



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, July 18, 2019

Time: 3:00 pm

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

Meeting called to Order: 3:05 pm

Meeting Adjourned: 4:00 pm

Board of Directors Present:

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

Robert Winslow
Jonathan Behnke
9/19/19

Management Committee Members Present:

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

Others Present:

- Tod Chee, SanGIS Program Manager, Board Secretary
- Stephanie Karnavas, SanGIS Legal Counsel

MEETING MINUTES

Review of Minutes from Previous Meeting(s)

Minutes from the Board of Directors meeting of May 16, 2019 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

There were no requests for public comment.

Information and Discussion:

1. Current Financial Status

The Management Committee reviewed and discussed the current Budget to Actuals report with the Board members. The report for Fiscal Year 2019 provided financial information through the month of June 2019. During this overview, Mr. Chee reminded the Board members that an expected surplus is the result of federal reimbursement for the LUCA project, and that all numbers are not yet final.

2. IT Upgrade

The Management committee provided an update of progress that has been made toward the IT infrastructure upgrade. Included in the update was an update timeline for building out the specs on the new system, and the successful move to a cloud backup solution.

3. Imagery Consortium Status

Mr Chee provided the Board members an overview of the Imagery Consortium at the San Diego Regional GIS Council. The overview included work currently being done with the consortium to procure new aerial imagery over the coming year, and what potential solutions may be available.

4. ESRI UC Takeaways

The Management committee reviewed major takeaways from the ESRI User Conference, and what implications they may have on their respective organizations in the future.

Requests for Action:

5. Approve Authorization of Signing Authority Letter

The Board of Directors approved a letter authorizing the claim signing authority for Robert Winslow. The letter will be provided to the Auditor and Controller’s department at the County of San Diego.

Minutes prepared by:

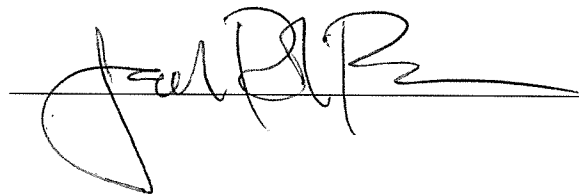
Tod Chee

July 18, 2019

These minutes are approved by: Signature

Date:

