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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 5, 2011

**Time:** 4:15 pm – 5:15 pm

**Place:** County of San Diego Administration Center  
1600 Pacific Highway, Room 212  
San Diego, CA 92101

**Meeting called to Order:** 4:25 pm

**Meeting Adjourned:** 5:05 pm

**Board of Directors Present:**

- Sarah Aghassi, County of San Diego
- William Anderson, City of San Diego

**Management Committee Members Present:**

- Phyllis Chapin, City of San Diego Representative
- Ross Martin, County of San Diego Representative

**Others Present:**

- Brad Lind, SDDPC Program Manager for SanGIS
- Tim Sutherland, San Diego Association of Governments (SanDAG)

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### MEETING MINUTES

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

Minutes from the Board of Directors meeting of March 23, 2011 were reviewed. A motion was made and seconded to accept the minutes as submitted. The motion was passed and the minutes were approved.

**Public Comment**

No public comments were received

**Information and Discussion:**

1. **Current Financial Status**

The Board reviewed the budget-to-actuals (GL017) report for the period July 1, 2010 through March 31,

2011. Current projections show an estimated surplus of revenues over expenditures of \$67,646. Brad reported that revenue projections are almost \$85,000 over budget due to additional contract work for USGS and the County. This is somewhat offset by additional expenses which are estimated to exceed budget by approximately \$17,350.

**2. SanGIS Fiscal Year 2010 (FY2010) Audit Report**

The Management Committee reported that the FY2010 financial audit has been completed and a draft report has been issued. This report covers the period July 1, 2009 through June 30, 2010. The Board reviewed and discussed the draft report. No comments or corrections were recommended. The Management Committee was directed to inform the auditors of the Board’s findings.

**3. Review of SanGIS Major Initiatives**

The Board reviewed the SanGIS Major Initiatives report. Brad provided updates on key initiatives. Of special note was the completion of the Parcel History Layer creation, the data warehouse migration date set for June 3, 2011, and the decision by the Management Committee to direct efforts in Fiscal Year 2012 to updating the SanGIS web site, public facing mapping and download site, and implementation of new GIS server technology.

**4. Other Items**

The Board discussed pending departures by the City’s Board member and Management Committee representatives. Mr. Anderson will be leaving the City on May 27, 2011 and Phyllis Chapin has announced her retirement effective June 11, 2011. These two positions are critical to continued daily operation of SanGIS. The Board requested the Management Committee to define the time at which it will be essential that these governance positions be filled so as not to impact SanGIS operations.

The Board and Management Committee noted that this will be the last SanGIS Board meeting for Director Bill Anderson. The Board thanked Bill for his long service from July 2008 through May 2011 and presented him with an award of appreciation.

**Requests for Action:**

**5. Request to Negotiate Contract for Acquisition of 2010 and 2011 Aerial Imagery**

The Management Committee requested that the Board authorize SanGIS to proceed with negotiating a contract not to exceed \$92,500 (plus applicable sales tax, if any) for acquisition of aerial imagery collected in calendar years 2010 and 2011. SanGIS has budgeted money in both Fiscal Year 2011 and 2012 budgets to acquire this imagery for use by SanGIS and its JPA partners (the City and County of San Diego). The Board reviewed the request and a motion was made and seconded to approve a contract not to exceed \$95,000. A vote was taken and all members voted in favor. The motion was passed.

Minutes prepared by:

Brad Lind

May 16, 2011

These minutes are approved by:

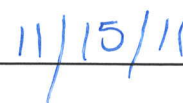
Signature

Date:

**Sarah E. Aghassi**

SanGIS Board Member, County of San Diego  
Chairwoman of the Board





## SanGIS EXPENDITURE AND REVENUE BY PERIOD FOR OBJECT AND ACCOUNT

Fiscal Year-to-Date: July 1, 2010 through **March 31, 2011**

ORG = 91170 SanGIS - Derived from GL-017

Account Number, Title, and (Description)	Budgeted	Adjusted	Total to Date	% Expended	Cost To Complete	Projected Total Cost	Projected (Under)/Over
<b>EXPENDITURE SUMMARY</b>							
SALARIES (EE510)	\$784,050	\$784,050	\$418,468	53.4%	\$351,696	\$770,164	(\$13,886)
SERVICES & SUPPLIES (EE520)	\$418,529	\$418,529	\$249,378	59.6%	\$215,824	\$465,202	\$46,673
OTHER CHARGES (EE530)	\$27,434	\$27,434	\$6,163	22.5%	\$2,052	\$8,215	(\$19,219)
FIXED ASSETS (EE548)	\$2,500	\$2,500	\$6,282	251.3%	\$0	\$6,282	\$3,782
Subtotal	\$1,232,513	\$1,232,513	\$680,291	55.2%	\$569,572	\$1,249,863	\$17,350
RESERVES (EE560)	\$33,635	\$33,635	\$0	0.0%	\$33,635	\$33,635	\$0
<b>TOTAL EXPENDITURE</b>	<b>\$1,266,148</b>	<b>\$1,266,148</b>	<b>\$680,291</b>	<b>53.7%</b>	<b>\$603,207</b>	<b>\$1,283,498</b>	<b>\$17,350</b>
<b>REVENUE SUMMARY</b>							
INTEREST (RR440)	\$5,970	\$5,970	\$2,046	34.3%	\$682	\$2,728	(\$3,242)
CITY PAYMENTS (RR450)	\$611,702	\$611,702	\$611,702	100.0%	\$0	\$611,702	\$0
COUNTY PAYMENTS (RR450)	\$611,703	\$611,703	\$611,702	100.0%	\$0	\$611,702	(\$1)
OTHER CHARGES (RR460)	\$22,297	\$22,297	\$38,128	171.0%	\$41,574	\$79,702	\$57,405
MISCELLANEOUS (RR470)	\$14,477	\$14,477	\$37,617	259.8%	\$7,693	\$45,310	\$30,833
<b>TOTAL REVENUE</b>	<b>\$1,266,148</b>	<b>\$1,266,148</b>	<b>\$1,301,195</b>	<b>102.8%</b>	<b>\$49,949</b>	<b>\$1,351,144</b>	<b>\$84,996</b>
<b>NET COSTS (Revenue minus Expenditure)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$620,903</b>		<b>(\$553,258)</b>	<b>\$67,646</b>	<b>\$67,646</b>

