



# 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:** Wednesday December 21, 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:** 3:40 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
- Stephanie Karnavas, Office of County Counsel, SanGIS Legal Counsel

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## MEETING MINUTES

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

Minutes from the Board of Directors meeting of November 17, 2016 were reviewed. Ms. Karnavas noted two factual errors that needed correction. A motion was made by Mr. Lindsay and seconded by Mr. Behnke to accept the minutes with the modifications noted by legal counsel. 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 November 30, 2016. Mr. Lind explained that based on the current report SanGIS projects a surplus of revenues over expenditures of approximately \$75,800 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. Other Items**

No other items were brought forward for discussion.

**Requests for Action:****3. Request to Approve Contract for Aerial Imagery and Related Products**

The Management Committee provided an overview of a project for procuring services to collect, process, and deliver ortho-rectified aerial imagery, oblique imagery, and other products collected in March 2017 through a competitively bid contract held by the County of Los Angeles. The Management Committee reported on the risk analysis involved in the contract, number of participants, coverage areas, deliverables, schedules, and other details related to the imagery capture. The Management Committee requested that the Board approve the contract and authorize the Chair to sign on behalf of SanGIS.

The Board reviewed and discussed the contract and asked for clarification on a number of items. Mr. Lind noted that there were a couple of clarifications that needed to be made to the contract. These clarifications may result in contract changes of a minor nature but will not materially affect the scope, schedule, or budget.

Mr. Lindsay moved to approve the contract and authorize the Board Chair to sign on behalf of SanGIS subject to 1) the contract changes being made and 2) agreement with those changes by SanGIS legal counsel. Mr. Behnke seconded the motion. The motion was approved unanimously.

**4. Request to Approve Use of Prior Year and Surplus Funds for Aerial Imagery**

The Management Committee requested approval from the Board of Directors to use \$60,000 of funds available from Fiscal Year 2015-2016 for acquisition of aerial imagery products. These funds were scheduled for use in acquiring aerial imagery products in FY2016 but were not expended due to the collection being delayed until March 2017. The Committee will also requested approval to use up an additional \$50,000 of current fiscal year (Fiscal Year 2016-2017) funds for the same project. The additional current year reserves are a result in staff transitions early in the fiscal year. Use of additional current year funds will not increase the current year budget.

The Board discussed the request and asked for and received clarification on the total project funding for the current fiscal year and the source of the funds being used. Mr. Lindsay moved to approve \$60,000 of unrestricted prior year funds, \$50,000 of current year budgeted funds, and \$50,000 of current fiscal year reserves to fund the aerial imagery project. The motion was seconded by Mr. Behnke. The motion was approved unanimously.

Minutes prepared by:

Brad Lind

December 22, 2016

These minutes are approved by: Signature

Date:

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

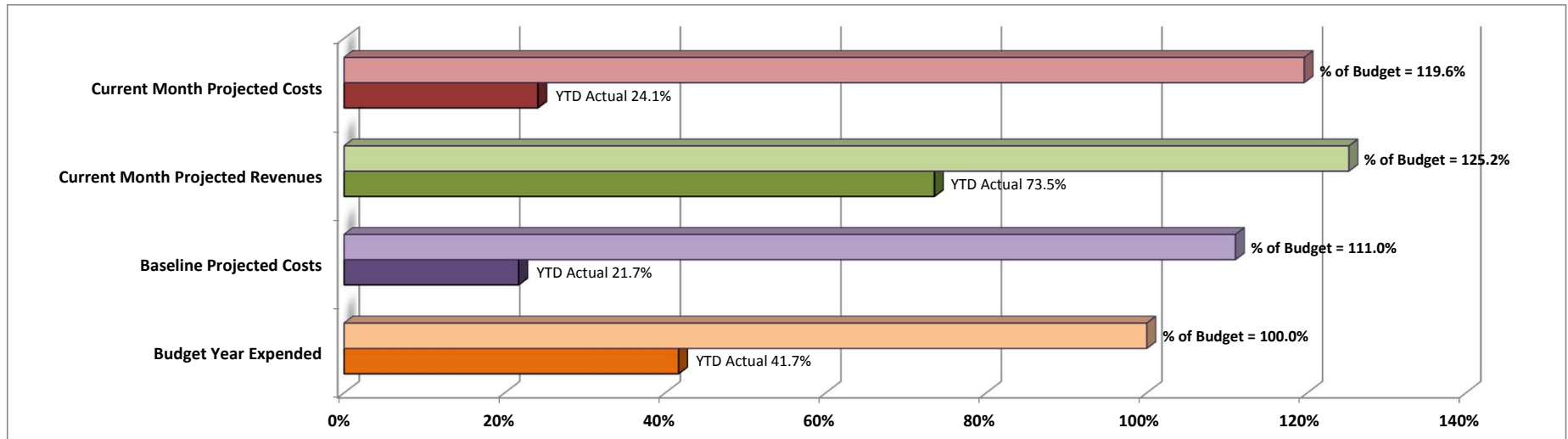
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# SanGIS Revenue and Expenditure Report

