



San Diego Geographic Information Source

Board of Directors Meeting

This notice is given in accordance with the provisions of
California Government Code section 54956.

Date: Tuesday, December 9, 2008

Time: 1:00 PM – 2:00 PM

Place: City Administrative Building
202 “C” Street, 9th Floor – Conference Room A
San Diego, CA 92101

AGENDA

| ITEM # | RECOMMENDATION |
|--|----------------|
| 1. Minutes, SanGIS Board of Director’s Meeting, September 9, 2008 Please see the attached minutes from the September 9, 2008 meeting, which is also available at www.sangis.org/BOD_Agenda_Minutes.htm | APPROVE |
| 2. Comments from the Public (limited to 2 minutes) This portion of the agenda provides an opportunity for members of the public to address the Board on items of interest within the jurisdiction of the Board that do not appear elsewhere on today’s agenda. Comments relating to items on today’s agenda are to be taken at the time the item is heard. Pursuant to the Brown Act, the Board may take only limited action | INFORMATION |
| 3. Personnel Matters – Executive Session – Closed to the Public: Public Employee Dismissal/Discipline/Release | INFORMATION |
| 4. Current Financial Status a) Please see the attached current financial summary of expenses and revenue for FY09. b) The FY08 Audit is about to commence and is expected to be completed in February, 2009. c) The City of San Diego has stated that they will be budgeting for a 15% reduction in their FY10 SanGIS costs. d) The Management Committee has requested that the Executive Director prepare a draft FY10 budget for their review in March, 2009, and that the budget be presented to the Board in April, 2009. | INFORMATION |

5. FY07 Audit Accounting Staff Recommendation

APPROVE

The FY06 Audit has recommended that SanGIS hire an accounting staff person for onsite review of accounting practices. As requested by the Board at 9/9/08 meeting, the cost for these services has been determined. Account services at 5-hours per week accountant from TOPS will cost approximately \$32/hour, or \$8,320/year.

6. Priority 1 IT Upgrade Status

INFORMATION

As directed at the previous BOD meeting, with the assistance of a STAB subcommittee a review of the option to host server capacity off-site has been initiated and is being reviewed. Proposals are being sought from vendors. Initially, the County and NG submitted a proposal to leverage the existing County-NG contract to provide SanGIS with offsite server hosting; however, after SanGIS staff raised concerns that a conflict of interest existed, which legal counsel confirmed, the County withdrew its proposal. The MC has advised this portion of the upgrade be placed on hold until the Board has a chance to comment on the finding from legal counsel. NG has not been contacted directly for a quote. The MC approved using budgeted computer hardware funds to purchase and install a Network Attached Storage device. This device houses all of the agencies spatial, geographic data and will be compatible with the anticipated future servers upgrade.

As also directed at the previous BOD meeting, server leasing terms were again quoted from potential vendors. Full repayment of the equipment costs would be required with early termination of a lease, however, shorter term, 12-month lease periods are possible.

7. Public Mapping Fees Increase Proposal

APPROVE

At the April Board meeting a proposal to increase Public Mapping fees was submitted to the Board. The Board directed SanGIS conduct a comparison survey of mapping fees charged by other agencies, and that SanGIS determine the actual cost of providing this service to the public. Attached for Board approval is a revised Public Mapping fee increase proposal. The proposed increase is revenue neutral offsetting direct costs associated with provisioning this service. Fees are in alignment with fees charged by other agencies and County DPW. Public Mapping fees were increased by about 5% on 7/1/06; 5% on 5/8/07; and additional map lamination and mounting service fees were approved on 5/8/07. City and County staff will continue to receive mapping services for no charge.

8. Office Lease Renewal Proposal

APPROVE

SanGIS's current office lease at Seville Plaza expires in March 2010. The SanGIS Board previously determined that SanGIS could co-locate with the County when their new Kearny Mesa building is ready, although a specific availability date is unknown. The commercial real estate firm of Irving Hughes has recently negotiated the landlord for Seville Plaza and for an early lease renewal for a new 60 month term ending in approximately 12/31/13, which when compared to the lease rate of the current lease would save SanGIS \$147,000 over the term of the new lease. The Board is asked if this lease renewal can be pursued

9. 12 Short Term Action Items Status

INFORMATION

a) A scope of work for the Service Level Agreement (SLA) between SanGIS, City and County has been developed with the help of a STAB subcommittee. In addition to being a short-term action item, it was also recognized as being key to evaluating the County's proposal to take over the administration and operations of SanGIS. The attached scope of work is now ready to be advertized so that a consultant can be selected in January to develop the SLA, with a final document being anticipated in May 2009. The Management Committee will approve the consultant.

b) The Management Committee has begun developing its Charter, with the first component being the "Required Communication Actions of the Executive Director" as shown in the attachment. Legal counsel has provided input to the document, which the MC is prepared to sign.