## SanGIS EXPENDITURE AND REVENUE BY PERIOD FOR OBJECT AND ACCOUNT

Fiscal Year-to-Date: July 1, 2010 through **March 31, 2011**

ORG = 91170 SanGIS - Derived from GL-017

Account Number, Title, and (Description)	Budgeted	Adjusted	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)	\$204,935	\$204,935	\$81,373	39.7%	\$89,442	\$170,815	(\$34,120)
51115 SALARIES & WAGES- TEMP HELP (Contracted Staff - TOPS & SDDPC)	\$196,029	\$196,029	\$143,458	73.2%	\$71,838	\$215,296	\$19,267
51730 OTHER EXTRAORDINARY PAY (County Staff)	\$383,086	\$383,086	\$193,637	50.5%	\$190,416	\$384,053	\$967
Subtotal - EE510	\$784,050	\$784,050	\$418,468	53.4%	\$351,696	\$770,164	(\$13,886)
<b>SERVICES &amp; SUPPLIES - EE520</b>							
52062 TELEPHONE (Telephone - Centrex and Usage)	\$4,752	\$4,752	\$4,749	99.9%	\$991	\$5,740	\$988
52066 OTHER COMMUNICATIONS (Internet and dedicated T1 lines to City/County for data transfer)	\$0	\$0	\$12,171		\$6,086	\$18,257	\$18,257
52120 INSURANCE (Insurance - Liability and Property)	\$4,019	\$4,019	\$3,291	81.9%	\$0	\$3,291	(\$728)
52176 MAINTENANCE OF EQUIPMENT (Annual plotter, server, and computer maintenance)	\$2,735	\$2,735	\$297	10.9%	\$2,187	\$2,484	(\$251)
52177 HARDWARE PURCHASES AND SETUP (Non-capitalized network & server hardware (under \$5,000))	\$7,550	\$7,550	\$5,915	78.4%	\$10,303	\$16,218	\$8,668
52180 COMMUNICATIONS MAINTENANCE (Network equipment maintenance (routers, firewall, switches))	\$2,000	\$2,000	\$0	0.0%	\$2,871	\$2,871	\$871
52181 TRAFFIC DEVICES MAINTENANCE (No longer used by SanGIS)	\$50	\$50	\$0	0.0%	\$0	\$0	(\$50)
52188 TELECOMMUNICATIONS MAINT (No longer used by SanGIS)	\$0	\$0	\$0		\$0	\$0	\$0
52280 SOFTWARE PURCHASES (Non-capitalized software purchases (under \$5,000))	\$1,250	\$1,250	\$1,862	149.0%	\$0	\$1,862	\$612
52284 ANNUAL SOFTWARE LICENSE (Annual software maint/license - Oracle, ESRI, Thomas Bros, UNIX, etc)	\$35,520	\$35,520	\$57,064	160.7%	\$0	\$57,064	\$21,544
52330 OFFICE EXPENSE (Office supplies incl printer cartridges, DVDs, toner, paper, etc)	\$4,500	\$4,500	\$2,885	64.1%	\$962	\$3,847	(\$653)
52332 POSTAGE (Postage/mailling/Constant Contact)	\$625	\$625	\$362	57.9%	\$121	\$483	(\$142)
52334 PRINTING (Printing of business cards, flyers, signs, etc.)	\$1,409	\$1,409	\$280	19.9%	\$0	\$280	(\$1,129)
52338 DRAFTING/ENGINEERING SUPP (Plotter paper, mounting boards, laminating supplies, toner for plotters)	\$1,500	\$1,500	\$635	42.4%	\$650	\$1,285	(\$215)
52348 DATA PROCESSING SERVICES (SDDPC System Access/CITRIX (Cust #2800, App Code Y79))	\$1,588	\$1,588	\$510	32.1%	\$272	\$782	(\$806)
52370 PROF & SPECIALIZED SVCS (External Auditor and financial statement prep services)	\$11,330	\$11,330	\$4,000	35.3%	\$18,705	\$22,705	\$11,375
52371 APPLICATIONS CONSULTING (No longer used by SanGIS)	\$5,305	\$5,305	\$0	0.0%	\$0	\$0	(\$5,305)
52374 INTER-DEPARTMENTAL (No longer used by SanGIS)	\$0	\$0	\$0		\$0	\$0	\$0
52384 ARCHITECTURE & ENGINEERING (Graphic services)	\$250	\$250	\$0	0.0%	\$0	\$0	(\$250)
52394 AERIAL SURVEY & PHOTO SVC (Aerial imagery products and services)	\$0	\$0	\$0		\$45,000	\$45,000	\$45,000
52396 CONTRACTED SERVICES (Quartic Solutions (DBA & GIS Analyst support))	\$122,496	\$122,496	\$70,706	57.7%	\$98,760	\$169,466	\$46,970
52402 SPEC CIRCUMSNCES ATTY SVCS (Attorney)	\$5,000	\$5,000	\$1,324	26.5%	\$300	\$1,624	(\$3,376)
52426 COMPUTER CABLE-LAN ON NET (Network server/network support)	\$93,600	\$93,600	\$70,200	75.0%	\$23,400	\$93,600	\$0
52432 CONSULTANT CONTRACTS (No longer used by SanGIS)	\$3,340	\$3,340	\$0	0.0%	\$0	\$0	(\$3,340)
52504 COPY EQUIPMENT RENTAL (Monthly copier rental/lease)	\$0	\$0	\$1,033		\$515	\$1,548	\$1,548
52530 RENTS & LEASES STRUCTURES (Office rent)	\$6,797	\$6,797	\$8,180	120.4%	\$3,603	\$11,783	\$4,986
52550 SPECIAL DEPARTMENTAL EXPENSE (Office move and remodel)	\$0	\$0	\$1,732		\$0	\$1,732	\$1,732
52560 BOOKS & PUBLICATIONS (Books, training materials, magazines, etc.)	\$45,000	\$45,000	\$0	0.0%	\$350	\$350	(\$44,650)
52564 ROAD MATERIALS (No longer used by SanGIS)	\$11,963	\$11,963	\$0	0.0%	\$0	\$0	(\$11,963)
52566 MINOR EQUIPMENT (Minor computer equipment and office furniture)	\$2,500	\$2,500	\$2,179	87.2%	\$750	\$2,929	\$429
52622 TRAINING/REGIS OUT-OF-CO (Conferences/training/events)	\$3,000	\$3,000	\$0	0.0%	\$0	\$0	(\$3,000)
52670 UTILITIES (Utilities other than telephone)	\$50	\$50	\$0	0.0%	\$0	\$0	(\$50)
52728 APPLICATION SERVICES & DEV/IMP ISF (No longer used by SanGIS)	\$40,400	\$40,400	\$0	0.0%	\$0	\$0	(\$40,400)
Subtotal - EE520	\$418,529	\$418,529	\$249,378	59.6%	\$215,824	\$465,202	\$46,673
<b>OTHER CHARGES - EE530</b>							
53030 CREDIT CARD ADMIN FEE (Credit card admin fee)	\$1,263	\$1,263	\$824	65.3%	\$275	\$1,099	(\$164)
53585 EQUIPMENT DEP EXPENSE (Equipment depreciation)	\$26,172	\$26,172	\$5,339	20.4%	\$1,777	\$7,116	(\$19,056)
Subtotal - EE530	\$27,434	\$27,434	\$6,163	22.5%	\$2,052	\$8,215	(\$19,219)
<b>FIXED ASSETS EQUIPMENT - EE548</b>							
54964 CAPITAL ASSET HARDWARE (Capitalized server & computer hardware purchases)	\$0	\$0	\$6,282		\$0	\$6,282	\$6,282
54986 FIXED ASSETS SOFTWARE (Capitalized software purchases)	\$0	\$0	\$0		\$0	\$0	\$0
54979 COMMUNICATION EQUIPMENT (Capitalized network hardware purchases)	\$2,500	\$2,500	\$0	0.0%	\$0	\$0	(\$2,500)
Subtotal - EE548	\$2,500	\$2,500	\$6,282	251.3%	\$0	\$6,282	\$3,782
<b>RESERVES EE560</b>							
56042 CONTINGENCY RESERVE (Contingency reserves)	\$33,635	\$33,635	\$0	0.0%	\$33,635	\$33,635	\$0
Subtotal EE560	\$33,635	\$33,635	\$0	0.0%	\$33,635	\$33,635	\$0
<b>EXPENDITURE TOTAL</b>	<b>\$1,266,148</b>	<b>\$1,266,148</b>	<b>\$680,291</b>	<b>53.7%</b>	<b>\$603,207</b>	<b>\$1,283,498</b>	<b>\$17,350</b>

## SanGIS EXPENDITURE AND REVENUE BY PERIOD FOR OBJECT AND ACCOUNT

Fiscal Year-to-Date: July 1, 2010 through **March 31, 2011**

ORG = 91170 SanGIS - Derived from GL-017

Account Number, Title, and (Description)	Budgeted	Adjusted	Total to Date	% Expended	Cost To Complete	Projected Total Cost	Projected (Under)/Over
<b>ITEMIZED REVENUES</b>							
<b>REVENUE USE MON RR440</b>							
44105 INTERESTS ON DEPOSITS & INV (Earned interest)	\$5,970	\$5,970	\$2,046	34.3%	\$682	\$2,728	(\$3,242)
Subtotal RR440	\$5,970	\$5,970	\$2,046	34.3%	\$682	\$2,728	(\$3,242)
<b>INTERGOVERNMENTAL FUNDING RR450</b>							
45912 AID FR OTHER GOV AGENCIES (County of San Diego - LUEG)	\$374,109	\$374,109	\$361,702	96.7%	\$0	\$361,702	(\$12,407)
45913 AID FR CITY OF SAN DIEGO (City of San Diego)	\$611,702	\$611,702	\$611,702	100.0%	\$0	\$611,702	\$0
45918 AID FR OTHER GOV AGENCIES (County of San Diego - Departments)	\$237,594	\$237,594	\$250,000	105.2%	\$0	\$250,000	\$12,406
Subtotal RR450	\$1,223,405	\$1,223,405	\$1,223,404	100.0%	\$0	\$1,223,404	(\$1)
<b>CHARGES FOR CURR RR460</b>							
46778 OTHER CHARGES CURR SERV (ARJIS, USGS, other contract work)	\$22,297	\$22,297	\$38,128	171.0%	\$41,574	\$79,702	\$57,405
Subtotal RR460	\$22,297	\$22,297	\$38,128	171.0%	\$41,574	\$79,702	\$57,405
<b>MISCELLANEOUS RE RR470</b>							
47535 MISC REVENUE OTHER (Misc revenue not covered elsewhere)	\$0	\$0	\$14,537		\$0	\$14,537	\$14,537
47610 OTHER SALES (Store front sales, CD sales, etc.)	\$14,477	\$14,477	\$23,080	159.4%	\$7,693	\$30,773	\$16,296
Carryover Funds from Previous Fiscal Year	\$0	\$0	\$0		\$0	\$0	\$0
Subtotal RR470	\$14,477	\$14,477	\$37,617	259.8%	\$7,693	\$45,310	\$30,833
<b>REVENUE TOTAL</b>	<b>\$1,266,148</b>	<b>\$1,266,148</b>	<b>\$1,301,195</b>	<b>102.8%</b>	<b>\$49,949</b>	<b>\$1,351,144</b>	<b>\$84,996</b>

