DEPARTMENT: Technical Services

RECOMMENDED ACTION AND JUSTIFICATION:

Recommend the Board approves:

1. Budget Action Request from the Building Department in the amount of $51,466;
2. Budget Action Request internal transfers from the Assessor, Fire, Planning Departments totaling $13,082;
3. Direct the Health department to fund training and software in the amount of $2,166;
4. Approve the use of $29,380 in internal re-directed funds; and
5. Authorize the Chair to sign personal services agreement with Titan Systems Corporation for GIS consulting Services not to exceed $49,838.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Board continued the items from January 14th, requesting additional information and complete budget transfers

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Defer funding GIS until 2003-2004 budget process. This will likely delay the GIS implementation until fall or winter 2003.

Financial Impact? (X) Yes ( ) No Current FY Cost: $93,878
Budgeted In Current FY? (X) Yes ( ) No ( ) Partially Funded
Amount in Budget: $42,412
Additional Funding Needed: $51,466

List Attachments, number pages consecutively
Page 1 - Cover Memo
Page 5 - Building Memo & Budget Action
Page 7 - Assessor Memo & Budget action
Page 9 - Fire Department Memo & Budget Action
Page 11 - Health Department Memo
Page 12 - Sheriff Department Memo
Page 13 - Planning Department Memo & Budget Action
Page 15 - Eric Toll Personal Services contract
Scope of Work memo
Page 16 - Titan Systems Technical and Cost Proposal
Page 24 - Eric Toll Chair authorization request for personal services memo
Page 26 - Titan Systems Personal Services Contract

Internal Transfer
Unanticipated Revenue 4/5's vote
Transfer Between Funds 4/5's vote
Contingency 4/5's vote
(U) General ( ) Other

CLERK'S USE ONLY:
Res. No.: 53-54 Ord. No. ______
Vote - Ayes: _____ Noes: _____
Absent: _____
( ) Approved
4) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of
Revised Dec. 2002

COUNTY ADMINISTRATIVE OFFICER:
( ) Requested Action Recommended
( ) No Opinion
Comments:

______________________________

______________________________

______________________________

______________________________

______________________________

______________________________

______________________________
the original on file in this office.

Date: 

Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: 

Deputy

CAO: 

Revised Dec. 2002
COUNTY of MARIPOS
P.O. Box 784, Mariposa, CA 95338 (209) 966-3222
BOB PICKARD, CHAIR
GARRY R. PARKER, VICE-CHAIR
LEE STETSON
DOUG BALMAIN
JANET BIBBY
DISTRICT V
DISTRICT IV
DISTRICT I
DISTRICT II
DISTRICT III

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: RICK PERESAN, Technical Services Director
FROM: MARGIE WILLIAMS, Clerk of the Board
SUBJECT: GIS PROGRAM
Res. No. 03-64

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on February 25, 2003

ACTION AND VOTE:

3:10 p.m. Rick Peresan, Technical Services Director;
In Support of the Geographic Information System (GIS) Project Funding, Approve:
- The Budget Action Transferring $51,466 from the Building Department Fund to the Data Processing
  Budget for the Geographic Information System for the County
- Approve the Budget Actions Transferring Funds ($13,032) Within the Following Departments for this
  Project: Assessor; Fire; and Planning;
  - Authorize the Health Department to Allocate $2,166 for Software and Training from Unanticipated
    Revenue;
  - Approve the Use of $29,380 in Internal Re-directed Funds; and
  - Authorize the Chair to Sign a Personal Services Agreement, Subject to County Counsel Review and
    Acceptance, with Titan Systems Corporation in an Amount Not to Exceed $49,838 for GIS Consulting
    Services (4/5th’s Vote Required) (Continued from January 14, 2003)
BOARD ACTION: Supervisor Parker clarified that the Board’s previous action on the mid-year budget
did not address this request. (M)Stetson, (S)Balmain, Res. 03-64 was adopted, including the approval of a
budget action transferring $2,166 from the General Fund Contingency to the Health Department budget for
software and training versus the allocation of unanticipated revenue. Discussion was held relative to the
request and ongoing costs. Supervisor Bibby expressed concern with the costs given the current situation
with the State’s budget and the uncertainty with the future of the County’s budget. Ayes: Stetson,
Balmain, Parker, Pickard; Noes: Bibby.
cc: Ken Hawkins, Auditor
    Bob Lowrimore, Assessor
    Pelk Richards, Sheriff
    Marjorie Wass, Treasurer
    Rich Inman, County Administrative Officer
    Jeff Green, County Counsel
    John Davis, Building Department Director
    Blaine Shultz, Fire Chief
    Dr. Mosher, Health Officer
    Eric Toll, Planning Director
    Mary Hodson, Administrative Analyst
    File
To: Mariposa County Board of Supervisors