10. Recent Agency Accomplishments

INFORMATION

a) Weekly status reporting of Landbase, Data Warehouse, Services, Layers and Feature Updates

b) Lawbeat registration accuracy improvement

c) Remote Road attribute update ability for Fire, Police and Sherriff

d) Address point layer coding improvement

e) Updated metadata process and data standards

f) FY08 Financial Audit initiated

g) EOC staffing by SanGIS staff

h) Cross-training of SanGIS staff

i) Detailed labor hours tracking for SanGIS staff

11. Other

INFORMATION

Note: The Board may take action on any item on the agenda regardless of whether it is listed for discussion, information or approve.



Date: September 10, 2008
To: SanGIS Board of Directors
From: SanGIS Executive Director
Subject: Minutes of SanGIS Board of Directors Meeting on September 9, 2008

The meeting was called to order at 1:08 PM

Board Members Present:

Chandra Wallar, Chief Administrative Officer designee, Board Chair
Bill Anderson, Mayor designee

Others Present:

Andrew Abouna, SanGIS Executive Director
Phyllis Chapin, Citywide Applications and Technologies Program Manager,
City of San Diego
Ross Martin, GIS Manager, County of San Diego
Dave Lindsay, County of San Diego

Regular Agenda (summarized here in numerical order)

Item #1: Welcome and Introductions

Chandra welcomed Bill to the Board of Directors and introductions were made with those present.

Item #2: Minutes of the SanGIS Board of Director's Meeting for April 11, 2008

The Board approved the Minutes from the April 11, 2008 Board Meeting.

Item #3: Comments from the Public

There were no comments from the public.

Item #4: Management Committee

Andrew noted the endorsement from Chandra and Mayor Sanders for the creation of the Management Committee, as recommended earlier in the 12 Short-Term Action Items presented to the Board in April. He added that the letters from Chandra, the Mayor, and host of other documents, including all Board and Committee Agendas and Minutes, can now be readily accessed on the SanGIS website.

Chandra noted that she is pleased that the committee can handle the day-to-day operations of the SanGIS and hope they are helpful to Andrew for quicker decisions.

Item #5: Current Financial Status

Andrew presented the final FY08 financial spreadsheets summarizing and detailing the agency's Expenses and Revenues. He noted that the closing revenue surplus accumulated for the three previous fiscal years of FY06, 07 and 08 amounted to \$285,386 and that these funds were recently returned to the City and County in equal proportions. Also presented were the FY09 financial spreadsheets. Since little activity has yet been occurred, Chandra noted that she did not have any questions.

Item #6: FY07 Audit Complete

Andrew stated that the independent audit for FY07 has been completed with no negative findings. The audit firm did make several recommendations, of which one may incur a cost to the agency, which is to have available the services of an accountant. Andrew noted that the SanGIS office manager and himself are currently performing the accounting duties with help from the County Auditor who manage the General Ledger for the agency. He estimated that the agency could need about 5-10 hours per week of accountant help, and he is pursuing with the County Auditor whether the additional services recommended in the audit could be provided by the County. Chandra asked that he report back to the Management Committee and the Board when costs are known.

Item #7: Priority 1 IT Upgrade Status

Andrew provided an overview of the IT upgrade, which first began with a July, 2007 Board presentation. Earlier this year, the SanGIS Board approved the critical IT upgrade to replace 11-year old servers at a cost of \$94,135. The equipment was to be provided by the City's Office of CIO and reimbursed by SanGIS over a 3-year period, however, the OCIO no longer has funds available so the equipment was not acquired.

Andrew noted that three current quotes for the necessary equipment has been acquired. The preferred quote is from PC Universe for a total of \$66,545.00. The recommendation was made to proceed with purchasing the needed equipment using available budget of \$31,378 in the server purchasing account plus another \$35,167 from the Contingency Reserve account. The equipment would be HP so it is compatible with the City to allow for possible transfer to the City if SanGIS moved to the County.

Chandra also provided some background on the Board's discussion of the IT upgrade, adding that they were hesitant to make purchase the equipment because of the uncertainty as to whether or not SanGIS would move to the County. She was still hesitant to approve the purchase because the equipment would have little value if that were to happen and there would still be a problem of sharing the asset.

Chandra suggested looking at leasing the equipment from an outside vendor. Andrew noted that this was done previously with several vendors and the terms in each would require that SanGIS pay the full cost of the lease if it were terminated early, but he would check again on the costs.

Bill asked what the shortest term for the leases were, which Andrew recalled was 3 years, but would reconfirm this also.

Chandra asked if the City could purchase the equipment from SanGIS, but Phyllis noted that the residual value would likely be very low since servers depreciate so quickly.

Bill asked if the City had any surplus servers that could be provided to SanGIS. Phyllis replied that she had looked into this option earlier, both in the City and SDDPC and legal counsel had stated that the equipment could not be transferred out of the City or SDDPC.

Ross asked if the City could reconstitute acquiring the equipment for SanGIS. However, Chandra followed that the process could take too long when the current equipment is already in critical need of replacement. Ross then suggested also looking into leasing of offsite equipment. This could include equipment from NG. Chandra asked Dave to check with NG to see if this was possible.