**SAN DIEGO GEOGRAPHIC  
INFORMATION SOURCE**

**AUDIT REPORT**

**For the Fiscal Year Ended  
June 30, 2010**

**SAN DIEGO GEOGRAPHIC INFORMATION SOURCE  
AUDIT REPORT  
For the Fiscal Year Ended June 30, 2010  
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Board of Directors  
San Diego Geographic Information Source  
San Diego, California

## INDEPENDENT AUDITOR'S REPORT

We have audited the accompanying financial statements of the San Diego Geographic Information Source (the "Agency"), a Joint Powers Agency formed by the City and County of San Diego, as of and for the fiscal year ended June 30, 2010, which collectively comprise the Agency's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Agency's management. Our responsibility is to express an opinion on these financial statements based on our audit. The prior year comparative information has been derived from the Agency's June 30, 2009 financial statements, which were audited by another auditor, and whose report dated April 21, 2010 expressed an unqualified opinion on the Agency's basic financial statements.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Agency as of June 30, 2010, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The Management's Discussion and Analysis on pages 3 through 7 is not a required part of the basic financial statements but is supplementary information required by the Governmental Accounting Standard Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

In accordance with *Government Auditing Standards*, we have also issued our report dated April 1, 2011, on our consideration of the Agency's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

San Diego, California  
April 1, 2011

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*Management's Discussion and Analysis*

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**SAN DIEGO GEOGRAPHIC INFORMATION SOURCE  
Management's Discussion and Analysis (Unaudited)  
For the Fiscal Year Ended June 30, 2010**

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As management of the San Diego Geographic Information Source (SanGIS) Joint Powers Agency (JPA), we offer the readers of SanGIS this narrative and analysis of the SanGIS financial activities for the fiscal year ended June 30, 2010.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as an introduction to SanGIS's basic financial statements. The basic financial statements include:

- 1) Statement of Net Assets
- 2) Statement of Revenues, Expenses, and Changes in Net Assets
- 3) Statement of Cash Flows
- 4) Notes to the Financial Statements

The financial statements are designed to provide the readers with a broad overview of SanGIS's government and managed finances. These finances are predominantly sourced from the City of San Diego and the County of San Diego. Historically, some of SanGIS's business functions operated like a private sector business operation until the California Attorney General opined on the nature of GIS data and public records access, thus SanGIS was advised to discontinue that sale of digital records. As a result, revenues are now limited to monies received from the SanGIS JPA grantors and limited to third party contracts for services rendered by SanGIS.

**THE FINANCIAL STATEMENTS**

- The Statement of Net Assets presents information on all SanGIS's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of SanGIS is improving or deteriorating.
- The Statement of Revenues, Expenses, and Changes in Net Assets presents information showing changes in SanGIS's net assets during the most recent fiscal year. All changes in net assets are reported when the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. This statement reflects the results for SanGIS operations for the fiscal year identified and can be used to determine SanGIS's credit worthiness and its ability to successfully cover all of its costs through revenue received from its JPA grantors. Revenues continue to be predominantly sourced from the JPA grantors and have remained constant, allowing a contingency reserve to be accrued by reducing overhead costs. As inferred above, fiscal year costs were reduced by outsourcing services and staffing without causing a reduction in service levels.

**SAN DIEGO GEOGRAPHIC INFORMATION SOURCE**  
**Management's Discussion and Analysis (Unaudited)**  
**For the Fiscal Year Ended June 30, 2010**

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**THE FINANCIAL STATEMENTS (continued)**

- The Statement of Cash Flows presents information about SanGIS's cash receipts and cash payments during the most recent fiscal year. This statement reports cash receipts, cash payments, and net changes in cash resulting from operations and/or investing in financing activities. The financial and legal conditions that first were presented in 2006 are still present in this fiscal year. This situation is where the California Attorney General opined that GIS data is a public record and cannot be charged for beyond what the limits of the California public records act allows.

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

The notes provide additional information that is essential to a full understanding of the data provided in the financial statements. The notes to the financial statements are found on pages 11-17 of this report.

**OTHER INFORMATION**

In addition to the basic financial statements and accompanying notes, the "Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards" can be found on page 18 of this report.

**SAN DIEGO GEOGRAPHIC INFORMATION SOURCE**  
**Management's Discussion and Analysis (Unaudited)**  
**For the Fiscal Year Ended June 30, 2010**

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**THE AGENCY AS A WHOLE**

**Financial Highlights Of The Past Year**

- Revenues decreased by \$225,855 over prior year to a total of \$1,342,643. Total expenses exceeded revenues by \$1,607.
- Total assets increased by \$78,892 to \$382,933, while total liabilities increased by \$80,499 to \$234,225.
- Total net assets decreased by \$1,607 to \$148,708 as of June 30, 2010.

**Net Assets**

The Agency's assets exceeded liabilities by \$148,708 for the fiscal year ended June 30, 2010. The unrestricted portion of Net Assets represents resources that are available to finance SanGIS's services and obligations to JPA member agencies and its creditors. However, this sum is not profit. Since SanGIS does not generate a significant portion of its own revenue, this sum and trend is indicative of SanGIS management's efforts to continually seek improvement, savings, and efficiencies in the organization. For example, this year has a \$1,607 decrease in net assets total over the last year. Our analysis below focuses on the net assets (Table A-1) and changes in net assets (Table A-2) of the Agency.

**Table A-1**

	<u>2010</u>	<u>2009</u>	Dollar Increase (Decrease)	Percent Increase (Decrease)
<b>ASSETS</b>				
Current and other assets	\$ 362,877	\$ 275,922	\$ 86,955	32%
Capital assets	20,056	28,119	(8,063)	-29%
<b>Total Assets</b>	<b>382,933</b>	<b>304,041</b>	<b>78,892</b>	<b>26%</b>
<b>LIABILITIES</b>				
Current and other liabilities	213,333	137,245	76,088	55%
Non current liabilities	20,892	16,481	4,411	27%
<b>Total Liabilities</b>	<b>234,225</b>	<b>153,726</b>	<b>80,499</b>	<b>52%</b>
<b>NET ASSETS</b>				
Invested in capital assets	20,056	28,119	(8,063)	-29%
Unrestricted	128,652	122,196	6,456	5%
<b>Total Net Assets</b>	<b>\$ 148,708</b>	<b>\$ 150,315</b>	<b>(1,607)</b>	<b>-1%</b>

**SAN DIEGO GEOGRAPHIC INFORMATION SOURCE**  
**Management's Discussion and Analysis (Unaudited)**  
**For the Fiscal Year Ended June 30, 2010**

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**Changes in Net Assets**

The results of this year's operations for the Agency as a whole are reported in the Statement of Revenues, Expenses, and Changes in Net Assets on page 9. Table A-2 takes the information from the Statement, and rearranges them slightly, so you can see our total revenues, expenses, and special items for the year.

**Table A-2**

	<u>2010</u>	<u>2009</u>	Dollar Increase <u>(Decrease)</u>	Percent Increase <u>(Decrease)</u>
Operating revenues:				
City	\$ 643,643	\$ 752,830	\$ (109,187)	-15%
County	643,643	752,830	(109,187)	-15%
Product sales	35,047	36,767	(1,720)	-5%
Other revenues	16,000	16,000	-	0%
Non-operating revenues:				
Interest revenue	4,310	10,071	(5,761)	-57%
Total operating and non-operating revenues	<u>\$ 1,342,643</u>	<u>\$ 1,568,498</u>	<u>\$ (225,855)</u>	-14%
Expenses:				
General administrative	1,085,863	1,092,230	(6,367)	-1%
Technical services	250,324	524,042	(273,718)	-52%
Depreciation expense	8,063	18,195	(10,132)	-56%
Total expenses	<u>1,344,250</u>	<u>1,634,467</u>	<u>(290,217)</u>	-18%
Change in net assets	(1,607)	(65,969)	64,362	-98%
Beginning net assets	150,315	216,284	(65,969)	-31%
Ending net assets	<u><u>\$ 148,708</u></u>	<u><u>\$ 150,315</u></u>	<u><u>\$ (1,607)</u></u>	-1%

**SAN DIEGO GEOGRAPHIC INFORMATION SOURCE  
Management's Discussion and Analysis (Unaudited)  
For the Fiscal Year Ended June 30, 2010**

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**CAPITAL ASSETS**

**Capital Assets**

At June 30, 2010, as shown in the table below, the Agency had \$20,056 invested in capital assets. This amount represents a decrease of \$8,063 or 29% from last year.

