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# San Diego Geographic Information Source

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## Board of Directors Meeting Minutes

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

**Date:** Thursday, May 3, 2018

**Time:** 9:00 am

**Place:** SanGIS  
5510 Overland Ave, Suite 230  
San Diego, CA 92123

**Meeting called to Order:** 9:00 am

**Meeting Adjourned:** 9:20 am

**Board of Directors Present:**

- Jonathan Behnke, City of San Diego
- David Lindsay, County of San Diego

**Management Committee Members Present:**

- Scott Daeschner, City of San Diego Representative
- Ross Martin, County of San Diego Representative
- Pat Landrum, SANDAG Representative

**Others Present:**

- Brad Lind, Program Manager for SanGIS, Board Secretary
- Rachel Witt, Office of County Counsel, SanGIS Legal Counsel
- Tod Chee, Program Manager candidate

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### MEETING MINUTES

**Review of Minutes from Previous Meeting(s)**

Minutes from the Board of Directors meeting of March 15, 2018 were reviewed. A motion was made and seconded to accept the minutes as presented. The motion was passed and the minutes were unanimously approved.

**Public Comment**

No public comments were received.

**Information and Discussion:**

**1. Current Financial Status**

Mr. Lind presented the fiscal year-to-date budget-to-actuals report for the period July 1, 2017 through March 31, 2018. Mr. Lind explained that based on the current report SanGIS projects a surplus of revenues over expenditures of approximately \$65,000 at the end of the fiscal year. This surplus is down from the previous estimate due to additional staff added for special projects – primarily the Local Update of Census Addresses (LUCA) project.

**2. Other Items**

Mr. Lindsay requested and update on the 2017 aerial imagery collection project. The Management Committee reported that the project was complete, all deliverables received, all invoices paid, and all participating funds received.

The Board directed that the May 17, 2018 scheduled meeting be removed from the calendar. The next Board of Directors meeting will be July 19, 2018.

**Requests for Action:**

**3. Request to Approve Contract for Program Management Services**

At the March 15, 2018 Board of Directors meeting the Management Committee presented a proposal to contract for program management services through a GSA contract with Corona Environmental Consulting, LLC. The Board reviewed the proposed contract. The key personnel designated in the contract was present at the meeting and answered questions from the Board members regarding background, qualifications, and future vision.

Mr. Lindsay moved that the contract be accepted as proposed including the key personnel designated and that the Board chair be authorized to sign the contract on behalf of SanGIS. Mr. Behnke seconded the motion and the motion was passed unanimously.