From: Richard Peresan Technical Services Director

Date: February 14, 2003

RE: Geographic Information System (GIS) Budget Action

The Board continued the January 14th GIS agenda item, citing the need for additional information regarding GIS funding.

Attached the Board will find:

- Funding Summary on pages 2 and 3 of this memo identifying F/Y 2002-2003 funding sources and F/Y 2003-2004 projected costs
- A budget action form from the Building department to fund the shortfall in F/Y 2002-2003 implementation costs;
- Memo's from six user departments in support of this effort;
- Budget Action forms reflecting internal line item transfers from the Fire Department, Assessor's Office, and Planning Department;
- Scope of Work summary memo for the Geographic Information System;
- Technical and Cost proposal for the GIS implementation from Titan Services;
- Memo requesting the Chair to execute a personal services agreement with Titan Services for GIS consulting services; and
- Personal Services Agreement with Titan Services.

Internal funding for F/Y 2002-2003 is supported by contributions from the six users (Assessor, Building, Fire, Health, Planning, and Sheriff) and the Technical Services departments.
Funding Sources F/Y 2002-2003

Building - budget action to move funds from contingency and software to the GIS Project. If not used for GIS the funds will remain in the Building Contingency $51,466

Assessor - budget action to move funds from salary savings to Professional Services, Software, and computer equipment. If not used for GIS, the funds will return to the General Fund $ 4,566

Fire - budget action to move funds from State Federal Mutual Aid (unanticipated revenue) to Software. If not used for GIS a request to move the funds to the equipment replacement account. $ 3,666

Planning - budget action to move funds from Software to computers and training. These funds were originally budgeted for the HTE Document Management System. Part of the GIS Functionality meets the document management needs of the Planning Department and the money is better spent on GIS. $ 4,800

**Total Assessor, Fire and Planning Budget Actions** $13,032

Building - funds from Existing Software line. These funds were to be used to replace the failing access database used to support the front desk. GIS will fulfill the requirement. $ 6,498

Health - can allocate funds from unanticipated revenue in the form of bio-terrorism funds. These funds would be made available to the General Fund should the Board chose not to pursue a GIS system $ 2,166

Sheriff - available within existing Software and training budget. If not used the Funds will likely be returned to the General fund $ 2,166

Technical Services - $12,550 was budgeted for a self hosting E-mail project. These funds can be transferred in support of GIS. The server software and hardware requirements are similar and do not require budget action. However these funds, while not likely to be used for E-mail F/Y 2002-2003, will be requested in the F/Y 2003-2004 budget process. In addition, $6,000 is available from the Technical Services outside programming line for conversion requirements if needed. $ 18,550

**Total Internal (no budget transfer)** $ 29,380

**Total Existing** $42,412

**Total Funding F/Y 2002-2003** $93,878

Page 2
Project Funding F/Y 2003-2004

Projected 2003-2004 funding requirements reflect a continued "incremental growth" approach to GIS. The major cost during the first year is largely in consulting services (in place of recruiting and hiring a GIS Administrator employee) and deferred add on software.

- Software (Crime View, Fire View, Additional Licenses) $45,000
- Consulting Labor and Programming $55,000

**Total** $100,000

At minimum the Board can anticipate annual requests for:

- Base map updates resulting from physical assessor parcel changes $5,000
- Software license maintenance (11 licenses) $5,000

**Total** $10,000

If these are not funded, the County loses its initial investment and would face substantial re-start costs when GIS is funded again in the future.

**NOTE:** The Board may consider that outside and grant sources remain viable options to continue future funding of GIS for the benefit of the county and its citizens.

Projected F/Y 2004-2005

Projected 2004-2005 funding requirements reflect no growth and no new departments.

