



San Diego Geographic Information Source

Board of Directors Meeting Minutes

This notice is given in accordance with the provisions of California Government Code section 54956.

Date: Wednesday, April 15, 2009

Time: 11:30 am – 12:30 am

Place: County of San Diego Administration Center
1600 Pacific Highway, Room 212
San Diego, CA 92101

Meeting called to Order: 11:30 am

Meeting Adjourned: 12:10 am

Board of Directors Present:

- Chandra Waller, County of San Diego
- William Anderson, City of San Diego

Management Committee Members Present:

- Phyllis Chapin, City of San Diego Representative
- Ross Martin, County of San Diego Representative

Others Present:

- Brad Lind, SDDPC Program Manager for SanGIS
- Bill Smith, County Counsel for SanGIS

MEETING MINUTES

Review of Minutes from Previous Meeting(s)

Minutes from the Board of Directors meeting of March 18, 2009 were reviewed. A motion was made and seconded to approve the minutes as submitted. The motion was approved and the minutes were approved.

Public Comment

No public comments were received

Information and Discussion:**1. Current Financial Status**

The Board reviewed the Expenditure and Revenue (GL017) report for March 2009. No unexpected expenditures were reported. It was noted that the report did not include the City's final payment of about \$254K. This should be reflected in the report for April.

2. SanGIS FY2008 Audit Status

The Management Committee reported that the auditors had requested additional information from SanGIS before providing a draft. This information was being provided and it was expected that a draft would be provided to the County Auditor this week. The final step will be for the County Auditor to review the draft audit and send the final to the State when approved.

3. Action Item Updates

The SanDAG Memorandum of Understanding (MOU) has gone to SanGIS counsel (Bill Smith) for review. Bill reported that he will finish the review this week. Once counsel's edits are incorporated, a final draft will be presented to the Board of Directors. This is expected to happen at the May Board meeting. The City Attorney's office and the City Office of the Chief Information Officer will also review the final draft. That review will also be completed before the May Board of Directors meeting.

The Management Committee reported that they have entered into an agreement with San Diego Data Processing to develop the draft Service Level Agreement (SLA). The draft document is scheduled to be completed by the end of May and should be available for Board review at the June Board meeting.

The Board and the Management Committee discussed new office space for SanGIS. Ross reported that space is available at the County Operations Annex for a very low rate, much lower than space in City facilities and considerable less than what SanGIS is paying for space at Seville Plaza. The Management Committee stated that expected moving costs would be around \$20,000 but that the cost would be covered by the reduced lease rate. Chandra asked if there were any provisions for early termination of the current lease and directed the Management Committee to look into that possibility.

4. Recent SanGIS Accomplishments

Phyllis provided a review of SanGIS accomplishments since the last Board meeting. Significant work includes; additional updates to the lots layer with the core City of San Diego area almost complete; the updated landbase edit environment on the new Vulcan server is in testing now; the City and County are reworking their data flows so that they will be exchanging information to and from SanGIS using geodatabases instead of the older shape files currently being used.

The Management Committee also reported that SanGIS is working on long term projects to update the overall quality of SanGIS data. This includes review and updates to the metadata to ensure it is complete and current, regular quality checks on SanGIS maintained data, and working with the City and County to make sure the data in SanGIS is the most current possible.

Bill requested that a future Board of Directors meeting be held at SanGIS so that that the Board could review firsthand what quality improvements are being made and how they are being done.

Phyllis and Ross reported that they are both participating in the San Diego Regional Emergency Geospatial Information Network (SDREGIN) requirements definition. They are involved as GIS Managers for the City, the County, and for SanGIS.

Phyllis also reported that she is currently working on a project at the City to bring together the necessary City Departments to upgrade the City-maintained pavement layer.

5. **Other Items**

No other, non-agenda items were presented for consideration.

Requests for Action:

6. **FY2010 SanGIS Budget**

The SanGIS FY2010 Proposed Budget was presented by the Management Committee to the Board for final approval. The Management Committee explained that this version contained the revisions requested by the Board at the Board meeting in March. It was note that this budget includes payment amounts and schedule for invoicing the City and County for the fiscal year. In the past, this schedule was adopted separately from the budget.

Also at the March meeting the Board requested the Management Committee determine how SanGIS would be able to purchase aerial imagery after FY2010. The Management Committee informed the Board that it is expected that reductions in office lease costs in FY2011 and the continuing industry-wide reductions in costs of imagery would be more than sufficient to cover the purchase of aerial imagery in FY2011. The Management Committee will be drawing up requirements for the aerial imagery product based on discussion with stakeholders and the SanGIS Technical Advisory Board.

