



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 September 21, 2017

Time: 3:00 pm

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

Meeting called to Order: 3:00 pm

Meeting Adjourned: 4:10 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

MEETING MINUTES

Review of Minutes from Previous Meeting(s)

Minutes from the Board of Directors meeting of May 18, 2017 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

August 31, 2017. Mr. Lind explained that based on the current report SanGIS projects a surplus of revenues over expenditures of approximately \$69,700 at the end of the fiscal year. Mr. Lind explained that the predicted surplus is due to lower than budgeted personnel costs primarily as a result of retirement.

2. SanGIS Succession and Transition Plan

The Management Committee presented a draft Succession and Transition Planning document and requested advice and direction from the Board on the final version. The Board discussed the draft and advised the Management Committee that it considers the document an operational plan and that approval by the Board is not required. However, the Board advised that SANDAG's contribution to the Management Committee be taken into consideration when finalizing the document.

3. Program Manager Transition

The Management Committee presented an update on the status of filling the Program Management position once the current contract expires in July 2018. The Management Committee presented various methods that could be used to fill the position and requested the Board's advice and direction on proceeding. The Board discussed the options and requested clarifications on the different methods. The Board requested that the Management Committee prepare a report on the expected budget impacts for different alternatives for review and discussion at the next Board meeting.

4. NextGen 911 Project Planning

The Management Committee reported that SanGIS staff have been developing plans to improve address point and road layers to meet the requirements for NextGen 911 system implementations and NENA standards. The Management Committee outlined SanGIS NextGen 911 plans, coordination with member agencies, funding sources, and budget impacts.

5. Best of California Award

SanGIS, the City of San Diego, and the County of San Diego were nominated for and won an award for Best IT Collaboration among Organizations by the Center for Digital Government. The Board was notified of the award. Board members congratulated SanGIS staff and management, including the Management Committee, and their efforts.

6. Other Items

Mr. Behnke requested a status update on the 2017 regional aerial imagery collection project. Mr. Lind reported that all partners except one have provided a purchase order or payment for the funding. The final purchase order issue is expected to be resolved in January.

The Board agreed that the meeting scheduled for November 16, 2017 should be set to start at 3:30 pm due to other schedule conflicts.

Mr. Sutherland described changes in progress at SANDAG and, as a result, notified the Board that a new Management Committee member may be appointed before the next Board meeting. The Board thanked Mr. Sutherland for the notice and for his many years of service to SanGIS.

Mr. Lind reported that the semi-annual usage report for the SANDAG/SanGIS Regional GIS Data Warehouse continues to show high utilization. For the 12 month period ending June 30, 2017 there was an average of one file downloaded every 6 minutes – 24 hours a day, 7 days a week.

Requests for Action:

There were no items presented for action at this meeting.

Minutes prepared by:

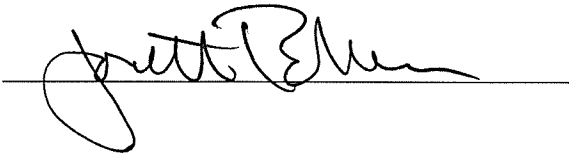
Brad Lind

September 25, 2017

These minutes are approved by: Signature

Date:

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



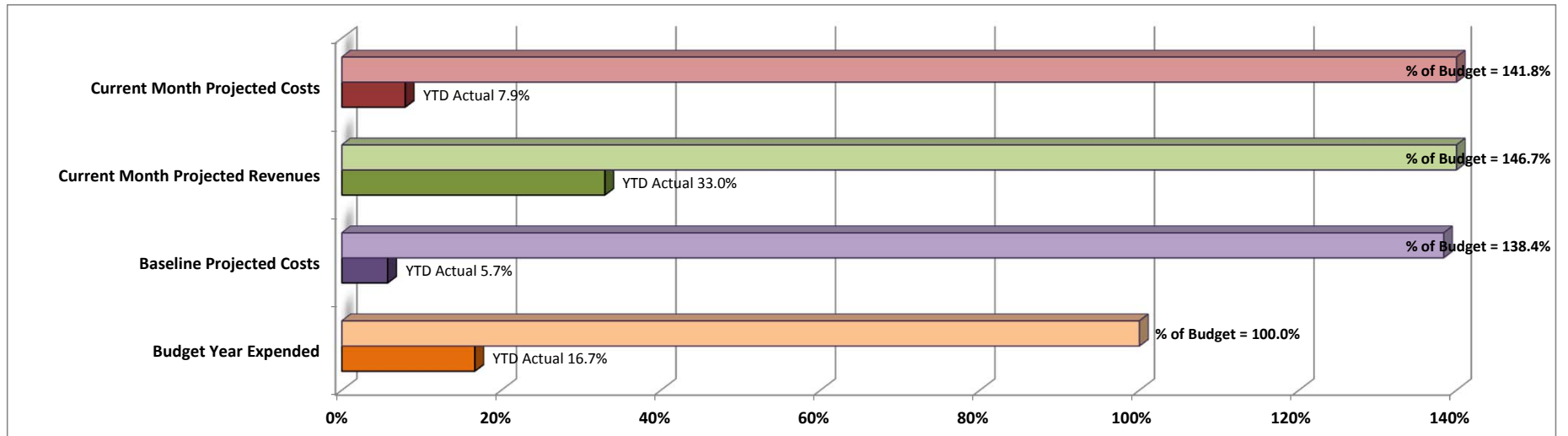
12/5/17

SanGIS Revenue and Expenditure Report

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

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)	\$841,367	\$56,658	6.7%	\$875,409	\$932,066	\$90,699
SERVICES & SUPPLIES (EE520)	\$550,141	\$56,043	10.2%	\$1,031,626	\$1,087,669	\$537,528
OTHER CHARGES (EE530)	\$5,986	\$740	12.4%	\$6,465	\$7,206	\$1,220
FIXED ASSETS EQUIPMENT (EE548)	\$19,960	\$0	0.0%	\$0	\$0	(\$19,960)
RESERVES (EE560)	\$11,522	\$0	0.0%	\$0	\$0	(\$11,522)
TOTAL EXPENDITURE	\$1,428,976	\$113,441	7.9%	\$1,913,500	\$2,026,940	\$597,964
REVENUE SUMMARY						
REVENUE USE MONEY & PROP (RR440)	\$2,980	\$0	0.0%	\$6,043	\$6,043	\$3,063
INTERGOVERNMENTAL FUNDING (RR450) (City)	\$689,228	\$0	0.0%	\$689,228	\$689,228	\$0
INTERGOVERNMENTAL FUNDING (RR450) (County)	\$689,228	\$234,200	34.0%	\$455,028	\$689,228	\$0
CHARGES FOR CURRENT SVCS (RR460)	\$16,000	\$28,085	175.5%	\$266,738	\$294,823	\$278,823
MISCELLANEOUS REVENUES (RR470)	\$31,540	\$208,908	662.4%	\$208,363	\$417,271	\$385,731
OTHER FINANCING SOURCES (RR480)	\$0	\$0		\$0	\$0	\$0
TOTAL REVENUE	\$1,428,976	\$471,193	33.0%	\$1,625,399	\$2,096,592	\$667,616
NET SURPLUS or (COSTS) (Revenue minus Expenditure)	\$1,428,976	\$357,753			\$69,652	4.9%