- Base Map updates resulting from physical assessor parcel changes $5,000
- Software license maintenance $5,000
- Hardware replacement (PC's, printers, plotters), which are likely department requests, albeit not necessarily specific to GIS. $10,000

**Total** $20,000
The Committee respectfully asks the Board of Supervisors to:

1. Approve a budget action from the Building Department in the amount of $51,466;
2. Approve budget action requests totaling $13,032 from the Assessor, Fire, and Planning Departments;
3. Direct the Health department to fund $2,166 for training and software;
4. Approve the use of $29,380 in internal redirected funds in support of GIS; and
5. Authorize the Chair to sign personal services agreement with Titan Systems Corporation for GIS consulting Services
January 15, 2003

To: Lee Stetson, District I
    Doug Balmain, District II
    Janet Bibby, District III
    Garry R. Parker, District IV
    Bob Pickard, District V

From: John E. Davis
      Building Director

Subject: Geographic Information System (GIS)

The Building Department supports the immediate initiation of the Geographic Information System. This program saves over $20,000 by avoiding the need to purchase new proprietary software and allow us to use existing software on our new computers. It will allow the Building Department to provide faster information to the public and work in a more coordinated manner with Planning and Health Departments. It also opens tremendous opportunities for our Department to better serve the public. Part of the immediate use is the ability to track both the number and location of permits, schedule routes for inspections and maintain an easily accessible permit history. The GIS software uses our existing database.

This tool is a great benefit to contractors, homeowners, businesses and realtors. We are contributing over $56,000 from unallocated reserve funds in our trust account. This money will provide a direct benefit to our clients from the day it is available to the Department.
## BUDGET ACTION FORM

<table>
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<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
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**TOTAL** | 51,466 | 51,466 |

## TRANSFER BETWEEN FUNDS

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**TOTALS** | 51,466 | 51,466 |

**ACTION REQUESTED:** (Check all that apply)

(x) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or transferring appropriation from Contingencies;

( ) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories with a budget unit;

**JUSTIFICATION:**

Contingency transfer from the Building Dept. to provide funding for part of GIS project.

DEPT HEAD SIGNATURE: [Signature]  DATE: 1-30-02

APPROVED BY RES NO: [Signature]  CLERK: [Signature]  DATE: 2-25-02

DEPARTMENT: BUILDING DEPARTMENT

AUDITOR'S USE ONLY

BA#
MEMORANDUM

DATE: January 15, 2003
TO: Mary Hodson, Administrative Analyst
FROM: Robert Lowrimore, Assessor/Recorder

RE: GIS

The County Assessors office supports the immediate initiation of the Geographic Information System. This program opens tremendous opportunities for our Department to better serve the public. It is important for our office to be part of the program from the beginning. The Assessors Land Management Database is the anchor to the entire system.

Using existing software, and with future acquisition of a large document scanner, we will be able to completely digitize all of our records. Access to the digitized records will be through the use of the ArcView software. This means that our permanent records can be stored on CD-ROMs rather than paper. There are several direct benefits—faster information retrieval, reduction in space needed to filing cabinets, and reduction in space charges at the Lake Tahoe permanent repository.

We are contributing to the funding of the GIS system transferring existing funds slated for acquisition of general office computers and scheduled training to be used specifically for GIS-capable computers and GIS training.

Funding is available through salary savings from a vacant position that was on workman comp.

We would like to take advantage of this one time salary savings to help fund GIS for this county. If it were not for the salary savings we could not absorb these cost from our current budget.
## BUDGET ACTION FORM

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<th>DEP/DIV</th>
<th>ACCOUNT</th>
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### TRANSFER BETWEEN FUNDS

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### TOTALS

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### ACTION REQUESTED: (Check all that apply)

- Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or transferring appropriation from Contingencies

- Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

### JUSTIFICATION

**DEPT HEAD SIGNATURE**

[Signature]

**DATE** 1-15-03

**APPROVED BY RES NO.** 03-64

**CLERK** [Initials]

**DATE** 2-25-03

**DEPARTMENT** Assessor/Recorder

**AUDITOR'S USE ONLY**

**BA #**

Budget Revision Form Revised 07/2000
DATE: 01-16-03

TO: Mary Hodson

FROM: Blaine Shultz

RE: GIS Budget Action

I have enclosed the original budget action form for the department share of the GIS program. I have also enclosed a copy of our near Mid Year Budget action. The funds for the GIS are contained within the receipts for the McNally Fire as unanticipated income. FYI As I understand the proposal, we are to request the Fire View software in the 2003-2004 budget cycle.