A motion was made and seconded to approve the revised FY2010 SanGIS Budget. A vote was taken and both Board Members voted to approve the budget.

SUMMARY OF ACTION ITEMS

1. Management Committee – Review current lease to see what, if any, provisions are made for early termination of contract
2. Management Committee – Set up future Board meeting at SanGIS offices to review data quality checks and improvements

Minutes prepared by:

Brad Lind

May 5, 2009

These minutes are approved by:

Signature

Date:

William Anderson
SanGIS Board Member, City of San Diego
Chairman of the Board



5-14-09

Attachment 2

EXPENDITURE AND REVENUE BY PERIOD FOR OBJECT AND ACCOUNT -

Report Period March 09

ORG = 91170 SanGIS - Derived from GL-017 - James Bryant COSD Auditor

EXPENDITURES	Year to Date										Total to Date	% Difference to Date	Estimated Cost to Complete	Remaining Budget Sum
	Budgeted	July	August	September	October	November	December	January	February	March				
SALARIES EE510	\$850,242	\$3,818	\$35,401	\$10,865	\$10,902	\$6,547	\$112,374	\$13,379	\$227,823	\$9,525	\$430,634	51%	\$385,609	\$419,608
SERVICES & SUPPLIES EE520	\$587,151	\$13,822	\$25,914	\$29,344	\$62,852	\$23,085	\$69,412	\$35,849	\$24,063	\$50,265	\$334,606	57%	\$235,872	\$252,545
OTHER CHARGES EE530 (Credit Card - Equipment Depreciation)	\$1,000	\$2,480	\$2,478	\$2,355	\$2,176	\$2,138	\$2,204	\$1,387	\$1,335	\$1,380	\$17,933	1793%	\$4,245	-\$16,933
FIXED ASSETS (Communication Equipment)	\$10,000	\$0	\$530	\$4,849	\$0	\$6	\$1,682	\$0	\$0	\$79	\$7,146	71%	\$2,854	\$2,854
Subtotal	\$1,448,393	\$20,120	\$64,323	\$47,413	\$75,930	\$31,776	\$185,672	\$50,615	\$253,221	\$61,249	\$790,319	55%	\$628,580	\$658,074
RESERVES (Contingency)	\$137,399										\$0	0%		\$137,399
TOTAL EXPENDITURE	\$1,585,792										\$790,319	50%		\$795,473
REVENUES														
											Total to Date		Estimated Revenue	
INTERESTS	\$11,000	\$0	\$0	\$0	\$3,349	\$0	\$0	\$3,487	\$0	\$0	\$6,836	62%	\$4,164	\$4,164
CITY PAYMENTS	\$752,830	\$0	\$0	\$250,000	\$0	\$0	\$250,000	\$0	\$0	\$0	\$500,000	66%	\$252,830	\$252,830
COUNTY PAYMENTS	\$752,830	\$250,000	\$135,000	\$65,750	\$23,750	\$7,000	\$6,000	\$12,500	\$0	\$0	\$500,000	66%	\$252,830	\$252,830
OTHER CHARGES	\$36,000	\$0	\$0	\$0	\$0	\$16,000	\$0	\$0	\$0	\$0	\$16,000	44%	\$20,000	\$20,000
MISCELLANEOUS	\$33,132	\$2,740	\$3,782	\$9,230	-\$8,752	\$9,971	\$1,750	\$2,860	\$3,584	\$3,005	\$28,170	85%	\$7,600	\$4,962
Subtotal	\$1,585,792	\$252,740	\$138,782	\$324,980	\$18,347	\$32,971	\$257,750	\$18,847	\$3,584	\$3,005	\$1,051,006	66%	\$537,424	\$534,786
TOTAL REVENUE	\$1,585,792										\$1,051,006	66%		\$534,786
EXPENDITURE and REVENUE														
NET COSTS		(232,620)	(74,459)	(277,567)	57,583	(1,195)	(72,078)	31,768	249,637	58,244	-\$260,687	FUNDS AVAILABLE		\$260,689

