

**MINUTES OF PUBLIC MEETING OF THE  
ARIZONA GEOGRAPHIC INFORMATION COUNCIL  
ADMINISTRATION AND LEGAL COMMITTEE  
BUDGET AND PLANNING WORKGROUP**

**DRAFT**

A public meeting of the Arizona Geographic Information Council was convened on January 16, 2018 at 10:00 am at the Arizona State Land Department, 1616 West Adams Street, Phoenix, AZ 85007 in room 215. Present at the meeting were the following members or designees of the AGIC Administration and Legal Committee, Budget and Planning Workgroup:

Jenna Straface (Co-chair), ASLD  
Lucas Murray, ADES  
Ryan Johnson, ASLD  
Jim Meyer, ADOT

On Phone:

Gene Trobia, ASU  
Eric Feldman, MCFCD  
Shea Lemar, ASU  
Brian Brady, City of Yuma  
Leslie Stovall, GRIC

- I. **Call to order:** Meeting was called to order at 10:04 am; Introductions were made by the committee; around the table and on the phone, ensuring attendance list was managed
- II. **Minutes:** Jenna requested approval of December 18, 2017 minutes. Motion to approve by Jim Meyer. Second by Lucas Murray. Approved unanimously.
- III. **December Meeting Action Item Follow-up:**

- **Current/Existing Budget Structure and Status**

- ***Report on meeting with Land Accounting Manager:*** Jenna reported that she and Lucas met with Jennifer Simmons, ASLD Account Manager, to discuss the RAD (Resource Analysis Division) account. (group viewed excel spreadsheet of reconciled Resource Analysis Division (RAD) account provided by Jennifer)
  - Gene gave an overview and background on the RAD account and funding categories.
    - RAD is revolving account so funds don't disappear or need to be reapproved at the end of each year.
      - This is unusual. Legislature usually doesn't like this.
    - Fund 36101, RAD is a generic account and was used for general supplies, like plotter paper and ink, software licensing.
      - He isn't sure if that's what the fund is still used for.
      - Generally, fund can't be used for AGIC.
    - Gene was able to get legislature to approve adding AGIC and SCO to RAD.
      - Created 36201, AGIC.

**MINUTES OF PUBLIC MEETING OF THE  
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- As the AGIC conference grew, it was separated into its own account 36301.
  - It was easier for AGIC to track revenue from membership vs conference registration fees.
  - Membership fees no longer collected after AGIC added to statute.
- SCO started getting funds from grants and other sources for specific projects.
  - Created a generic GIS project fund 36401.
- Some grant funds collected were specific to certain projects so they were assigned their own funding code.
  - Funds for NAIP added to 36801.
    - Originally used to pay for NAIP imagery and ASU for storage.
  - Homeland security fund 36501 added after 9/11.
  - Geodetic fund 36601 added for height modernization and the addition of CORS sites.
  - ADOT 36701 used to pay for addressing.
    - This includes money paid for TerraSystems Southwest, Howard Ward's company, for their services.
  - ARRA funds (36901-902) had some issues. Eventually ADOA kept the money instead of giving it back to feds.
    - May have been blended in with ADOT 36701.
- Eric wondered if funds showing a deficit need to be paid
  - Gene wasn't sure as there was no deficit when he left. Usually if one fund was running a deficit, he was able to transfer money from another fund to balance it out.
  - Ryan will need to review those accounts to find out.
  - Gene clarified that ASLD looks at RAD as 1 account so if a fund has a deficit, they will not notify Ryan or Jenna. As long as the overall RAD account has money, they don't send up any red flags.
- Gene feels the GIS project account 36401 and, maybe, 36501 could be used for AGIC.
  - Traditionally, fund was used to pay for travel expenses.

**Action item:** Ryan to review RAD account. He'll need to review account and see if any money can be moved around or if there are any outstanding payments that need to be taken care of.

- **New draft accounting method:** Jenna and Lucas displayed the current and proposed budget format for the AGIC and AGIC conference funds.
  - Shea asked if other RAD funds could be added to the Council report. She felt it would benefit the Council to know about the other funds.

**MINUTES OF PUBLIC MEETING OF THE  
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- Gene noted that not all of the RAD funds can be used by AGIC, such as the RAD 36101 fund and the grant funds reserved for specific projects.
- The current budget reports presented to the council only show the AGIC (36201) and AGIC Conference (36301) funds since those can be controlled by AGIC.
- The workgroup generally liked the proposed new format of the AGIC and AGIC conference budgets.
- AZGEO funding question:
  - Shea clarified that AGIC was supposed to hold \$5,000 per year from the conference for AZGEO. The funds would add up to \$25,000 every 5 years to help pay for maintenance and support.
  - Suggest moving AZGEO funds to conference budget report?
  - Gene suggested Ryan and Jenna determine if these funds are still necessary. If not, it would help loosen up the AGIC budget.
    - Originally, funds were needed because AZGEO servers were discrete. Ryan confirmed the servers are still discrete within ASLD and were paid for by AGIC/SCO. Gene remembered they were originally paid for by funds used for the Broadband project.
    - Gene wonders if the servers are still as discrete as they used to be since ASLD moved ALRIS into AZGEO.
- Gene noted that when he was SCO, he would split the cost of NSGIC membership between AGIC and SCO.
  - AGIC paid the full membership cost this year.