I will be requesting consideration on the other budget action on the 28th Board meeting to square away the CDF billing problem.
# BUDGET ACTION FORM

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<tr>
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Totals

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**ACTION REQUESTED:** (Check all that apply)

( x ) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or transferring appropriation from Contingencies

(  ) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit.

**JUSTIFICATION:**

[1] Unanticipated income McNally Fire

[5] Fire Dept share of GIS program

**DEPT HEAD SIGNATURE**

**DATE** 1-15-03

**APPROVED BY RES NO. 03-64**

**CLERK**

**DATE** 2-25-03

**AUDITOR'S USE ONLY**

**BA #**

**DEPARTMENT**

Budget Revision Form Revised 12/18
January 23, 2003

TO: Rick Peresan, IT Director

FROM: Charles B. Mosher, MD, MPH, Health Officer

SUBJECT: Financing GIS activities in FY 02-03

As discussed by phone, I have looked at our budget. It is possible for us to suggest to the Board a transfer of money for the purpose of training and software to facilitate the GIS transition. This would entail $1,266 being added to our training budget and (001-0401-621-0490) and $900 added to our software budget (001-0401-621-0481).

The source of this money would be new, unanticipated, revenue identified at midyear in the form of bio-terrorism funds. The Bio-Terrorism Grant includes money identified as “indirect expenses” for general administration on the part of the County supporting the Bio-Terrorism Program. The sum for GIS training and software would be approximately 50% of that indirect money. I mentioned this possible appropriation in mid-year budget.
## BUDGET ACTION FORM

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**TOTAL** $2,166 $2,166

### TRANSFER BETWEEN FUNDS

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**TOTALS** $0 $0

**ACTION REQUESTED:** (Check all that apply)

( X ) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or appropriating Reserve for Contingencies;

(   ) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

**JUSTIFICATION:** To fund this department's portion to implement GIS.

---

**DEPT HEAD SIGNATURE**

Dr. Charles Mosher

**DATE** 2-26-03

**APPROVED BY**

Res No. 03-64

**CLERK**

**DATE** 2-25-03

**HEALTH**

**AUDITOR’S USE ONLY**

BA #

Budget Revision Form Revised 11/95
January 22, 2003

TO: Rick Peresan, Technical Services Director
FROM: Pelk Richards, Sheriff
SUBJECT: Geographic Information System

The Mariposa County Sheriff’s Office eagerly supports the initiation of a countywide Geographic Information System. This program will enhance law enforcement’s ability and efforts to better protect and serve the good citizens of Mariposa County. At this time I’m prepared to pay for the initial software costs of $1,300 and training fees in the amount of $900. I currently have the hardware to support this program. Both amounts can be covered by my existing budget.

In the event you may need additional information or assistance in this matter, please do not hesitate to contact me. Thank you.
MEMORANDUM

Date: January 15, 2003
To: Board of Supervisors
From: Eric Jay Toll, Director
Topic: Budget transfer for geographic information system

Mariposa Planning supports the geographic information system as an absolutely essential tool to serve our clients. Some Board members have seen this in action “live” in meetings. With full capabilities, it increases our ability to serve.

We are supporting the deployment by purchasing one computer and two copies of the software from the current year’s budget. Only the $3,000 for computers is necessary to transfer from existing software funds. This covers a new computer for the Senior Planner and “in-box” upgrades from Pentium II to Pentium IV computers for Nancy and Shari. We would also purchase two of the licenses for the ArcGIS software from the existing software budget.

We are able to make this transfer because the Board approved the acquisition of H.T.E. software for Mariposa Planning in the 2001-2002 budget and additional licensing in the 2002-2003 budget. The GIS replaces the need for acquiring the additional licenses for the H.T.E. and also results in reductions in our future licensing costs by close to $4,000 a year.
## BUDGET ACTION FORM

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEP/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
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| TOTALS | $4,800 | $4,800 |

### TRANSFER BETWEEN FUNDS

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</table>

| TOTALS |        |

**ACTION REQUESTED:** (Check all that apply)

- [X] Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or transferring appropriation from Contingencies

- [ ] Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

**JUSTIFICATION**

To provide funding to pay for Planning Department's portion of the GIS project. This project involves the joint effort of several departments contributing time and money toward the implementation and eventual completion of GIS.