Item #8: 12 Short Term Action Items Status

Andrew provided the following summary on the status on each of the 12 Short Term Action items that were approved by the Board at the April meeting. Today's discussion of items is included with the summary.

1. Immediately hire a consultant to write SLA(s) between SanGIS and the City/County. The group will develop a consultant's scope of work to be reviewed by STAB at their November meeting. Ross suggested tasking the STAB at their September meeting with active participation on the SLA. Dave suggested possibly using NG templates. Phyllis noted that SanGIS has done a good job of updating process documents.
2. Eliminate need for public mapping and public data warehouse. Phyllis, Ross and Andrew have had two meetings with SANDAG to discuss their taking over of these services. A report from SANDAG is anticipated. They have indicated some requirements, such as SanGIS no longer prepare maps in order to eliminate competition and improve metadata. SANDAG will also determine what requirements will be needed for their board's approval. Chandra added that it was hoped that by SANDAG taking over these services it would save SanGIS money. Andrew added that currently SanGIS is breaking even on the cost for producing maps for the public. However, he noted that SanGIS could increase its costs for the service, which would make the agency a little more competitive in its pricing based upon a recent survey of other agencies' costs for mapping services; this survey was requested by the Board at the April 2008 meeting.
3. Identify key EOC-related layers for joint updating. SanGIS, City, County and SDDPC recently completed a review and data updates for the Emergency Operations Center data that it publishes annually to CD. This update included improved metadata, a refresh of key layers, and removal of non-current data.
4. Remove redundant T1 lines into the City and County. Two of four T1 lines have been removed to the County. The City is retaining its four T1 lines until it has implemented their internal SDE server environment.

5. Pursue contractual regionalization with other agencies. The effort of hosting public mapping and data now being explored with SANDAG is one example of this effort. Other opportunities will be explored. Chandra noted that when SanGIS discussed partnerships with other agencies in the region their interest lessened if a financial commitment was required.
6. Create incentives and financial penalties for SanGIS members to keep public safety data and key business data current. These features will be incorporated into the forthcoming SLA.
7. Create a two-year and five-year business and technical plan. Andrew will develop these plans in coordination with the Management Committee.
8. Clean up existing SDE by removing redundant and antiquated warehouse data. This was initiated with the recent EOC disk publication effort and will be carried forward to the SDE environment. Bill asked for an example of this type of data. Phyllis cited the Parks layer was not being updated and is in conflict with the Publicly Owned Land layer. Based upon her discussions with Park and Recreation, the Parks layer was removed from SanGIS SDE, but parks information can be derived as a subset from the Publicly Owned Land layer.

Ross reported some County layers will be automatically supplied to SanGIS to ensure some layer updates are provided. It was noted that data latency is sometimes more of a problem than redundancy.

Bill added that availability of older, historical data can be helpful for planning purposes. Phyllis added that this data is available as backed-up data.

9. Separate dynamic and static data by creating an instance in SDE that regularly has changed data. To be acted upon in conjunction with Item 8.
10. Expand and improve remote editing and correction of the address layer. SanGIS-developed application for SD Fire's remote editing of the SanGIS Road layer addressing and other attributes has successfully been completed. Waiting for Sheriff to open firewall to SanGIS to enable them to also edit road attributes.
11. Create Management Committee that manages the operational decisions of SanGIS. Limit Board involvement for high level decisions. Completed through the May 14, 2008 letter from Chandra Wallar and the July 16, 2008 letter from Mayor Jerry Sanders.
12. Actual costs need to be captured for major business functions within SanGIS. One level of additional detail below the major functions should be tracked. Andrew will prepare a schema for the detail.

Item #9: Other

1. Board Meeting Location and Schedule. To help better accommodate Chandra and Bill's schedules it was agreed to hold Board meetings downtown at either Chandra or Bill's office. Bill noted that he would like to see the SanGIS office. Chandra added that at least for the remainder of the year monthly Board meetings should be scheduled and asked Andrew to coordinate with her and Bill's assistants.

2. Letter from Chandra to Mayor Sanders. Chandra noted that the County is still interested in having the administration and operations of SanGIS be the responsibility of the County, which she communicated to the mayor in order to help advance the move, but did not intend to exclude Bill. Phyllis noted that she has briefed Bill extensively on SanGIS, which included providing him a timeline of SanGIS events. Ross asked for a copy of the timeline.

The meeting adjourned at 1:55 PM.

Action and Pending Items:

1. Determine accountant staffing costs.

Andrew. Provide to Management Committee and Board.

2. Determine on and off-site IT equipment lease costs, terms and contracting.

Andrew. Provide to Management Committee and Board

3. Determine if IT equipment can be leased off-site with NG.

Dave and Ross. Provide to Management Committee and Board

4. Schedule remaining 2008 Board meetings for downtown.

Andrew. Coordinate with Chandra and Bill's assistants.

5. Provide SanGIS timeline.

Phyllis. Provide to Ross.

