



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: Thursday June 11, 2009

Time: 4:15 pm – 5:15 pm

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

Meeting called to Order: 4:15 pm

Meeting Adjourned: 5:10 pm

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
- Tim Sutherland, San Diego Association of Governments (SanDAG)

MEETING MINUTES

Review of Minutes from Previous Meeting(s)

Minutes from the Board of Directors meeting of May 14, 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**

Ross Martin provided the SanGIS year-to-date financial report through the end of May 2009. Ross reported that the program is fully funded and there are no outstanding payments pending from the City or the County. Ross noted that there are two major invoices outstanding that are not shown on the May report – one for County labor and one for City labor. The County invoice has been received and is being processed. The City invoice is expected to arrive after June 15.

2. SanDAG Memorandum of Understanding (MOU)

Bill Anderson reported that the City Attorney's office has reviewed the draft MOU and that they have issued a letter with their opinion. The City Attorney would like to see some wording changes in the MOU and would like to add language that provides for SanDAG becoming a participating, contributing member of the SanGIS Joint Powers Authority (JPA) after one year.

The Board agreed that the City Attorney's office and the SanGIS counsel from the County should meet to work out the details of the changes required. The Board directed the Management Committee to work with the two attorneys at the City and County to get the final changes made.

The Board also discussed the mechanisms and circumstances under which SanDAG would become a voting member of the JPA. The Board agreed that they should meet with SanDAG representatives once the MOU is completed to discuss these items. Tim Sutherland from SanDAG noted that the SanDAG budget process will begin in November and that the meeting should happen prior to that time so that any monetary impacts could be considered in the SanDAG FY2011 budget.

3. SanGIS Office Space Lease Status

Ross Martin reported that the County Registrar of Voters (ROV) has officially notified the County Department of General Services (DGS) that they will be vacating space at the County Annex on Ruffin Road. Ross reported that the ROV could be out as early as sometime in July but that a firm date was not provided.

The Board agreed that action should be taken to secure the space for SanGIS to move into when their current lease expires in March. The Board directed the Management Committee to obtain a multi-year lease with DGS for the space at the best available rate.

Ross Martin will also be checking with the SanGIS attorney again on what options are available to SanGIS concerning their current lease.

4. City/County/SanGIS Service Level Agreement (SLA)

Brad Lind reported on the status and process for finalizing the SLA. The first draft (version 0.1) of the SLA is under review by the Management Committee and the Board of Directors. Following this review, comments will be incorporated into the second draft (version 0.2) and distributed to SanGIS Technical Advisory Board (STAB) members for comment. Once those comments are incorporated, the document will be reviewed by SanGIS legal counsel and a final draft prepared for review and approval by the Board.

The Board agreed that their initial review of v.0.1 generally meets their expectations for the SLA and that the process should continue as outlined. There was some discussion about the title of the document and whether it should be called an "agreement". The consensus was that the title should be changed to reflect that this is more of a SanGIS policy directed by the Board. Brad will modify the next version to reflect this change.

5. Recent SanGIS Accomplishments

Phyllis Chapin reported on accomplishments by SanGIS since the last Board meeting. These include:

- The review and updating, where necessary, of the SanGIS processes for purchase orders, capital asset disposal, and cash receipts.
- Finalized details with USGS on SanGIS taking stewardship of the National Hydrography Dataset (NHD) for the County of San Diego.
- Staff members attending session on advanced mapping features using ESRI products to make better web maps.
- Error reporting procedure draft completed and posted for review and comment by stakeholders.
- Project started to review major roads and freeway extracts to insure that there are no disconnects and that the resulting maps are consistent with customer expectations.
- Finalized first draft of the SanGIS/City/County service level agreement

6. Other Items

No non-agenda items were brought before, or by, the Board for discussion.

Requests for Action:

There were no requests for action presented to the Board.

SUMMARY OF ACTION ITEMS

1. Management Committee – Arrange meeting with City and County attorneys to work out final details of SanDAG MOU wording.
2. Management Committee – Arrange multi-year lease with County DGS for office space at County Operations Annex being vacated by Registrar of Voters.
3. Ross Martin – Discuss current SanGIS lease options with SanGIS attorney.
4. Brad Lind – Modify SLA title to reflect the fact that it is a Board policy document more than an agreement between parties.

Minutes prepared by:

Brad Lind

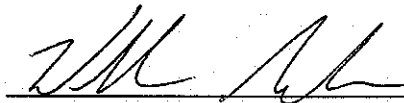
July 2, 2009

These minutes are approved by:

Signature

Date:

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



7-16-09

EXPENDITURE AND REVENUE BY PERIOD FOR OBJECT AND ACCOUNT -

Report Period May 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	April	May				
SALARIES EE510	\$850,242	\$3,818	\$35,401	\$10,865	\$10,902	\$6,547	\$112,374	\$13,379	\$227,823	\$9,525	\$124,272	\$27,509	\$582,415	68%	\$223,827	\$267,827
SERVICES & SUPPLIES EE520	\$587,151	\$13,822	\$25,914	\$29,344	\$62,852	\$23,085	\$69,412	\$35,849	\$24,063	\$50,265	\$33,628	\$30,044	\$398,278	68%	\$177,434	\$188,873
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	\$1,368	\$106	\$19,407	1941%	\$4,245	-\$18,407
FIXED ASSETS (Communication Equipment)	\$10,000	\$0	\$530	\$4,849	\$0	\$6	\$1,682	\$0	\$0	\$79	\$0	\$0	\$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	\$159,268	\$57,659	\$1,007,246	70%	\$408,360	\$441,147
RESERVES (Contingency)	\$137,399												\$0	0%		\$137,399
TOTAL EXPENDITURE	\$1,585,792												\$1,007,246	64%		\$578,546
													Total to Date	Estimated Revenue		
INTERESTS	\$11,000	\$0	\$0	\$0	\$3,349	\$0	\$0	\$3,487	\$0	\$0	\$1,985	\$0	\$8,821	80%	\$2,179	\$2,179
CITY PAYMENTS	\$752,830	\$0	\$0	\$250,000	\$0	\$0	\$250,000	\$0	\$0	\$0	\$252,830	\$0	\$752,830	100%	\$0	\$0
COUNTY PAYMENTS	\$752,830	\$250,000	\$135,000	\$65,750	\$23,750	\$7,000	\$6,000	\$12,500	\$0	\$0	\$0	\$252,830	\$752,830	100%	\$0	\$0
OTHER CHARGES	\$36,000	\$0	\$0	\$0	\$0	\$16,000	\$0	\$0	\$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	\$3,355	\$2,193	\$33,718	102%	\$1,600	-\$586
Subtotal	\$1,585,792	\$252,740	\$138,782	\$324,980	\$18,347	\$32,971	\$257,750	\$18,847	\$3,584	\$3,005	\$258,170	\$255,023	\$1,564,199	99%	\$23,779	\$21,593
TOTAL REVENUE	\$1,585,792												\$1,564,199	99%		\$21,593
EXPENDITURE and REVENUE																
NET COSTS		(232,620)	(74,459)	(277,567)	57,583	(1,195)	(72,078)	31,768	249,637	58,244	(98,902)	(197,364)	-\$556,953	FUNDS AVAILABLE		\$556,953

