

COUNTY OF SAN BENITO, CALIFORNIA
COUNTY ADMINISTRATIVE MANUAL

0300: FINANCE, ACCOUNTING, AND PURCHASING
GEOGRAPHIC INFORMATION SYSTEM (GIS)
REVENUE AND BUDGETING

Policy
Number:
PN2016-03-
000

Page

PURPOSE:

This policy supersedes Administrative Policy 2012-03 that was adopted by the GIS Steering Committee on July 1, 2012 and Section 8, Distribution of Costs in the Memorandum of Agreement (MOA) between the County of San Benito and the following partner agencies:

- City of Hollister
- City of San Juan Bautista
- Office of Education
- LAFCO
- Sunnyslope Water District
- Council of Governments (COG)

And the following internal County Departments:

- Resource Management Agency including Planning and Building, Integrated Waste Management, Parks and Recreation, and Public Works among others.
- Office of Emergency Services
- Assessor's Office
- Elections
- Communications, Sheriff's Office

And all future internal and external partner, departments, or agencies (such as School Districts).

BACKGROUND:

The development of a County GIS mapping system began as early as 1998 in San Benito County. Around this time, a GIS Needs Analysis was approved by the Board of Supervisor's that explained the potential use of GIS and GIS data in everyday activities and focused on requirements for implementation. Among the requirements was the need for hardware and software applications, how data would be distributed, and cost sharing; however, it wasn't until 2002 that the GIS Project would be developed and a partnership would form.

Since 2002 a number of milestones were met including the development of the base map through an ortho-imagery project for the Tri-County Area, contracting with outside consultants to maintain the GIS system, the development of the Steering and Technical Committees, the establishment of full time County staff in FY06/07, the final MOA signed in FY 07/08 that outlined funding commitment between the partnering agencies, and the adoption of the GIS Strategic Plan by the Steering

Committee in May 2008.

This policy changes the funding commitment of partnering agencies, and internal County Departments and/or Offices.

POLICY:

1. Partnering agencies, representatives and/or designee assigned by agency are voting members of the GIS Steering Committee. They include the following as of this date of this policy:
 - City of Hollister, City Manager or designee
 - City of San Juan Bautista, City Manager or designee
 - County of San Benito, County Administrative Officer or designee
 - Sunnyslope Water District, Director or designee
 - San Benito County Office of Education, Superintendent of Schools or designee
 - Council of Governments, Executive Director or designee
 - LAFCO, Director or designee
2. The GIS Steering Committee will have the responsibility to approve the GIS Budget, User Fees, Map Layer Fees and CPI assessment for the next fiscal year.
3. In January of each year the County Administrative Officer or his/her designee will introduce a proposed GIS budget for the next fiscal year to begin July 1.
4. Upon introduction of the proposed GIS Budget by the CAO or his/her designee; and upon incorporation of any changes made by the GIS Steering Committee, shared costs of the GIS Budget, including salaries, services, and supplies, will be calculated and shared among the members based on the average of their general fund (GF) budget and number of full-time employees (FTEs) divided by the sum of averages of all users multiplied by 100 to determine the percent share of the program. Or:

$$\text{Average of GF and FTE} = (\text{GF} + \text{FTE}) / 2$$

$$(\text{Average} / \text{SUM of averages}) \times 100 = \text{Percent Share of Approved Budget}$$

This new allocation is preferred over charging hourly and/or charging by layer maintenance as it promotes the use of GIS and data in decision making on a daily basis and does not punish the user for additional use of the program, as additional use of the program should be encouraged.

- a) If the calculation results in a percent share that is less than one percent, the amount will be rounded up to one percent of the cost of the program.
- b) Percent of Share of Approved Budget will be rounded to the nearest whole percent.
- c) Final figures shall be rounded to the nearest whole dollar.
- d) The County will invoice each Partner Agency by January 15 (mid-year) of each fiscal year of their cost of the shared program.

5. Any new partner agency may become Party to the Agreement and added as a member of the Committee, subject to approval by the GIS Steering Committee. The initial membership cost shall be at minimum 1% of the

PROCEDURE:

1. Assigned staff will develop the requested budget in consultation with technical GIS staff, and Information Technology, including equipment and necessary salary adjustments, by February of each year, to present to the GIS Steering Committee by February 15 of each year. The requested budget will identify costs of salaries and benefits, operational costs and outside contractors required for GIS operation. At the same time, User Fees will be determined and recommended by the GIS Analyst for each of the participating agencies for the next fiscal year and may include a CPI adjustment.
2. Based on the approved Budget from the Steering Committee and consultation with the County’s Budget Analyst to confirm availability of the requested amount, assigned staff will split the cost of the total budget request based on an average of the Agency’s or Partnering Agency Department’s general fund budget and number of full time staff. This average will be calculated for every external partnering agency (the County, Cities, COG, LAFCO, Sunnyslope, the Office of Education). The averages will be totaled, and the total of the averages divided by the Partnering Agency or Partnering Agency Department will determine the percentage of the Approved budget that will be shared.