	<u>June 30,</u>		<u>Dollar</u>	<u>Percent</u>
	<u>2010</u>	<u>2009</u>	<u>Increase</u>	<u>Increase</u>
			<u>(Decrease)</u>	<u>(Decrease)</u>
Equipment	\$ 599,715	\$ 599,715	\$ -	0%
Less accumulated depreciation	<u>579,659</u>	<u>571,596</u>	<u>8,063</u>	1%
Total capital assets, net	<u>\$ 20,056</u>	<u>\$ 28,119</u>	<u>\$ (8,063)</u>	-29%

**CONTACTING THE AGENCY'S FINANCIAL MANAGEMENT**

This financial report will provide a general overview of SanGIS's finances for all those with an interest in the Agency's finances. Questions concerning any of the information provided in this report, or request for additional information, should be addressed to either of the following offices:

Office of Audits and Advisory Services  
County of San Diego  
5555 Overland Drive, Building 2, Suite 282  
San Diego, CA 92123

SanGIS Management Committee  
San Diego Geographic Information Source  
5201 Ruffin Road, Suite E MS 16  
San Diego, CA 92123

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*Financial Section*

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**SAN DIEGO GEOGRAPHIC INFORMATION SOURCE**  
**Statement of Net Assets**

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	June 30,	
	2010	2009
<b>ASSETS</b>		
Cash and investments	\$ 361,787	\$ 265,565
Interest receivable	1,090	1,251
Prepaid expenses	-	9,106
Capital assets - net of accumulated depreciation	20,056	28,119
	<hr/>	<hr/>
Total Assets	382,933	304,041
	<hr/>	<hr/>
<b>LIABILITIES</b>		
Current:		
Accounts payable and accrued expenses	112,200	80,823
Due to County of San Diego	101,133	56,422
Total current liabilities	<hr/> 213,333	<hr/> 137,245
Noncurrent:		
Compensated absences, due in more than one year	20,892	16,481
	<hr/>	<hr/>
Total Liabilities	234,225	153,726
	<hr/>	<hr/>
<b>NET ASSETS</b>		
Invested in capital assets, net of related debt	20,056	28,119
Unrestricted	128,652	122,196
	<hr/>	<hr/>
Total Net Assets	<hr/> \$ 148,708	<hr/> \$ 150,315
	<hr/>	<hr/>

The notes to financial statements are an integral part of this statement.

**SAN DIEGO GEOGRAPHIC INFORMATION SOURCE**  
**Statement of Revenues, Expenses, and Changes in Net Assets**

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	<b>Fiscal Year ended June 30,</b>	
	<b>2010</b>	<b>2009</b>
<b>OPERATING REVENUES</b>		
City	\$ 643,643	\$ 752,830
County	643,643	752,830
Product sales	35,047	36,767
Other revenues	16,000	16,000
Total operating revenues	<u>1,338,333</u>	<u>1,558,427</u>
<b>OPERATING EXPENSES</b>		
General administrative	1,085,863	1,092,230
Technical services	250,324	524,042
Depreciation expense	8,063	18,195
Total operating expenses	<u>1,344,250</u>	<u>1,634,467</u>
Operating loss	(5,917)	(76,040)
<b>NON-OPERATING REVENUES:</b>		
Interest revenue	<u>4,310</u>	<u>10,071</u>
Change in net assets	(1,607)	(65,969)
Fund balances, July 1, 2009	<u>150,315</u>	<u>216,284</u>
Fund balances, June 30, 2010	<u>\$ 148,708</u>	<u>\$ 150,315</u>

The notes to financial statements are an integral part of this statement.

**SAN DIEGO GEOGRAPHIC INFORMATION SOURCE**  
**Statement of Cash Flows**

	<b>Fiscal Year Ended June 30,</b>	
	<u>2010</u>	<u>2009</u>
<b>Cash Flows from Operating Activities:</b>		
Receipts from customers and users	\$ 1,338,333	\$ 1,558,427
Payments to suppliers for goods and services	(236,534)	(755,884)
Payments to employees	(1,010,048)	(1,073,446)
Net cash provided by (used in) operating activities	<u>91,751</u>	<u>(270,903)</u>
<b>Cash Flows from Investing Activities:</b>		
Interest received	<u>4,471</u>	<u>14,418</u>
Net increase (decrease) in cash and cash equivalents	96,222	(256,485)
Cash and Cash Equivalents at beginning of fiscal year	<u>265,565</u>	<u>522,050</u>
Cash and Cash Equivalents at end of fiscal year	<u>\$ 361,787</u>	<u>\$ 265,565</u>
Reconciliation of Operating Loss to Net Cash provided by (used in) Operating Activities:		
Operating loss	<u>\$ (5,917)</u>	<u>\$ (76,040)</u>
Adjustments to reconcile operating loss to net cash provided by (used in) operating activities:		
Depreciation expense	8,063	18,195
(Increase) decrease in prepaid expenses	9,106	(9,106)
Increase (decrease) in accounts payable and accrued liabilities	31,377	(159,426)
Increase (decrease) in Due to County of San Diego	44,711	(26,490)
Increase (decrease) in compensated absences	4,411	(18,036)
Total adjustments	<u>97,668</u>	<u>(194,863)</u>
Net cash provided by (used in) operating activities	<u>\$ 91,751</u>	<u>\$ (270,903)</u>

The notes to financial statements are an integral part of this statement.

**SAN DIEGO GEOGRAPHIC INFORMATION SOURCE**  
**Notes to Financial Statements**  
**June 30, 2010**

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**NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES**

A. Reporting Entity

The San Diego Geographic Information Source (the “Agency”), located in San Diego County, was created in July 1997 by a Joint Powers Agreement between the City of San Diego (City) and the County of San Diego (County) and commenced operations in September 1997. The Agency was created to assist member agencies by providing and/or continuing the operations, maintenance, enhancement, and implementation of a geographic information system. The computerized mapping system permits the City and the County to provide compiled digital geographic data to themselves, other public agencies, and to the private sector.

Since neither the City nor the County appoint a voting majority of the Agency’s governing board, it is not considered a component unit of the City or the County.

B. Basis of Presentation

The Agency operates as an Enterprise Fund. Enterprise fund financial statements are accounted for using the “economic resources” measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which liability is incurred. Accordingly, all assets and liabilities (whether current or noncurrent) are included on the Statement of Net Assets. The Statement of Revenues, Expenses, and Changes in Net Assets present increases (revenues) and decreases (expenses) in total net assets.

Operating revenues in the proprietary funds are those revenues that are generated from the primary operation of the fund. All other revenues are reported as non-operating revenues. Operating expenses are those expenses that are essential to the primary operations of the fund. All other expenses are reported as non-operating expenses.

The Agency applies all applicable Governmental Accounting Standards Board (GASB) pronouncements as well as any applicable pronouncements of the Financial Accounting Standards Board (FASB), the Accounting Principles Board, or any Accounting Research Bulletins issued before November 30, 1989. The GASB periodically updates its codification of the existing Governmental Accounting and Financial Reporting Standards, which along with subsequent GASB pronouncements (Statements and Interpretations), constitutes GAAP for governmental users.

When both restricted and unrestricted resources are available for use, it is the Agency’s policy to use restricted resources first, then unrestricted resources as they are needed.

**SAN DIEGO GEOGRAPHIC INFORMATION SOURCE**  
**Notes to Financial Statements**  
**June 30, 2010**

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**NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (continued)**

C. Capital Assets

Capital assets are recorded at cost by the Agency. It is the policy of the Agency to capitalize all capital assets with a cost of \$5,000 or greater. Depreciation is computed on the straight-line method over the estimated useful lives of 4 to 10 years.

Servers/Workstations/Network Equipment	4 years
Printers	5 years
Furniture and fixtures	10 years

D. Long-Term Obligations

Long-term debt and other long-term obligations are reported as liabilities in the Statement of Net Assets. Bond premiums and discounts, deferred loss on refunding, and issuance costs, are deferred and amortized over the life of the bonds. These items are reported as deferred charges and amortized over the term of the related debt.