Management Committee Budget Report for SanGIS

ITEMIZED EXPENDITURES	Year to Date	Paid to Date										Total to Date	% Difference to Date	Estimated Cost to Complete	Remaining Budget Sum	
	Budgeted	July	August	September	October	November	December	January	February	March						
SALARIES - EE510																
51110 (City Staff)	\$353,736	\$0	\$26,301	\$0	\$0	\$0	\$104,483	\$0	\$0	\$0	\$130,784	37%	\$148,952	\$222,952		
51115 (TOPS Staff)	\$113,419	\$3,818	\$9,099	\$10,865	\$10,902	\$6,547	\$7,891	\$13,379	\$6,623	\$9,525	\$78,649	69%	\$74,770	\$34,770		
51730 (County Staff)	\$383,087	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$221,200	\$0	\$221,200	58%	\$161,887	\$161,887		
Subtotal - EE510	\$850,242	\$3,818	\$35,401	\$10,865	\$10,902	\$6,547	\$112,374	\$13,379	\$227,823	\$9,525	\$430,633	51%	\$385,609	\$419,609		
SERVICES & SUPPLIES - EE520																
52062 Telephone	\$6,520	\$481	\$355	\$601	\$487	\$0	\$376	\$974	\$371	\$372	\$4,017	62%	\$2,503	\$2,503		
52120 Insurance	\$3,600	\$0	\$0	\$0	\$2,378	\$0	\$0	\$0	\$0	\$0	\$2,378	66%	\$1,222	\$1,222		
52176 Maintenance (& Equipment Repair)	\$500	\$0	\$0	\$0	\$0	\$2,018	\$0	\$0	\$122	\$0	\$2,140	428%	\$200	-\$1,640		
52177 Hardware Purchase (Server Purchase 09-11)	\$31,378	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,007	\$4,007	13%	\$3,000	\$27,371		
52180 Communications (Other Hardware and Software Maintenance)	\$7,272	\$0	\$32	\$35	\$2,839	\$35	\$35	\$70	\$35	\$0	\$3,081	42%	\$4,191	\$4,191		
52181 Traffic Devices (Parking Pass Stamps)	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%	\$150	\$150		
52188 Telecommunication Cat (SBC Circuit Maintenance)	\$16,000	\$0	\$0	\$3,993	\$0	\$0	\$0	\$0	\$0	\$0	\$3,993	25%	\$12,007	\$12,007		
52280 Software Purchase	\$3,000	\$0	\$0	\$40	\$282	\$0	\$0	\$0	\$0	\$1,170	\$1,492	50%	\$1,508	\$1,508		
52284 Annual Software (WAN & LAN Maintenance Fees)	\$44,000	\$0	\$4,166	\$4,166	\$4,166	\$4,166	\$1,126	\$6,994	\$3,715	\$3,715	\$32,214	73%	\$11,786	\$11,786		
52330 Office Expense (Office Supplies)	\$4,000	\$180	\$171	\$193	\$182	\$60	\$0	\$182	\$788	\$30	\$1,786	45%	\$2,214	\$2,214		
52332 Postage (Mailing - Constant Contact)	\$250	\$0	\$92	\$50	\$58	\$50	\$50	\$50	\$0	\$100	\$450	180%	\$150	-\$200		
52334 Printing (Photocopy)	\$1,400	\$116	\$0	\$233	\$0	\$116	\$116	\$233	\$0	\$116	\$930	66%	\$470	\$470		
52338 Drafting Engineering (Copier and Plotter Supplies)	\$3,000	\$0	\$0	\$527	\$0	\$0	\$0	\$0	\$0	\$280	\$807	27%	\$2,193	\$2,193		
52348 Data Processing (SDDPC System Access)	\$1,200	\$0	\$47	\$47	\$47	\$47	\$47	\$83	\$388	\$0	\$706	59%	\$494	\$494		
52370 Prof & Special (External Auditor)	\$8,500	\$0	\$4,451	\$0	\$0	\$0	\$0	\$0	\$562	\$0	\$5,013	59%	\$3,487	\$3,487		
52371 Applications Co (Oracle Support)	\$4,500	\$4,269	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,397	\$8,666	193%	\$0	-\$4,166		
52374 Inter-Department (Accounting TOPS Staff)	\$5,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%	\$5,500	\$5,500		
52384 Architecture & (Graphic Services)	\$1,000	\$0	\$0	\$196	\$0	\$0	\$0	\$0	\$0	\$0	\$196	20%	\$804	\$804		
52396 Contracted Serv (Quartec Solutions)	\$119,018	\$0	\$0	\$0	\$35,550	\$0	\$17,775	\$9,120	\$7,350	\$9,120	\$78,915	66%	\$40,103	\$40,103		
52402 Special Circumstances (Attorney)	\$4,500	\$0	\$0	\$41	\$269	\$0	\$2,857	\$869	\$2,919	\$932	\$7,887	175%	\$1,000	-\$3,387		
52426 Computer Cable - (Networld Solutions)	\$93,600	\$0	\$7,800	\$7,800	\$7,800	\$7,800	\$7,800	\$7,800	\$7,800	\$7,800	\$62,400	67%	\$31,200	\$31,200		
52432 Contracted Serv (UNIX Support SUN Microsystems)	\$2,632	\$0	\$0	\$2,632	\$0	\$0	\$0	\$0	\$0	\$0	\$2,632	100%	\$0	\$0		
52530 Rents and Lease (Office Rent)	\$107,606	\$8,775	\$8,775	\$8,775	\$8,775	\$8,775	\$8,775	\$9,437	\$0	\$18,212	\$80,299	75%	\$27,307	\$27,307		
52560 Books and Publica (Aerial Photo Contract)	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%	\$65,000	\$65,000		
52564 Road Material (Thomas Brothers Maps Data)	\$10,775	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%	\$10,775	\$10,775		
52566 Minor Equipment (Equipment Furniture)	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%	\$2,500	\$2,500		
52622 Training/Regis (Conference Training Events)	\$3,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%	\$3,500	\$3,500		
52674 Water (Drinking Water)	\$250	\$0	\$25	\$15	\$17	\$17	\$0	\$39	\$14	\$15	\$142	57%	\$108	\$108		
52728 Application Ser (ESRI GIS Software License)	\$36,000	\$0	\$0	\$0	\$0	\$0	\$30,455	\$0	\$0	\$0	\$30,455	85%	\$2,500	\$5,545		
Subtotal - EE520	\$587,151	\$13,821	\$25,914	\$29,344	\$62,850	\$23,084	\$69,412	\$35,851	\$24,064	\$50,266	\$334,606	57%	\$235,872	\$252,545		
OTHER CHARGES - EE530																
53030 Communication Adm (Credit Card Expense)	\$1,000	\$80	\$78	\$127	\$116	\$87	\$154	\$57	\$70	\$115	\$884	88%	\$450	\$116		
53585 Equipment Dep E (Equipment Depreciation)	\$0	\$2,400	\$2,400	\$2,228	\$2,060	\$2,050	\$2,050	\$1,330	\$1,265	\$1,265	\$17,048	0%	\$3,795	-\$17,048		
Subtotal - EE530	\$1,000	\$2,480	\$2,478	\$2,355	\$2,176	\$2,137	\$2,204	\$1,387	\$1,335	\$1,380	\$17,932	1793%	\$4,245	-\$16,932		
FIXED ASSETS EQU - EE548																
54979 Communication E (Hardware)	\$10,000	\$0	\$530	\$4,849	\$0	\$6	\$1,682	\$0	\$0	\$79	\$7,146	71%	\$2,854	\$2,854		
Subtotal - EE548	\$10,000	\$0	\$530	\$4,849	\$0	\$6	\$1,682	\$0	\$0	\$79	\$7,146	71%	\$2,854	\$2,854		
RESERVES EE560																
56042 Contingency Res (Contingency Reserve)	\$137,399	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%	\$0	\$137,399		
Subtotal EE560	\$137,399	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%	\$0	\$137,399		
EXPENDITURE TOTAL	\$1,585,792	\$20,119	\$64,323	\$47,413	\$75,928	\$31,774	\$185,672	\$50,617	\$253,222	\$61,250	\$790,317	50%	\$628,580	\$795,475		

