

MATS – Office Expenses

Current Location (Midland Co Building)

Future Location

Rent:	\$14,496 per year	\$? per year
GIS Services including ESRI license and County personnel time if needed:	\$2,300 per year (up till Oct 2023)	
GIS services including ESRI license and using MATS staff:		@ \$700 per year
Office furniture: desks, chairs, meeting tables, etc.	included in rent	donated by County to MATS
Meeting space/conference rooms	in Midland Co Building \$0	in Midland Co Building \$0
Copier/printer (@ 3 years old):	included in rent	due to County \$846 as of Oct 23
Maintenance service with Boss re copier/printer:	included in rent	\$? per year
Microsoft Office software:	Version 2016 included in rent	Office 365 @\$ 300/yr for 2 users
IT services/ Security software	included in rent	By MATS staff/ included in Windows11
Voice over IP - 3 associated phone numbers	included in rent	maybe included in rent?
Internet connection	included in rent	maybe included in rent?
Data storage, backup of files	included in rent	2 TB drives & Acronis True Image @\$155
2 computers, 2 laptops, 2 ipads, TV, plotter/scanner, file cabinets	owned by MATS	owned by MATS
Ipads – Verizon monthly charge re assoc phone numbers	MATS account, @ \$960	MATS account, @ \$960 per year
MATS Website, website protection:	MATS owned, @ \$270 per year	MATS owned, @ \$270 per year
MATS domain, 3 email addresses:	MATS owned, @ \$307 per year	MATS owned, @ \$307 per year
Zoom + Acrobat subscriptions:	via MATS, @ \$396 per year	via MATS, @ \$396 per year
Plotter paper and copy paper	via MATS, \$ varies year to year	via MATS, \$ varies year to year
Business Cards for 2 employees:	via MATS (purchased 2020)	via MATS, @ \$250

Overall: Future office location not expected to require substantial initial \$ outlay. Approximately **\$1,700** would need to be spent for GIS ESRI license and Microsoft Office software, copier/printer balance, data storage equipment and new business cards. Additional \$200 may be needed if internet and voice over IP not part of the future rent. Midland County has offered to help MATS move office furniture, etc. to the new location.