



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 July 16, 2009

Time: 4:15 pm – 5:15 pm

Place: City of San Diego Administration Building
202 C Street, 5th Floor
San Diego, CA 92101

Meeting called to Order: 4:35 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

MEETING MINUTES

Review of Minutes from Previous Meeting(s)

Minutes from the Board of Directors meeting of June 11, 2009 were reviewed. A motion was made and seconded to approve the minutes as submitted. The motion was passed and the minutes were approved.

Public Comment

No public comments were received.

Information and Discussion:

1. Current Financial Status

Ross Martin reported on the financial summary for Fiscal Year 2009 (fiscal year ending June 30, 2009). It is expected that there will be approximately \$150,000 carried over into Fiscal Year 2010. However,

Ross noted that the end of year financials may still be adjusted by the Auditor and this amount may change slightly.

2. SanGIS FY2008 Audit Status

The Management Committee reported that the FY2008 audit (for fiscal year ending June 30, 2008) is complete and the documents are available in hard copy format. The final document is the one labeled "version 2" which corrected a minor formatting error in the earlier version.

The Management Committee also reported that they would be starting on contracting for audit services for FY2009 (fiscal year ending June 30, 2009). The SanGIS accounting staff is already working on the documents needed to complete the year end close out and the audit.

3. SanDAG – SanGIS Memorandum of Understanding (MOU)

The document is still being review by the City Attorney’s office. It is expected that the City Attorney comments will be forwarded to Bill the following Monday or Tuesday (July 20 or 21).

4. SanGIS Office Space Lease Status

The County Department of General Services (DGS) has confirmed that the space at the County Operations Annex on Ruffin Road is available for use by SanGIS and that they need the necessary accounting information to secure the space. Ross will provide this accounting information to the Auditor.

The Management Committee reported that there were still some space planning issues to be worked through and that the Committee and SanGIS Program Manager are doing preliminary layouts. Ross reported that the SanGIS staff has voiced some concerns about the space and the move. The Management Committee will meeting with the staff about these concerns next Tuesday (July 21).

5. City-County-SanGIS Service Level Agreement (SLA)

The SLA is still under review by the City. Once that review is completed, edits will be made and the revised documented submitted to the STAB for review and comment.

6. Recent SanGIS Accomplishments

Phyllis reported that all staff members attended at least one day of the recent ESRI GIS User conference in San Diego. SanGIS has also updated the data use disclaimer and agreement on the SanGIS web site to be more in line with current laws. The 2009 aerial imagery from Eagle Aerial has been received and staff are reviewing it tile by tile for acceptance. SanGIS replaced one PC in order that they could update it to the most current GIS software needed for editing and operations. The staff has completed all the outstanding Road Segment class edits and lot updates are about 59% complete.

7. Other Items

Bill requested a status on the FEMA flood plain updates in SanGIS. The Management Committee reported that the data is still being approved by the Federal Agencies and that as soon as it is released for general use it will be updated in the SanGIS Data Warehouse.

Requests for Action:

8. No items were brought to the Board for action.

Minutes prepared by:

Brad Lind

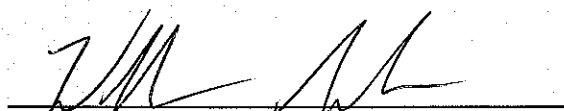
August 10, 2009

These minutes are approved by:

Signature

Date:

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



P-18-09

EXPENDITURE AND REVENUE BY PERIOD FOR OBJECT AND ACCOUNT - Report Period June 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					June
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	\$209,171	\$791,586	93%	\$43,142	\$58,656
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	\$68,598	\$466,876	80%	\$45,275	\$120,275
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	\$1,371	\$83	\$20,755	2076%	\$0	-\$19,755
FIXED ASSETS (Communication Equipment)	\$10,000	\$0	\$530	\$4,849	\$0	\$6	\$1,682	\$0	\$0	\$79	\$0	\$0	\$997	\$8,143	81%	\$0	\$1,857
Subtotal	\$1,448,393	\$20,120	\$64,323	\$47,413	\$75,930	\$31,776	\$185,672	\$50,615	\$253,221	\$61,249	\$159,268	\$58,924	\$278,849	\$1,287,360	89%	\$88,417	\$161,033
RESERVES (Contingency)	\$137,399													\$0	0%		\$137,399
TOTAL EXPENDITURE	\$1,585,792													\$1,287,360	81%		\$298,432
														Total to Date		Estimated Revenue	
INTERESTS	\$11,000	\$0	\$0	\$0	\$3,349	\$0	\$0	\$3,487	\$0	\$0	\$1,985	\$0	\$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	\$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	\$0	\$752,830	100%	\$0	\$0
OTHER CHARGES	\$36,000	\$0	\$0	\$0	\$0	\$16,000	\$0	\$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	\$2,318	\$2,925	\$36,768	111%	\$1,600	-\$3,636
Subtotal	\$1,585,792	\$252,740	\$138,782	\$324,980	\$18,347	\$32,971	\$257,750	\$18,847	\$3,584	\$3,005	\$258,170	\$255,148	\$2,925	\$1,567,249	99%	\$23,779	\$18,543
TOTAL REVENUE	\$1,585,792													\$1,567,249	99%		\$18,543
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)	(196,224)	275,924	-\$279,889	FUNDS AVAILABLE		\$279,889