Fiscal Year-to-Date: July 1, 2016 through November 30, 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
<b>EXPENDITURE SUMMARY</b>						
SALARIES & EMPLOYEE BENEFIT (EE510)	\$791,608	\$146,003	18.4%	\$744,781	\$890,784	\$99,175
SERVICES & SUPPLIES (EE520)	\$532,629	\$181,913	34.2%	\$524,681	\$706,594	\$173,965
OTHER CHARGES (EE530)	\$4,239	\$321	7.6%	\$3,441	\$3,762	(\$477)
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)
<b>TOTAL EXPENDITURE</b>	<b>\$1,359,574</b>	<b>\$328,237</b>	<b>24.1%</b>	<b>\$1,297,927</b>	<b>\$1,626,164</b>	<b>\$266,590</b>
<b>REVENUE SUMMARY</b>						
REVENUE USE MONEY & PROP (RR440)	\$2,404	\$1,038	43.2%	\$2,074	\$3,112	\$708
INTERGOVERNMENTAL FUNDING (RR450) (City)	\$655,173	\$452,586	69.1%	\$202,587	\$655,173	\$0
INTERGOVERNMENTAL FUNDING (RR450) (County)	\$655,173	\$452,586	69.1%	\$202,587	\$655,173	\$0
CHARGES FOR CURRENT SVCS (RR460)	\$16,000	\$83,465	521.7%	\$218,543	\$302,008	\$286,008
MISCELLANEOUS REVENUES (RR470)	\$30,824	\$10,221	33.2%	\$76,259	\$86,480	\$55,656
OTHER FINANCING SOURCES (RR480)	\$0	\$0		\$0	\$0	\$0
<b>TOTAL REVENUE</b>	<b>\$1,359,574</b>	<b>\$999,896</b>	<b>73.5%</b>	<b>\$702,050</b>	<b>\$1,701,946</b>	<b>\$342,372</b>
<b>NET SURPLUS or (COSTS) (Revenue minus Expenditure)</b>	<b>\$1,359,574</b>	<b>\$671,659</b>			<b>\$75,782</b>	<b>5.6%</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)	\$210,825	\$13,479	6.4%	\$174,698	\$188,178	(\$22,647)
51115 SALARIES & WAGES- TEMP HELP (Contracted Staff - SOS (aka TOPS))	\$93,295	\$52,427	56.2%	\$117,969	\$170,397	\$77,102
51730 OTHER EXTRAORDINARY PAY (County Staff)	\$487,488	\$80,096	16.4%	\$452,113	\$532,210	\$44,721
<b>Subtotal - SALARIES &amp; EMPLOYEE BENEFIT (EE510)</b>	<b>\$791,608</b>	<b>\$146,003</b>	<b>18.4%</b>	<b>\$744,781</b>	<b>\$890,784</b>	<b>\$99,175</b>
<b>SERVICES &amp; SUPPLIES (EE520)</b>						
52062 TELEPHONE (Telephone - Centrex and Usage)	\$4,159	\$1,743	41.9%	\$2,605	\$4,348	\$189
52066 OTHER COMMUNICATIONS (Internet and dedicated T1 lines to City/County for data transfer)	\$10,931	\$4,322	39.5%	\$7,629	\$11,951	\$1,020
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	\$13,974	104.3%	\$7,639	\$21,613	\$8,213
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	\$12,325	591.4%	\$0	\$12,325	\$10,241
52284 ANNUAL SOFTWARE LICENSE (Annual software maint/license - Oracle, ESRI, Thomas Bros, UNIX, etc)	\$69,847	\$16,031	23.0%	\$55,403	\$71,434	\$1,587
52330 OFFICE EXPENSE (Office supplies incl printer cartridges, DVDs, toner, paper, etc)	\$3,312	\$1,520	45.9%	\$1,472	\$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	\$1,974	26.2%	\$4,952	\$6,926	(\$611)
52348 DATA PROCESSING SERVICES (City of San DiegoSystem 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	\$82,262	38.5%	\$222,132	\$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	\$25,600	33.3%	\$51,200	\$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	\$52		\$0	\$52	\$52
52622 TRAINING/REGIS OUT-OF-CO (Conferences/training/events)	\$300	\$0	0.0%	\$1,800	\$1,800	\$1,500
<b>Subtotal - SERVICES &amp; SUPPLIES (EE520)</b>	<b>\$532,629</b>	<b>\$181,913</b>	<b>34.2%</b>	<b>\$524,681</b>	<b>\$706,594</b>	<b>\$173,965</b>
<b>OTHER CHARGES (EE530)</b>						
53030 CREDIT CARD ADMIN FEE (Credit card admin fee)	\$780	\$321	41.2%	\$608	\$929	\$149
53585 EQUIPMENT DEP EXPENSE (Equipment depreciation)	\$3,459	\$0	0.0%	\$2,833	\$2,833	(\$626)
<b>Subtotal - OTHER CHARGES (EE530)</b>	<b>\$4,239</b>	<b>\$321</b>	<b>7.6%</b>	<b>\$3,441</b>	<b>\$3,762</b>	<b>(\$477)</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%	\$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)
<b>Subtotal - FIXED ASSETS EQUIPMENT (EE548)</b>	<b>\$19,960</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$25,024</b>	<b>\$25,024</b>	<b>\$5,064</b>
<b>RESERVES (EE560)</b>						
56042 CONTINGENCY RESERVE (Contingency reserves)	\$11,137	\$0	0.0%	\$0	\$0	(\$11,137)
<b>Subtotal - RESERVES (EE560)</b>	<b>\$11,137</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$11,137)</b>
<b>EXPENDITURE TOTAL</b>	<b>\$1,359,574</b>	<b>\$328,237</b>	<b>24.1%</b>	<b>\$1,297,927</b>	<b>\$1,626,164</b>	<b>\$266,590</b>

