



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: Monday November 17, 2016

Time: 3:00 pm

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

Meeting called to Order: 3:00 pm

Meeting Adjourned: 4:00 pm

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

Others Present:

- Brad Lind, Program Manager for SanGIS
- Rachel Witt, Office of County Counsel, SanGIS Legal Counsel

MEETING MINUTES

Review of Minutes from Previous Meeting(s)

Minutes from the Board of Directors meeting of October 17, 2016 were reviewed. A motion was made by Mr. Lindsay and seconded by Mr. Behnke 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, 2016 through October 31, 2016. Mr. Lind explained that based on the current report SanGIS projects a surplus of revenues over expenditures of approximately \$82,000 at the end of the fiscal year and that the surplus is due almost exclusively to voluntary staff reductions that were budgeted for the current fiscal year. Mr. Lind explained the current report includes expectations that staff will be added for at least the final half of the fiscal year and that no maintenance or planned capital expenditures are being deferred.

2. SanGIS JPA Document Amendments

The Management Committee and the Board discussed the status of approval of amendments to the SanGIS Joint Powers Authority (JPA) documents. The City Council is scheduled to review the request at their December 6, 2016 meeting and the County Board of Supervisors is scheduled for December 14, 2016. Mr. Behnke noted the successful efforts of Mr. Daeschner in marshalling the amendments through the City process.

The Board discussed the process of notifying the State of California once the amendments have been approved. Mr. Lind and SanGIS legal counsel were directed to research and coordinate the timing and process of those notifications.

3. SanGIS Procurement Policy Review

Per the direction of the Board at their October 17, 2017 meeting, the Management Committee presented a draft Procurement Policy for review and requested the Board's advice on direction. The Board discussed the policy and asked for clarification on a number of items. The Board directed that all spending limits in the policy be confirmed and that certain other changes be made. The Board directed that the policy, with modifications as noted, be brought to the next Board meeting for final review and/or approval.

4. Status Report on Contract for 2017 Aerial Imagery Collection

The Management Committee reported on the status of the regional project to acquire aerial imagery and related products flown in March 2017 for the benefit of SanGIS, SANDAG, the City, the County and other local jurisdictions. The Committee explained that the project was created through the San Diego Regional GIS Council (SDRGC) and that SanGIS was being asked to lead the contract. The Committee also explained the SANDAG participation. Mr. Lind explained that, per the Board's request, participating agencies have provided SanGIS written notification of their intent to participate and fiscal year funding levels available. The Committee explained the funding and procurement model, expected SanGIS, City, County, SANDAG, and other jurisdiction contributions, and contracting model. The Committee also present an assessment of the risk to the SanGIS JPA as the lead contract agency.

The Board reviewed the project, funding, and risks and asked for clarification on the vendor, payment schedules, jurisdictions participating, and other items. The Board directed that the Management Committee bring a proposed contract to the Board for review and/or approval as soon as practical. The Board agreed a separate meeting in December would be acceptable provided the final contract documents were available and vendor references were verified.

5. Other Items

Mr. Lind noted that this was the last scheduled meeting of the Board and requested advice and direction on setting the Board schedule for calendar year 2017. The Board advised that that the current bi-monthly times and dates worked well and directed that the new schedule be established accordingly.

Mr. Lind recommended that the Board review the current by-laws at a future meeting to ensure they are consistent with any changes to the JPA documents being modified. The Board agreed and directed the by-laws be added to the agenda for the January meeting.

Requests for Action:

6. Request to Approve Contract for GIS Database Administration and Programmer Services

The Management Committee reviewed current practices for procuring GIS database administration and programmer/analyst services and requested the Board approve a contract for these services under a competitively bid contract held the County of San Diego. The Board reviewed the request and asked for clarification from Legal Counsel and the Management Committee on various items. Mr. Lind explained the pricing structure and answered questions regarding the contract period and optional extensions.

The Board reviewed the request and directed that the contract terms and optional extensions be re-written in accord with standard City and County guidelines. Mr. Lindsay made a motion that the contract be approved subject to the changes in the contract terms and option extensions and that the Board Chair be authorized to sign the contract. The motion was seconded by Mr. Behnke. The motion was passed unanimously.