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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)	\$193,253	\$31,306	16.2%	\$170,121	\$201,427	\$8,174
51115 SALARIES & WAGES- TEMP HELP (Contracted Staff - SOS (aka TOPS))	\$84,757	\$25,352	29.9%	\$178,455	\$203,806	\$119,049
51730 OTHER EXTRAORDINARY PAY (County Staff)	\$563,357	\$0	0.0%	\$526,833	\$526,833	(\$36,524)
Subtotal - SALARIES & EMPLOYEE BENEFIT (EE510)	\$841,367	\$56,658	6.7%	\$875,409	\$932,066	\$90,699
SERVICES & SUPPLIES (EE520)						
52062 TELEPHONE (Telephone - Centrex and Usage)	\$4,476	\$381	8.5%	\$4,196	\$4,577	\$101
52066 OTHER COMMUNICATIONS (Internet and dedicated T1 lines to City/County for data transfer)	\$11,886	\$1,915	16.1%	\$9,380	\$11,295	(\$591)
52120 INSURANCE (Insurance - Liability and Property)	\$3,472	\$709	20.4%	\$2,704	\$3,413	(\$59)
52176 MAINTENANCE OF EQUIPMENT (Annual plotter, server, and computer maintenance)	\$5,597	\$100	1.8%	\$5,438	\$5,538	(\$59)
52177 HARDWARE PURCHASES AND SETUP (Non-capitalized network & server hardware (under \$5,000))	\$8,364	\$289	3.5%	\$14,137	\$14,426	\$6,062
52180 COMMUNICATIONS MAINTENANCE (Network equipment maintenance (routers, firewall, switches))	\$2,610	\$0	0.0%	\$2,744	\$2,744	\$134
52280 SOFTWARE PURCHASES (Non-capitalized software purchases (under \$50,000))	\$1,090	\$0	0.0%	\$1,090	\$1,090	\$0
52284 ANNUAL SOFTWARE LICENSE (Annual software maint/license - Oracle, ESRI, Thomas Bros, UNIX, etc)	\$74,457	\$11,871	15.9%	\$64,048	\$75,919	\$1,462
52330 OFFICE EXPENSE (Office supplies incl printer cartridges, DVDs, toner, paper, etc)	\$2,688	\$374	13.9%	\$2,626	\$3,000	\$312
52332 POSTAGE (Postage/mailing/Constant Contact)	\$107	\$50	47.0%	\$86	\$137	\$30
52334 PRINTING (Printing of business cards, flyers, signs, etc.)	\$378	\$39	10.4%	\$321	\$360	(\$18)
52338 DRAFTING/ENGINEERING SUPP (Plotter paper, mounting boards, laminating supplies, toner for plotters)	\$5,736	\$1,049	18.3%	\$4,817	\$5,866	\$130
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	\$0	0.0%	\$23,312	\$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	\$0	0.0%	\$432,975	\$432,975	\$382,975
52396 CONTRACTED SERVICES (Quartic Solutions (DBA & GIS Support) & Corona Env (Prgm Mngr))	\$231,467	\$32,771	14.2%	\$343,809	\$376,580	\$145,113
52402 SPEC CIRCMSNCS ATTY SVCS (Attorney)	\$12,152	\$0	0.0%	\$12,744	\$12,744	\$592
52426 COMPUTER CABLE-LAN ON NET (Networld Solutions (IT server/network/desktop) support)	\$76,800	\$6,400	8.3%	\$70,400	\$76,800	\$0
52504 COPY EQUIPMENT RENTAL (Monthly copier rental/lease)	\$1,135	\$94	8.3%	\$1,041	\$1,135	\$0
52530 RENTS & LEASES STRUCTURES (Office rent, utilities and contracted services)	\$33,014	\$0	0.0%	\$34,857	\$34,857	\$1,843
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%	\$100	\$100	\$0
52566 MINOR EQUIPMENT (Minor computer equipment and office furniture)	\$500	\$0	0.0%	\$500	\$500	\$0
52622 TRAINING/REGIS OUT-OF-CO (Conferences/training/events)	\$300	\$0	0.0%	\$300	\$300	\$0
Subtotal - SERVICES & SUPPLIES (EE520)	\$550,141	\$56,043	10.2%	\$1,031,626	\$1,087,669	\$537,528
OTHER CHARGES (EE530)						
53030 CREDIT CARD ADMIN FEE (Credit card admin fee)	\$860	\$172	20.0%	\$661	\$833	(\$27)
53585 EQUIPMENT DEP EXPENSE (Equipment depreciation)	\$5,126	\$568	11.1%	\$5,805	\$6,373	\$1,247
Subtotal - OTHER CHARGES (EE530)	\$5,986	\$740	12.4%	\$6,465	\$7,206	\$1,220
FIXED ASSETS EQUIPMENT (EE548)						
54955 CONTRA ACCOUNT-EQUIPMENT (Offsets for capital asset/equipment purchase)	\$0	\$0		(\$19,960)	(\$19,960)	(\$19,960)
54964 CAPITAL ASSET HARDWARE (Capitalized server & computer hardware purchases (\$5,000 plus))	\$12,500	\$0	0.0%	\$12,500	\$12,500	\$0
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%	\$7,460	\$7,460	\$0
Subtotal - FIXED ASSETS EQUIPMENT (EE548)	\$19,960	\$0	0.0%	\$0	\$0	(\$19,960)
RESERVES (EE560)						
56042 CONTINGENCY RESERVE (Contingency reserves)	\$11,522	\$0	0.0%	\$0	\$0	(\$11,522)
Subtotal - RESERVES (EE560)	\$11,522	\$0	0.0%	\$0	\$0	(\$11,522)
EXPENDITURE TOTAL	\$1,428,976	\$113,441	7.9%	\$1,913,500	\$2,026,940	\$597,964