Respectfully Submitted,

Approved,

Andrew Abouna
Executive Director

Date

Chandra Wallar
Board Chair

Date

SanGIS FY2009 Budget Summary as of 12/4/08

| EXPENSE Category | Description | Budget | Actual | Difference | Year End Projection | Difference |
|----------------------------|---|--------------------|--------------------|----------------------|---------------------|-------------------|
| Staff | Full & Part Time Staff (City/County/TOPS) | \$986,760 | \$107,843 | (\$878,917) | \$986,760 | \$0 |
| Operations | Facilities, Equipment, Supplies | \$135,276 | \$53,161 | (\$82,115) | \$135,028 | (\$248) |
| Technical Services | Network & System Maintenance; IT, DBA & GIS Contracts | \$326,357 | \$67,594 | (\$258,763) | \$330,626 | \$4,269 |
| Contingency Reserve | Unanticipated Operating Expenses | \$137,399 | \$0 | (\$137,399) | \$137,399 | \$0 |
| Subtotal | | \$1,585,792 | \$228,598 | (\$1,357,194) | \$1,589,813 | \$4,021 |
| REVENUE | | | | | | |
| External | Sales, Charges | \$69,132 | \$32,636 | \$36,496 | \$87,963 | (\$18,831) |
| Internal | City of San Diego | \$752,830 | \$250,000 | \$502,830 | \$752,830 | \$0 |
| | County of San Diego | \$752,830 | \$481,500 | \$271,330 | \$752,830 | \$0 |
| | Interest | \$11,000 | \$3,349 | \$7,651 | \$11,000 | \$0 |
| Subtotal | | \$1,585,792 | \$767,485 | \$818,307 | \$1,593,623 | (\$18,831) |
| TOTAL | | | (\$538,887) | | | (\$14,810) |
| RESERVE | | | | | | |
| Fiscal Year | FY09 (Projected) | \$0 | | | \$14,810 | |
| Subtotal | | \$0 | \$0 | \$0 | \$14,810 | |
| Adjustments | | \$0 | \$0 | \$0 | \$0 | |
| Subtotal | | \$0 | \$0 | \$0 | \$0 | |
| TOTAL RESERVE | | | \$0 | \$0 | \$14,810 | |

