



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 October 14, 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: 4:40 pm

Board of Directors Present:

- Chandra Wallar, 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

MEETING MINUTES

Review of Minutes from Previous Meeting(s)

Minutes from the Board of Directors meeting of September 10, 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 presented the SanGIS financial status report as of September 30, 2009. Ross noted that all County Departments except one were current in their payments to SanGIS as is the City of San Diego.

The Board discussed whether or not one JPA partner could unilaterally choose to reduce its SanGIS contribution. It was noted that in FY2009 the Board agreed to a 15% reduction in contributions as a result of a request from the City of San Diego. That reduction was not a unilateral reduction however, but rather a decision by the Board made on request of one partner.

Ross reported that the FY2010 fund balance (carry over) stands at \$199,604 but there may be some costs from FY2009 that will reduce this amount such as the final billing from the City of San Diego.

Chandra Wallar requested that any known requests for reductions in the FY2011 budget or FY2010 current year funding be relayed to Brad Lind for budget preparation and/or adjustment.

2. Status of Memorandum of Agreement (MOA) with (SanDAG)

Tim Sutherland of SanDAG reported that they have received the MOA and it has been distributed to SanDAG staff for review and comment. The review is still in progress but they are expecting an initial meeting on the document in the next week or so and hope to have something prepared for the next SanGIS Board of Directors meeting. Tim cautioned however that the review may not be done at that time.

3. SanGIS Office Relocation

Ross reported that rough construction of the new office space at the County Operations Annex building has been completed. That is, the space has been partitioned and one additional office framed in as per plans. Some minor finish work remains (painting, ceiling tiles, electrical, etc.) and that the County's general contractor for this work is working on an estimate to complete these items.

SanGIS staff, AT&T, and County staff are also working on finalizing the telecommunications (phone and data) architecture for the new space. Phyllis Chapin noted that SanGIS is targeting February for moving.

4. Recent SanGIS Accomplishments

Phyllis Chapin reported on recent SanGIS accomplishments which included: Completion of review of FY2009 aerial imagery from Eagle Aerial. This data is essential for use by emergency operations centers at the City and County.

SanGIS also completed the first draft of a proposal to accommodate undocumented roads in the SanGIS roads database. This is a critical element for the City and County dispatch agencies. Ross reported that he has discussed this concept with SanGIS Counsel and that office will investigate the liability issues associated with displaying these roads on maps prepared by City or County staff. Phyllis reported that the City Attorney's office has also been contacted.

Other accomplishments include: A revision to the SanGIS standards manual (formerly known as the RUIS standards manual) has begun. This is the first major update of this manual in almost 10 years. SanGIS has worked with staff to correct time recording misconceptions to better report the time spent on key activities. SanGIS has researched and selected an outside provider for hosting email services. SanGIS was able to eliminate one annual payment of \$2,800 by reviewing how certain web services were being handled.

5. Other Items

Bill Anderson noted that the position of Chairperson for the Board of Directors meetings changes in January. Chandra Wallar will take over the position at the January meeting.

Requests for Action:

6. Request to Reschedule Board Meetings to Every Other Month

The Management Committee made a proposal to the Board of Directors to change the schedule of Board meetings from monthly as it is now to every other month. This proposal was based on the Management Committee's assessment of the stability of SanGIS at this time and the number of new items being brought before the Board over the last three months. Because the number of new items and the number of requests for action from the Board is low it was felt that it was not necessary to meet on a monthly.

A motion was made to accept the proposal. The motion was seconded and a vote taken. The motion was approved by both Board members. The Board stipulated that the next meeting would be in November and then every other month after that and special meetings called if required. Brad will revised the calendar and send new meeting notices to all regular attendees.

SUMMARY OF ACTION ITEMS

1. Ross Martin – Work with SanGIS legal counsel to complete review of liability of publishing undocumented roads on maps prepared by City and County staff. NOTE: Undocumented roads in SanGIS will not be released to the public through the public mapping or download site.
2. Management Committee – Keep Brad informed of any potential budget reductions requested by the City or County for either FY2010 or FY2011.
3. Brad Lind – Send new appointments for revised Board of Directors meeting schedule.