**DEPT HEAD SIGNATURE**

**APPROVED BY RES NO.**

**CLERK**

**DATE 2-25-03**

**DEPARTMENT**

**AUDITOR'S USE ONLY**

**BA #**
MEMORANDUM

Date: January 28, 2003
To: Board of Supervisors
From: Eric Jay Toll, Director
Topic: Scope of Work for the geographic information system services agreement

Staff recognizes that the scope of work in the $49,900 Personal Services proposal from Titan Systems is very technical. This is what is provided to the County:

1. Updating the base map and primary database to incorporate all Assessor Parcel and zoning changes since October 1, 2002—the date of the MCAG base map.

2. Modifications to the geographic information system base map to ensure all County maps and data are compatible with the State and Federal mapping resources.

3. Correcting errors on the original base map that inevitably occur when mapping nearly 20,000 parcels for the first time.

4. Analysis of our current systems and designing interfaces to GIS, re-engineering current processes to maximize efficiency and coding GIS to meet user requirements.

5. Provide training for two people from each Department.

6. Undertake a special project to automate the process of creating revised precinct boundaries for the Elections Department.

Training costs are included in the $47,900 to hardware, software, conversion programming and training.
TECHNICAL AND COST PROPOSAL

FOR

COUNTY OF MARIPOSA, CALIFORNIA

ENTERPRISE GEOGRAPHIC INFORMATION SYSTEM, DATABASE INTEGRATION SERVICES, TRAINING, AND SOFTWARE PROCUREMENT

December 11, 2002

This proposal or quotation includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this proposal or quotation. If, however, a contract is awarded to this offeror or quoter as a result of - or in connection with - the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government’s right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in each sheet contained in this proposal or quotation.

Titan Systems Corporation
Geospatial Services Division
2010 Preisker Lane, Suite F
Santa Maria, CA 93454
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1.0 Background

The Titan Corporation (Titan) is pleased to present our proposal to provide outstanding Enterprise Geographic Information System (GIS) Database Integration Services, Training, and Software Procurement. Titan is a superior, technically qualified firm that can respond to the needs of your organization. We employ recognized experts with skills directly matching your organizational needs as well as state-of-the-art techniques resulting in quality GIS solutions. Effectively utilizing our GIS professionals, we provide the needed assistance to support your mission critical operational programs. This includes map production, data and database development, data QA/QC, data reprojection, spatial analysis, ArcIMS development, training, and software procurement.

Titan has well qualified candidates ready to fulfill the GIS needs of this proposal and an existing pre-negotiated contract for training and software procurement with the State of California. Our technical approach to complete work associated with this proposal and the technical qualifications of our staff are detailed in Sections 3.0 and 4.0 respectively. Please review our proposal carefully because we believe you will find that Titan is the right firm to support your organization now and in the future.

2.0 Past Performance

Titan provides GIS support anytime, anywhere. Put simply, this is our specialty. We've learned what it takes to deliver technical expertise from our years of supporting organizations worldwide. We've built numerous GIS programs from the ground up by aligning our people with our customer's missions, understanding their business culture, and executing their Strategic Plans.

Titan has been an integral cog in the development of GIS data for numerous Local, State, and Federal Agencies and the Department of Defense (DoD). Within the past year, we have served as the primary GIS trainers for the City of San Francisco, developed an cutting edge internet mapping application for managing land parcel for the Agua Caliente Band of the Cahuilla Indians, and provide on-site GIS support to nine US Air Force Bases in the Pacific Rim. These are just a few examples of the relevant support provided by Titan. The bullets below list other Titan customers for which we have provided training, software, data reprojection, data QA/QC, and enterprise GIS support.

- 30th CES, Vandenberg AFB
- HQ PACAF/CE, Hickam AFB
- City of San Francisco, California
- Agua Caliente Band of the Cahuilla Indians
- 35th CES, Misawa AB
- 56th Range Management Office, Luke AFB
- Dept of Public Works, China Lake NAWS
- 45th CES, Patrick AFB
- Naval Commander Fleet Activities, Public Works – Okinawa
- Norfolk District, US Army Corps of Engineers

Section 10.0 details our past performance activities and references providing substantive proof of our superior service and client support consistent with your identified GIS needs.