E. Estimates

The preparation of financial statements in conformity with generally accepted in the United States of America accounting principles requires management to make estimates and assumptions that affect the reported amount of certain assets, liabilities and disclosures of contingent assets and liabilities at the date of the financial statements, and the related reported amounts of revenues and expenditures during the reporting period, such as depreciation expense and the net book value of capital assets. Accordingly, actual results could differ from those estimates. Management believes that the estimates are reasonable.

F. Related Party Transactions

The Agency has entered into agreements with the City and County. Under the agreements, the City and County provide auditor, treasurer, legal management, administrative and other necessary services until the Board appoints others to fulfill those functions. The Agency reimburses the City and the County at intervals based on the City's and County's accounting periods in an amount equal to the actual cost of salaries, and fringe benefits (computed at the City's and the County's then prevailing rate) and other necessary expenses.

G. Cash and Cash Equivalents

Cash equivalents are defined as short-term, highly liquid investments that are both readily convertible to known amounts of cash of so near their maturity that they present insignificant risk of changes in value because of changes in interest rates, and have an original maturity date of three months or less.

**SAN DIEGO GEOGRAPHIC INFORMATION SOURCE**  
**Notes to Financial Statements**  
**June 30, 2010**

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**NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (continued)**

H. Net Assets

In the government-wide financial statements, net assets are classified in the following categories:

Invested in Capital Assets, Net of Related Debt – This amount consists of capital net of accumulated depreciation and reduced by outstanding debt that attributed to the acquisition, construction, or improvement of the assets.

Restricted Net Assets – This amount is restricted by external creditors, grantors, contributors, laws, or regulations of other governments.

Unrestricted Net Assets – This amount is all net assets that do not meet the definition of “invested in capital assets, net of related debt” or “restricted net assets”.

I. Budgetary Accounting

Budget Policies – An operating budget is adopted each fiscal year for the Agency by unanimous consent of its members. Budgetary control is achieved at the appropriate level.

Reserve for Encumbrances – For purposes of a budgetary presentation in the financial statements, actual expenditures are adjusted to include any encumbrances outstanding at fiscal year-end. Outstanding encumbrances at fiscal year-end are fully reserved thereby assuring a continued expenditure authorization in subsequent fiscal year. There was no encumbrance reserve at the end of the fiscal year.

**SAN DIEGO GEOGRAPHIC INFORMATION SOURCE**  
**Notes to Financial Statements**  
**June 30, 2010**

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**NOTE 2 – CASH AND CASH EQUIVALENTS**

Cash and investments as of June 30, 2010 consist of the following:

Equity in County pool	<u>\$ 361,787</u>
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*Cash in County Treasury* – The Agency is a voluntary participant in an external investment pool. The fair value of the Agency’s investment in the pool is reported in the financial statements at amounts based upon the Agency’s pro-rata share of the fair value provided by the County Treasurer for the entire portfolio in relation to the amortized cost of that portfolio. The balance available for withdrawal is recorded on the amortized cost basis and is based on the accounting records maintained by the County Treasurer.

County Investment Policy

The County may transact business only with banks, savings and loans, and the investment security dealers regularly reporting to the New York Federal Reserve Bank. Exceptions to this rule can be made only upon written authorization of the County Treasurer. Authorized cash deposits and investments are governed by state law, as well as by the County’s own written investment policy. Within the context of these limitations, permissible investments include: (1) obligations of the U.S. government and federal agencies with a maximum maturity of five years, (2) commercial paper rated A-1 by Standard & Poor’s, P-1 by Moody’s Commercial Paper Record or F-1 by Fitch, (3) Bankers acceptances, (4) negotiable certificates of deposit issued by a nationally or state repurchase agreements, (6) the local Agency investment fund established by the State Treasurer, (7) financial futures contracts in any of the other authorized investments which are used to offset an existing financial position and not for outright speculation, (8) government Agency mortgage securities with a maximum maturity of five years, (9) medium-term corporate notes of maximum of three years maturity issued by corporations operating as defined in Section 23701(m) of the Revenue and Taxation Code, and (10) non-negotiable time deposits collateralized in accordance with the California Government Code.

**SAN DIEGO GEOGRAPHIC INFORMATION SOURCE**  
**Notes to Financial Statements**  
**June 30, 2010**

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**NOTE 2 – CASH AND CASH EQUIVALENTS (continued)**

General Authorizations

Except for investments by trustees of debt proceeds, the authority to invest Agency funds deposited with the county treasury is delegated to the County Treasurer and Tax Collector. Additional information about the investment policy of the County Treasurer and Tax Collector may be obtained from its website. The table below identifies examples of the investment types permitted in the investment policy:

Authorized Investment Type	Maximum Remaining Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds, Notes, Warrants	5 years	None	None
Registered State Bonds, Notes, Warrants	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Banker's Acceptance	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base	None
Medium-Term Corporate Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None
Joint Powers Authority Pools	N/A	None	None

Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in the market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates.

**SAN DIEGO GEOGRAPHIC INFORMATION SOURCE**  
**Notes to Financial Statements**  
**June 30, 2010**

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**NOTE 2 – CASH AND CASH EQUIVALENTS (continued)**

Information about the sensitivity of the fair values of the Agency’s investments to market interest rate fluctuations is provided by the following tables that show the distribution of the Agency’s investments by maturity at June 30, 2010:

Investment Type	Totals	Remaining Maturity (in Months)					More than 60 Months
		12 Months Or Less	13 to 24 Months	25-36 Months	37-48 Months	49-60 Months	
Equity in County Pool	\$ 361,787	\$ 361,787	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 361,787	\$ 361,787	\$ -	\$ -	\$ -	\$ -	\$ -

**Disclosures Relating to Credit Risk**

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Presented below is the minimum rating required by (where applicable) the California Government Code, the Agency’s investment policy, or debt agreements, and the actual rating as of each investment type as of June 30, 2010:

Investment Type	Amount	Legal Rating	From Disclosure	Ratings as of Fiscal Year End			
				AAA	AA	A	Not Rated
Equity in County Pool	\$ 361,787	N/A	\$ -	\$ 361,787	\$ -	\$ -	\$ -

**SAN DIEGO GEOGRAPHIC INFORMATION SOURCE**  
**Notes to Financial Statements**  
**June 30, 2010**

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**NOTE 2 – CASH AND CASH EQUIVALENTS (continued)**

Cash in Bank

Custodial credit risk is the risk that in the event of a bank failure, the Agency’s deposits may not be returned to it. The Agency does not have a policy for custodial credit risk for deposits. The FDIC insures up to \$250,000 per depositor per insured bank. As of June 30, 2010, the Agency’s bank balance was not exposed to custodial credit risk as there were no deposits over \$250,000 at any one insured bank.

**NOTE 3 – CAPITAL ASSETS AND DEPRECIATION**

Capita asset activity for the year ended June 30, 2010, consists of the following:

	Beginning Balance July 1, 2009	Additions	Deletions	Ending Balance June 30, 2010
Equipment	\$ 599,715	\$ -	\$ -	\$ 599,715
Total at historical cost	599,715	-	-	599,715
Less accumulated depreciation:				
Equipment	571,596	8,063		579,659
Total accumulated depreciation	571,596	8,063	-	579,659
Total capital assets, net	<u>\$ 28,119</u>	<u>\$ (8,063)</u>	<u>\$ -</u>	<u>\$ 20,056</u>

Depreciation expense was \$8,063 for the fiscal year ended June 30, 2010.

**NOTE 4 – LONG TERM DEBT**

Compensated Absences

The Agency recognized the accumulated and vested unpaid employee vacation benefits as a liability, and it is recorded as compensated absences payable. The liability, at June 30, 2010, was \$20,892.