Minutes prepared by:

Brad Lind

November 9, 2009

These minutes are approved by:

Signature

Date:

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



11-12-09

EXPENDITURE AND REVENUE BY PERIOD FOR OBJECT AND ACCOUNT -

Report Period - September FY10

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

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	\$791,518	\$2,943	\$28,926	\$3,705										\$35,574	4%	\$755,944	\$755,944
SERVICES & SUPPLIES EE520	\$478,268	\$27,912	\$27,231	\$5,188										\$60,331	13%	\$417,937	\$417,937
OTHER CHARGES EE530 (Credit Card - Equipment Depreciation)	\$22,000	\$817	\$857	\$809										\$2,483	11%	\$19,517	\$19,517
FIXED ASSETS EE548 (Communication Equipment)	\$2,500	\$0	\$0	\$0										\$0	0%	\$2,500	\$2,500
Subtotal	\$1,294,286	\$31,672	\$57,014	\$9,702	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$98,388	8%	\$1,195,898	\$1,195,898
RESERVES (Contingency)	\$40,000													\$0	0%		\$40,000
TOTAL EXPENDITURE	\$1,334,286													\$98,388	7%		\$1,235,898
REVENUES																	
		Total to Date												Estimated Revenue			
INTERESTS	\$11,000	\$0	\$0	\$0										\$0	0%	\$11,000	\$11,000
CITY PAYMENTS	\$643,643	\$0	\$0	\$250,000										\$250,000	39%	\$393,643	\$393,643
COUNTY PAYMENTS	\$643,643	\$0	\$181,000	\$63,500										\$244,500	38%	\$399,143	\$399,143
OTHER CHARGES	\$36,000	\$0	\$0	\$0										\$0	0%	\$36,000	\$36,000
MISCELLANEOUS	\$0	\$4,135	\$2,258	\$3,258										\$9,651	0%	\$31,000	\$21,349
Subtotal	\$1,334,286	\$4,135	\$183,258	\$316,758	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$504,151	38%	\$870,786	\$830,135
TOTAL REVENUE	\$1,334,286													\$504,151	38%		\$830,135
EXPENDITURE and REVENUE																	
NET COSTS		27,537	(126,244)	(307,056)	0	0	0	0	0	0	0	0	0	0	0	-405,763 FUNDS AVAILABLE	\$405,763

ITEMIZED EXPENDITURES	Contract Staff	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
SALARIES - EE510																
51110 (City Staff)		\$204,935	\$0	\$14,068	\$0				\$14,068	7%	\$190,867	\$190,867				
51115 (Contracted Staff)	x	\$203,497	\$2,943	\$14,858	\$3,705				\$21,506	11%	\$181,991	\$181,991				
51730 (County Staff)		\$383,086	\$0	\$0	\$0				\$0	0%	\$383,086	\$383,086				
Subtotal - EE510		\$791,518	\$2,943	\$28,926	\$3,705	\$0	\$0	\$0	\$35,574	4%	\$755,944	\$755,944				
SERVICES & SUPPLIES - EE520																
52062 Telephone		\$6,520	\$0	\$720	\$0				\$720	11%	5,800	5,800				
52120 Insurance		\$3,600	\$0	\$1,114	\$2,381				\$3,495	97%	105	105				
52176 Maintenance (& Equipment Repair)		\$500	\$0	\$0	\$0				\$0	0%	500	500				
52177 Hardware Purchase (Server Purchase 09-11)		\$10,000	\$0	\$0	\$0				\$0	0%	10,000	10,000				
52180 Communications (Other Hardware and Software Maintenance)		\$7,800	\$0	\$47	\$0				\$47	1%	7,753	7,753				
52181 Traffic Devices (Parking Pass Stamps)		\$0	\$0	\$10	\$0				\$10	#DIV/0!	(10)	(10)				
52188 Telecommunication Cat (SBC Circuit Maintenance)		\$8,000	\$0	\$0	\$0				\$0	0%	8,000	8,000				
52280 Software Purchase		\$2,500	\$0	\$0	\$0				\$0	0%	2,500	2,500				
52284 Annual Software (WAN & LAN Maintenance Fees)		\$44,000	\$0	\$3,733	\$2,589				\$6,322	14%	37,678	37,678				
52330 Office Expense (Office Supplies)		\$2,000	\$308	\$830	\$95				\$1,233	62%	767	767				
52332 Postage (Mailing - Constant Contact)		\$675	\$85	\$50	\$123				\$258	38%	417	417				
52334 Printing (Photocopy)		\$1,400	\$117	\$117	\$0				\$234	17%	1,166	1,166				
52338 Drafting Engineering (Copier and Plotter Supplies)		\$1,100	\$281	\$0	\$0				\$281	26%	819	819				
52348 Data Processing (SDDPC System Access)		\$1,200	\$0	\$153	\$0				\$153	13%	1,047	1,047				
52370 Prof & Special (External Auditor)	x	\$8,500	\$0	\$0	\$0				\$0	0%	8,500	8,500				
52371 Applications Co (Oracle Support)		\$4,500	\$0	\$0	\$0				\$0	0%	4,500	4,500				
52374 Inter-Department (Accounting TOPS Staff)	x	\$5,500	\$0	\$0	\$0				\$0	0%	5,500	5,500				
52384 Architecture & (Graphic Services)		\$0	\$0	\$98	\$0				\$98	#DIV/0!	(98)	(98)				
52396 Contracted Serv (Quartec Solutions)	x	\$111,360	\$7,140	\$0	\$0				\$7,140	6%	104,220	104,220				
52402 Special Circumstances (Attorney)		\$5,000	\$0	\$42	\$0				\$42	1%	4,958	4,958				
52426 Computer Cable - (Networld Solutions)	x	\$93,600	\$0	\$7,800	\$0				\$7,800	8%	85,800	85,800				
52432 Contracted Serv (UNIX Support SUN Microsystems)		\$2,632	\$0	\$3,388	\$0				\$3,388	129%	(756)	(756)				
52530 Rents and Lease (Office Rent)		\$107,606	\$9,106	\$9,106	\$0				\$18,212	17%	89,394	89,394				
52560 Books and Publica (Aerial Photo Contract)		\$0	\$0	\$0	\$0				\$0	#DIV/0!	0	0				
52564 Road Material (Thomas Brothers Maps Data)		\$10,775	\$10,875	\$0	\$0				\$10,875	101%	(100)	(100)				
52566 Minor Equipment (Equipment Furniture)		\$1,500	\$0	\$0	\$0				\$0	0%	1,500	1,500				
52622 Training/Regis (Conference Training Events)		\$7,000	\$0	\$0	\$0				\$0	0%	7,000	7,000				
52670 Utility		\$0	\$0	\$23	\$0				\$23	#DIV/0!	(23)	(23)				
52728 Application Ser (ESRI GIS Software License)		\$31,000	\$0	\$0	\$0				\$0	0%	31,000	31,000				
Subtotal - EE520		\$478,268	\$27,912	\$27,231	\$5,188	\$0	\$0	\$0	\$60,331	13%	\$417,937	\$417,937				
OTHER CHARGES - EE530																
53030 Communication Adm (Credit Card Expense)		\$1,000	\$90	\$130	\$82				\$302	30%	0	698				
53585 Equipment Dep E (Equipment Depreciation)		\$21,000	\$727	\$727	\$727				\$2,181	0%	0	18,819				
Subtotal - EE530		\$22,000	\$817	\$857	\$809	\$0	\$0	\$0	\$2,483	11%	0	19,517				
FIXED ASSETS EQU - EE548																
54979 Communication E (Hardware)		\$2,500	\$0	\$0	\$0				\$0	0%	0	2,500				
Subtotal - EE548		\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%	0	2,500				
RESERVES EE560																
56042 Contingency Res (Contingency Reserve)		\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%	0	40,000				
Subtotal EE560		\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%	0	40,000				
EXPENDITURE TOTAL		\$1,334,286	\$31,672	\$57,014	\$9,702	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$98,388	7%	1,173,881	1,235,898

