



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 November 12, 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: 4:05 pm

Meeting Adjourned: 4:35 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

MEETING MINUTES

Review of Minutes from Previous Meeting(s)

Minutes from the Board of Directors meeting of October 14, 2009 were reviewed. A motion was made and seconded to accept 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**

The Board reviewed the latest GL017 Financial Report with the Management Committee. The budget shows 16% expended and 34% funded but it is known that invoices for labor from both the County and the City have not yet been submitted to SanGIS.

Phyllis reported that the Management Committee would be bringing a recommended mid-year budget adjustment to the next Board meeting for approval in order to align FY2010 budget with revised projected expenditures.

Ross noted that the current financial report shows approximately \$32,000 paid to Eagle Aerial in this fiscal year. It was expected that that payment would have been made in FY2009 but because of delivery and quality assurance concerns the payment was not made until FY2010.

2. SanGIS FY2009 Audit Status

The Management Committee reported that a selection has been made through the County RFP process for an auditor to conduct the FY2009 audit. Moss, Levy, & Hartzheim, LLP is the selected firm and they SanGIS has been in contact with them on requirements for starting. The start date is expected to December 1, 2009.

3. Action Item Updates

The Management Committee reported that the SanDAG Memorandum of Understanding (MOA) is still under review by SanDAG management. The Board directed Ross to contact SanDAG and make a request that they wrap up their review by January.

The Management Committee reported that the build out of the new SanGIS space at the County Annex building is basically complete and that SanGIS is waiting on the contractor's bid for the finishing work (carpet cleaning, ceiling repair, storage room prep, etc.). Ross reported that the recent changes have dictated that the data and telecommunications lines will now be going direct to the new site instead of through a server room located in another County building. This should simplify the entire move of the phone data services.

4. Recent SanGIS Accomplishments

Phyllis reported a list of significant SanGIS events and accomplishments since the last Board meeting. These included:

- SanGIS is exploring an application for a Cooperative Agreement Program (CAP) grant through the Federal Geographic Data Committee (FGDC) for completing a data warehouse replication system. Over revenue sources are also being reviewed as they are identified.
- SanGIS has completed the review and approval, through the SanGIS Technical Advisory Board (STAB), of the plan to accommodate undocumented roads in the SanGIS road layer available to the City and County users.
- SanGIS has received quotes for outsourcing their email services and has selected Google Business Solutions (Gmail) as the preferred choice using the Microsoft Outlook client on the desktop.
- SanGIS is reviewing its printing needs and current solution and will be evaluating alternatives in an effort to reduce overall annual printing costs.
- SanGIS has received all corrected aerial imagery for 2009 from Eagle Aerial Imagery
- The Management Committee has directed the Program Manager to draft a three year plan for computing architecture and infrastructure.

5. Other Items

The Board was reminded that Board meetings are now every other month and that the next meeting will be in January 2010. Bill Anderson will turn over the Board Chair position to Chandra Wallar at that time. Chandra thanked Bill for his stewardship over the past year.

Requests for Action:

- 6. No items were presented to, or brought by the Board, for action.

SUMMARY OF ACTION ITEMS

- 1. Ross to contact SanDAG and request that they wrap up their review of the MOA by January, 2010.

Minutes prepared by: Brad Lind December 7, 2009

These minutes are approved by: Signature Date:

Chandra Wallar
SanGIS Board Member, County of San Diego
Chairwomen of the Board

Chandra Wallar

1-14-10

EXPENDITURE AND REVENUE BY PERIOD FOR OBJECT AND ACCOUNT - Report Period End - October 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	\$24,564									\$60,138	8%	\$731,380	\$731,380
SERVICES & SUPPLIES EE520	\$478,268	\$27,912	\$27,231	\$5,188	\$72,145									\$132,476	28%	\$345,792	\$345,792
OTHER CHARGES EE530 (Credit Card - Equipment Depreciation)	\$22,000	\$817	\$857	\$809	\$119									\$2,602	12%	\$19,398	\$19,398
FIXED ASSETS EE548 (Communication Equipment)	\$2,500	\$0	\$0	\$0	\$0									\$0	0%	\$2,500	\$2,500
Subtotal	\$1,294,286	\$31,672	\$57,014	\$9,702	\$96,828	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$195,216	15%	\$1,099,070	\$1,099,070
RESERVES (Contingency)	\$40,000													\$0	0%		\$40,000
TOTAL EXPENDITURE	\$1,334,286													\$195,216	15%		\$1,139,070
REVENUES																	
		Total to Date												Estimated Revenue			
INTERESTS	\$11,000	\$0	\$0	\$0	\$823									\$823	7%	\$10,177	\$10,177
CITY PAYMENTS	\$643,643	\$0	\$0	\$250,000	\$0									\$250,000	39%	\$393,643	\$393,643
COUNTY PAYMENTS	\$643,643	\$0	\$181,000	\$63,500	\$5,500									\$250,000	39%	\$393,643	\$393,643
OTHER CHARGES	\$36,000	\$0	\$0	\$0	\$0									\$0	0%	\$36,000	\$36,000
MISCELLANEOUS	\$0	\$4,135	\$2,258	\$3,258	\$3,833									\$13,484	0%	\$31,000	\$17,516
Subtotal	\$1,334,286	\$4,135	\$183,258	\$316,758	\$10,156	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$514,307	39%	\$864,463	\$819,979
TOTAL REVENUE	\$1,334,286													\$514,307	39%		\$819,979
EXPENDITURE and REVENUE																	
NET COSTS		27,537	(126,244)	(307,056)	86,672	0	0	0	0	0	0	0	0	-319,091	FUNDS AVAILABLE		\$319,091

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	May	June	
SALARIES - EE510																			
51110 (City Staff)		\$204,935	\$0	\$14,068	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,068	7%	\$190,867	\$190,867
51115 (Contracted Staff)	x	\$203,497	\$2,943	\$14,858	\$3,705	\$24,564	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$46,070	23%	\$157,427	\$157,427
51730 (County Staff)		\$383,086	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%	\$383,086	\$383,086
Subtotal - EE510		\$791,518	\$2,943	\$28,926	\$3,705	\$24,564	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,138	8%	\$731,380	\$731,380
SERVICES & SUPPLIES - EE520																			
52062 Telephone		\$6,520	\$0	\$720	\$0	\$729	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,449	22%	5,071	5,071
52120 Insurance		\$3,600	\$0	\$1,114	\$2,381	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,495	97%	105	105
52176 Maintenance (& Equipment Repair)		\$500	\$0	\$0	\$0	\$624	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$624	125%	(124)	(124)	
52177 Hardware Purchase (Server Purchase 09-11)		\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%	10,000	10,000
52180 Communications (Other Hardware and Software Maintenance)		\$7,800	\$0	\$47	\$0	\$76	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$123	2%	7,677	7,677	
52181 Traffic Devices (Parking Pass Stamps)		\$0	\$0	\$10	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10	#DIV/0!	(10)	(10)	
52188 Telecommunication Cat (SBC Circuit Maintenance)		\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%	8,000	8,000
52280 Software Purchase		\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%	2,500	2,500
52284 Annual Software (WAN & LAN Maintenance Fees)		\$44,000	\$0	\$3,733	\$2,589	\$2,589	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,911	20%	35,089	35,089	
52330 Office Expense (Office Supplies)		\$2,000	\$308	\$830	\$95	\$665	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,898	95%	102	102	
52332 Postage (Mailing - Constant Contact)		\$675	\$85	\$50	\$123	\$50	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$308	46%	367	367	
52334 Printing (Photocopy)		\$1,400	\$117	\$117	\$0	\$235	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$469	34%	931	931	
52338 Drafting Engineering (Copier and Plotter Supplies)		\$1,100	\$281	\$0	\$0	\$330	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$611	56%	489	489	
52348 Data Processing (SDDPC System Access)		\$1,200	\$0	\$153	\$0	\$244	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$397	33%	803	803	
52370 Prof & Special (External Auditor)	x	\$8,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%	8,500	8,500
52371 Applications Co (Oracle Support)		\$4,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%	4,500	4,500
52374 Inter-Department (Accounting TOPS Staff)	x	\$5,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%	5,500	5,500
52384 Architecture & (Graphic Services)		\$0	\$0	\$98	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$98	#DIV/0!	(98)	(98)	
52396 Contracted Serv (Quartec Solutions)	x	\$111,360	\$7,140	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,140	6%	104,220	104,220	
52402 Special Circumstances (Attorney)		\$5,000	\$0	\$42	\$0	\$591	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$633	13%	4,367	4,367	
52426 Computer Cable - (Networld Solutions)	x	\$93,600	\$0	\$7,800	\$0	\$15,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$23,400	25%	70,200	70,200	
52432 Contracted Serv (UNIX Support SUN Microsystems)		\$2,632	\$0	\$3,388	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,388	129%	(756)	(756)	
52530 Rents and Lease (Office Rent)		\$107,606	\$9,106	\$9,106	\$0	\$18,212	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36,424	34%	71,182	71,182	
52560 Books and Publica (Aerial Photo Contract)		\$0	\$0	\$0	\$0	\$32,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$32,200	#DIV/0!	(32,200)	(32,200)	
52564 Road Material (Thomas Brothers Maps Data)		\$10,775	\$10,875	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,875	101%	(100)	(100)	
52566 Minor Equipment (Equipment Furniture)		\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%	1,500	1,500
52622 Training/Regis (Conference Training Events)		\$7,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%	7,000	7,000
52670 Utility		\$0	\$0	\$23	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$23	#DIV/0!	(23)	(23)		
52728 Application Ser (ESRI GIS Software License)		\$31,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%	31,000	31,000
Subtotal - EE520		\$478,268	\$27,912	\$27,231	\$5,188	\$72,145	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$132,476	28%	\$345,792	\$345,792	
OTHER CHARGES - EE530																			
53030 Communication Adm (Credit Card Expense)		\$1,000	\$90	\$130	\$82	\$119	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$421	42%	0	579
53585 Equipment Dep E (Equipment Depreciation)		\$21,000	\$727	\$727	\$727	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,181	0%	0	18,819	
Subtotal - EE530		\$22,000	\$817	\$857	\$809	\$119	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,602	12%	0	19,398	
FIXED ASSETS EQU - EE548																			
54979 Communication E (Hardware)		\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%	0	2,500
Subtotal - EE548		\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$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	\$0	\$0	\$0	\$0	\$0	0%	0	40,000
Subtotal EE560		\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%	0	40,000
EXPENDITURE TOTAL		\$1,334,286	\$31,672	\$57,014	\$9,702	\$96,828	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$195,216	15%	1,077,172	1,139,070	