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



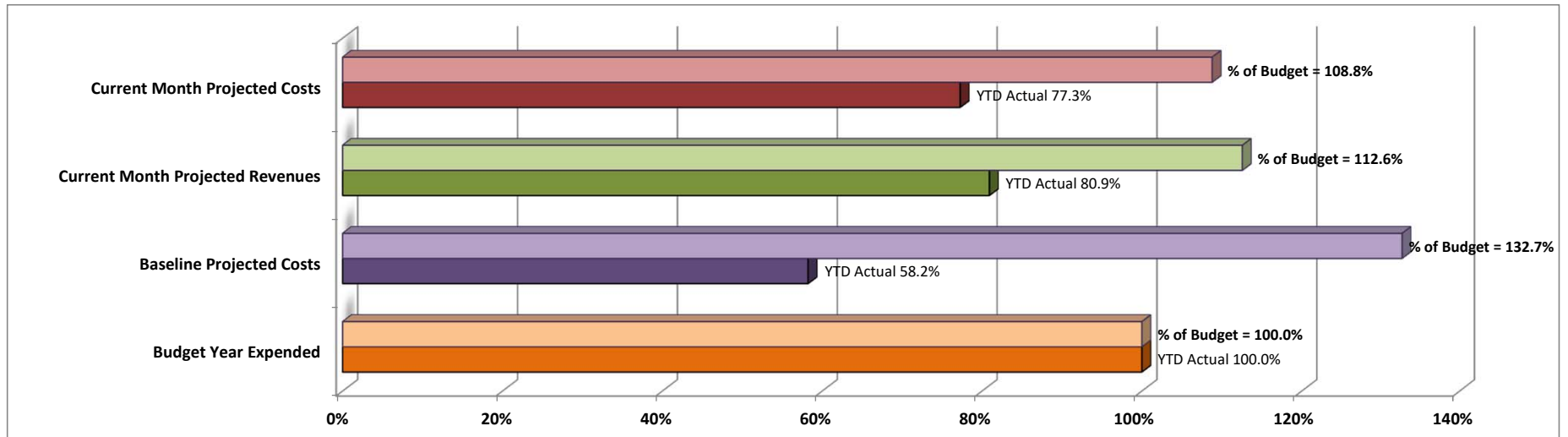
9/19/19

SanGIS Revenue and Expenditure Report

Fiscal Year-to-Date: July 1, 2018 through June 30, 2019

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)	\$816,993	\$564,528	69.1%	\$366,791	\$931,319	\$114,326
SERVICES & SUPPLIES (EE520)	\$654,547	\$582,952	89.1%	\$101,619	\$684,570	\$30,023
OTHER CHARGES (EE530)	\$5,565	\$4,046	72.7%	\$1,519	\$5,565	\$0
FIXED ASSETS EQUIPMENT (EE548)	\$0	\$0		\$0	\$0	\$0
RESERVES (EE560)	\$13,202	\$0	0.0%	\$0	\$0	(\$13,202)
TOTAL EXPENDITURE	\$1,490,307	\$1,151,526	77.3%	\$469,929	\$1,621,455	\$131,148
REVENUE SUMMARY						
REVENUE USE MONEY & PROP (RR440)	\$2,980	\$6,787	227.8%	(\$6,787)	\$0	(\$2,980)
INTERGOVERNMENTAL FUNDING (RR450) (City)	\$719,926	\$259,305	36.0%	\$460,621	\$719,926	\$0
INTERGOVERNMENTAL FUNDING (RR450) (County)	\$719,926	\$720,326	100.1%	(\$400)	\$719,926	\$0
CHARGES FOR CURRENT SVCS (RR460)	\$16,000	\$193,376	1208.6%	\$12,955	\$206,331	\$190,331
MISCELLANEOUS REVENUES (RR470)	\$31,476	\$26,248	83.4%	\$5,228	\$31,476	\$0
OTHER FINANCING SOURCES (RR480)	\$0	\$0		\$0	\$0	\$0
TOTAL REVENUE	\$1,490,308	\$1,206,042	80.9%	\$471,617	\$1,677,659	\$187,351
NET SURPLUS or (COSTS) (Revenue minus Expenditure)	\$1,490,308	\$54,516			\$56,204	3.8%



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Fiscal Year-to-Date: July 1, 2018 through June 30, 2019