ITEMIZED REVENUES	Year to Date Budgeted	Paid to Date						Total to Date	% Difference to Date	Estimated Revenue	Remaining Sum					
		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				\$0	0%	\$0	\$11,000					
Subtotal RR440	\$11,000							\$0		\$0	\$11,000					
INTERGOVERNMENTAL FUNDING RR450																
45912 Aid fr Other Go (County of San Diego Funding - LUEG Exec Office)	\$393,643	\$0	\$0	\$0				\$0	0%	\$393,643	\$393,643					
45913 Aid fr City of (City of San Diego Funding)	\$643,643	\$0	\$0	\$250,000				\$250,000	39%	\$393,643	\$393,643					
45918 Aid fr Other Go (County of San Diego Funding - LUEG Departments)	\$250,000	\$0	\$181,000	\$63,500				\$244,500	98%	\$5,500	\$5,500					
Subtotal RR450	\$1,287,286							\$792,786			\$792,786					
CHARGES FOR CURR RR460																
46778 Other Charges (ARGIS and USGS Contract)	\$36,000	\$0	\$0	\$0				\$0	0%	\$0	\$36,000					
Subtotal RR460	\$36,000							\$0		\$0	\$36,000					
MISCELLANEOUS RE RR470																
47535 Misc Revenue ot (This is not in the SanGIS Budget)	\$0	\$0	\$0	\$0				\$0	0%	\$0	\$0					
47610 Other Sales (Store Front Sales)	\$0	\$4,135	\$2,258	\$3,258				\$9,651	0%	\$32,000	-\$9,651					
Subtotal RR470	\$0							\$9,651		\$32,000	-\$9,651					
REVENUE TOTAL	\$1,334,286	\$4,135	\$183,258	\$316,758	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$504,151	38%	\$824,786	\$830,135

EXPENDITURE and REVENUE - DELTAS												Available Funding							
NET COSTS (CURRENT REVENUES - CURRENT EXPENDITURES)		\$0	27,537	(126,244)	(307,056)	0	0	0	0	0	0	0	0	0	0	0	(\$405,763)	0%	\$405,763