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<b>ITEMIZED REVENUES</b>						
<b>REVENUE USE MONEY &amp; PROP (RR440)</b>						
44105 INTERESTS ON DEPOSITS & INV (Earned interest)	\$2,404	\$1,038	43.2%	\$2,074	\$3,112	\$708
<b>Subtotal - REVENUE USE MONEY &amp; PROP (RR440)</b>	<b>\$2,404</b>	<b>\$1,038</b>	<b>43.2%</b>	<b>\$2,074</b>	<b>\$3,112</b>	<b>\$708</b>
<b>INTERGOVERNMENTAL FUNDING (RR450)</b>						
45912 AID FR OTHER GOV AGENCIES (County of San Diego)	\$655,173	\$452,586	69.1%	\$202,587	\$655,173	\$0
45913 AID FR CITY OF SAN DIEGO (City of San Diego)	\$655,173	\$452,586	69.1%	\$202,587	\$655,173	\$0
45918 AID FR OTHER GOV AGENCIES (County of San Diego - Departments)	\$0	\$0		\$0	\$0	\$0
<b>Subtotal - INTERGOVERNMENTAL FUNDING (RR450)</b>	<b>\$1,310,346</b>	<b>\$905,172</b>	<b>69.1%</b>	<b>\$405,174</b>	<b>\$1,310,346</b>	<b>\$0</b>
<b>CHARGES FOR CURRENT SVCS (RR460)</b>						
46778 OTHER CHARGES CURR SERV (ARJIS, USGS, other contract work)	\$16,000	\$83,465	521.7%	\$218,543	\$302,008	\$286,008
<b>Subtotal - CHARGES FOR CURRENT SVCS (RR460)</b>	<b>\$16,000</b>	<b>\$83,465</b>	<b>521.7%</b>	<b>\$218,543</b>	<b>\$302,008</b>	<b>\$286,008</b>
<b>MISCELLANEOUS REVENUES (RR470)</b>						
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	\$10,221	33.2%	\$16,259	\$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
<b>Subtotal - MISCELLANEOUS REVENUES (RR470)</b>	<b>\$30,824</b>	<b>\$10,221</b>	<b>33.2%</b>	<b>\$76,259</b>	<b>\$86,480</b>	<b>\$55,656</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>\$1,359,574</b>	<b>\$999,896</b>	<b>73.5%</b>	<b>\$702,050</b>	<b>\$1,701,946</b>	<b>\$342,372</b>