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**Minutes prepared by:**

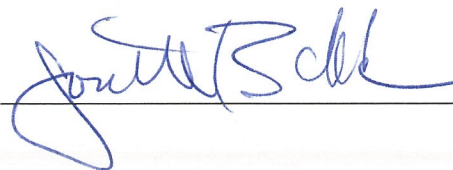
**Brad Lind**

**May 8, 2018**

**These minutes are approved by: Signature**

**Date:**

**Jonathan Behnke**  
SanGIS Board Member  
City of San Diego  
Chairman of the Board



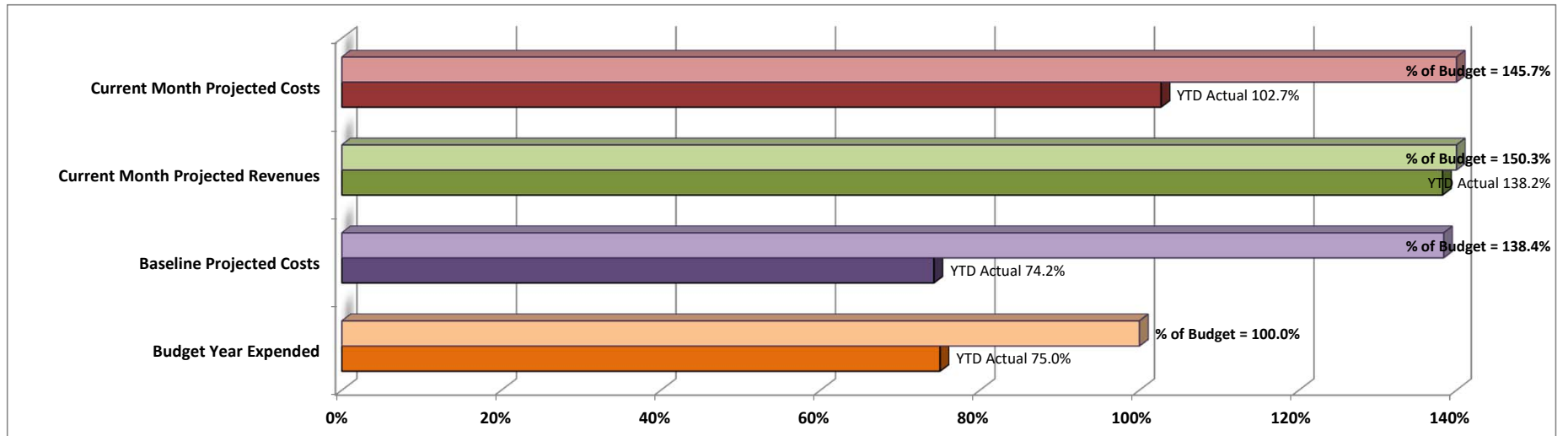
7/19/18

# SanGIS Revenue and Expenditure Report

Fiscal Year-to-Date: July 1, 2017 through March 31, 2018

ORG = 91170 SanGIS - Derived from GL-017

Account Number, Title, and (Description)	Budgeted	Total to Date	% Expended	Cost To Complete	Projected Total Cost	Projected (Under)/Over
<b>EXPENDITURE SUMMARY</b>						
SALARIES & EMPLOYEE BENEFIT (EE510)	\$841,367	\$612,224	72.8%	\$336,877	\$949,101	\$107,734
SERVICES & SUPPLIES (EE520)	\$550,141	\$852,135	154.9%	\$276,862	\$1,128,997	\$578,856
OTHER CHARGES (EE530)	\$5,986	\$3,356	56.1%	\$1,028	\$4,384	(\$1,602)
FIXED ASSETS EQUIPMENT (EE548)	\$19,960	\$0	0.0%	\$0	\$0	(\$19,960)
RESERVES (EE560)	\$11,522	\$0	0.0%	\$0	\$0	(\$11,522)
<b>TOTAL EXPENDITURE</b>	<b>\$1,428,976</b>	<b>\$1,467,715</b>	<b>102.7%</b>	<b>\$614,767</b>	<b>\$2,082,482</b>	<b>\$653,506</b>
<b>REVENUE SUMMARY</b>						
REVENUE USE MONEY & PROP (RR440)	\$2,980	\$4,591	154.0%	\$4,591	\$9,182	\$6,202
INTERGOVERNMENTAL FUNDING (RR450) (City)	\$689,228	\$689,228	100.0%	\$27	\$689,255	\$27
INTERGOVERNMENTAL FUNDING (RR450) (County)	\$689,228	\$689,255	100.0%	\$0	\$689,255	\$27
CHARGES FOR CURRENT SVCS (RR460)	\$16,000	\$225,936	1412.1%	\$118,213	\$344,149	\$328,149
MISCELLANEOUS REVENUES (RR470)	\$31,540	\$366,081	1160.7%	\$50,122	\$416,203	\$384,663
OTHER FINANCING SOURCES (RR480)	\$0	\$0		\$0	\$0	\$0
<b>TOTAL REVENUE</b>	<b>\$1,428,976</b>	<b>\$1,975,091</b>	<b>138.2%</b>	<b>\$172,953</b>	<b>\$2,148,044</b>	<b>\$719,068</b>
<b>NET SURPLUS or (COSTS) (Revenue minus Expenditure)</b>	<b>\$1,428,976</b>	<b>\$507,376</b>			<b>\$65,562</b>	<b>4.6%</b>