ITEMIZED REVENUES	Year to Date	Paid to Date									Total to Date		Estimated Revenue	Remaining Sum
	Budgeted	July	August	September	October	November	December	January	February	March	% Difference to Date			
REVENUE USE MON RR440														
44105 Interests on Dep (Interests Earned)	\$11,000	\$0	\$0	\$0	\$3,349	\$0	\$0	\$3,487	\$0	\$0	\$6,836	62%	\$4,164	\$4,164
Subtotal RR440	\$11,000												\$4,164	
INTERGOVERNMENTAL FUNDING RR450														
45912 Aid fr Other Go (County of San Diego Funding - LUEG Exec Office)	\$502,830	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	50%	\$252,830	\$252,830
45913 Aid fr City of (City of san Diego Funding)	\$752,830	\$0	\$0	\$250,000	\$0	\$0	\$250,000	\$0	\$0	\$0	\$500,000	66%	\$252,830	\$252,830
45918 Aid fr Other Go (County of San Diego Funding - LUEG Departments)	\$250,000	\$0	\$135,000	\$65,750	\$23,750	\$7,000	\$6,000	\$12,500	\$0	\$0	\$250,000	100%	\$0	\$0
Subtotal RR450	\$1,505,660												\$505,660	
CHARGES FOR CURR RR460														
46778 Other Charges (ARGIS and USGS Contract)	\$36,000	\$0	\$0	\$0	\$0	\$16,000	\$0	\$0	\$0	\$0	\$16,000	44%	\$20,000	\$20,000
Subtotal RR460	\$36,000												\$20,000	
MISCELLANEOUS RE RR470														
47535 Misc Revenue ot (This is not in the SanGIS Budget)	\$0	\$0	\$681	\$0	\$0	\$0	\$0	\$1,057	\$107	\$0	\$1,845	0%	\$100	-\$1,845
47610 Other Sales (Store Front Sales)	\$33,132	\$2,740	\$3,101	\$9,230	(\$8,752)	\$9,971	\$1,750	\$1,803	\$3,478	\$3,005	\$26,326	79%	\$7,500	\$6,806
Subtotal RR460	\$33,132										\$28,171		\$7,600	
REVENUE TOTAL	\$1,585,792	\$252,740	\$138,782	\$324,980	\$18,347	\$32,971	\$257,750	\$18,847	\$3,585	\$3,005	\$1,051,007	66%	\$537,424	\$534,785
EXPENDITURE and REVENUE - DELTAS														
NET COSTS (CURRENT REVENUES - CURRENT EXPENDITURES)	\$0	(232,621)	(74,459)	(277,567)	57,581	(1,197)	(72,078)	31,770	249,637	58,245	-\$260,689	0%	Available Funding	\$260,689



