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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 JEPAs 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 JEPAs 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 JEPAs, 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.