SanGIS FY2009 Expense Accounts as of 12/14/08

| Category | Budget | | To Date | Current | | Cost to Complete | Projected | | Description | Total YTD | September | October | November |
|----------------------------------|--------------------|------------------|--------------------|--------------------|--------------------|------------------|--------------------|------------------|------------------------------------|------------------|-----------------|-----------------|-----------------|
| | Annual | Year End Balance | | Balance | Subtotal | | | | | | | | |
| Staffing | | | | | | | | | | | | | |
| | \$353,735 | \$26,301 | \$327,434 | \$327,434 | \$353,735 | \$0 | \$327,434 | \$0 | City Staff | \$26,301 | | | |
| | \$113,419 | \$41,231 | \$72,188 | \$72,188 | \$113,419 | \$0 | \$72,188 | \$0 | TOPS Staff | \$41,231 | \$10,865 | \$10,902 | \$6,547 |
| | \$383,087 | \$0 | \$383,087 | \$383,087 | \$383,087 | \$0 | \$383,087 | \$0 | County Staff | \$0 | | | |
| | \$71,633 | \$15,300 | \$56,333 | \$56,333 | \$71,633 | \$0 | \$56,333 | \$0 | Quaritic Solutions, DBA Support | \$15,300 | | \$15,300 | |
| | \$47,385 | \$20,250 | \$27,135 | \$27,135 | \$47,385 | \$0 | \$27,135 | \$0 | Quaritic Solutions, GIS Support | \$20,250 | | \$20,250 | |
| | \$7,500 | \$4,451 | \$3,049 | \$3,049 | \$7,500 | \$0 | \$3,049 | \$0 | External Auditor | \$4,451 | | | |
| | \$4,500 | \$310 | \$4,190 | \$4,190 | \$4,500 | \$0 | \$4,190 | \$0 | Attorney | \$310 | \$41 | \$269 | |
| | \$5,500 | \$0 | \$5,500 | \$5,500 | \$5,500 | \$0 | \$5,500 | \$0 | Accounting | \$0 | | | |
| Subtotal Staffing | \$986,760 | \$107,843 | \$878,917 | \$878,917 | \$986,760 | \$0 | \$878,917 | \$0 | | \$107,843 | \$10,906 | \$46,721 | \$6,547 |
| Operations: | | | | | | | | | | | | | |
| Facilities | | | | | | | | | | | | | |
| | \$107,606 | \$43,875 | \$63,731 | \$63,731 | \$107,358 | \$248 | \$63,483 | \$248 | Office Rent | \$43,875 | \$8,775 | \$8,775 | \$8,775 |
| | \$6,520 | \$1,924 | \$4,596 | \$4,596 | \$6,520 | \$0 | \$4,596 | \$0 | Telephone | \$1,924 | \$601 | \$487 | |
| | \$3,600 | \$2,378 | \$1,222 | \$1,222 | \$3,600 | \$0 | \$1,222 | \$0 | Insurance | \$2,378 | | \$2,378 | |
| Subtotal | \$117,726 | \$48,177 | \$69,307 | \$69,307 | \$117,478 | \$248 | \$69,307 | \$248 | | \$48,177 | \$9,376 | \$11,640 | \$8,775 |
| Operations: | | | | | | | | | | | | | |
| Equipment/Supplies | | | | | | | | | | | | | |
| | \$4,000 | \$966 | \$3,034 | \$3,034 | \$4,000 | \$0 | \$3,034 | \$0 | Office Supplies | \$966 | \$193 | \$182 | \$60 |
| | \$250 | \$250 | \$0 | \$0 | \$250 | \$0 | \$0 | \$0 | Postage/Mailing | \$250 | \$50 | \$58 | \$50 |
| | \$74 | \$74 | \$176 | \$176 | \$250 | \$0 | \$176 | \$74 | Water Purchases | \$74 | \$15 | \$17 | \$17 |
| | \$500 | \$2,018 | (\$1,518) | (\$1,518) | \$500 | \$0 | \$2,018 | \$0 | Equipment Repair & Maint | \$2,018 | | | \$2,018 |
| | \$3,000 | \$527 | \$2,473 | \$2,473 | \$3,000 | \$0 | \$2,473 | \$0 | Copier & Plotter Supplies | \$527 | \$527 | | |
| | \$1,000 | \$196 | \$804 | \$804 | \$1,000 | \$0 | \$804 | \$0 | Graphic Services | \$196 | \$196 | | |
| | \$1,400 | \$465 | \$935 | \$935 | \$1,400 | \$0 | \$935 | \$0 | Photocopy Xerox | \$465 | \$233 | | \$116 |
| | \$150 | \$150 | \$150 | \$150 | \$150 | \$0 | \$150 | \$0 | Parking Stamps | \$0 | | | \$87 |
| | \$1,000 | \$488 | \$512 | \$512 | \$1,000 | \$0 | \$512 | \$0 | Credit Card Expense | \$488 | \$127 | \$116 | |
| | \$2,500 | \$0 | \$2,500 | \$2,500 | \$2,500 | \$0 | \$2,500 | \$0 | Equipment/Furniture | \$0 | \$0 | | |
| | \$3,500 | \$0 | \$3,500 | \$3,500 | \$3,500 | \$0 | \$3,500 | \$0 | Conference/Training/Events | \$0 | \$0 | | |
| Subtotal | \$17,550 | \$4,984 | \$12,566 | \$12,566 | \$17,550 | \$0 | \$12,566 | \$0 | | \$4,984 | \$1,341 | \$373 | \$2,348 |
| Subtotal Operations | \$135,276 | \$53,161 | \$82,115 | \$81,867 | \$135,028 | \$248 | \$82,115 | \$248 | | \$53,161 | \$10,717 | \$12,013 | \$11,123 |
| Technical Services | | | | | | | | | | | | | |
| | \$10,000 | \$5,385 | \$4,615 | \$4,615 | \$10,000 | \$0 | \$4,615 | \$0 | Hardware | \$5,385 | \$4,849 | | \$6 |
| | \$31,378 | \$0 | \$31,378 | \$31,378 | \$31,378 | \$0 | \$31,378 | \$0 | Server Purchasing, 3-years (09-11) | \$0 | | | |
| | \$1,200 | \$188 | \$1,012 | \$1,012 | \$1,200 | \$0 | \$1,012 | \$0 | SDDPC System Access (Y79) | \$188 | \$47 | \$47 | \$47 |
| | \$2,632 | \$2,632 | \$0 | \$0 | \$2,632 | \$0 | \$2,632 | \$0 | Sun Support | \$2,632 | \$2,632 | | |
| | \$44,000 | \$16,664 | \$27,336 | \$27,336 | \$44,000 | \$0 | \$27,336 | \$0 | WAN & LAN Fees & Maint | \$16,664 | \$4,166 | \$4,166 | \$4,166 |
| | \$16,000 | \$3,993 | \$12,007 | \$12,007 | \$16,000 | \$0 | \$12,007 | \$0 | SBC Circuit Maintenance | \$3,993 | \$3,993 | | |
| | \$4,900 | \$4,289 | \$231 | \$4,500 | \$4,900 | (\$4,289) | \$4,289 | (\$4,289) | Oracle Support | \$4,289 | | | |
| | \$36,000 | \$0 | \$36,000 | \$36,000 | \$36,000 | \$0 | \$36,000 | \$0 | ESRI Support | \$0 | | | |
| | \$10,775 | \$0 | \$10,775 | \$10,775 | \$10,775 | \$0 | \$10,775 | \$0 | Thomas Brothers Products | \$0 | | | |
| | \$65,000 | \$0 | \$65,000 | \$65,000 | \$65,000 | \$0 | \$65,000 | \$0 | Orthophoto Products | \$0 | | | |
| | \$93,600 | \$31,200 | \$62,400 | \$62,400 | \$93,600 | \$0 | \$62,400 | \$0 | Network Support | \$31,200 | \$7,800 | \$7,800 | \$7,800 |
| | \$7,272 | \$2,941 | \$4,331 | \$4,331 | \$7,272 | \$0 | \$4,331 | \$0 | Other HW/SW Maintenance | \$2,941 | \$35 | \$2,939 | \$35 |
| | \$3,000 | \$322 | \$2,678 | \$2,678 | \$3,000 | \$0 | \$2,678 | \$0 | Office Software | \$322 | \$40 | \$282 | |
| Subtotal Technical Svs. | \$326,357 | \$67,594 | \$258,763 | \$263,032 | \$326,357 | (\$4,289) | \$258,763 | (\$4,289) | | \$67,594 | \$23,562 | \$15,134 | \$12,054 |
| Contingency Reserve | | | | | | | | | | | | | |
| | \$137,399 | \$0 | \$137,399 | \$137,399 | \$137,399 | \$0 | \$137,399 | \$0 | Contingency Reserve | \$0 | | | |
| Subtotal Contingency Rsvr | \$137,399 | \$0 | \$137,399 | \$137,399 | \$137,399 | \$0 | \$137,399 | \$0 | | \$0 | \$42,228 | \$30,221 | \$24,055 |
| Totals | \$1,585,792 | \$228,598 | \$1,219,795 | \$1,223,816 | \$1,448,145 | (\$4,021) | \$1,223,816 | (\$4,021) | | \$228,598 | \$45,185 | \$73,868 | \$29,724 |
| Adjustments: | | | | | | | | | | | | | |
| Equipment Depreciation | \$0 | \$9,088 | (\$9,088) | (\$9,088) | \$0 | \$0 | (\$9,088) | \$0 | Equipment Depreciation | \$9,088 | \$2,228 | \$2,060 | \$0 |
| Contra Account | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | Capital Expenditures Offset | \$0 | | | |