Minutes prepared by:

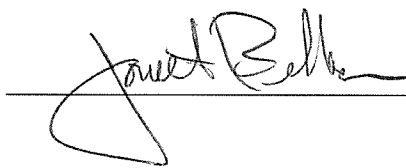
Brad Lind

October 18, 2016

These minutes are approved by: Signature

Date:

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



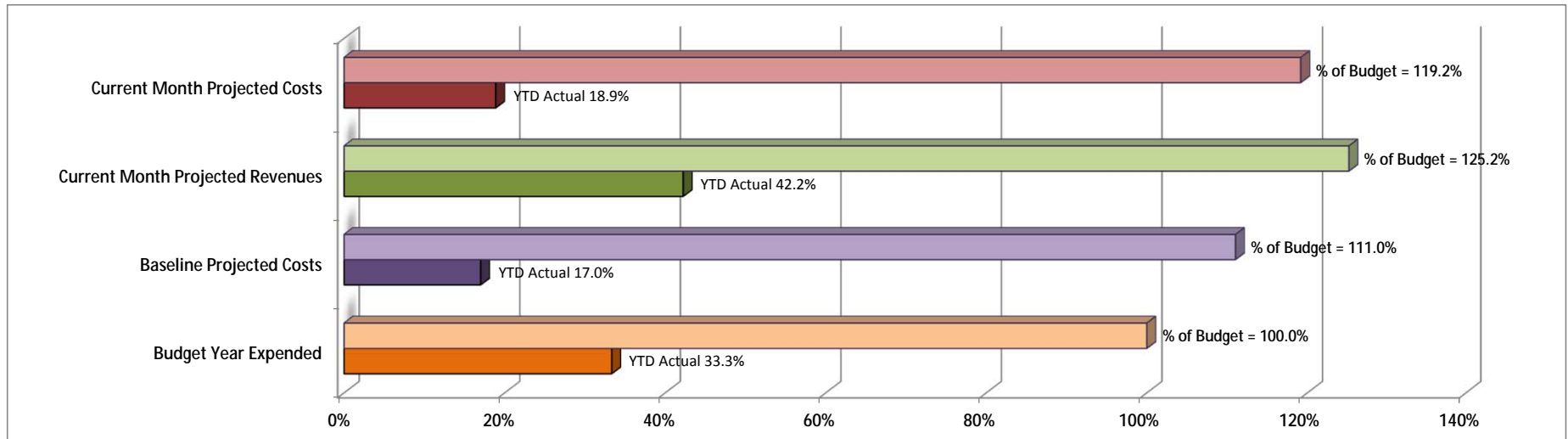
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SanGIS Revenue and Expenditure Report

Fiscal Year-to-Date: July 1, 2016 through October 31, 2016

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
EXPENDITURE SUMMARY						
SALARIES & EMPLOYEE BENEFIT (EE510)	\$791,608	\$136,045	17.2%	\$754,739	\$890,784	\$99,175
SERVICES & SUPPLIES (EE520)	\$532,629	\$120,507	22.6%	\$579,829	\$700,336	\$167,707
OTHER CHARGES (EE530)	\$4,239	\$271	6.4%	\$3,888	\$4,159	(\$80)
FIXED ASSETS EQUIPMENT (EE548)	\$19,960	\$0	0.0%	\$25,024	\$25,024	\$5,064
RESERVES (EE560)	\$11,137	\$0	0.0%	\$0	\$0	(\$11,137)
TOTAL EXPENDITURE	\$1,359,574	\$256,823	18.9%	\$1,363,480	\$1,620,303	\$260,729
REVENUE SUMMARY						
REVENUE USE MONEY & PROP (RR440)	\$2,404	\$1,038	43.2%	\$2,074	\$3,112	\$708
INTERGOVERNMENTAL FUNDING (RR450) (City)	\$655,173	\$250,000	38.2%	\$405,173	\$655,173	\$0
INTERGOVERNMENTAL FUNDING (RR450) (County)	\$655,173	\$250,000	38.2%	\$405,173	\$655,173	\$0
CHARGES FOR CURRENT SVCS (RR460)	\$16,000	\$65,324	408.3%	\$236,684	\$302,008	\$286,008
MISCELLANEOUS REVENUES (RR470)	\$30,824	\$7,935	25.7%	\$78,545	\$86,480	\$55,656
OTHER FINANCING SOURCES (RR480)	\$0	\$0		\$0	\$0	\$0
TOTAL REVENUE	\$1,359,574	\$574,297	42.2%	\$1,127,649	\$1,701,946	\$342,372
NET SURPLUS or (COSTS) (Revenue minus Expenditure)	\$1,359,574	\$317,473			\$81,642	6.0%