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*Other Independent Auditor's Reports*

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Board of Directors  
San Diego Geographic Information Source  
San Diego, California

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE  
AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Independent Auditor's Report

We have audited the financial statements of San Diego Geographic Information Source (Agency) a Joint Powers Agency formed by the City and County of San Diego, as of and for the year ended June 30, 2010, and have issued our report thereon dated April 1, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered San Diego Geographic Information Source's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of San Diego Geographic Information Source's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the San Diego Geographic Information Source's internal control over financial reporting.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

### Compliance and Other Matters

As part of obtaining reasonable assurance about whether San Diego Geographic Information Source's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the Board, management, others within San Diego Geographic Information Source, and the federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

San Diego, California  
April 1, 2011

# SanGIS Major Initiatives Report

## Initiatives In Progress

Initiative Title and Description	Last Updated	Priority	Recent Activity	Next Steps
<b>Address points data quality verification</b>  Request from Management Committee to do a one-time analysis of SanGIS address points against USPS data. Service is provided by the Postal Service.	4/28/2011	High	A general description of the problem has been published and issued for review and comments. Comments received and are being incorporated into description document. Problem statement and resolution to be developed from general description. This project being developed in conjunction with the County's Master Data Quality Initiative. A meeting has been set up for May 17 to discuss MDM with stakeholders. SanGIS is part of that meeting.	<ol style="list-style-type: none"><li>1. Based on comments received by 12/28/10 revised problem definition</li><li>2. Develop document defining what issues will be worked and how they will be resolved</li><li>3. Obtain approval for project plan from STAB and Management Committee</li><li>4. Implement proposed project</li></ol>
<b>SanDAG MOU</b>  Development and approval of Memorandum of Understanding with SanDAG for data sharing and public mapping functions.	3/4/2011	High	MOU has been approved by both SanGIS and SANDAG Boards. Currently working with SANDAG tech staff to define layers that will be replicated. SANDAG data layer list received. SanGIS data layer list developed. Comparing results.	<ol style="list-style-type: none"><li>1. Work with SANDAG to define list of layers to be replicated</li><li>2. Set up automatic data replication for approved layers</li><li>3. Establish strategic plan for public interactive mapping site and data download site</li><li>4. Implement strategic plan when approved by Management Committee</li></ol>

# SanGIS Major Initiatives Report

## Initiatives In Progress

Initiative Title and Description	Last Updated	Priority	Recent Activity	Next Steps
<b>Watershed Protection Drainage Easements</b>  Request for services by DPW Watershed Protection program to have SanGIS enter all County drainage easements into separately layer in SDE.	4/28/2011	High	Proposal has been made to the County. Estimated pricing provided. Recommended that the County have SanGIS complete 100 to 200 (out of over 3,000) to confirm pricing proposal. SanGIS was notified by the County that they have enlisted an outside vendor to complete this work however, the County re-approached SanGIS in February 2011 to restart this project. Have met with County agency to determine attribute list and to go over estimated costs. Agreement developed with County and project set up. SanGIS staff currently working on pilot project of 100 easements to verify level of effort, cost, and data model	<ol style="list-style-type: none"><li>1. Develop scope of work and present to County for signature - complete</li><li>2. Meet with edit staff and DBA to develop prelim data model - complete</li><li>3. Have data model approved by County - complete</li><li>4. Select random easements to add to database to verify cost estimates - complete</li><li>5. Establish data model in edit environment</li><li>6. Complete pilot project data entry</li><li>7. Publish data to data warehouse for review by County</li><li>8. Review results of pilot project with County</li><li>9. Implement in production after approval</li></ol>
<b>Data quality improvement plan</b>  Develop long term plan for how to improve SanGIS data quality in key areas – Parcels, lots, roads, easements, drainages, etc.	4/28/2011	High	Brought by and discussed at Management Committee on April 13, 2010. This project is now in the planning stages. A list of needed data quality improvement areas has been developed. Developing the strategic plan is in progress.	<ol style="list-style-type: none"><li>1. Identify data areas that should be included in plan - complete</li><li>2. Develop draft plan</li><li>3. Review and update</li><li>4. Implement</li></ol>

# SanGIS Major Initiatives Report

## Initiatives In Progress

Initiative Title and Description	Last Updated	Priority	Recent Activity	Next Steps
<b>SanGIS Server Replacement</b>  Replace old SanGIS server with new hardware and update software, database, and scripts	4/28/2011	High	Server procured and environment configured. Rewriting scripts to run on new Windows server. Still working on what changes must be made to accommodate ROAD_G for SD Fire. Requested punch list from DBA. With two exceptions that will not delay implementation the SanGIS server migration is close to completion. Have tested access to new server by City and County departments. Have set June 3, 2011 as the cutover date.	<ol style="list-style-type: none"><li>1. Install new scripts and test</li><li>2. Migrate database to new server and test access and updates</li><li>3. Notify users of new connection</li></ol>
<b>Road Data Quality Updates</b>  Review major roads, highways and freeways to determine if they are in need of reclassification in order to map correctly and not show disconnects	4/28/2011	Med	Correction work for highways and freeways, transition ramps and on/off ramps is complete and posted to data warehouse. Work on corrections to DedStat and SegClass attributes for road segments is in progress. New data received from City of Carlsbad received week of March 1, 2011 and is being incorporated into road base. Received second submittal by City of Carlsbad April 22, 2010. Additional changes made to update SEGCLASS and FUNCCLASS attributes per request of the City ESD	<ol style="list-style-type: none"><li>1. Ongoing updates as workload permits</li></ol>

# SanGIS Major Initiatives Report

## Initiatives In Progress

Initiative Title and Description	Last Updated	Priority	Recent Activity	Next Steps
<b>Imagery Data for 2011</b>  Develop plan to acquire imagery data in FY2011. Determine source, cost, and funding alternatives.	4/28/2011	Med	RFI sent to 9 vendors. Only four responses received. Requested vendors send sample imagery. Results not conclusive for 2010 imager availability. Pricing obtained from single vendor able to provide imagery for entire county but cost exceeds budget. A plan has been developed and a formal quote received to acquire partial 2010 and full 2011 imagery. Need approval by Board to proceed with negotiating sole-source contract.	<ol style="list-style-type: none"><li>1. Review proposal for acquisition with Board and obtain approval to proceed</li><li>2. Review sole-source contract with legal</li><li>3. Develop contractt with vendor</li><li>4. Purchase portable hard drives for deliver</li><li>5. Publish imagery data to SanGIS data warehouse</li></ol>
<b>RUIS Manual Review</b>  Review and update RUIS manual to include current standards used at SanGIS and to reflect changes in technology, industry, and best practices	3/4/2011	Med	RUIS manual sections 2-6 detailing standards have been converted to Word document. Technical sections have been reviewed and updated by Tech (edit) staff. Comments received from senior tech editor and reviewed by management. Working on merging with standards manual.	<ol style="list-style-type: none"><li>1. Complete review of tech sections</li><li>2. Revise non-tech sections</li><li>3. Assemble document</li><li>4. Present to STAB and Management Committee for approval</li></ol>
<b>NAS Data File Cleanup &amp; Organization</b>  Re-organize, delete, move, etc. files on NAS to make them more accessible to other management staff (primarily move files from AAbouna and LStapleton to public drive areas)	9/29/2009	Low	AAbouna folder complete (data either archived or moved to public areas of the NAS). Work is ongoing as time and other priorities permit	<ol style="list-style-type: none"><li>1. Cleanup of LStapleton folder</li><li>2. Review and reorg as needed on HELIX drive</li></ol>

# SanGIS Major Initiatives Report

## Initiatives In Progress

Initiative Title and Description	Last Updated	Priority	Recent Activity	Next Steps
<b>Geocoding Error Capture</b>  Develop process to capture and evaluate geocoding errors reported by City & County geocoding services and update SanGIS data accordingly.	3/4/2011	Low	Brought by Management Committee at the February 2, 2010 meeting. Have met with technical staff from City, County, and SDDPC to determine strategy. Initiative has been presented to STAB. Brad has met with analysts and established format for returning errors to SanGIS. Elements are in place to proceed. County geocoding service still being developed. Dependent on completion of geocoding service implementation to proceed.	<ol style="list-style-type: none"><li>1. Implement geocoding service at City or County (City/County responsibility)</li><li>2. Collect data in prescribed format and evaluate against SanGIS data.</li><li>3. Correct SanGIS data as needed.</li></ol>
<b>Lot Data Quality Updates</b>  Ongoing project to update/add subdivision lot lines for all County and City subdivisions.	12/15/2010	Low	Much of the work inside the City of San Diego has been completed but updates are made as new parcels are created. Outside the City limits work is ongoing as part of parcel update process.	<ol style="list-style-type: none"><li>1. Ongoing updates as workload permits</li></ol>

