

MARIN GENERAL SERVICES AUTHORITY

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MEMORANDUM

DATE: May 12, 2011

TO: MGSA Board of Directors

FROM: Paul Berlant, Executive Officer

SUBJECT: AGENDA ITEM: D-2: MARINMAP 2011-12 BUDGET

The draft MarinMap budget has been prepared by me and Wayne Bush, MarinMap Program Manager, with the advice of the MarinMap Steering Committee. This year, in preparing to the draft budget, I found a large variance between what we thought was our starting 2010-11 fund balance and what the annual auditor's report showed as a June 30, 2010 fund balance. The difference was a positive \$214,000. After reviewing past budgets and audits, the best Mr. Bush and I can determine is that a fund balance was allowed to grow prior to MGSA management of the program, yet never reflected in the annual budget preparation. Thus, we have been presented with the good fortune of having to decide how best to utilize the available resources.

Below is the budget summary and details as prepared and recommended by the Steering Committee in April. The proposed budget gives the MGSA Board the option to "suspend" dues for one year. As an alternative, the Steering Committee felt that a program of grants to members could be devised which would be administered by MGSA. Each member would propose a project to utilize the skills of the MarinMap team and technology. Such projects would require MGSA Board approval. The summary below does not include such a member grant program. Rather, it assumes that dues would not be collected in 2011-12. Please note that a dues suspension beyond one year is not sustainable. Regular management expense and technical support by County IST and consultants consume most of the annual regular revenue.

Included below is the listing of individual projects and costs, which will be MarinMap's 2011-12 work plan. The MGSA board does not typically approve the work plan. However, the Steering Committee felt that the board should see the work plan so you would understand what they intend to accomplish this year.

A new reserve account will set aside funds for unforeseen projects or, if there are none, could build towards the next iteration of orthophotography. The authority for use of reserves would rest with the MGSA board. It is a modest reserve amount, less than 10% of the total budget.

2011-12 MARINMAP BUDGET

Expenditures	Final 10-11	Est Ac 10-11	Proposed 11-12	11-12 vs Est Ac
Contact Services	\$ 148,768	\$ 144,667	\$ 120,690	\$ (23,977)
Projects	\$ 122,000	\$ 76,616	\$ 113,800	\$ 37,184
Un-Programmed	\$ 6,407	\$ 6,407	\$ -	\$ (6,407)
Contingency/ Reserve	\$ -	\$ -	\$ 30,000	\$ 30,000
Total	\$ 277,175	\$ 227,690	\$ 264,490	\$ 36,800
Revenues				
Member Dues	\$ 132,000	\$ 132,000	\$ -	\$ (132,000)
Interest	\$ 5,000	\$ 2,700	\$ 2,700	\$ -
Subtotal	\$ 137,000	\$ 134,700	\$ 2,700	
Fund Balance	\$ 140,175	\$ 354,780	\$ 261,790	\$ (92,990)
Total	\$ 277,175	\$ 489,480	\$ 264,490	\$ (224,990)

The budget as approved by the Board will be input into the County accounting system. However, as currently recommended by the Steering Committee, it would appear as follows:

G/L		FY2010-11	FY 2011-12
4410125	Interest	-5,000	-2,700
4640322	City Contribution	-132,000	0
5210100	Pro Services	277,175	234,490
9000010	Contingency	0	30,000

Note: Carryover of \$261,790 is not entered into County system.

Following the Steering Committee recommended budget are detailed descriptions of proposed 2011-12 projects.

STEERING COMMITTEE MARINMAP BUDGET- 2011-12			
REVENUE	10-11 Budget as Revised 1-11-11	2010-11 Est. Act	Proposed 11-12
MEMBER DUES- TIER A- Large Agencies, Joint Agencies			
Marin County	\$10,000	\$10,000	\$10,000
Novato	\$10,000	\$10,000	\$10,000
San Rafael	\$10,000	\$10,000	\$10,000
MMWD	\$10,000	\$10,000	\$10,000
LAFCO	\$10,000	\$10,000	\$10,000
SASM	\$10,000	\$10,000	\$10,000
MEMBER DUES- TIER B- Midsize Agencies			
Corte Madera	\$9,000	\$9,000	\$9,000
Larkspur	\$9,000	\$9,000	\$9,000
Mill Valley	\$9,000	\$9,000	\$9,000
San Anselmo	\$9,000	\$9,000	\$9,000
Sausalito	\$9,000	\$9,000	\$9,000
Tiburon	\$9,000	\$9,000	\$9,000
MEMBER DUES- TIER C- Small Agencies			
Belvedere	\$6,000	\$6,000	\$6,000
Ross	\$6,000	\$6,000	\$6,000
Fairfax	\$6,000	\$6,000	\$6,000
TOTAL	\$132,000	\$132,000	\$132,000
Begin FY 10/11 Fund Balance	\$140,175	\$354,780	
FY 10/11 Interest	\$5,000	\$2,700	
FY 11/12 Interest			\$2,700
Begin FY 11/12 Fund Balance			\$261,790
TOTAL RESOURCES	\$277,175	\$489,480	\$396,490
EXPENDITURES			
MGSA Administration- Program mgr	\$16,320	\$14,630	\$32,640
County IST			
Software Maintenance/Hardware Leases	\$12,332	\$12,332	\$13,050
ArcEditor/3D Analyst Purchase/license	\$1,500	\$1,500	
Technical Services	\$53,616	\$53,616	\$60,000
Planned Outside Services			
Geodata Analytics	\$12,000	\$12,000	\$12,000
Geodata Analytical Added Subcom Support	\$3,000	\$3,000	\$3,000
USGS Orthophoto	\$ 50,000	\$ 47,589	
Projects/Applications/Training			
Member allowance for special projects (CIP input for small cities etc)	\$32,000	\$11,000	\$30,000
10/11 Programmed Projects/Applications-	\$90,000	\$65,616	
11/12 Projects			\$83,800
Reserves			\$30,000

Un-Programmed Funds – Dues “Suspended”	\$6,407	\$6,407	\$132,000
TOTAL EXPENDITURES	\$277,175	\$227,690	\$396,490