SanGIS Revenue and Expenditure Report

Fiscal Year-to-Date: July 1, 2016 through October 31, 2016

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
ITEMIZED EXPENDITURES						
SALARIES & EMPLOYEE BENEFIT (EE510)						
51110 SALARIES & WAGES-PERM (City Staff)	\$210,825	\$13,479	6.4%	\$174,698	\$188,178	(\$22,647)
51115 SALARIES & WAGES- TEMP HELP (Contracted Staff - SOS (aka TOPS))	\$93,295	\$42,470	45.5%	\$127,927	\$170,397	\$77,102
51730 OTHER EXTRAORDINARY PAY (County Staff)	\$487,488	\$80,096	16.4%	\$452,113	\$532,210	\$44,721
Subtotal - SALARIES & EMPLOYEE BENEFIT (EE510)	\$791,608	\$136,045	17.2%	\$754,739	\$890,784	\$99,175
SERVICES & SUPPLIES (EE520)						
52062 TELEPHONE (Telephone - Centrex and Usage)	\$4,159	\$1,369	32.9%	\$2,979	\$4,348	\$189
52066 OTHER COMMUNICATIONS (Internet and dedicated T1 lines to City/County for data transfer)	\$10,931	\$3,336	30.5%	\$8,363	\$11,699	\$768
52120 INSURANCE (Insurance - Liability and Property)	\$3,347	\$3,444	102.9%	\$0	\$3,444	\$97
52176 MAINTENANCE OF EQUIPMENT (Annual plotter, server, and computer maintenance)	\$5,532	\$0	0.0%	\$6,243	\$6,243	\$711
52177 HARDWARE PURCHASES AND SETUP (Non-capitalized network & server hardware (under \$5,000))	\$13,400	\$9,343	69.7%	\$10,928	\$20,271	\$6,871
52180 COMMUNICATIONS MAINTENANCE (Network equipment maintenance (routers, firewall, switches))	\$2,518	\$2,090	83.0%	\$632	\$2,722	\$204
52280 SOFTWARE PURCHASES (Non-capitalized software purchases (under \$50,000))	\$2,084	\$6,539	313.7%	\$755	\$7,294	\$5,210
52284 ANNUAL SOFTWARE LICENSE (Annual software maint/license - Oracle, ESRI, Thomas Bros, UNIX, etc)	\$69,847	\$2,199	3.1%	\$69,655	\$71,853	\$2,006
52330 OFFICE EXPENSE (Office supplies incl printer cartridges, DVDs, toner, paper, etc)	\$3,312	\$1,140	34.4%	\$1,853	\$2,993	(\$319)
52332 POSTAGE (Postage/mailing/Constant Contact)	\$190	\$0	0.0%	\$132	\$132	(\$58)
52334 PRINTING (Printing of business cards, flyers, signs, etc.)	\$0	\$135		\$297	\$432	\$432
52338 DRAFTING/ENGINEERING SUPP (Plotter paper, mounting boards, laminating supplies, toner for plotters)	\$7,537	\$1,054	14.0%	\$5,872	\$6,926	(\$611)
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)	\$24,189	\$5,000	20.7%	\$18,200	\$23,200	(\$989)
52384 ARCHITECTURE & ENGINEERING (Graphic services)	\$0	\$0		\$0	\$0	\$0
52394 AERIAL SURVEY & PHOTO SVC (Aerial imagery products and services)	\$50,000	\$0	0.0%	\$110,000	\$110,000	\$60,000
52396 CONTRACTED SERVICES (Quartic Solutions (DBA & GIS Support) & Corona Env (Prgm Mngr))	\$213,506	\$54,218	25.4%	\$250,175	\$304,394	\$90,888
52402 SPEC CIRCMSNCS ATTY SVCS (Attorney)	\$10,704	\$5,517	51.5%	\$6,198	\$11,715	\$1,011
52426 COMPUTER CABLE-LAN ON NET (Networld Solutions (IT server/network/desktop) support)	\$76,800	\$19,200	25.0%	\$57,600	\$76,800	\$0
52504 COPY EQUIPMENT RENTAL (Monthly copier rental/lease)	\$1,051	\$378	36.0%	\$757	\$1,135	\$84
52530 RENTS & LEASES STRUCTURES (Office rent, utilities and contracted services)	\$33,062	\$5,545	16.8%	\$27,150	\$32,695	(\$367)
52550 SPECIAL DEPARTMENTAL EXP (Office move and remodel)	\$0	\$0		\$0	\$0	\$0
52560 BOOKS & PUBLICATIONS (Books, training materials, magazines, etc.)	\$160	\$0	0.0%	\$240	\$240	\$80
52566 MINOR EQUIPMENT (Minor computer equipment and office furniture)	\$0	\$0		\$0	\$0	\$0
52622 TRAINING/REGIS OUT-OF-CO (Conferences/training/events)	\$300	\$0	0.0%	\$1,800	\$1,800	\$1,500
Subtotal - SERVICES & SUPPLIES (EE520)	\$532,629	\$120,507	22.6%	\$579,829	\$700,336	\$167,707
OTHER CHARGES (EE530)						
53030 CREDIT CARD ADMIN FEE (Credit card admin fee)	\$780	\$271	34.7%	\$658	\$929	\$149
53585 EQUIPMENT DEP EXPENSE (Equipment depreciation)	\$3,459	\$0	0.0%	\$3,230	\$3,230	(\$229)
Subtotal - OTHER CHARGES (EE530)	\$4,239	\$271	6.4%	\$3,888	\$4,159	(\$80)
FIXED ASSETS EQUIPMENT (EE548)						
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%	\$25,024	\$25,024	\$12,524
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)
Subtotal - FIXED ASSETS EQUIPMENT (EE548)	\$19,960	\$0	0.0%	\$25,024	\$25,024	\$5,064
RESERVES (EE560)						
56042 CONTINGENCY RESERVE (Contingency reserves)	\$11,137	\$0	0.0%	\$0	\$0	(\$11,137)
Subtotal - RESERVES (EE560)	\$11,137	\$0	0.0%	\$0	\$0	(\$11,137)
EXPENDITURE TOTAL	\$1,359,574	\$256,823	18.9%	\$1,363,480	\$1,620,303	\$260,729