# SanGIS Major Initiatives Report

## Initiatives In Progress

Initiative Title and Description	Last Updated	Priority	Recent Activity	Next Steps
<b>NHD Stewardship</b>  Implement USGS toolset in production environment to use in maintaining National Hydrography Dataset for San Diego County. Accept and make changes as errors and updates are reported	4/28/2011	Low		<ol style="list-style-type: none"><li>1. Make NHD available in SDE for use by City/County JPA partners.</li><li>2. Check USGS web site to see if SanGIS is listed as steward for San Diego County</li><li>3. Load latest USGS (approved) version to SanGIS data warehouse.</li><li>4. Create derivative products (if any)</li><li>5. Announce data warehouse availability at STAB, through Constant Contact mailing, and via SanGIS website.</li></ol>

# SanGIS Major Initiatives Report

## Initiatives On Hold

Initiative Title and Description	Last Updated	Priority	Recent Activity	Next Steps
<b>Lynx-SanGIS Road Data Comparison</b>  Per request of SD Fire and SD Sheriff set up process to compare North Com/Heartland road segment data with that in SanGIS road database to insure dispatch systems are in sync	4/28/2011	Med	Request for proposal received and responded to. Meeting with SD Fire to answer questions and clarify proposal held on Dec 23, 2010 Revised proposal has been sent to SD Fire for presentation to the Regional Fire GIS steering committee for review and approval. Report from Regional Fire is that they are still trying to determine funding source and mechanism.	<ol style="list-style-type: none"><li>1. Revise proposal per SD fire requests - complete</li><li>2. Send revisions to Regional Fire GIS Steering Committee for approval</li><li>3. Wait for notice to proceed</li><li>4. Implement scripts and processes per proposal</li></ol>
<b>Customer Request Reporting Database</b>  Develop database to capture, record, maintain, and report on customer problems and errors. Extension to spreadsheet used currently by Frank to report Landbase errors and updates	2/9/2010	Med	Initial review of required fields and reports has been done. Trial database started. No additional work in last quarter of 2009 due to office move and other priorities.	<ol style="list-style-type: none"><li>1. Develop detailed list of requirements from MC and incorporate in database</li><li>2. Develop data base and sample reports</li><li>3. Review with MC and SanGIS staff</li></ol>
<b>Map Library Updates</b>  Review map library and request updates or disposition of current maps from map owner/creators. Develop policy and procedures for regular review and update	5/5/2010	Low	Management Committee determined that renewal of Map Library software not necessary. Direction is to remove map library from web site – possibly as part of Website Update (see item #14). No additional updates to be made. Completion of this item pending new website implementation.	<ol style="list-style-type: none"><li>1. Notify users that map library is being removed</li><li>2. Replace library with links to other mapping web sites at the City, County, SanDAG, USGS, etc.</li></ol>

# SanGIS Major Initiatives Report

## Initiatives On Hold

Initiative Title and Description	Last Updated	Priority	Recent Activity	Next Steps
<p><b>City of Carlsbad parcel data quality updates</b></p> <p>Request for services from City of Carlsbad to assist in updating parcel base within City limits to meet first order survey control</p>	5/5/2010	Low	Request from Carlsbad to update accuracy of parcel base within City limits. Discussions held with City staff and proposed method developed. Sample data provided by Carlsbad and estimates and proposed work method developed by staff.	<ol style="list-style-type: none"><li>1. Develop proposal and pricing and send to Carlsbad for review and approval</li><li>2. Work update plan into workload – assign techs</li><li>3. Develop billing strategy</li></ol>

# SanGIS Major Initiatives Report

## Initiatives Not Started

Initiative Title and Description	Last Updated	Priority	Recent Activity	Next Steps
<b>SanGIS Website Updates</b>  Comprehensive review of current website and development of requirements to update site to more modern look & feel	4/28/2011	High	This project has now been slated for implementation in Fiscal Year 2012. It will include website revisions, map library revisions, and interactive mapping updates. Planning will begin in FY2012 with scheduled completion by June 30, 2012.	<ol style="list-style-type: none"><li>1. Develop overall strategy</li><li>2. Develop infrastructure needs</li><li>3. Develop implementation plan</li><li>4. Acquire new infrastructure</li><li>5. Install ArcGIS server and IIS</li><li>6. Implement according to plan</li></ol>
<b>ArcGIS Server Implementation</b>  Implement ArcGIS server to provide expanded capabilities to implement browser-based remote editing and improved public facing interactive mapping	3/4/2011	High	Implementation being reviewed as part of IT Infrastructure Plan development.	<ol style="list-style-type: none"><li>1. Review concept with MC &amp; STAB and gain approval to proceed</li></ol>
<b>Meta Data Standard Review &amp; Update</b>  Review current meta-data standards and tools and, in conjunction with SANDAG, update standards and methods to keep meta-data	1/18/2011	Med	Added to initiative list per Management Committee Meeting on Jan 18, 2011. Need to review how meta-data is kept vis-à-vis SANDAG-SanGIS MOA and ArcGIS 10	<ol style="list-style-type: none"><li>1. Set up meeting with SANDAG and Management Committee to discuss and define scope of project</li><li>2. Present proposal to STAB</li><li>3. Update policies, procedures, MOA</li></ol>
<b>Road layer comparison</b>  Request from Management Committee to compare SanGIS road layer against a commercial data source	3/4/2011	Med	Brought before Management Committee by R. Martin on April 13, 2010.	<ol style="list-style-type: none"><li>1. Develop scope of project</li><li>2. Identify commercial data source(s) to use</li><li>3. Review methods available (customer program, COTS, service)</li><li>4. Estimate costs and develop proposal</li><li>5. Review proposal and proceed</li></ol>

# SanGIS Major Initiatives Report

## Initiatives Not Started

Initiative Title and Description	Last Updated	Priority	Recent Activity	Next Steps
<b>Interactive Mapping Site Updates</b> Update interactive mapping web site to include more modern tools and techniques for public users to create maps	4/28/2011	Med	This initiative will be incorporated into the Web site update plan.	<ol style="list-style-type: none"><li>1. Review concept with MC &amp; STAB and gain approval to proceed</li><li>2. Implement ArcGIS server (see #17)</li></ol>
<b>Easement Updates</b> Bring all public benefit easements up to date in SanGIS Data Warehouse	3/4/2011	Low	Brought before Management Committee by R. Martin on Sept 8, 2009. No date set for implementation.	
<b>Lakes layer replacement &amp; updates</b> Develop plan, process, model, schedule, etc. to recreate current lakes layer in SDW with data from NHD.	3/4/2011	Low	Initiative proposed by Ross at 6/10/10 STAB meeting and accepted by STAB	<ol style="list-style-type: none"><li>1. Develop plan and schedule</li></ol>

# SanGIS Major Initiatives Report

## Initiatives Canceled

Initiative Title and Description	Last Updated	Priority	Recent Activity	Next Steps
<b>Cadastral Editor Pilot Program</b>  Test new Cadastral Editor extension from ESRI to see if it is acceptable for land base maintenance functions	8/17/2010	Med	As of release of ArcGIS V10 Cadastral Editor is no longer a separate module. These functions are now integrated in ArcGIS 10. Will re-evaluate moving to a parcel fabric model at the time that V10 is implemented at SanGIS	1. Review when upgrade to ArcGIS V10 is scheduled.

# SanGIS Major Initiatives Report

## Initiatives Completed

Initiative Title and Description	Last Updated	Priority	Recent Activity	Next Steps
<b>Office Space Lease</b>  Secure lease for office space to move into when Seville Plaza lease runs out in March 2010	3/19/2010	High	Final space layout proposal finished. Information gathered on moving and data services providers. Space partitioned . Contractor engaged and completing improvements. AT&T, Wareforce, and moving company engaged for moving phone/data services, furniture, data center. Current landlord notified that SanGIS is vacating premises. Server shut-down/startup plan developed. Move date set for 3/19/10.	1. Move to County Ops Annex completed March 19, 2010
<b>Public Safety Road Changes</b>  Also known as Undocumented Roads. Implement database change to include new road seg type for public safety roads (undocumented private roads). Provide training to remote editors on use of remote edit tools.	11/17/2009	High	Final version of solution published and presented at STAB on 10/8/09. No objections from STAB and okay for SanGIS to proceed. Database changes complete and editing tools (remote and local) updated to accommodate new fields and lookups for alias names, seg class, etc.	1. Completed and in place as of 1/1/2010
<b>2009 Imagery Update</b>  Receive, check, verify, and certify aerial imagery from Eagle Aerial for March 2009 flight	11/17/2009	High	Eagle Aerial has forwarded and SanGIS, City, and County reviewers have approved final dataset in TIF. MrSID compressed files are being loaded on hard drive. Eagle is still working on MrSID Gen II compression for SD Fire. Note: all deliverables have been received from Eagle Aerial by 12/15/09	