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Account Number, Title, and (Description)	Budgeted	Total to Date	% Expended	Cost To Complete	Projected Total Cost	Projected (Under)/Over
<b>ITEMIZED EXPENDITURES</b>						
<b>SALARIES &amp; EMPLOYEE BENEFIT (EE510)</b>						
51110 SALARIES & WAGES-PERM (City Staff)	\$193,253	\$144,447	74.7%	\$65,675	\$210,122	\$16,869
51115 SALARIES & WAGES- TEMP HELP (Contracted Staff - SOS (aka TOPS))	\$84,757	\$142,093	167.6%	\$71,425	\$213,518	\$128,761
51730 OTHER EXTRAORDINARY PAY (County Staff)	\$563,357	\$325,684	57.8%	\$199,777	\$525,461	(\$37,896)
<b>Subtotal - SALARIES &amp; EMPLOYEE BENEFIT (EE510)</b>	<b>\$841,367</b>	<b>\$612,224</b>	<b>72.8%</b>	<b>\$336,877</b>	<b>\$949,101</b>	<b>\$107,734</b>
<b>SERVICES &amp; SUPPLIES (EE520)</b>						
52062 TELEPHONE (Telephone - Centrex and Usage)	\$4,476	\$3,154	70.5%	\$1,577	\$4,731	\$255
52066 OTHER COMMUNICATIONS (Internet and dedicated T1 lines to City/County for data transfer)	\$11,886	\$8,004	67.3%	\$2,088	\$10,092	(\$1,794)
52120 INSURANCE (Insurance - Liability and Property)	\$3,472	\$3,413	98.3%	\$0	\$3,413	(\$59)
52176 MAINTENANCE OF EQUIPMENT (Annual plotter, server, and computer maintenance)	\$5,597	\$847	15.1%	\$2,008	\$2,855	(\$2,742)
52177 HARDWARE PURCHASES AND SETUP (Non-capitalized network & server hardware (under \$5,000))	\$8,364	\$16,884	201.9%	\$10,908	\$27,792	\$19,428
52180 COMMUNICATIONS MAINTENANCE (Network equipment maintenance (routers, firewall, switches))	\$2,610	\$3,324	127.4%	\$0	\$3,324	\$714
52280 SOFTWARE PURCHASES (Non-capitalized software purchases (under \$50,000))	\$1,090	\$429	39.4%	\$15,661	\$16,090	\$15,000
52284 ANNUAL SOFTWARE LICENSE (Annual software maint/license - Oracle, ESRI, Thomas Bros, UNIX, etc)	\$74,457	\$69,886	93.9%	\$3,163	\$73,049	(\$1,408)
52330 OFFICE EXPENSE (Office supplies incl printer cartridges, DVDs, toner, paper, etc)	\$2,688	\$5,222	194.3%	\$2,511	\$7,733	\$5,045
52332 POSTAGE (Postage/mailing/Constant Contact)	\$107	\$201	188.1%	\$49	\$251	\$144
52334 PRINTING (Printing of business cards, flyers, signs, etc.)	\$378	\$256	67.8%	\$128	\$384	\$6
52338 DRAFTING/ENGINEERING SUPP (Plotter paper, mounting boards, laminating supplies, toner for plotters)	\$5,736	\$5,329	92.9%	\$1,506	\$6,836	\$1,100
52348 DATA PROCESSING SERVICES (City of San Diego System Access/CITRIX (previously SDDPC))	\$0	\$0		\$0	\$0	\$0
52370 PROF & SPECIALIZED SVCS (External Auditor and financial statement prep services)	\$23,812	\$5,000	21.0%	\$18,312	\$23,312	(\$500)
52384 ARCHITECTURE & ENGINEERING (Graphic services)	\$0	\$0		\$0	\$0	\$0
52394 AERIAL SURVEY & PHOTO SVC (Aerial imagery products and services)	\$50,000	\$433,995	868.0%	\$0	\$433,995	\$383,995
52396 CONTRACTED SERVICES (Quartic Solutions (DBA & GIS Support) & Corona Env (Prgm Mngr))	\$231,467	\$221,963	95.9%	\$170,142	\$392,104	\$160,637
52402 SPEC CIRCMSNCS ATTY SVCS (Attorney)	\$12,152	\$1,298	10.7%	\$6,254	\$7,552	(\$4,600)
52426 COMPUTER CABLE-LAN ON NET (Networld Solutions (IT server/network/desktop) support)	\$76,800	\$51,200	66.7%	\$25,600	\$76,800	\$0
52504 COPY EQUIPMENT RENTAL (Monthly copier rental/lease)	\$1,135	\$755	66.5%	\$378	\$1,133	(\$2)
52530 RENTS & LEASES STRUCTURES (Office rent, utilities and contracted services)	\$33,014	\$19,911	60.3%	\$16,307	\$36,219	\$3,205
52550 SPECIAL DEPARTMENTAL EXP (Office move and remodel)	\$0	\$0		\$0	\$0	\$0
52560 BOOKS & PUBLICATIONS (Books, training materials, magazines, etc.)	\$100	\$0	0.0%	\$120	\$120	\$20
52566 MINOR EQUIPMENT (Minor computer equipment and office furniture)	\$500	\$1,062	212.4%	\$0	\$1,062	\$562
52622 TRAINING/REGIS OUT-OF-CO (Conferences/training/events)	\$300	\$0	0.0%	\$150	\$150	(\$150)
<b>Subtotal - SERVICES &amp; SUPPLIES (EE520)</b>	<b>\$550,141</b>	<b>\$852,135</b>	<b>154.9%</b>	<b>\$276,862</b>	<b>\$1,128,997</b>	<b>\$578,856</b>
<b>OTHER CHARGES (EE530)</b>						
53030 CREDIT CARD ADMIN FEE (Credit card admin fee)	\$860	\$798	92.8%	\$175	\$974	\$114
53585 EQUIPMENT DEP EXPENSE (Equipment depreciation)	\$5,126	\$2,558	49.9%	\$853	\$3,410	(\$1,716)
<b>Subtotal - OTHER CHARGES (EE530)</b>	<b>\$5,986</b>	<b>\$3,356</b>	<b>56.1%</b>	<b>\$1,028</b>	<b>\$4,384</b>	<b>(\$1,602)</b>
<b>FIXED ASSETS EQUIPMENT (EE548)</b>						
54955 CONTRA ACCOUNT-EQUIPMENT (Offsets for capital asset/equipment purchase)	\$0	\$0		\$0	\$0	\$0
54964 CAPITAL ASSET HARDWARE (Capitalized server & computer hardware purchases (\$5,000 plus))	\$12,500	\$0	0.0%	\$0	\$0	(\$12,500)
54986 FIXED ASSETS SOFTWARE (Capitalized software purchases (\$50,000 plus))	\$0	\$0		\$0	\$0	\$0
54979 COMMUNICATION EQUIPMENT (Capitalized network hardware purchases (\$5,000 plus))	\$7,460	\$0	0.0%	\$0	\$0	(\$7,460)
<b>Subtotal - FIXED ASSETS EQUIPMENT (EE548)</b>	<b>\$19,960</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$19,960)</b>
<b>RESERVES (EE560)</b>						
56042 CONTINGENCY RESERVE (Contingency reserves)	\$11,522	\$0	0.0%	\$0	\$0	(\$11,522)
<b>Subtotal - RESERVES (EE560)</b>	<b>\$11,522</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$11,522)</b>
<b>EXPENDITURE TOTAL</b>	<b>\$1,428,976</b>	<b>\$1,467,715</b>	<b>102.7%</b>	<b>\$614,767</b>	<b>\$2,082,482</b>	<b>\$653,506</b>