3.0 Technical Approach

Titan's approach to ensuring efficient and effective support for Mariposa County will be accomplished by delegating management authority and responsibility to the level that corresponds with the working requirements, while maintaining the required degree of senior management involvement and review. This approach to business ensures the correct blend of
program/project management and technical expertise, with a guarantee of meaningful and cost effective project controls and oversight.

Our approach to this support includes effective partnering with the Mariposa County to create a dynamic force that will bring superior quality to all tasks. We are prepared to provide complete technical, logistical, and administrative support to fully satisfy all requirements and will communicate fully on all aspects of the work.

Titan fully understands the requirements of this work and, if awarded, will develop an action plan to complete the tasks on-time and on-budget while maintaining the highest quality. Our unique approach is detailed in the steps below.

3.1 Training and Software Procurement

Titan was awarded by the State of California Department of General Services a California Multiple Award Contract (CMAC). This award establishes pre-negotiated rates for the procurement of ESRI GIS Software and associated training. The CMAC may be used by all State agencies, counties, local governments, and other qualified organizations within the State of California. The software pricing and training costs are well below market value and represent substantial savings for eligible organizations. Use of this contract method requires no formal bid process. Local agencies may use the State of California GSOP-206-GIS or their own ordering documentation to use the CMAC. Software and training orders through this vehicle must reference the Titan, formerly BTG, Inc., Contract Number- 5-01-70-02. A complete price listing for Software, Maintenance, and Training is found in the Appendix.

Titan provides ESRI training by certified instructors of the following training types:

- Introduction to ArcGIS I
- Introduction to ArcGIS II
- Migrating from ArcView 3.x to ArcView 8.x

All participants completing the courses above will receive ESRI certificates of completion from an authorized instructor. A minimum of 5 people is needed to hold any of the offered classes.

3.2 Database Design and Data Conversion

3.2.1. Project Organization

Titan will begin with a start-up meeting to detail the finalized requirements for the work. Working with the County staff, we will put together a detailed project plan and schedule. In addition, we will outline a personnel resource allocation schedule to ensure the project maintains its proposed schedule.

3.2.2. Database Creation and Conversion

Titan will use CADD/GIS Technology Center for Facilities, Infrastructure and Environment’s Spatial Data Standards (SDS) Version 2.2. to provide, at the very least, standardized naming conventions for personal geodatabases. ESRI’s ArcGIS 8.2 and the Tri-Services geodatabase builder will be used to migrate the data into the associated SDS geodatabase schema. These standards include naming conventions for utility features, road, facilities, etc that have been adopted at all levels of government.
3.2.3 Data Re-projection

Titan will re-project the current county data from:

Projection: Lambert_Conformal_Conic
Datum: NAD83
Spheroid: GRS1980
Units: Meters
Parameters:
1st_standard_parallel  33_54_38.000
2nd_standard_parallel  39_13_33.000
central_meridian      -119_37_30.00
latitude_of_projection's_origin  33_54_38.000
false_easting (meters) 400000.000000
false_northing (meters) 0.000000

Our GIS Analyst will re-project the current shapefiles to a projection that will be decided upon at a later date by the County of Mariposa. Our staff will check the current projection and then using ArcGIS 8.2 technology will re-project data and complete metadata to Federal Geographic Data Committee (FGDC) standards so other data brought in to the GIS will automatically overlay the current data. Data in the correct projection shall then be migrated to a personal Geodatabase.

3.2.4 Data Quality Assurance and Quality Control

Titan will implement systematic Quality Assurance/Quality Control (QA/QC) activities to provide confidence that the project will satisfy the established quality standards. Titan has developed specific QA/QC procedures utilizing ArcGIS technology that test for the integrity of both spatial and attribute data. Titan utilizes a combination of existing source materials and Commercial-Off-The-Shelf functionality of ArcGIS to automatically identify errors by running against a set of rules prior to converting the data to ArcView shapefile format. These rules range from a simple list of acceptable values for certain items based on the relational database standards to extensive rules based on topology built into the GIS data model. Titan will thoroughly inspect all project deliverables to insure that all data are complete, accurate, and in compliance of the highest quality. Titan also recommends a preliminary QA/QC review with the client prior to the delivery of the final products to insure that all acceptable and meet the expectations/requirements of the contract.