DRAFT - Fiscal Year 2009-10 Budget

April 2009
Version 4

Prepared by:

SanGIS Management Committee
and
SanGIS Program Manager

Table of Contents

Summary 3

SanGIS – The Evolving Mission 3

Budget Details..... 4

 Salaries and Benefits..... 4

 Table 1 Salaries and Benefits break down table for FY2009 4

 Table 2 Salaries and Benefits break down table for FY2010 5

 Services and Supplies 5

 Expensive Budget Items 5

Total Costs Break down for Fiscal Year 2009-2010 6

 Table 3 – Total Costs 6

Payment Schedule for City and County of San Diego..... 7

 Table 4 – Payments from JPA members to SanGIS 7

SanGIS Board of Directors Approval Signatures 7

Appendix 1 – Itemized Services and Supplies..... 8

Appendix 2 – Signed Meeting Minutes Accompanying this Budget 8

Summary

The fiscal year 2010 (FY2010) SanGIS budget reflects a reduction in costs. The majority of costs savings were afforded by reducing and clarifying the funds needed for services and supplies. Additional savings were achieved by reducing the contingency reserves; the smallest savings were achieved in salary savings. The total FY2010 SanGIS budget is: **\$1,334,286**.

This amount reflects an overall **16%** reduction in costs as compared to the overall budget from FY2009. The total amount to be paid by each JPA member, the City of San Diego and the County of San Diego, is: **\$643,643**. This is a **\$109,187** reduction for each JPA member over their FY2009 budget contribution.

SanGIS – The Evolving Mission

With the structural changes that resulted when, in December 2005, SanGIS lost its ability to sell data, SanGIS as an organization has been in transformation. In FY2010, the SanGIS Board directed that SanGIS renew its emphasis on the quality of the GIS data created and maintained at SanGIS and the efficiency of how this process occurs.

What was discovered in the Business Process Reengineering (BPR) efforts conducted in June 2006 was that SanGIS is a leader in its regional role as a data maintenance shop and GIS data warehouse. It was also shown that improvements could be made. Many of these improvements were executed, some of which were technically orientated and focused on repairing and replacing older hardware at SanGIS. Other improvements were administrative and focused on improving governance of SanGIS and improving the role of SanGIS as a regional data provider.

A greater emphasis on customer service to the JPA members has been a common thread through out all the improvements. In this fiscal year we can expect to see a new agreement created between the JPA members and SanGIS that will contractually establish service levels and relationships between JPA members and SanGIS. In technical programs this coming year SanGIS will be upgrading to the latest version of ArcGIS Server and Oracle. Enhancements to the JPA member's ability to remotely edit the SanGIS land base data will also be made. At the same time, a lower emphasis will be placed on making maps for the public, but the efforts saved will be reinvested in the quality of the data and its documentation. This coming fiscal year, SanGIS will be experimenting with prototype contractual *quid pro quo* regional partnerships or fee for service relationships to share data in an automated fashion. The emphasis with this approach will focus on enabling faster access to SanGIS data for regional contractual partners for a nominal fee.

