

# MARIN GENERAL SERVICES AUTHORITY

555 Northgate Drive, San Rafael, CA 94903

PHONE: (415) 448-0359

## MEMORANDUM

**DATE:** January 11, 2011

**TO:** MGSA Board of Directors

**FROM:** Paul Berlant, Executive Officer

**SUBJECT:** AGENDA ITEM: G: MarinMap Program – Program Director, USGS  
Orthophoto, and Budget Amendment

---

### Recommended Action

Authorize the Executive Officer to execute a professional services agreement with the Wayne Bush to serve as Program Director of the MarinMap Program, authorize execution of a Joint Funding Agreement with the USGS, and approve the proposed 2010-11 budget amendment.

### Discussion

MGSA has had a contract with the City of Mill Valley to utilize the services of their Public Works Director, Wayne Bush, as Program Director of MarinMap. Mr. Bush resigned from the MGSA board in November 2010 and retired at the end of December 2010. Further, the contract with the City of Mill Valley for Mr. Bush's services expired on November 18, 2010. Under the MarinMap JEPAs, a governing structure was created including a Steering Committee and Executive Sub-committee. Subsequent to Mr. Bush's resignation from the board, the Executive Sub-committee, on December 2, 2010 made a recommendation to the full Steering Committee to contract with Mr. Bush to continue to oversee the MarinMap program as a contract Program Director. The full Steering Committee is scheduled to act on this recommendation on January 6, 2011. Since this report must be distributed to the MGSA board prior to that Steering Committee meeting, I will report on their actions at the January 11<sup>th</sup> board meeting. An excerpt from the MarinMap JEPAs regarding contracts for management of the program is appended at the end of this memo.

Based on the recommendation of the Executive Sub-committee, including the terms and scope of work for the Program Director position, a professional services agreement has been drafted using the standard MGSA contract language. The terms call for a one year contract, compensation in the amount of \$2720 per month (based on an expected 32 hours per month at \$85 per hour) as compensation for management of the MarinMap program. MarinMap will provide Mr. Bush with one license for the ArcView software

necessary to run MarinMap. The scope of work is substantially the same as we had in the contract with the City of Mill Valley.

#### UDGS Orthophoto

The USGS is planning on creating orthophotos for the San Francisco Bay Area in 2011. They are willing to fly the Marin Urban Corridor at a pixel resolution of 6 inches, for \$43,000. MarinMap representatives are also working with USGS for an additional flight path to cover the area around Stafford Lake for about \$5500 (total estimated at \$50,000). For comparison, the 2004 orthophoto project conducted by MarinMap was at 4 inch pixel resolution and cost about \$250,000.

USGS needs a commitment from MarinMap in order to schedule the work and calculate costs prior to its flight, which is planned for February or March. Thus, a funding agreement will need to be executed between MGSA and USGS. It is also recommended that the MGSA delegate the authority to me to negotiate the agreement with the assistance of the Marinmap Program Director.

#### Budget Amendment

A budget amendment is necessary to reflect the compensation for the Program Director and purchase of the USGS orthophoto. The cost for the Director for the remainder of the fiscal year is \$16,320. The cost of the orthophoto is \$50,000. Funds are available from the “programmed projects” and “un-programmed funds” line items in the approved budget. Please see the attached revision showing 2009-10 budget, 2010-11 approved budget and the proposed revision. Even when the budget reflects the full expense of the proposed Program Manager (\$32,640), the regular “dues” paid by MarinMap members will cover the added cost of the Program Director. The amount in the line item for the Program Director is for the remaining six months of this fiscal year. The MarinMap program has been setting funds aside each year for projects not identified at the time of budget preparation (such as the USGS orthophoto project). Note, that the overall budget is \$6000 less than approved in June due to the withdrawal of Tamalpais Community Services District from MarinMap in July 2010.

#### Attachment

Draft Professional Services Agreement – Program Director MarinMap  
Proposed Revised Budget

#### Excerpt from MarinMap JEPA

“Section 5.04 (b) The Steering Committee may recommend to the Board of Directors of the MGSA contracts with private companies, individuals, and public agencies to create, implement and operate the shared geographic system and to set fees for data services. The Steering Committee shall not have the power to independently enter into contracts.”