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	April	May					
SALARIES - EE510																	
51110 (City Staff)	\$353,736	\$0	\$26,301	\$0	\$0	\$0	\$104,483	\$0	\$0	\$0	\$108,604	\$0	\$239,388	68%	\$40,348	\$114,348	
51115 (TOPS Staff)	\$113,419	\$3,818	\$9,099	\$10,865	\$10,902	\$6,547	\$7,891	\$13,379	\$6,623	\$9,525	\$15,669	\$27,509	\$121,827	107%	\$21,592	-\$8,408	
51730 (County Staff)	\$383,087	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$221,200	\$0	\$0	\$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	\$124,273	\$27,509	\$582,415	68%	\$223,827	\$267,827	
SERVICES & SUPPLIES - EE520																	
52062 Telephone	\$6,520	\$481	\$355	\$601	\$487	\$0	\$376	\$974	\$371	\$372	\$0	\$776	\$4,793	74%	1,727	1,727	
52120 Insurance	\$3,600	\$0	\$0	\$0	\$2,378	\$0	\$0	\$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	\$850	\$1,250	\$4,240	848%	200	(3,740)	
52177 Hardware Purchase (Server Purchase 09-11)	\$31,378	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,007	\$96	\$0	\$4,103	13%	3,000	27,275	
52180 Communications (Other Hardware and Software Maintenance)	\$7,272	\$0	\$32	\$35	\$2,839	\$35	\$35	\$70	\$35	\$0	\$35	\$70	\$3,186	44%	4,086	4,086	
52181 Traffic Devices (Parking Pass Stamps)	\$150	\$0	\$0	\$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	\$0	\$0	\$3,993	25%	12,007	12,007	
52280 Software Purchase	\$3,000	\$0	\$0	\$40	\$282	\$0	\$0	\$0	\$0	\$1,170	\$3,148	\$397	\$5,037	168%	400	(2,037)	
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	\$3,715	\$3,715	\$39,644	90%	4,356	4,356	
52330 Office Expense (Office Supplies)	\$4,000	\$180	\$171	\$193	\$182	\$60	\$0	\$182	\$788	\$30	\$127	\$43	\$1,956	49%	2,044	2,044	
52332 Postage (Mailing - Constant Contact)	\$250	\$0	\$92	\$50	\$58	\$50	\$50	\$50	\$0	\$100	\$50	\$50	\$550	220%	150	(300)	
52334 Printing (Photocopy)	\$1,400	\$116	\$0	\$233	\$0	\$116	\$116	\$233	\$0	\$116	\$116	\$235	\$1,281	92%	119	119	
52338 Drafting Engineering (Copier and Plotter Supplies)	\$3,000	\$0	\$0	\$527	\$0	\$0	\$0	\$0	\$0	\$280	\$0	\$0	\$807	27%	2,193	2,193	
52348 Data Processing (SDDPC System Access)	\$1,200	\$0	\$47	\$47	\$47	\$47	\$47	\$83	\$388	\$0	\$95	\$189	\$990	83%	210	210	
52370 Prof & Special (External Auditor)	\$8,500	\$0	\$4,451	\$0	\$0	\$0	\$0	\$0	\$562	\$0	\$3,990	\$0	\$9,003	106%	0	(503)	
52371 Applications Co (Oracle Support)	\$4,500	\$4,269	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,397	\$0	\$0	\$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	\$0	0%	5,500	5,500	
52384 Architecture & (Graphic Services)	\$1,000	\$0	\$0	\$196	\$0	\$0	\$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	\$2,910	\$7,200	\$89,025	75%	29,993	29,993	
52402 Special Circumstances (Attorney)	\$4,500	\$0	\$0	\$41	\$269	\$0	\$2,857	\$869	\$2,919	\$932	\$0	\$0	\$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	\$8,143	\$7,800	\$78,343	84%	15,257	15,257	
52432 Contracted Serv (UNIX Support SUN Microsystems)	\$2,632	\$0	\$0	\$2,632	\$0	\$0	\$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	\$9,106	\$8,286	\$97,691	91%	9,915	9,915	
52560 Books and Publica (Aerial Photo Contract)	\$65,000	\$0	\$0	\$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	\$0	0%	10,775	10,775	
52566 Minor Equipment (Equipment Furniture)	\$2,500	\$0	\$0	\$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	\$1,247	\$0	\$1,247	36%	2,253	2,253	
52674 Water (Drinking Water)	\$250	\$0	\$25	\$15	\$17	\$17	\$0	\$39	\$14	\$15	\$0	\$35	\$177	71%	73	73	
52728 Application Ser (ESRI GIS Software License)	\$36,000	\$0	\$0	\$0	\$0	\$0	\$30,455	\$0	\$0	\$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	\$33,628	\$30,046	\$398,280	68%	\$177,434	\$188,871	
OTHER CHARGES - EE530																	
53030 Communication Adm (Credit Card Expense)	\$1,000	\$80	\$78	\$127	\$116	\$87	\$154	\$57	\$70	\$115	\$102	\$106	\$1,092	109%	450	(92)	
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	\$1,265	\$0	\$18,313	0%	3,795	(18,313)	
Subtotal - EE530	\$1,000	\$2,480	\$2,478	\$2,355	\$2,176	\$2,137	\$2,204	\$1,387	\$1,335	\$1,380	\$1,367	\$106	\$19,405	1941%	4,245	(18,405)	
FIXED ASSETS EQU - EE548																	
54979 Communication E (Hardware)	\$10,000	\$0	\$530	\$4,849	\$0	\$6	\$1,682	\$0	\$0	\$79	\$0	\$0	\$7,146	71%	2,854	2,854	
Subtotal - EE548	\$10,000	\$0	\$530	\$4,849	\$0	\$6	\$1,682	\$0	\$0	\$79	\$0	\$0	\$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	0%	0	137,399	
Subtotal EE560	\$137,399	\$0	\$0	\$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	\$159,268	\$57,661	\$1,007,246	64%	408,360	578,546	

ITEMIZED REVENUES	Year to Date	Paid to Date												Total to Date	% Difference to Date	Estimated Revenue	Remaining Sum
	Budgeted	July	August	September	October	November	December	January	February	March	April	May					
REVENUE USE MON RR440																	
44105 Interests on Dep (Interests Earned)	\$11,000	\$0	\$0	\$0	\$3,349	\$0	\$0	\$3,487	\$0	\$0	\$1,985	\$0	\$8,821	80%	\$2,179	\$2,179	
Subtotal RR440	\$11,000														\$2,179	\$2,179	
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	\$0	\$252,830	\$502,830	100%	\$0	\$0	
45913 Aid fr City of (City of san Diego Funding)	\$752,830	\$0	\$0	\$250,000	\$0	\$0	\$250,000	\$0	\$0	\$0	\$252,830	\$0	\$752,830	100%	\$0	\$0	
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	\$0	\$0	\$250,000	100%	\$0	\$0	
Subtotal RR450	\$1,505,660														\$0	\$0	
CHARGES FOR CURR RR460																	
46778 Other Charges (ARGIS and USGS Contract)	\$36,000	\$0	\$0	\$0	\$0	\$16,000	\$0	\$0	\$0	\$0	\$0	\$0	\$16,000	44%	\$20,000	\$20,000	
Subtotal RR460	\$36,000														\$20,000	\$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	\$0	\$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	\$3,355	\$2,193	\$31,874	96%	\$1,500	\$1,258	
Subtotal RR460	\$33,132												\$33,719		\$1,600	\$1,600	
REVENUE TOTAL	\$1,585,792	\$252,740	\$138,782	\$324,980	\$18,347	\$32,971	\$257,750	\$18,847	\$3,585	\$3,005	\$258,170	\$255,023	\$1,564,200	99%	\$23,779	\$21,592	
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	(98,902)	(197,362)	-\$556,951	0%		\$556,951	