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ITEMIZED REVENUES						
REVENUE USE MONEY & PROP (RR440)						
44105 INTERESTS ON DEPOSITS & INV (Earned interest)	\$2,404	\$1,038	43.2%	\$2,074	\$3,112	\$708
Subtotal - REVENUE USE MONEY & PROP (RR440)	\$2,404	\$1,038	43.2%	\$2,074	\$3,112	\$708
INTERGOVERNMENTAL FUNDING (RR450)						
45912 AID FR OTHER GOV AGENCIES (County of San Diego)	\$655,173	\$250,000	38.2%	\$405,173	\$655,173	\$0
45913 AID FR CITY OF SAN DIEGO (City of San Diego)	\$655,173	\$250,000	38.2%	\$405,173	\$655,173	\$0
45918 AID FR OTHER GOV AGENCIES (County of San Diego - Departments)	\$0	\$0		\$0	\$0	\$0
Subtotal - INTERGOVERNMENTAL FUNDING (RR450)	\$1,310,346	\$500,000	38.2%	\$810,346	\$1,310,346	\$0
CHARGES FOR CURRENT SVCS (RR460)						
46778 OTHER CHARGES CURR SERV (ARJIS, USGS, other contract work)	\$16,000	\$65,324	408.3%	\$236,684	\$302,008	\$286,008
Subtotal - CHARGES FOR CURRENT SVCS (RR460)	\$16,000	\$65,324	408.3%	\$236,684	\$302,008	\$286,008
MISCELLANEOUS REVENUES (RR470)						
47535 MISC REVENUE OTHER (Misc revenue not covered elsewhere)	\$0	\$0		\$0	\$0	\$0
47610 OTHER SALES (Store front sales, CD sales, etc.)	\$30,824	\$7,935	25.7%	\$18,545	\$26,480	(\$4,344)
47425 MISC REVENUE PRIOR YEAR (Carry over funds from previous years (unrestricted excess funds))	\$0	\$0		\$60,000	\$60,000	\$60,000
Subtotal - MISCELLANEOUS REVENUES (RR470)	\$30,824	\$7,935	25.7%	\$78,545	\$86,480	\$55,656
OTHER FINANCING SOURCES (RR480)						
48310 LOSS ON SALE OF FIXED ASSETS (Disposal of equipment prior to being fully depreciated)	\$0	\$0		\$0	\$0	\$0
Subtotal - OTHER FINANCING SOURCES (RR480)	\$0	\$0		\$0	\$0	\$0
REVENUE TOTAL	\$1,359,574	\$574,297	42.2%	\$1,127,649	\$1,701,946	\$342,372