**Action item:** Ryan to explore if we'd be able to have those funds split again (with ASLD?)

- Gene suggested adding a new column to the budget report for encumbered expenses (i.e. expenses that don't need to be paid yet but will need to be paid soon).
  - The \$15,000 to AZGEO would be added as an encumbered expense.
- Jenna suggested combining the AGIC and AGIC conference budget into a single report. Jim agreed.
  - Ryan felt it would be better to keep them separated but have a separate report that combines the two.
  - Shea suggested keeping the conference budget as is. On the AGIC budget, add the ending balance from the conference budget as revenue.
    - Show \$25,000 as encumbered for the 2018 conference. That's the amount AGIC traditionally set aside for the conference.
- Workgroup agreed that the newly formatted budget, along with the suggested changes, should be shown alongside the old budget format to the AGIC council to see if they have any suggested changes.

**MINUTES OF PUBLIC MEETING OF THE  
ARIZONA GEOGRAPHIC INFORMATION COUNCIL  
ADMINISTRATION AND LEGAL COMMITTEE  
BUDGET AND PLANNING WORKGROUP**

- Let council know the format is still in draft.

**Action item:** Lucas will add an agenda item to the February Council meeting to review the budget format. He will also draft a new budget format (with Gene's help with the additional formatting changes) with the workgroup's changes and distribute to the workgroup for a final review.

- **NISGIC Midyear Meeting:** Jenna reported she and Gene have been approved by ASLD for out-of-state travel. Still working on getting Jim approved.
  - Jenna has been appointed by the ASLD commissioner as the NSGIC state representative for Arizona.

**Action item:** Jenna to report this information to the council.

- **Potential AGIC funding opportunities:**

- Jenna requested an update on potential for future sUAS workshops. No update.

**Action item:** Gene, Brian & Shea will meet as soon as possible to discuss and provide an update to the group at the next meeting.

- AZGEO Status: Gene wants to assure the AGIC Council at the next meeting that AZGEO will not be going away. Jenna felt part of that assurance would be asking the Council to form the AZGEO workgroup.

- IV. **ASLD Project Plan for 2018 AGIC Conference:** Ryan and Jenna presented AGIC 2018 conference project plan document. It contains information used to justify the conference to ASLD executives; data from Steve Whitney and Shea contributed to the charts & graphs to show use of funds and participation. Received well by ASLD Commissioner and Deputy Commissioner. Prior to plan presentation there was clear information communicated regarding the benefit of the holding the conference. ASLD issued the PO to the conference planners, approving the 2018 conference and tentatively 2019.

**Action item:** Jenna to send project plan for review by the work group & AGIC Conference Committee; with approval present to the Council.

- Ryan added that ASLD is talking about changing statute that would allow AGIC to collect fees, instead of having to call them donations; won't happen this year since ASLD is under a sunset review, but maybe next year.
  - Gene asked if there was a way to combine this discussion with having AGIC charge fees, such as for memberships. Ryan said this is being discussed. It would need to be added as a separate statute, which he's hoping to start talks on in August.

**MINUTES OF PUBLIC MEETING OF THE  
ARIZONA GEOGRAPHIC INFORMATION COUNCIL  
ADMINISTRATION AND LEGAL COMMITTEE  
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- Jenna showed Steve Whitney's conference budget report for the last 5 years.
  - Jenna and Ryan emphasized the value of the project planners. Adding them save around \$5,000 in venue fees between the 2014 and 2015 conferences.
  - Shea asked about credit card fees. Ryan asked if there was a way to charge those to conference registrants, rather than have AGIC eat the costs. Jenna noted this is a better discussion for the conference committee.

V. **Budget & Planning 2018 Workplan development:** Jenna noted the work plan needs to be finalized before the February council meeting.

- Suggested Changes: Shea felt the need for a more readable, open, and transparent budget report should be priority and suggested adding it as Goal 1. Jim agreed and felt a timeframe should be added of 1<sup>st</sup> quarter 2018 as a delivery date.

Shea felt that seeking revenue sources and looking at expenses should be added as a second goal. Gene said we should add that Budget and Planning will coordinate with the Transition and AZGEO workgroups, as needed.

- Jenna said there wasn't enough time to do any major formatting changes.

***Action item:*** Jenna will reformat the work plan and send it to the work group for review. Changes can be handled either through email or a conference call.

VI. **Call to public:** no public present

VII. **Comments, requests, and items for future agendas and meeting dates:** Jim suggested to keep the work plan item on the agenda for the March meeting to review and finish it.

VIII. **Adjourn:** Adjourned at 11:27 am