3.2.5 Metadata

All Titan projects include comprehensive documentation including FGDC compliant metadata of all GIS datasets, data dictionaries compliant relational database standards, and a technical report documenting the data conversion process.
4.0 Contractor Capacity and Staffing

Titan has built a capacity of ready and qualified staff. We stand ready to staff three Titan employees Titan will provide a team of qualified GIS managers, programmers, and analysts to leverage the capabilities to deliver any data development and database solutions. We can immediately supply the following staffing breakdown upon award of the contract:

Titan Staffing
- One Project Manager
- One Sr. GIS Analyst
- One GIS Analyst

Titan is fully staffed and able to “hit the ground running” to support Mariposa County.

4.1 Management Overview

Titan’s Santa Maria Office, under direction from Ms. Helen Kenyon-Bares, will provide Management and Oversight for this effort. Ms. Bares will direct the effective operation of assigned GIS support toward achieving customer business objectives. Ms. Bares is a recognized expert in managing Enterprise GIS project and is familiar with the County and its data assets. She will be responsible for the delivery of high quality products that are on-time and on-budget.

4.2 Staff Overview

Titan’s staffing will consist of multi-level GIS Analysts. Ms. Sheila Gehani, a Sr. GIS Analyst and Lead Programmer, will provide day-to-day oversight for all technical deliverables. She will plan, direct, coordinate, and work directly with technical staff to execute project activities and ensure that services are in accordance with budgeted objectives. In addition to technical management responsibilities, Ms. Gehani will be the lead database programmer and, if necessary, for any ArcObjects programming. In addition to Ms. Gehani, Mr. Jim Ragghanti, GIS Analyst, will provide his technical expertise and knowledge for all data reprojections. He is a expert in spatial georeferencing and is an integral part of the team supporting VAFB in their natural and cultural resources mapping and data update projects.

4.4 Level of Effort

The Titan staff for this effort will have adequate hours available to support this effort. The proposed hours available for each position are summarized in Table 4.1. A full accounting is available in the Cost Proposal Spreadsheet. Titan reserves the right to make adjustments to the hours allocations based on a final project scoping as long as it doesn’t exceed the total price detailed in the cost proposal.

Table 4.1: Summary of Proposed Staff Hours

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Staff Name</th>
<th>Hours Allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>Helen Kenyon-Bares</td>
<td>40</td>
</tr>
<tr>
<td>Sr. GIS Analyst &amp; Lead Programmer</td>
<td>Sheila Gehani</td>
<td>100</td>
</tr>
<tr>
<td>GIS Analyst</td>
<td>Jim Ragghanti</td>
<td>500</td>
</tr>
</tbody>
</table>
4.5 Resumes of Key Personnel

Resumes for key staff that will support this effort are included in Section 9.0.

5.0 Deliverables

All deliverables will meet professional standards and the requirements set forth in any contractual documentation. Titan will be responsible for delivering all end items specified. The following items are deliverables, which fall within the scope of this project:

- SDS enabled Geodatabase for use with ArcGIS 8.2
- FGDC compliant Metadata
- ESRI Software
- Authorized ESRI training

6.0 Materials, Delivery, and Installation

The originals of any items generated by this contract shall become the property of the County of Mariposa, California. All materials, including notes, gathered and/or developed in the performance of this system shall be returned to and become the property of the County of Mariposa, California and shall not be used or distributed by Titan without specific permission of the County of Mariposa, California.

7.0 Period of Performance and Invoicing

Titan will provide support during the period January 2003 through July 2003, as required. Titan will invoice monthly for the costs incurred during the preceding month, per the guidelines stated in a formal Statement of Work.

8.0 Costing

Titan is pleased to offer competitive costing for its services. Its staffing rates are based on its audited and recognized Federal General Services Administration Rate Schedule.

8.1 Training and Software

As mentioned in Section 3.1, Titan maintains an CMAC acquisition schedule with the California Department of General Services (DGS) for the procurement of GIS software and training. A minimum of 5 people is needed to hold any of the offered classes. Our pricing schedule for these products and services can be found in the Appendix.