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ITEMIZED REVENUES						
REVENUE USE MONEY & PROP (RR440)						
44105 INTERESTS ON DEPOSITS & INV (Earned interest)	\$2,980	\$0	0.0%	\$6,043	\$6,043	\$3,063
Subtotal - REVENUE USE MONEY & PROP (RR440)	\$2,980	\$0	0.0%	\$6,043	\$6,043	\$3,063
INTERGOVERNMENTAL FUNDING (RR450)						
45912 AID FR OTHER GOV AGENCIES (County of San Diego)	\$689,228	\$234,200	34.0%	\$455,028	\$689,228	\$0
45913 AID FR CITY OF SAN DIEGO (City of San Diego)	\$689,228	\$0	0.0%	\$689,228	\$689,228	\$0
45918 AID FR OTHER GOV AGENCIES (County of San Diego - Departments)	\$0	\$0		\$0	\$0	\$0
Subtotal - INTERGOVERNMENTAL FUNDING (RR450)	\$1,378,456	\$234,200	17.0%	\$1,144,256	\$1,378,456	\$0
CHARGES FOR CURRENT SVCS (RR460)						
46778 OTHER CHARGES CURR SERV (ARJIS, USGS, other contract work)	\$16,000	\$28,085	175.5%	\$266,738	\$294,823	\$278,823
Subtotal - CHARGES FOR CURRENT SVCS (RR460)	\$16,000	\$28,085	175.5%	\$266,738	\$294,823	\$278,823
MISCELLANEOUS REVENUES (RR470)						
47535 MISC REVENUE OTHER (Misc revenue not covered elsewhere)	\$0	\$203,323		\$31,594	\$234,917	\$234,917
47610 OTHER SALES (Store front sales, CD sales, etc.)	\$31,540	\$5,585	17.7%	\$28,711	\$34,296	\$2,756
47425 MISC REVENUE PRIOR YEAR (Carry over funds from previous years (unrestricted excess funds))	\$0	\$0		\$148,058	\$148,058	\$148,058
Subtotal - MISCELLANEOUS REVENUES (RR470)	\$31,540	\$208,908	662.4%	\$208,363	\$417,271	\$385,731
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	\$1,428,976	\$471,193	33.0%	\$1,625,399	\$2,096,592	\$667,616



FOR IMMEDIATE RELEASE

Best of California Awards recognize new business and health-services enablement tools, and other technology-enabled initiatives

Sacramento, Calif. – September 12, 2017 – The Center for Digital Government (CDG) presented the [Best of California Awards](#) today during the California Technology Forum. The Best of California Awards recognize state and local government organizations for innovative technology initiatives.

This year's Best of California awards include [18 winners](#).

Mayor Eric Garcetti's Innovation Team was honored with two winning initiatives, the Los Angeles Business Portal and the Los Angeles Indices of Neighborhood Change and Displacement Pressure. The Los Angeles Business Portal is a mobile-first, multilingual educational site that simplifies the process for entrepreneurs to launch or grow a business in Los Angeles. The portal is an excellent example of the digitization of government services – enabling responsiveness, efficiency and transparency in how government interacts with citizens. Previously, registering and starting a business could take weeks - it now takes as little as 20 minutes.