# SanGIS Major Initiatives Report

## Initiatives Completed

Initiative Title and Description	Last Updated	Priority	Recent Activity	Next Steps
<b>E-Mail Server Replacement</b> Find replacement for aging and ailing email server – either replacement server or service provided by others	12/28/2009	High	Google Gmail solution selected from quotes received from Multiple vendors. Gmail solution implemented Dec 28, 2009. Current email server being retired/repurposed.	1. Retire current email server
<b>Error Reporting Procedures</b> Create policy and procedures manual for customers to refer to when errors are found in the SanGIS database.	9/10/2009	High	Final draft completed and sent to STAB members for review and comment. Comments received and document updated and posted to SanGIS web site.	1. Review and update periodically to stay current with SanGIS procedures.
<b>Edit Environment (Vulcan) Update</b> Install new server to replace Vulcan and update edit environment to ArcGIS 9.3.1 software. Update Oracle to ver 11g.	8/24/2009	High	Cutover to new server completed on 8/24. All editing users now using new environment. Some Oracle forms (reports mainly) still need to be converted to VB/.NET environment and old server needs to be retired.	1. Complete last few form changes for editing staff database lookups
<b>City/County SLA</b> Development and approval of Service Level Agreement between SanGIS and City & County to define services and service metrics provided by SanGIS.	9/10/2009	High	Final documented presented to Board of Directors at their September Board meeting. Document was approved and signed and posted to SanGIS web site.	1. Set up reports, logs and procedures to monitor service levels per SLA 2. Review and update SLA annually or as otherwise needed to keep current with SanGIS operations.

# SanGIS Major Initiatives Report

## Initiatives Completed

Initiative Title and Description	Last Updated	Priority	Recent Activity	Next Steps
<b>Parcel-APN clean-up</b>  Develop and implement plan to clean-up duplicate APNs, eliminate APNs not in the MPR, and ensure each valid parcel ID is associated with one valid APN	8/17/2010	High	Plan developed and implemented at end of fiscal year after TRA data received. Now on job processing calendar to update on an annual basis.	<ol style="list-style-type: none"><li>1. Completed at end of FY10 fiscal year when TRA data was received. Now being done on annual basis.</li></ol>
<b>IT Infrastructure Plan Development</b>  Prepare 5 year infrastructure replacement and upgrade plan to use for fiscal year budgeting and to set priorities for equipment replacement using limited funds.	5/13/2010	High	Plan developed and approved by Board of Directors at their May 13, 2010 meeting.	<ol style="list-style-type: none"><li>1. Plan approved 7/13/10</li><li>2. Update annually</li><li>3. Implement as needed.</li></ol>
<b>Process Job Calendar</b>  Develop comprehensive calendar of batch jobs and scripts run by SanGIS and JPA partners against SanGIS infrastructure.	9/22/2010	High	Calendar developed and reviewed by SanGIS staff. Available in "IT Docs/SanGIS IT" directory	<ol style="list-style-type: none"><li>1. Gather documents that describe all jobs and their dependencies</li><li>2. Revise calendar as jobs are updated</li></ol>
<b>FTP Landscape Changes</b>  Implement new FTP landscape to remove multiple server locations and redundant logins and to speed processing and performance	3/10/2011	High	Existing landscape defined and proposed landscape developed. SDE replication moved to new location in October 2010. Remaining FTP users to be moved to new location on Jan 7, 2011. FTP changes completed Jan 7, 2011 and SanGIS server FTP services shut down same day.	No actions remaining

# SanGIS Major Initiatives Report

## Initiatives Completed

Initiative Title and Description	Last Updated	Priority	Recent Activity	Next Steps
<b>Implement new Domain Controller</b> Replacement of old and unsupported primary domain controller for Windows network. Approved as part of IT Infrastructure plan for FY2011 replacement	3/10/2011	High	Server ordered from SDDPC, delivered and installed and now in place in February 2011	No additional actions required.
<b>Implement new Network Attached Storage (N</b> Replace old and unsupported and failing NAS with new equipment to support admin and financial record storage and user home drives. Approved as part of IT Infrastructure plan for FY2011 replacement	3/10/2011	High	Server has been ordered and received from CDW-G and installed. All services have been moved to new server as of February 2011.	No additional actions need to be completed
<b>Parcel Genealogy Layer Development</b> Develop historical parcel layer based on archived lot and parcel data on quarterly CDs. Develop process and tools to keep historical parcel data in maintenance and publish to JPA partner's SDE	4/28/2011	High	Proposal has been made to County LUEG and accepted for scope, method and timeline. Work to begin by Quatic in January This project was completed in mid-April. All processes are in production and feature data set has been added to the data warehouse and is now in production.	<ol style="list-style-type: none"><li>1. Create historical parcel layer - complete</li><li>2. Develop scripts and batch jobs to keep historical parcel layer current - complete</li><li>3. Alter editing staff process as necessary to accommodate historical parcels - complete</li><li>4. Publish data for review and test - complete</li><li>5. Implement in production - complete</li></ol>
<b>Indian Lands Road Additions</b> Compare SanGIS roads of records on Indian reservations with Thomas Bros map roads & aerial photos and add undocumented roads as needed	12/1/2010	Med	Updates completed and posted in October. Ongoing updates as new data arrives or errors are reported	<ol style="list-style-type: none"><li>1. Update as errors are reported.</li></ol>

# SanGIS Major Initiatives Report

## Initiatives Completed

Initiative Title and Description	Last Updated	Priority	Recent Activity	Next Steps
<b>Flood Data Updates</b>  Review currency of current flood plain and DFIRM data from FEMA an update SanGIS data warehouse if necessary	8/17/2010	Low	FEMA Flood Plain data (2009) has been loaded to SanGIS SDE (replacing older layer). Still no word on DFIRM data.	1. Data loaded to SanGIS SDE July 2010



**To:** SanGIS Board of Directors  
**From:** SanGIS Management Committee  
**Subject:** Sole-Source Contract for Aerial Imagery Products  
**Date:** May 5, 2011

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The purpose of this memo is to request authorization to combine FY2011 and FY2012 aerial imagery budgeted monies to purchase aerial imagery products flown in both 2010 and 2011 on a sole source basis. Monies are available within the FY2011 and FY2012 SanGIS Board approved budgets. SanGIS has purchased aerial imagery for usage by JPA members for five of the past six years.

In November 2010, based on JPA member aerial product technical requirements provided by the SanGIS Technical Advisory Board (STAB), SanGIS issued a request for information (RFI) to eleven aerial imagery providers seeking data on available commercial off-the-shelf (COTS) imagery products covering the entirety of San Diego County. Six responses to the RFI were received. Three of the six responded that they were unable to supply any of the requested products. Two vendors indicated they could provide imagery for a portion of the County, and one vendor responded that they could provide the necessary product.

Based on RFI responses, the one vendor that indicated they could provide county-wide imagery was asked to provide SanGIS with a high level quote. That quote exceeded SanGIS budgeted funds by approximately \$90,000 to \$105,000. The SanGIS Management Committee subsequently requested that SanGIS explore other options to acquire imagery for calendar year 2010 and 2011. The three vendors that responded positively to the RFI were contacted and asked to provide revised information regarding availability of any county-wide aerial products for 2010 and 2011, and the cost to acquire the 2010 and 2011 imagery as one purchase. In addition, the one fully responsive vendor was asked to provide a budgetary quotation for 2011 imagery.

Responses to this second inquiry revealed that 2011 county-wide imagery would be available from two of the vendors. One vendor responded with the same pricing available for the 2010 imagery (in excess of \$90,000 above the available budget); One vendor responded that they would not have 2011 imagery available; The final vendor responded that they would have imagery available for the entire County for 2011 at a cost of \$77,000. Further discussions with this last vendor revealed that they could immediately provide SanGIS with 2010 imagery (covering the western portion of the County) and would commit to providing 2011 imagery covering the entire County for a total price of \$92,000, approximately \$2,000 more than the combined FY2011 and FY2012 amounts budgeted for aerial imagery acquisition.

At the April 14, 2011 STAB meeting alternatives were presented. STAB recommended that SanGIS acquire available 2010 partial aerial imagery for the western part of the County and coincidentally contract for a full County-wide 2011 imagery at the submitted lower cost.

Based on the STAB's advice and direction, the Management Committee requests that the Board authorize SanGIS to negotiate with the sole vendor able to provide the partial 2010 and full 2011 imagery for a cost of \$92,000 and that SanGIS be provided authorization to combine the FY2011 and FY2012 allocated funds for imagery acquisition to achieve this goal.