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	June				
SALARIES - EE510																	
51110 (City Staff)	\$353,736	\$0	\$26,301	\$0	\$0	\$0	\$104,483	\$0	\$0	\$0	\$108,604	\$0	\$53,834	\$293,222	83%	\$15,000	\$60,514
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	\$20,591	\$142,418	126%	\$1,001	-\$28,999
51730 (County Staff)	\$383,087	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$221,200	\$0	\$0	\$134,746	\$0	\$355,946	93%	\$27,141	\$27,141
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	\$209,171	\$791,586	93%	\$43,142	\$58,656
SERVICES & SUPPLIES - EE520																	
52062 Telephone	\$6,520	\$481	\$355	\$601	\$487	\$0	\$376	\$974	\$371	\$372	\$0	\$776	\$270	\$5,063	78%	0	1,457
52120 Insurance	\$3,600	\$0	\$0	\$0	\$2,378	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,378	66%	0	1,222
52176 Maintenance (& Equipment Repair)	\$500	\$0	\$0	\$0	\$0	\$2,018	\$0	\$0	\$122	\$0	\$850	\$1,250	\$0	\$4,240	848%	0	(3,740)
52177 Hardware Purchase (Server Purchase 09-11)	\$31,378	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,007	\$96	\$0	\$0	\$4,103	13%	0	27,275
52180 Communications (Other Hardware and Software Maintenance)	\$7,272	\$0	\$32	\$35	\$2,839	\$35	\$35	\$70	\$35	\$0	\$35	\$70	\$35	\$3,221	44%	0	4,051
52181 Traffic Devices (Parking Pass Stamps)	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%	0	150
52188 Telecommunication Cat (SBC Circuit Maintenance)	\$16,000	\$0	\$0	\$3,993	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,993	25%	0	12,007
52280 Software Purchase	\$3,000	\$0	\$0	\$40	\$282	\$0	\$0	\$0	\$0	\$1,170	\$3,148	\$397	\$331	\$5,368	179%	0	(2,368)
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	\$3,715	\$43,359	99%	0	641
52330 Office Expense (Office Supplies)	\$4,000	\$180	\$171	\$193	\$182	\$60	\$0	\$182	\$788	\$30	\$127	\$43	\$193	\$2,149	54%	350	1,851
52332 Postage (Mailing - Constant Contact)	\$250	\$0	\$92	\$50	\$58	\$50	\$50	\$50	\$0	\$100	\$50	\$50	\$50	\$600	240%	0	(350)
52334 Printing (Photocopy)	\$1,400	\$116	\$0	\$233	\$0	\$116	\$116	\$233	\$0	\$116	\$116	\$235	\$117	\$1,398	100%	0	2
52338 Drafting Engineering (Copier and Plotter Supplies)	\$3,000	\$0	\$0	\$527	\$0	\$0	\$0	\$0	\$0	\$280	\$0	\$0	\$0	\$807	27%	350	2,193
52348 Data Processing (SDDPC System Access)	\$1,200	\$0	\$47	\$47	\$47	\$47	\$47	\$83	\$388	\$0	\$95	\$189	\$95	\$1,085	90%	0	115
52370 Prof & Special (External Auditor)	\$8,500	\$0	\$4,451	\$0	\$0	\$0	\$0	\$0	\$562	\$0	\$3,990	\$0	\$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	\$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	0%	0	5,500
52384 Architecture & (Graphic Services)	\$1,000	\$0	\$0	\$196	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$196	20%	0	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	\$13,760	\$102,785	86%	0	16,233
52402 Special Circumstances (Attorney)	\$4,500	\$0	\$0	\$41	\$269	\$0	\$2,857	\$869	\$2,919	\$932	\$0	\$0	\$911	\$8,798	196%	1,000	(4,298)
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	\$7,800	\$86,143	92%	0	7,457
52432 Contracted Serv (UNIX Support SUN Microsystems)	\$2,632	\$0	\$0	\$2,632	\$0	\$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	\$9,106	\$106,797	99%	0	809
52560 Books and Publica (Aerial Photo Contract)	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$32,200	\$32,200	50%	32,800	32,800
52564 Road Material (Thomas Brothers Maps Data)	\$10,775	\$0	\$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	0%	0	2,500
52622 Training/Regis (Conference Training Events)	\$3,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,247	\$0	\$0	\$1,247	36%	0	2,253
52674 Water (Drinking Water)	\$250	\$0	\$25	\$15	\$17	\$17	\$0	\$39	\$14	\$15	\$0	\$35	\$15	\$192	77%	0	58
52728 Application Ser (ESRI GIS Software License)	\$36,000	\$0	\$0	\$0	\$0	\$0	\$30,455	\$0	\$0	\$0	\$0	\$0	\$0	\$30,455	85%	0	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	\$68,598	\$466,878	80%	\$45,275	\$120,273
OTHER CHARGES - EE530																	
53030 Communication Adm (Credit Card Expense)	\$1,000	\$80	\$78	\$127	\$116	\$87	\$154	\$57	\$70	\$115	\$102	\$106	\$83	\$1,175	118%	0	(175)
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	\$1,265	\$0	\$19,578	0%	0	(19,578)
Subtotal - EE530	\$1,000	\$2,480	\$2,478	\$2,355	\$2,176	\$2,137	\$2,204	\$1,387	\$1,335	\$1,380	\$1,367	\$1,371	\$83	\$20,753	2075%	0	(19,753)
FIXED ASSETS EQU - EE548																	
54979 Communication E (Hardware)	\$10,000	\$0	\$530	\$4,849	\$0	\$6	\$1,682	\$0	\$0	\$79	\$0	\$0	\$997	\$8,143	81%	0	1,857
Subtotal - EE548	\$10,000	\$0	\$530	\$4,849	\$0	\$6	\$1,682	\$0	\$0	\$79	\$0	\$0	\$997	\$8,143	81%	0	1,857
RESERVES EE560																	
56042 Contingency Res (Contingency Reserve)	\$137,399	\$0	\$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%	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	\$58,926	\$278,849	\$1,287,360	81%	88,417	298,432

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	June					
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	\$0	\$8,821	80%	\$2,179	\$2,179	
Subtotal RR440	\$11,000																	
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	\$0	\$252,830	\$0	\$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	\$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	\$0	\$250,000	100%	\$0	\$0	
Subtotal RR450	\$1,505,660																\$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	\$0	\$0	\$16,000	44%	\$20,000	\$20,000
Subtotal RR460	\$36,000																\$20,000	
MISCELLANEOUS RE RR470																		
47535 Misc Revenue of (This is not in the SanGIS Budget)	\$0	\$0	\$681	\$0	\$0	\$0	\$0	\$1,057	\$107	\$0	\$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	\$2,318	\$2,925	\$34,924	105%	\$1,500	-\$1,792	
Subtotal RR470	\$33,132													\$36,769		\$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	\$255,148	\$2,925	\$1,567,250	99%	\$23,779	\$18,542	
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)	(196,222)	275,924	-\$279,889	0%		Available Funding	\$279,889