Budget Details

As indicated in the summary, the budget achieves the greatest savings in reductions in services and supplies. This was done by carefully reviewing budget to actuals for FY2009 and reallocating or reducing funds where necessary.

In previous fiscal years contract EE510-Salary and Benefits expenditures were expensed to EE520- Services and Supplies, resulting in the one object account containing expenditures for both hardware and staffing. The FY2010 budget consolidates all labor expenditures by making significant changes to the billing object account structure. As a result the FY2010 budget for EE510- Salaries and Benefits reflects an increase, and there is a corresponding reduction in EE520- Services and Supplies object account.

Salaries and Benefits

The amount budgeted for Salaries and Benefits for FY2010 is: **\$1,015,478**. This represents **10.7** FTEs for SanGIS and represents a FTE reduction from the previous fiscal year. Temporary staff hours were reduced to meet mandated savings requirements. This reduction is not projected to have significant impact on SanGIS productivity because the downturn in the economy has reduced the pressure on the SanGIS work load.

Table 1 Salaries and Benefits break down table for FY2009

Staff - FY08 09 BUDGET S&B Comparison	City*	County*	Consultant	FY 08-09 Staff FTE/Hrs	Cost/hour	FY08-09 Actuals Total
Tops bookkeeper – \$8,320 (TBA)			X	260	\$32	\$8,320
Tops landbase maintenance staff (Mike Caldwell)			X	520	\$16	\$8,076
Tops landbase maintenance staff (Robin Bennett)			X	1664	\$18	\$29,386
Tops landbase maintenance staff (Greg Smith)			X	1820	\$19	\$34,598
Tops landbase maintenance GIS consultant (Bob Short) - \$43,734			X	1040	\$42	\$43,680
Quartec (Timo) - DBA			X	800	\$95	\$76,000
Quartec (Rob) - GIS Analyst			X	416	\$85	\$35,360
NetWorld Solutions – (Frederick) - \$93,600			X	2080	\$45	\$93,600
Erma Barnett	X			2080	\$38	\$79,568
Peg Godden	X			2080	\$60	\$125,367
Frank Jessie		X		2080	\$63	\$131,764
Ed Gregory		X		2080	\$40	\$83,774
Barbara Sliwinski		X		2080	\$40	\$83,774
Andrew Abouna †	X			2080	\$36	\$74,000
Dan Caponelli		X		2080	\$40	\$83,774
SDDPC PM – (\$113,360 for 20 hours per week)			X	403.67	\$109	\$44,000
Auditor Internal – (\$5.5K)		X		NA	Fixed	\$5,500
Auditor External – (\$8.5K)			X	NA	Fixed	\$8,500
Attorney – (\$5)		X		25	\$200	\$5,000
				FTE =	11.3	\$1,054,041

† Released from service halfway through the fiscal year of 2008-09

* City and County staff that are full time have an fully burdended hourly rate

Table 2 Salaries and Benefits break down table for FY2010

<i>Staff - FY09-10 BUDGET S&B</i>	<i>Cost per hour</i>	<i>Suggested Staff FY09-10 FTE/Hours</i>	<i>FY 09-10 Proposed</i>	<i>Savings</i>
Tops bookkeeper – \$8,320 (TBA)	\$32	260	\$8,320	0
Tops landbase maintenance staff (Mike Caldwell)	\$16	0	\$0	8,076
Tops landbase maintenance staff (Robin Bennett)	\$18	1040	\$18,366	11,020
Tops landbase maintenance staff (Greg Smith)	\$19	1040	\$19,770	14,828
Tops landbase maintenance GIS consultant (Bob Short)	\$42	1040	\$43,680	0
Quartec (Timo) - DBA	\$95	800	\$76,000	0
Quartec (Rob) - GIS Analyst	\$85	416	\$35,360	0
NetWorld Solutions – (Frederick)	\$45	2080	\$93,600	0
Erma Barnett	\$38	2080	\$79,568	0
Peg Godden	\$60	2080	\$125,367	0
Frank Jessie	\$63	2080	\$131,764	0
Ed Gregory	\$40	2080	\$83,774	0
Barbara Sliwinski	\$40	2080	\$83,774	0
Andrew Abouna	\$0	2080	\$0	74,000
Dan Caponelli	\$40	2080	\$83,774	0
SDDPC PM – (\$113,360 for 20 hours per week)	\$109	1040	\$113,360	(69,360)
Auditor Internal – (\$5.5K)	Fixed	NA	\$5,500	0
Auditor External – (\$8.5K)	Fixed	NA	\$8,500	0
Attorney – (\$5)	\$200	25	\$5,000	0
			Total	
FTE =		10.7	\$1,015,478	\$38,563

Services and Supplies

The total budget for Services and Supplies is: **\$254,308**. This budget represents a **\$332,843** savings over the previous year. This reduction, as indicated in the budget detail, is largely related to the reattribution of staff time that was incorrectly counted under services and supplies. The actual savings in reductions of services and supplies for this year is **\$101,725**, which represents actual reductions in costs of equipment or services required.