SanGIS FY2009 Revenue Accounts as of 12/4/08

| Category | Budget | | Current | | Projected | | | Description | Total YTD | | |
|-------------------------|--------------------|------------------|------------------|---------------------|--------------------|------------------|---------------------|------------------|------------------|-----------------|-----------------|
| | Annual | To Date | Balance | Revenue to Complete | Subtotal | Year End Balance | September | | October | November | |
| External Revenue | \$33,132 | \$15,955 | \$17,177 | \$19,327 | \$35,282 | \$2,150 | Storefront Sales | \$15,955 | \$3,345 | \$2,644 | \$4,126 |
| included above | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | Out of State Sales | \$0 | \$0 | \$0 | \$0 |
| included above | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | Tax Exempt Sales | \$0 | \$0 | \$0 | \$0 |
| included above | \$681 | \$681 | \$0 | \$0 | \$681 | \$681 | Shipping Charges | \$681 | \$0 | \$0 | \$0 |
| | \$20,000 | \$0 | \$20,000 | \$20,000 | \$20,000 | \$0 | Miscellaneous | \$0 | \$0 | \$0 | \$0 |
| | \$16,000 | \$16,000 | \$0 | \$16,000 | \$32,000 | \$16,000 | USGS NHD | \$16,000 | \$0 | \$0 | \$16,000 |
| | \$69,132 | \$32,636 | \$37,177 | \$55,327 | \$87,963 | \$18,831 | Sub-Total | \$32,636 | \$3,345 | \$2,644 | \$20,126 |
| Internal Revenue | \$502,830 | \$250,000 | \$252,830 | \$252,830 | \$502,830 | \$0 | County Funding | \$250,000 | \$0 | \$0 | \$0 |
| | \$752,830 | \$250,000 | \$502,830 | \$502,830 | \$752,830 | \$0 | City Funding | \$250,000 | \$250,000 | \$0 | \$0 |
| | \$11,000 | \$3,349 | \$7,651 | \$7,651 | \$11,000 | \$0 | Interest Earned | \$3,349 | \$0 | \$0 | \$3,349 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | Sales Tax Collected | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | City Dept | \$0 | \$0 | \$0 | \$0 |
| | \$250,000 | \$231,500 | \$18,500 | \$18,500 | \$250,000 | \$0 | County Dept | \$231,500 | \$65,750 | \$23,750 | \$7,000 |
| | \$1,516,660 | \$734,849 | \$781,811 | \$781,811 | \$1,516,660 | \$0 | Sub-Total | \$734,849 | \$315,750 | \$27,099 | \$7,000 |
| Totals | \$1,585,792 | \$767,485 | \$767,485 | \$837,138 | \$1,604,623 | \$18,831 | | \$767,485 | \$319,095 | \$29,743 | \$27,126 |