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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)	\$218,989	\$8,351	3.8%	\$210,638	\$218,989	\$0
51115 SALARIES & WAGES- TEMP HELP (Contracted Staff - SOS (aka TOPS))	\$118,406	\$147,619	124.7%	\$85,104	\$232,723	\$114,317
51730 OTHER EXTRAORDINARY PAY (County Staff)	\$479,598	\$408,558	85.2%	\$71,048	\$479,606	\$8
Subtotal - SALARIES & EMPLOYEE BENEFIT (EE510)	\$816,993	\$564,528	69.1%	\$366,791	\$931,319	\$114,326
SERVICES & SUPPLIES (EE520)						
52062 TELEPHONE (Telephone - Centrex and Usage)	\$4,870	\$3,483	71.5%	\$6,256	\$9,739	\$4,869
52066 OTHER COMMUNICATIONS (Internet and dedicated T1 lines to City/County for data transfer)	\$11,273	\$5,460	48.4%	\$17,086	\$22,546	\$11,273
52120 INSURANCE (Insurance - Liability and Property)	\$3,500	\$3,409	97.4%	\$91	\$3,500	\$0
52176 MAINTENANCE OF EQUIPMENT (Annual plotter, server, and computer maintenance)	\$2,073	\$909	43.8%	\$1,164	\$2,073	\$0
52177 HARDWARE PURCHASES AND SETUP (Non-capitalized network & server hardware (under \$5,000))	\$15,938	\$6,597	41.4%	\$9,342	\$15,938	\$0
52180 COMMUNICATIONS MAINTENANCE (Network equipment maintenance (routers, firewall, switches))	\$2,469	\$0	0.0%	\$2,469	\$2,469	\$0
52280 SOFTWARE PURCHASES (Non-capitalized software purchases (under \$50,000))	\$2,739	\$0	0.0%	\$2,739	\$2,739	\$0
52284 ANNUAL SOFTWARE LICENSE (Annual software maint/license - Oracle, ESRI, Thomas Bros, UNIX, etc)	\$63,111	\$58,283	92.4%	\$4,828	\$63,111	\$0
52330 OFFICE EXPENSE (Office supplies incl printer cartridges, DVDs, toner, paper, etc)	\$3,622	\$4,900	135.3%	(\$1,278)	\$3,622	\$0
52332 POSTAGE (Postage/mailing/Constant Contact)	\$236	\$153	64.8%	\$83	\$236	(\$1)
52334 PRINTING (Printing of business cards, flyers, signs, etc.)	\$430	\$286	66.5%	\$144	\$430	(\$0)
52338 DRAFTING/ENGINEERING SUPP (Plotter paper, mounting boards, laminating supplies, toner for plotters)	\$3,876	\$4,473	115.4%	(\$597)	\$3,876	\$0
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)	\$23,878	\$12,375	51.8%	\$11,503	\$23,878	\$0
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%	\$50,000	\$50,000	\$0
52396 CONTRACTED SERVICES (Quartic Solutions (DBA & GIS Support) & Corona Env (Prgm Mngr))	\$336,115	\$382,861	113.9%	(\$32,869)	\$349,992	\$13,877
52402 SPEC CIRCMSNCS ATTY SVCS (Attorney)	\$13,877	\$5,929	42.7%	\$7,948	\$13,877	(\$0)
52426 COMPUTER CABLE-LAN ON NET (Networld Solutions (IT server/network/desktop) support)	\$76,800	\$59,000	76.8%	\$17,804	\$76,804	\$4
52504 COPY EQUIPMENT RENTAL (Monthly copier rental/lease)	\$1,133	\$1,038	91.6%	\$94	\$1,133	(\$0)
52530 RENTS & LEASES STRUCTURES (Office rent, utilities and contracted services)	\$35,310	\$33,796	95.7%	\$1,515	\$35,310	\$0
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)	\$2,697	\$0	0.0%	\$2,697	\$2,697	\$0
Subtotal - SERVICES & SUPPLIES (EE520)	\$654,547	\$582,952	89.1%	\$101,619	\$684,570	\$30,023
OTHER CHARGES (EE530)						
53030 CREDIT CARD ADMIN FEE (Credit card admin fee)	\$1,015	\$921	90.8%	\$94	\$1,015	\$0
53585 EQUIPMENT DEP EXPENSE (Equipment depreciation)	\$4,550	\$3,125	68.7%	\$1,425	\$4,550	\$0
Subtotal - OTHER CHARGES (EE530)	\$5,565	\$4,046	72.7%	\$1,519	\$5,565	\$0
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))	\$0	\$0		\$0	\$0	\$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))	\$0	\$0		\$0	\$0	\$0
Subtotal - FIXED ASSETS EQUIPMENT (EE548)	\$0	\$0		\$0	\$0	\$0
RESERVES (EE560)						
56042 CONTINGENCY RESERVE (Contingency reserves)	\$13,202	\$0	0.0%	\$0	\$0	(\$13,202)
Subtotal - RESERVES (EE560)	\$13,202	\$0	0.0%	\$0	\$0	(\$13,202)
EXPENDITURE TOTAL	\$1,490,307	\$1,151,526	77.3%	\$469,929	\$1,621,455	\$131,148