Expensive Budget Items

Common with previous budgets, the greatest expense is in office lease space at **\$107,606**. This cost is expected to fall in the following year as the current lease will expire in March of 2010 and SanGIS Board intends to move SanGIS to either a City or a County building at a reduced yearly cost.

Other items that are of considerable expense in the SanGIS budget are the costs to maintain the network access for JPA members (**\$44,000**), the cost of GIS software maintenance fees (**\$31,000**), and hardware maintenance and replacement costs (**\$10,000**).

A noticeable absence to this years costs is the cost of imagery.

Typically a yearly imagery cost of between \$30,000 and \$60,000 is budgeted. Because of the delay in delivery of the imagery products by the vendor from the existing contract, the costs for a new contract and yearly deliverables will not be incurred until FY2011. This creates a one year savings of \$65,000 in this year’s budget. It is expected that this savings created with one time money, will be permanently compensated for when SanGIS moves to a new location with less expensive rent. A new facility with a rent of \$3,600 per month or less will make this savings permanent. The time line for such as facility acquisition is that it will be identified and established by June of 2009 and the move will be complete by February of

2010. Alternatively, imagery could be removed from the SanGIS business function and pursued by the independent JPA members separately at a potential cost savings.

An itemized list of services and supplies can be found in appendix 1.

Total Costs Break down for Fiscal Year 2009-2010

In the table below both FY2009 actuals and FY2010 budgets are shown. The FY2010 budget allows for continuation of all critical business functions. The contingency reserve, which is set at **\$40,000**, is expected to be dedicated to moving SanGIS to a new location in preparation of the lease expiring. Any saving in the remainder of a years lease payment may also be applied to the moving costs after they are incurred.

Table 3 – Total Costs

EXPENDITURE AND REVENUE BY PERIOD FOR OBJECT AND ACCOUNT FY08-09 and Proposed FY09-10						
ORG = 91170 SanGIS - Derived from GL-017 - COSD Auditor	FY 08-09 Budget	FY 08-09 Actuals	FY 09-10 Budget			
	Budgeted	Actual	Proposed	Savings	Percentage	
EXPENDITURES						
SALARIES & BENEFITS	\$850,242	\$1,054,041	\$1,015,478	(\$165,236)	-19%	
SERVICES & SUPPLIES	\$587,151	\$315,451	\$254,308	\$332,843	57%	
OTHER CHARGES (Credit Card - Equipment Depreciation)	\$1,000	\$21,843	\$22,000	(\$21,000)	-2100%	
FIXED ASSETS (Communication Equipment)	\$10,000	\$7,500	\$2,500	\$7,500	75%	
Subtotal	\$1,448,393	\$1,398,835	\$1,294,286	\$154,107	11%	
RESERVES (Contingency - Moving)	\$137,399	\$137,399	\$40,000	\$97,399	71%	
TOTAL EXPENDITURE	\$1,585,792	\$1,536,234	\$1,334,286	\$251,506	16%	
REVENUES						
INTERESTS	\$11,000	\$11,000	\$11,000			
CITY PAYMENTS	\$752,830	\$752,830	\$643,643	\$109,187	15%	
COUNTY PAYMENTS	\$752,830	\$752,830	\$643,643	\$109,187	15%	
OTHER CHARGES	\$36,000	\$36,000	\$36,000			
MISCELLANEOUS	\$33,132	\$33,132	\$0			
Subtotal	\$1,585,792	\$1,585,792	\$1,334,286			
TOTAL REVENUE	\$1,585,792					

Payment Schedule for City and County of San Diego

This budget is proposed with the following revenue payment schedule to SanGIS from the City and the County in the table below. Additionally the budget proposes that SanGIS pay the City and County labor invoicing in the following periods: **4, 8, 12, and 13**

Table 4 – Payments from JPA members to SanGIS

Payment Schedule	July	October	February
City	\$250,000	\$250,000	\$143,643
County	\$250,000	\$250,000*	\$143,643
*Departmental Payments			

SanGIS Board of Directors Approval Signatures

The SanGIS Board of Directors approves this budget. If recommendations or changes are required, they will be listed in the minutes from the SanGIS Board of Directors they were approved in. With every change, these minutes will officially accompany this budget as appendix 2.