Survey of Mapping Costs of Various Agencies in San Diego County
11/26/2008

| Map/Service | SanGIS | SanGIS Proposed | Escondido | SANDAG | Encinitas | DPW | ROV-Material Cost |
|---|---------------------------|---------------------------|---------------------------|---------------------------------|---------------------------|-------------------------|--------------------------------|
| 8.5 x 11 (without/with aerial) | \$10/\$15 | \$15/\$20 | \$5/\$10 | | \$5.00 | | \$1.50 |
| 11 x 17 (without/with aerial) | \$15/\$20 | \$20/\$25 | \$12.50/\$20 | | \$5.00 | | \$1.50 |
| 17 x 22 (without/with aerial) | \$20/\$25 | \$25/\$35 | \$20/\$30 | | \$10.00 | | \$2.25 |
| 22 x 34 (without/with aerial) | \$25/\$40 | \$35/\$50 | \$27.50/\$40 | | \$10/\$20 | \$45.00 | \$3.00 |
| 34 x 44 (without/with aerial) | \$30/\$50 | \$45/\$65 | \$35/\$50 | | \$20.00 | \$75.00 | \$4.50 |
| Reprints of custom maps (without/with aerial) | \$5/\$10/\$15 | \$5/\$15/\$25 | | | | \$20.00 | |
| Archived Map Reprints (eg. Map Library) | \$20 | \$25 | | \$10 | \$20.00 | \$9.00 | \$8 |
| Custom | \$50 per/hr plus map cost | \$75 per/hr plus map cost | \$50 per/hr plus map cost | Start at \$200 plus \$85 per/hr | \$30 per/hr plus map cost | \$100 per/hr, \$50 min. | \$50 per/hr plus material cost |
| Digital Map Images (initial/copies) | \$25 | \$35 | No | No | No | No | No |
| City/County Maps and Extracts FREE | Yes | Yes | Yes | No | Yes | No | No |
| Maps-2-Go (walk-ins/on-demand) | Yes | Yes | No | No | No | No | No |
| Student Discount | \$5 Discount | \$10 Discount | No | No | No | No | No |
| Mouning/Lamination Service | Yes | Yes | No | No | No | Yes | No |
| Data Extract Service | \$75/hour | \$90/hour | No | No | No | No | No |
| Mailing Service | \$8.50 | \$10 | No | No | No | No | No |
| Self-Service PC/Discount | Yes/50% | Yes/25% | No | No | No | No | No |
| SanGIS Annual Revenue | \$ 34,847 | \$ 60,069 | | | | | |

| Mapping Costs, FY08 | | |
|--|-----------|--------------------|
| Labor | | |
| Erma | \$ | 45,837.50 |
| Peg | \$ | 9,274.20 |
| <i>Subtotal</i> | \$ | 55,111.70 |
| Supplies | | |
| Paper | \$ | 514 |
| Ink | \$ | 774 |
| <i>Subtotal</i> | \$ | 774.23 |
| Hardware | | |
| PC (Front Counter and Public PC) | \$ | 500 |
| Plotters (1) | \$ | 2,198.81 |
| <i>Subtotal</i> | \$ | 2,698.81 |
| Software | | |
| ArcView (Front Counter and Public PC) | \$ | 800.00 |
| <i>Subtotal</i> | \$ | 800.00 |
| TOTAL COST | \$ | 59,384.74 |
| TOTAL REVENUE | \$ | 35,424.00 |
| Difference | \$ | (23,960.74) |
| Product Count | | |
| Public Maps | | 930 |
| City/County | | 157 |
| <i>Subtotal</i> | | 1087 |
| Public Data Extracts | | 332 |
| City/County Data Extracts | | 66 |
| <i>Subtotal</i> | | 398 |
| TOTAL | | 1485 |
| Average Product Costs | | |
| Public Products | \$ | 47.06 |
| All Products | \$ | 39.99 |
| Revenue Value of City/County Products | \$ | 8,917.71 |
| Adjusted Revenue Difference | \$ | (15,043.03) |

| Laminating and Mounting Costs, FY08 | | |
|--|-----------|--------------|
| Supplies | | |
| Pouches/Boards | \$ | 1,702 |
| <i>Subtotal</i> | \$ | 1,702.10 |
| Product Count | | |
| Public Laminate/Mount | | 68 |
| City/County Laminate/Mount | | 0 |
| <i>Subtotal</i> | | 68 |
| Average cost per product | \$ | 25.03 |
| Current Average Revenue | \$ | 3,400 |
| Projected Average Revenue | \$ | 5,100 |

| | | |
|---|-----------|--------------------|
| Total Mapping/Laminating Costs | \$ | 61,086.84 |
| Total Mapping/Laminating Revenue | \$ | 38,824.00 |
| Difference | \$ | (22,262.84) |