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<b>ITEMIZED REVENUES</b>						
<b>REVENUE USE MONEY &amp; PROP (RR440)</b>						
44105 INTERESTS ON DEPOSITS & INV (Earned interest)	\$2,980	\$4,591	154.0%	\$4,591	\$9,182	\$6,202
<b>Subtotal - REVENUE USE MONEY &amp; PROP (RR440)</b>	<b>\$2,980</b>	<b>\$4,591</b>	<b>154.0%</b>	<b>\$4,591</b>	<b>\$9,182</b>	<b>\$6,202</b>
<b>INTERGOVERNMENTAL FUNDING (RR450)</b>						
45912 AID FR OTHER GOV AGENCIES (County of San Diego)	\$689,228	\$689,255	100.0%	\$0	\$689,255	\$27
45913 AID FR CITY OF SAN DIEGO (City of San Diego)	\$689,228	\$689,228	100.0%	\$27	\$689,255	\$27
45918 AID FR OTHER GOV AGENCIES (County of San Diego - Departments)	\$0	\$0		\$0	\$0	\$0
<b>Subtotal - INTERGOVERNMENTAL FUNDING (RR450)</b>	<b>\$1,378,456</b>	<b>\$1,378,483</b>	<b>100.0%</b>	<b>\$27</b>	<b>\$1,378,510</b>	<b>\$54</b>
<b>CHARGES FOR CURRENT SVCS (RR460)</b>						
46778 OTHER CHARGES CURR SERV (ARJIS, USGS, other contract work)	\$16,000	\$225,936	1412.1%	\$118,213	\$344,149	\$328,149
<b>Subtotal - CHARGES FOR CURRENT SVCS (RR460)</b>	<b>\$16,000</b>	<b>\$225,936</b>	<b>1412.1%</b>	<b>\$118,213</b>	<b>\$344,149</b>	<b>\$328,149</b>
<b>MISCELLANEOUS REVENUES (RR470)</b>						
47535 MISC REVENUE OTHER (Misc revenue not covered elsewhere)	\$0	\$339,776		(\$106,553)	\$233,223	\$233,223
47610 OTHER SALES (Store front sales, CD sales, etc.)	\$31,540	\$26,306	83.4%	\$8,617	\$34,923	\$3,383
47425 MISC REVENUE PRIOR YEAR (Carry over funds from previous years (unrestricted excess funds))	\$0	\$0		\$148,058	\$148,058	\$148,058
<b>Subtotal - MISCELLANEOUS REVENUES (RR470)</b>	<b>\$31,540</b>	<b>\$366,081</b>	<b>1160.7%</b>	<b>\$50,122</b>	<b>\$416,203</b>	<b>\$384,663</b>
<b>OTHER FINANCING SOURCES (RR480)</b>						
48310 LOSS ON SALE OF FIXED ASSETS (Disposal of equipment prior to being fully depreciated)	\$0	\$0		\$0	\$0	\$0
<b>Subtotal - OTHER FINANCING SOURCES (RR480)</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>REVENUE TOTAL</b>	<b>\$1,428,976</b>	<b>\$1,975,091</b>	<b>138.2%</b>	<b>\$172,953</b>	<b>\$2,148,044</b>	<b>\$719,068</b>