For Example: In this hypothetical scenario we will assume there are only three partners: The County, the City, the Planning Department of the Hollister School District; and the County’s Assessor’s Office and Planning and Building Department that are Offices within the County.

In order to determine the cost shares, we must determine the current year’s GF budget amount and number of FTEs. In the chart below, these two numbers have been identified. The next step is to determine the average of these two numbers. This is shown in the table below.

Solving for Averages Based on GF and FTE Staff:

	Current GF Budget	No. of FTEs	Solving for Average, Work Shown:	Average
County	30M	300	$(30+300)/2 =$	75
City	27M	150	$(27+150)/2=$	37.5
HSD, Planning	2M	10	$(2+10)/2 =$	6
County Assessor	.3M	10	$(.3+10)/2 =$	5.15
County Planning	.275M	12	$(.275+12)/2 =$	6.1375

The next step is to solve for the cost share of the total by dividing the average of each partner agency by the sum of the averages for the partnering agencies. The partnering agencies are identified with the asterisk (*) below. Notice, because the County Assessor's Office and County Planning Department are part of the County, they are not included in the sum of the averages of the partnering agencies.

Solving for Sum of Averages and Percent Paid based on Averages:

	Solving for Sum of Averages	Solving for Percent Share Based on Averages	Percent of Share:
County*	75	$(75/118.5) \times 100 =$	63.29%
City*	37.5	$(37.5/118.5) \times 100 =$	31.65%
HSD, Planning*	6	$(6/118.5) \times 100 =$	5.06%
County Assessor	5.15	$(5.15/75) \times 100 =$	6.87% of county portion
County Planning	6.1375	$(6.1375/75) \times 100 =$	8.18% of County portion
Sum of Averages of Partnering Agencies	118.5 *		

Solving for allocation of yearly cost given percentage share based on averages:

Let's assume that the Total Approved and Planned Cost for FY 20/21 = **\$150,000**

Cost share of County: $(\$150,000 \times 0.6329) =$ **\$94,935**

County Assessor's Share of \$94,935 = $(94,935 \times 0.0687) =$ **\$6,522.00***

County Planning Share of \$94,935 = $(94,935 \times 0.0818) =$ **\$7,766***

Note: Round to the nearest whole dollar.

Cost share of City: $(\$150,000 \times 0.3165) =$ **\$47,475**

Cost Share of HSD, Planning: $(150,000 \times 0.0506) =$ **\$7,590**

The following is the first year, FY 16/17, cost share between the existing partnering agencies:

Total FY 16/17 Cost: \$165,195

Partner	GF FY15/16	FTEs FY15/16	Percent Share	Dollar Share
County	38.1M	230	53%	\$87,553
City of Hollister	19.5M	142.5	32%	\$52,862
City of San Juan Bautista	3.3M	8.8	2%	\$3,304
LAFCO	.14M	1	1%	\$1,652
COG	.84M	7	2%	\$3,304
Office of Education	2.7M	28	5%	\$8,260
Sunny Slope	6.0M	19	5%	\$8,260

NOTE San Benito County Water District cancelled their partnership in FY 14/15 and did not pay beginning FY15/16. The cost of internal County Departments will be calculated based on the County's percent share only, and are not reflected in the table.

SUNSET DATE

This policy will be reviewed every three years by the GIS Steering Committee. The next review date is 03/15/2019.

Version History:

Version Number	Change Request Number (if applicable)	Date	Author	Summary of Change	Effective Date
2016-03-000	NA	03/01/2016	S. De Leon	Amendment to 2012-03 and Original MOA	03/01/2016

References:

1. Memorandum of Agreement Between the County of San Benito, the San Benito County Water District, City of Hollister, City of San Juan Bautista, San Benito County Office of Education, Gavilan Joint Community College, LAFCO, and the Council of Government, for Spatial Data Sharing.
2. Policy #2012-03: Revenue and Budgeting – GIS Budget #1001107 – Distribution of Costs, GIS Enterprise Partners and County of San Benito, July 1, 2012

Agreed as per majority vote of the GIS Steering Committee on March 15, 2016:

County of San Benito 481 4th Street Hollister, CA 95023

Ray Espinosa, County Administrative Officer Date: _____

City of San Juan Bautista, PO BOX 1420, San Juan Bautista, Ca 95045

Roger Grimsley, City Manager Date: _____

City of Hollister, 375 Fifth Street, Hollister, CA 95023

William Avera, City Manager Date: _____

San Benito County Office of Education, 460 Fifth Street, Hollister, CA 95023

Krystal Lomanto, Superintendent Date: _____

Council of Governments, 330 Tres Pinos Road, Suite C7, Hollister, CA 95023

Mary Gilbert, Executive Director Date: _____

LAFCO, 481 4th Street Hollister, CA 95023
Brent Barnes

Director Date: _____

Sunnyslope Water District, 3570 Airline Highway Hollister, CA 95023

Don Ridenhour, General Manager Date: _____