8.2 GIS Services Contracting

Titan GIS Services are accessible to local California Cities and Counties through two primary contracting options. First, Titan utilizes a DGS California Multiple Award Schedule (CMAS) for the procurement of GIS related services. Titan, formerly BTG, Inc., is listed in CMAS under the name of Bersoff Technology Group Inc. Our CMAS contract number is 3-02-70-0143E. Our labor rates associated with our CMAS contract as based on our federally audited GSA rates. Second, the County may contract directly with Titan through either a Purchase Order, Sole Source Contract, or through the normal county procurement process.
8.3 GIS Services Costs

The costs below represent Titan’s estimate for the work outlined in this proposal. The rates are independent of the contract vehicles outlined in Section 8.2. These cost are a Rough Order of Magnitude Estimate. If requested to complete the work, Titan will provide a final and best cost. Changes in costs between this estimate and a best and final offer will be the result of modifications in project scope or additional work not detailed in this proposal.

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Extended Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>PROJECT MANAGER (PLANT)</td>
<td>40</td>
<td>$112.00</td>
<td>$4,480.00</td>
</tr>
<tr>
<td></td>
<td>SR. GIS ANALYST (PLANT)</td>
<td>100</td>
<td>$92.00</td>
<td>$9,200.00</td>
</tr>
<tr>
<td></td>
<td>GIS ANALYST</td>
<td>500</td>
<td>$65.00</td>
<td>$32,500.00</td>
</tr>
<tr>
<td></td>
<td>SR. ADMINISTRATIVE ASSISTANT (PLANT)</td>
<td>20</td>
<td>$43.79</td>
<td>$875.80</td>
</tr>
<tr>
<td></td>
<td><strong>LABOR TOTAL</strong></td>
<td></td>
<td></td>
<td>$47,055.80</td>
</tr>
</tbody>
</table>

| 0002   | Communications, repro., misc., shipping  | 1   | $200.00    | $200.00       |
|        | **ODC TOTAL**                            |     |            | $200.00       |

| 0003   | Travel                                   | 1   | $2,582.00  | $2,582.00     |
|        | **ODC TOTAL**                            |     |            | $2,582.00     |
|        | **TOTAL**                                |     |            | $49,837.80    |

9.0 Communications

Communication regarding any contractual and costing issues associated with this proposal should be directed to Charles Eller at 850-897-6175. Technical or content questions should be directed to Helen Kenyon-Bares at 805-739-1860.
MEMORANDUM

Date: January 16, 2003
To: Board of Supervisors
From: Eric Jay Toll, Director; Rick Peresan, Information Systems Director
Topic: Authorize the Chair to execute a personal services agreement with Titan Systems Corporation for geographic information system consulting services

The Geographic Information System Steering Committee considered several options for consulting services. We discussed proposals with the Merced County Association of Governments, Environmental Sciences Research Institute (ESRI, publishers of the GIS software), and Titan Systems Corporation (proposal attached).

The Committee recommends entering into an agreement with Titan Systems for several reasons:

- First, the company is the largest GIS-only consulting firm in the United States. It has an exclusive contract with the Pentagon to create GIS databases for domestic and foreign-soil military bases.

- Second, the project manager for the Mariposa County GIS, Helen Bares, has direct municipal and county experience developing geographic information systems from scratch. She understands both budgetary constraints and the ability to have a flexible system meeting multi-department needs.

- Third, the firm is an ESRI-approved partner and an approved California State Contract provider. It can sell us the software at a substantial discount and provide training onsite at a significantly reduced cost than working directly through ESRI or on our own.

- Lastly, Titan will function as our technical GIS analyst on a time-and-materials basis maintaining updated base maps and data files until the County hires its own GIS administrator—even if this is several years down the road. This means that the costs associated with keeping information up-to-date can be managed on the basis of assignments directed to the consultant rather than a flat annual retainer.
The Titan Systems proposal (attached) delivers a fully functional geographic information system for six departments and training for two people per department. Additionally, the priorities will be assigned so that the work needed for the Elections Department is completed first.

Immediate Board action is needed in order to complete work in a timely manner for the Elections Department.

Staff Recommendation

Staff recommends the Board authorize the Chair to execute a personal services agreement, subject to County Counsel review and acceptance, with Titan Systems Corp in an amount not to exceed $49,837.80 to deploy a geographic information system for six departments.