Administrative Manual – Procurement Policy – Draft

Policy Title:	SanGIS Procurement	Effective Date:	TBD
Policy Number:	A8	Revised Date:	

Purpose

To establish policy and procedures for the competitive procurement of goods and services, define the methods of competitively procuring goods and services, and set forth criteria for exemptions and exceptions from the competitive procurement requirement.

Background

SanGIS is a Joint Powers Authority (JPA) of the City of San Diego and the County of San Diego. SanGIS is responsible for the procurement of all goods and services it consumes. Goods and services are purchased in a manner that provides the most cost efficient procurement overall, taking into account the cost of SanGIS resources. Routine and regular purchases of consumable goods and services are generally purchased under general government contract or purchase agreements that provide competitive pricing to all participating agencies. Non-routine or regular purchases must be procured under competitive purchasing guidelines consistent with State and Local laws that provide the best overall value at the most reasonable cost for SanGIS.

In certain circumstances however, goods and services may need to be procured under non-competitive guidelines in order to best serve SanGIS operations or to accommodate emergency procurement situations.

Reference

Management Committee Letter of Verification which can be found at http://www.sangis.org/docs/documents/Management_Committee_Verification.pdf

Payment Authorizations Letter which can be found at <\\PALA\helix\SanGIS HQ Data\Financial Records\FORMS & TEMPLATES>

See also – *SanGIS Credit Card Management and Use Policy*.

See also – *SanGIS Petty Cash Management and Use Policy*.

Policy

It shall be the policy of SanGIS to:

Competitively procure goods and/or services unless otherwise allowed for under this policy or required by State, Federal, or local law. It is the intention of this policy that the procurement of goods and services should be done using the method that is most cost effective and efficient for SanGIS, taking into account the cost of SanGIS resources including staff time and consultant fees.

The competitive procurement requirements of this policy may be satisfied by:

- Formal Bidding – a competitive process by which bidders respond to a Request for Bids (RFB) or Request for Quotes (RFQ) and award is made to the lowest bidder that is both responsive (conforming with material bid requirements) and responsible (competent and otherwise qualified to perform under any resulting contract).

Administrative Manual – Procurement Policy – Draft

- Competitive Negotiated Procurement – a process by which proposers formally respond to a Request for Proposals (RFP) and the proposals are evaluated by a selection committee based on the proposed goods or services, qualifications, price, and other relevant evaluation criteria. The selection committee recommends the proposer that provides the best value for SanGIS, and a contract is awarded after completion of successful negotiations with one or more proposers.
- Through a contract competitively awarded by another governmental agency or cooperative that includes other governmental agencies.

Single Source exceptions to the competitive procurement requirements are allowed where required by Federal, State or local laws or where it is determined that doing so would be in the best interest of SanGIS. Single Source procurement can be used at times when only one manufacturer, distributor, supplier, or service provider can provide the required goods and/or services or where the continuity of operations of SanGIS are most efficiently maintained by the sole provider. Examples of where Single Source procurement may be used are:

- Competition is precluded because of the existence of patent rights, copyrights, trade-secret processes, control of the basic data or similar circumstance and no equivalent good or service is available.
- The procurement is for parts or components for existing, in-use, equipment and no information or data is available to ensure that the parts or components obtained from another supplier will perform the same function, or the parts or components could compromise the safety or reliability of the product, or would void or invalidate a manufacturer's warranty or guarantee, or the parts must be provided urgently in order to avoid unacceptable interruptions to SanGIS operations.
- The procurement is for service from a provider with unique knowledge, skill, or ability not available from other sources.
- A distributor or service provider has an exclusive franchise or operating agreement with the supplier of goods to be purchased or maintained and no other person or entity may provide, install, service or maintain the goods in the service area.
- The procurement is for goods and/or services where standardization is beneficial for reasons including maintenance, repair, training, and interoperability.
- The procurement is for goods and/or services where continuity of providers will provide efficiency or critical knowledge, and other providers of the goods and/or services cannot provide similar efficiencies or critical knowledge.

The following types of procurement of goods and/or services are categorically exempt from the competitive procurement requirements of this policy:

- Utility services available only through a single provider for the area served.
- Federal, State and local award schedules and service contracts that are available for use by local government agencies.
- Standard Commercial Off-the-Shelf (COTS) packages that are commercially available for sale to the general public and designed to be integrated into existing systems without the need for more than minimal configuration or customization and where the provider would qualify as a Single Source.
- Equipment maintenance services where the provider would qualify as a Single Source.
- Operating and maintenance services for software and hosting services where the provider of services and/or goods would qualify as a Single Source provider.
- Interim contract or extension of an existing contract where the required goods or services are subject to competitive procurement under this policy but where the competitive procurement procedure has not yet been completed.
- Emergency purchases where the value of the goods and/or services acquired does not exceed \$20,000 and where the purchase is urgently required to maintain the continuity of SanGIS operations.

Administrative Manual – Procurement Policy – Draft

Procedure

SanGIS will procure goods, services, and capital assets using commonly accepted best practices widely adopted by many small government agencies. Being a JPA of the City and County of San Diego, SanGIS attempts to adhere to procurement practices acceptable to both those jurisdictions but scaled to the level acceptable for a small agency. SanGIS' general procurement procedures are as follows:

- The Management Committee is authorized by the Board of Directors to approve all purchases that do not exceed \$50,000 at a time and that do not exceed \$150,000 in a 12 month period. The Board must approve all purchases exceeding the Management Committee's authority.
- SanGIS will issue purchase orders (POs) for procurement of most goods. Purchase orders must be approved by the Management Committee or Board of Directors with the exception that POs for less than \$1,000 for operational, consumable commodities may be issued directly by the Program Manager (this includes items such printer/plotter paper, toner, storage media, office supplies, etc.).
- Whenever possible SanGIS should take advantage of existing, competitively bid, contracts through the State, City, or County to simplify procurement. This includes items such as office supplies, banking services, copier lease, and minor software and hardware items.
- Purchase of new or onetime commodity items between \$1,000 and \$2,500 that may be available from multiple vendors may be based on pricing research done online or via request for quote from selected vendors. This includes items such as workstation monitors, portable drives, plotter/printer maintenance contracts, etc. A vendor is selected based on most value for the best price.
- Procurement of new or onetime commodity items over \$2,500 but less than about \$20,000 that may be available from multiple vendors are based on official quotes requested from selected vendors. This may apply to purchase of multiple workstations, UPS units, network equipment, servers, plotters, printers, etc. A vendor is selected based on most value for the best price.
- Procurement of new or onetime commodity items or professional services over \$20,000 that may be available from multiple vendors are based on a request for proposal (RFP). This would cover items such as aerial imagery, phone services, professional services (e.g. program management, DBA and GIS P/A services, network/IT services, comptroller and audit services, etc.). Whenever possible, SanGIS will use competitively bid contracts through existing jurisdictions that allow for "piggy-backing".
- Non-commodity items that are available from a single source may be purchased directly from that source or their agent based on an official quote or written proposal. This includes items costing \$20,000 or more. Items in this category would include certain software and software maintenance, hardware maintenance, or data.

The Board of Directors, at their discretion, may at any time waive this policy or any provision thereof.

Approved by SanGIS Board of Directors:

Jonathan Behnke, SanGIS Board Member, City of San Diego

Date

David Lindsay, SanGIS Board Member, County of San Diego

Date