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	June					
REVENUE USE MON RR440																		
44105 Interests on Dep (Interests Earned)	\$11,000	\$0	\$0	\$0	\$823										\$823	7%	\$0	\$10,177
Subtotal RR440	\$11,000	\$0	\$0	\$0	\$823										\$823	7%	\$0	\$10,177
INTERGOVERNMENTAL FUNDING RR450																		
45912 Aid fr Other Go (County of San Diego Funding - LUEG Exec Office)	\$393,643	\$0	\$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	\$0										\$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	\$5,500										\$250,000	100%	\$0	\$0
Subtotal RR450	\$1,287,286	\$0	\$181,000	\$63,500	\$5,500										\$250,000	100%	\$0	\$0
CHARGES FOR CURR RR460																		
46778 Other Charges (ARGIS and USGS Contract)	\$36,000	\$0	\$0	\$0	\$0										\$0	0%	\$0	\$36,000
Subtotal RR460	\$36,000	\$0	\$0	\$0	\$0										\$0	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	\$0
47610 Other Sales (Store Front Sales)	\$0	\$4,135	\$2,258	\$3,258	\$3,833										\$13,484	0%	\$32,000	-\$13,484
Subtotal RR460	\$0	\$4,135	\$2,258	\$3,258	\$3,833										\$13,484	0%	\$32,000	-\$13,484
REVENUE TOTAL	\$1,334,286	\$4,135	\$183,258	\$316,758	\$10,156	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$514,307	39%	\$819,286	\$819,979
EXPENDITURE and REVENUE - DELTAS																		
NET COSTS (CURRENT REVENUES - CURRENT EXPENDITURES)	\$0	27,537	(126,244)	(307,056)	86,672	0	0	0	0	0	0	0	0	0	(\$319,091)	0%	Available Funding	\$319,091