Name	Signature	Date
Chandra Wallar Deputy CAO, SanGIS Board of Directors	_____	_____
William Anderson Planning Director, SanGIS Board of Directors	_____	_____

Appendix 1 – Itemized Services and Supplies

SERVICES & SUPPLIES - EE520	FY08-09 Budget	FY08-09 Actuals	FY 09-10 Proposed	FY 09-10 Savings	Percentage
SANGIS SERVICES & SUPPLIES					
52062 Telephone	\$6,520	\$6,520	\$6,520	\$0	0%
52120 Insurance	\$3,600	\$3,600	\$3,600	\$0	0%
52176 Maintenance (& Equipment Repair)	\$500	\$2,018	\$500	\$0	0%
52177 Hardware Purchase (Server Purchase 09-11)	\$31,378	\$6,000	\$10,000	\$21,378	68%
52180 Communications (Other Hardware and Software Maintenance -	\$7,272	\$7,800	\$7,800	(\$528)	-7%
52181 Traffic Devices (Parking Pass Stamps)	\$150	\$150	\$0	\$150	100%
52188 Telecommunication Cat (SBC Circuit Maintenance)	\$16,000	\$8,000	\$8,000	\$8,000	50%
52280 Software Purchase	\$3,000	\$2,500	\$2,500	\$500	17%
52284 Annual Software (WAN & LAN Maintenance Fees)	\$44,000	\$44,000	\$44,000	\$0	0%
52330 Office Expense (Office Supplies)	\$4,000	\$2,000	\$2,000	\$2,000	50%
52332 Postage (Mailing - Constant Contact)	\$250	\$600	\$675	(\$425)	-170%
52334 Printing (Photocopy Machine Rental)	\$1,400	\$1,400	\$1,400	\$0	0%
52338 Drafting Engineering (Copier and Plotter Supplies)	\$3,000	\$1,100	\$1,100	\$1,900	63%
52348 Data Processing (SDDPC System Access)	\$1,200	\$1,200	\$1,200	\$0	0%
52371 Applications Co (Oracle Support)	\$4,500	\$4,500	\$4,500	\$0	0%
52384 Architecture & (Graphic Services - Yellow Pages Adds)	\$1,000	\$300	\$0	\$1,000	100%
52432 Contracted Serv (UNIX Support SUN Microsystems)	\$2,632	\$2,632	\$2,632	\$0	0%
52530 Rents and Lease (Office Rent)	\$107,606	\$107,606	\$107,606	\$0	0%
52560 Books and Publica (Aerial Photo Contract)	\$65,000	\$65,000	\$0	\$65,000	100%
52564 Road Material (Thomas Brothers Maps Data)	\$10,775	\$10,775	\$10,775	\$0	0%
52566 Minor Equipment (Equipment Furniture)	\$2,500	\$0	\$1,500	\$1,000	40%
52622 Training/Regis (Conference Training Events)	\$3,500	\$6,500	\$7,000	(\$3,500)	-100%
52674 Water (Drinking Water)	\$250	\$250	\$0	\$250	100%
52728 Application Ser (ESRI GIS Software License)	\$36,000	\$31,000	\$31,000	\$5,000	14%
Subtotal - EE520	\$356,033	\$315,451	\$254,308	\$101,725	29%
OTHER CHARGES - EE530					
53030 Communication Adm (Credit Card Expense)	\$1,000	\$1,000	\$1,000	\$0	0%
53585 Equipment Dep E (Equipment Depreciation)	\$0	\$20,843	\$21,000	-\$21,000	0%
Subtotal - EE530	\$1,000	\$21,843	\$22,000	-\$21,000	0%
FIXED ASSETS EQU - EE548					
54979 Communication E (Hardware - Well Fargo Purchases Credit Car	\$10,000	\$7,500	\$2,500	\$7,500	75%
Subtotal - EE548	\$10,000	\$7,500	\$2,500	\$7,500	75%
RESERVES EE560					
56042 Contingency Res (Contingency Reserve - Moving)	\$137,399	\$137,399	\$40,000	\$97,399	71%
Subtotal EE560	\$137,399	\$137,399	\$40,000	\$97,399	71%

Appendix 2 – Signed Meeting Minutes Accompanying this Budget

The signed meeting minutes of the SanGIS board of directors meeting this budget is approved in will accompany this budget as an attachment or appendix. The minutes will be a scanned copy and have the signature block signed from the board chair person.