contractor and/or any permitted subcontractor is bound by and will comply with the nondiscrimination mandates of all Federal, State and local statutes, regulations and ordinances.

8. SUBCONTRACTING:

The Contractor shall not subcontract nor assign any portion of the work required by this Contract without prior written approval of the Authority except for any subcontract work identified herein.

9. ASSIGNMENT:

The rights, responsibilities and duties under this Contract are personal to the Contractor and may not be transferred or assigned without the express prior written consent of the Authority.

10. LICENSING AND PERMITS:

The Contractor shall maintain the appropriate licenses throughout the life of this Contract. Contractor shall also obtain any and all permits, which might be required by the work to be performed herein.

11. BOOKS OF RECORD AND AUDIT PROVISION:

Contractor shall maintain on a current basis complete books and records relating to this Contract. Such records shall include, but not be limited to, documents supporting all bids, all income and all expenditures. The books and records shall be original entry books with a general ledger itemizing all debits and credits for the work on this Contract. In addition, Contractor shall maintain detailed payroll records including all subsistence, travel and field expenses, and canceled checks, receipts and invoices for all items. These documents and records shall be retained for at least five years from the completion of this contract. Contractor will permit Authority to audit all books, accounts or records relating to this Contract or all books, accounts or records of any business entities controlled by Contractor who participated in this

Contract in any way. Any audit may be conducted on Contractor's premises or, at Authority's option, Contractor shall provide all books and records within a maximum of fifteen (15) days upon receipt of written notice from Authority. Contractor shall refund any moneys erroneously charged. If Authority ascertains that it has been billed erroneously by Contractor for an amount equaling 5% or more of the original bid, Contractor shall be liable for the costs of the audit in addition to any other penalty to be imposed.

12. TIME OF AGREEMENT:

This Agreement shall commence on February 1, 2014, and shall continue on a month-to-month basis. Time is of the essence with respect to this Contract.

13. TITLE:

It is understood that any and all documents, information and reports concerning this project prepared by and/or submitted to the Contractor, shall be the property of the Authority. The Contractor may retain reproducible copies of drawings and copies of other documents. In the event of the termination of this Contract, for any reason whatever, Contractor shall promptly turn over all information, writing and documents to Authority without exception or reservation.

14. TERMINATION:

- A. If the Contractor fails to provide in any manner the services required under this Contract or otherwise fails to comply with the terms of this Contract or violates any ordinance, regulation or other law, which applies to its performance herein, the Authority may terminate this Contract by giving five (5) calendar days written notice to the party involved.
- B. The Contractor shall be excused for failure to perform services herein if such services are prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.
- C. Either party hereto may terminate this Contract for any reason by giving thirty (30) calendar days written notice to the other parties. Notice of termination shall be by written notice to the other parties and be sent by registered mail.
- D. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract.

15. RELATIONSHIP BETWEEN THE PARTIES:

It is expressly understood that in the performances of the services herein, the Contractor, and the agents and employees thereof, shall act in an independent capacity, as an independent contractor, and not as officers, employees or agents of the Authority. Contractor shall be solely responsible to pay all required taxes, including but not limited to, all withholding social security, and worker's compensation.

16. AMENDMENT:

This Contract may be amended or modified only by written agreement of all parties.

17. ASSIGNMENT OF PERSONNEL:

The Contractor shall not substitute any personnel for those specifically named in its proposal unless personnel with substantially equal or better qualifications and experience are provided, acceptable to Authority, as is evidenced in writing.

18. JURISDICTION AND VENUE:

This Contract shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Marin County, California.

19. INDEMNIFICATION:

Contractor agrees to indemnify, defend, and hold Authority harmless from any and all liabilities including, but not limited to, litigation costs and attorney's fees which it may incur as a consequence of this Contract and from any and all claims and losses to anyone who may be injured or damaged by reason of Contractor's willful misconduct or negligent performance of this Contract.

20. COMPLIANCE WITH APPLICABLE LAWS:

The Contractor shall comply with any and all federal, state and local laws affecting the services covered by this Contract.

21. NOTICES:

This contract shall be managed and administered on Authority's behalf by the party set forth below. All invoices shall be submitted and approved by this party and all notices shall be given to Authority at the following location:

Executive Officer
Marin General Services Authority
555 Northgate Drive
San Rafael, CA 94903

Notices shall be given to Contractor at the following address:

Candice Bozzard
209 Santa Margarita
San Rafael, CA 94901

IN WITNESS WHEREOF, the parties hereunto have executed this Contract on the date first above written.

**APPROVED AS TO FORM:
GENERAL COUNSEL**

By: _____

**APPROVED BY:
MARIN GENERAL SERVICES AUTHORITY:**

By: _____
Paul Berlant, Executive Officer

CONTRACTOR:

By: _____
Name: Candice Bozzard
Telephone No. 415-457-6680

Attachment A: Scope of Work/Budget

- Support MGSA Operations
- \$35.00 per hour, not to exceed \$22,500

**MARIN GENERAL SERVICES AUTHORITY
PROFESSIONAL SERVICES AGREEMENT
WITH CANDICE BOZZARD FOR OFFICE SUPPORT SERVICES**

RESOLUTION 2014-

WHEREAS, The MGSA and Candice Bozzard wish to enter into an agreement for professional service for office support at the MGSA office; and

WHEREAS, said agreement provides for the services of Ms. Bozzard in the MGSA office at a cost not to exceed \$22,500.

NOW THEREFORE, BE IT RESOLVED, that the MGSA Board of Directors authorizes the MGSA Executive Officer to execute an agreement for the services of Ms. Bozzard.

Adopted this 13th day of March 2014.

Ayes:

Noes:

Absent:

Chair

Attested By:

Executive Officer

MARIN GENERAL SERVICES AUTHORITY

555 Northgate Drive, San Rafael, CA 94903

PHONE: (415) 448-0359

www.maringsa.org

MEMORANDUM

DATE: March 13, 2014
TO: MGSA Board of Directors
FROM: Paul Berlant, Executive Officer
SUBJECT: AGENDA ITEM: H: November 2014 Board Meeting Date

Recommended Action

Set an alternate November board meeting date.

Discussion

As I will be out of town on the regular November 2014 meeting date, I am requesting that the board set another date for that meeting. Alternates that would work to get the board an agenda packet include October 30th, December 4th, and December 11th. The only "regular" matter that needs attention that I am aware of at this time are extensions of "staff" contracts, which end on December 31, 2014. We could certainly deal with those in September, if necessary.