The Los Angeles Indices of Neighborhood Change and Displacement Pressure (LAINC) is an interactive mapping application and data analytics tool that provides insights into socio-economic neighborhood changes and predicts vulnerability to residential displacement. LAINC helps ensure LA's programs are accurately targeted and deployed.

"The digital age has given local government new opportunities — and responsibility — to share data that delivers transparency and brings unique insight into where we live and how business is done," said L.A. Mayor Eric Garcetti. "L.A. is a digital leader because we believe in the power of information to help solve our greatest challenges, grow our economy and drive innovation in the public and private sectors."

The Best of California awards included two for Covered California, for their Enrollment Partner Portal supporting over 5,000 enrollment partners statewide, and for their social media campaign "Real Stories of Covered California," which features videos of members designed to help drive engagement and enrollment in the program.

The Department of Corrections and Rehabilitation (CDCR) also was recognized twice – for the Environmental Health and Safety Program, which establishes electronic medical recordkeeping for all 59,000 CDCR employees and for their Virtual Integrated Mobile Office, which eliminates

the need for field books and reduces travel time, resulting in staff time savings of 175,000 hours annually.

“I would like to extend my congratulations to all of the nominees and winners in this year’s Center for Digital Government’s Best of California Awards,” said Amy Tong, chief information officer, California Department of Technology. “As a public servant, I know first-hand that much of the great work we do can often be overlooked. These awards are an excellent opportunity to highlight innovation in technology and how it can positively impact the lives of Californians.”

Best of California Award winners are selected by a panel of judges based on several criteria, including collaboration among agencies, innovative use of technology, economic benefits and improving public services and business processes.

2017 Best of California Awards:

Demonstrated Excellence in Project Management

- Jose Alvarez, Information Systems Manager, City of Los Angeles Information Technology Agency
- Carrie Hoff, Deputy Director, County of San Diego Health and Human Services Agency
- Antonio Sajor, Jr., Captain of Technical Services Division, Police Department, City of Stockton

Best Application Serving the Public

- California Immunization Registry 2, California Department of Public Health
- Franchise Tax Board Customer Service Dashboard, California Franchise Tax Board
- Covered California Enrollment Partner Portal, Covered California

Most Innovative Use of Social Media/Citizen Engagement

- Real Stories of Covered California, Covered California

Best IT Collaboration Among Organizations

- E-CRIMS - Alameda County Criminal Justice Integration
- SanGIS - San Diego Geographic Information Source, City and County of San Diego

Best Application Serving an Agency’s Business Needs

- CDCR Environmental Health and Safety Program, California Department of Corrections and Rehabilitation
- LEADER Replacement System Project, Los Angeles County Department of Social Services and the California State Office of System Integration
- The Los Angeles Business Portal, City of Los Angeles Mayor’s Innovation Team
- SFO TaxiQ: A Mobile Application to Manage Taxi Trips, San Francisco International Airport

Best Mobile/Wireless Project

- Virtual Integrated Mobile Office, California Department of Corrections and Rehabilitation
- myOCgov Mobile Application – Find County of Orange Services Near You, County of Orange

Most Innovative IT Workforce Initiative

- City of Riverside Innovation and Technology Department's Kaizen Career Road Map Program

Best Data Analytics / Business Intelligence Project

- CalWIN Business Intelligence Solution, Welfare Client Data Systems Consortium/ CalWIN
- The Los Angeles Indices of Neighborhood Change and Displacement Pressure, City of Los Angeles Mayor's Innovation Team

ABOUT THE CENTER FOR DIGITAL GOVERNMENT

[The Center for Digital Government](#) (CDG) is a national research and advisory institute focused on technology policy and best practices in state and local government. CDG provides public- and private-sector leaders with decision support and actionable insight to help drive 21st-century government. CDG is a division of [e.Republic](#), the nation's only media and research company focused exclusively on state and local government and education.

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