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ITEMIZED REVENUES						
REVENUE USE MONEY & PROP (RR440)						
44105 INTERESTS ON DEPOSITS & INV (Earned interest)	\$2,980	\$6,787	227.8%	(\$6,787)	\$0	(\$2,980)
Subtotal - REVENUE USE MONEY & PROP (RR440)	\$2,980	\$6,787	227.8%	(\$6,787)	\$0	(\$2,980)
INTERGOVERNMENTAL FUNDING (RR450)						
45912 AID FR OTHER GOV AGENCIES (County of San Diego)	\$719,926	\$720,326	100.1%	(\$400)	\$719,926	\$0
45913 AID FR CITY OF SAN DIEGO (City of San Diego)	\$719,926	\$259,305	36.0%	\$460,621	\$719,926	\$0
45918 AID FR OTHER GOV AGENCIES (County of San Diego - Departments)	\$0	\$0		\$0	\$0	\$0
Subtotal - INTERGOVERNMENTAL FUNDING (RR450)	\$1,439,852	\$979,631	68.0%	\$460,221	\$1,439,852	\$0
CHARGES FOR CURRENT SVCS (RR460)						
46778 OTHER CHARGES CURR SERV (ARJIS, USGS, other contract work)	\$16,000	\$193,376	1208.6%	\$12,955	\$206,331	\$190,331
Subtotal - CHARGES FOR CURRENT SVCS (RR460)	\$16,000	\$193,376	1208.6%	\$12,955	\$206,331	\$190,331
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.)	\$31,476	\$26,248	83.4%	\$5,228	\$31,476	\$0
47425 MISC REVENUE PRIOR YEAR (Carry over funds from previous years (unrestricted excess funds))	\$0	\$0		\$0	\$0	\$0
Subtotal - MISCELLANEOUS REVENUES (RR470)	\$31,476	\$26,248	83.4%	\$5,228	\$31,476	\$0
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	\$1,490,308	\$1,206,042	80.9%	\$471,617	\$1,677,659	\$187,351



July 18, 2019

Katherine Lineback
Accounts Payable Manager
County of San Diego Auditor and Controller
5530 Overland Avenue, Suite 410
San Diego, CA 92123

Katherine,

The following information is being provided as part of the transition of the County of San Diego representative to the SanGIS Board of Directors, to be fully effective as of July 18, 2019.

1. Approved requestors for creation of a new supplier:
New suppliers may be added by a SanGIS Management Committee member or the SanGIS Program Manager. As of the date of this letter, those authorized are:

 Tod Chee – SanGIS Program Manager
 Scott Daeschner – SanGIS Management Committee Member
 Ross Martin – SanGIS Management Committee Member
2. Approved requestors for updating and adding an address to an existing supplier:
Same as #1 above – Management Committee members or the SanGIS Program Manager
3. List of authorized approvers/signors for General Claim Forms, titles, and specimen signatures:
This information is on the attached form dated July 18, 2019. This list was approved by the SanGIS Board of Directors at their regular meeting on that date.

Respectfully,

A handwritten signature in black ink, appearing to read "Tod Chee", with a long horizontal flourish extending to the right.

Tod Chee
SanGIS Program Manager



July 18, 2019

County of San Diego Auditor and Controller
Accounts Payable: Attn: Cielo Jaquino
5530 Overland Ave, Suite 410
San Diego, CA, 92123

The following persons are authorized to sign and approve any General Claim Form For External Entities (ORCAPO13 3/5/2004) for the San Diego Geographic Information Source (SanGIS). These authorizations are effective as of the date of this notification.

Name	Signature	Monetary Limit per Transaction*
Robert Winslow Group IT Manager Land Use & Environment Group SanGIS Board Member		No Limit
Jonathan Behnke City of San Diego, Chief Information Officer Dept. of Information Technology SanGIS Board Member		No Limit
Scott Daeschner City of San Diego Management Committee Member		\$50,000*
Ross P. Martin County of San Diego Management Committee Member		\$50,000*
Frank J. Jessie III SanGIS Operations Manager		\$1,600

* The details of these limits are described in the Management Committee Letter of Verification which can be found at http://www.sangis.org/docs/documents/Management_Committee_Verification.pdf

This document is authorized by vote of the SanGIS Board of Directors per minutes of the July 18, 2019 meeting.