SanGIS Mapping Fee Schedule - Existing and Proposed Revenues
11/26/2008

| Map/Service | Existing | | | Proposed | | | Annual Revenue |
|---|------------|----------|----------|------------|-----------|----------|------------------|
| | w/o aerial | w/aerial | Reprint | w/o aerial | w/aerial | Reprint | |
| A: 8.5 x 11 (without/with aerial) | \$ 10.00 | \$ 15.00 | \$ 5.00 | \$ 15.00 | \$ 25.00 | \$ 8.00 | \$ 3,228 |
| B: 11 x 17 (without/with aerial) | \$ 15.00 | \$ 20.00 | \$ 5.00 | \$ 30.00 | \$ 45.00 | \$ 15.00 | \$ 2,690 |
| C: 17 x 22 (without/with aerial) | \$ 20.00 | \$ 25.00 | \$ 10.00 | \$ 40.00 | \$ 55.00 | \$ 20.00 | \$ 3,407 |
| D: 24 x 36 (without/with aerial) | \$ 25.00 | \$ 40.00 | \$ 10.00 | \$ 50.00 | \$ 65.00 | \$ 25.00 | \$ 5,917 |
| E: 36 x 48 (without/with aerial) | \$ 30.00 | \$ 50.00 | \$ 15.00 | \$ 65.00 | \$ 80.00 | \$ 30.00 | \$ 18,828 |
| Archived Map Reprints (eg. Map Library) | \$ 20.00 | \$ 20.00 | \$ 20.00 | \$ 35.00 | \$ 35.00 | \$ 35.00 | \$ 1,255 |
| Digital Map Images (initial) | \$ 25.00 | \$ 25.00 | | \$ 45.00 | \$ 45.00 | | \$ 16,138 |
| City/County Maps and Extracts FREE | Yes | Yes | | Yes | Yes | | \$ - |
| Maps-2-Go (walk-ins/on-demand) | Yes | Yes | | Yes | Yes | | \$ - |
| Student Discount | -5 | -5 | | -5 | -5 | | \$ - |
| D size mount/laminate | | | \$ 40.00 | | | \$ 65.00 | \$ 2,331 |
| E size mount/laminate | | | \$ 50.00 | | | \$ 75.00 | \$ 2,690 |
| Data Extract Service (\$50 minimum) | 75 | 75 | | \$ 100.00 | \$ 100.00 | | \$ 3,586 |
| Mailing Service | \$ 5.00 | \$ 5.00 | | \$ 10.00 | \$ 10.00 | | \$ - |
| Mailing Tube | \$ 3.50 | \$ 3.50 | | \$ 5.00 | \$ 5.00 | | \$ - |
| Self-Service PC/Discount | 50% | 50% | | 25% | 25% | | \$ - |
| Total Annual Revenue | | | | | | | \$ 60,069 |
| | | | | | | | \$ 25,222 |
| | | | | | | | 1.72 |

Increase
Amount \$ 25,222
Percent 1.72



The San Diego Geographic Information Source

Maps-2-Go!

Custom, presentation quality maps while you wait

Choose from over 300 digital map layers in the SanGIS geographic data warehouse to create a map that meets your needs.

Custom maps made from 8:00 AM to 4:00 PM daily.

Standard Map Pricing

| <u>Size</u> | <u>Dimension</u> | <u>Without</u> <u>Aerial Photos</u> <i>Price each</i> | <u>With</u> <u>Aerial Photos</u> <i>Price each</i> | <u>Reprints*</u> <i>Price each</i> | <u>Gloss</u> <u>Laminate</u> <i>Price each</i> | <u>Gloss</u> <u>Mount</u> <i>Price each</i> |
|-------------|------------------|---|--|---------------------------------------|--|---|
| A | 8½" x 11" | \$15 | \$25 | \$8 | - | - |
| B | 11" x 17" | \$30 | \$45 | \$15 | - | - |
| C | 17" x 22" | \$40 | \$55 | \$20 | - | - |
| D | 22" x 34" | \$50 | \$65 | \$25 | \$30 | \$65 |
| E | 34" x 44" | \$65 | \$80 | \$15 | \$40 | \$75 |

* Reprints are defined as a plot of the same original map, with the same size and content.

Student Discount: \$5 off (\$10 minimum charge; reprints are not discounted)

Map Library Maps: View and print maps created by County & City staff.

Free viewing online at www.sangis.org. Reprints: \$35 each

Self Service Maps: Create your own map using ArcMap on the SanGIS Public Access PC
25% discount (reprints, laminating or mounting are not discounted; no SanGIS staff support)

Digital Map Images: \$45 each (BMP or JPEG format)

Data Extracts: \$100 per hour (\$50 minimum).
Extracts may be shapefile(s) or DXF file(s) on DVD or CD

Mailing Tubes: \$5.00 (large), \$3.50 (small)

We will be reviewing this schedule often and making adjustments as best we can to meet your needs while still recovering our actual cost. We are also compiling a list of County and City departments that perform similar functions and may have services and/or fees that better meet your needs.



For further information contact SanGIS:

5469 Kearny Villa Road, Suite 102
San Diego, CA 92123
Phone: (858) 874-7000



Effective January 1, 2008

SanGIS Office Space, Seville Plaza #102 (current lease-- hypothetical terms past 3/31/10--on same rent increases as current lease)

| | | Existing Lease Period | | | | TOTAL |
|----------------------------|-------|-------------------------------|-----------------|----------------|----------------|------------------|
| | 4,060 | 1/26/09-1/25/10 | 1/26/10-3/31/10 | 4/1/10-3/31/11 | 4/1/11-3/31/12 | 4/1/12-1/31/13 |
| Number of months | | 12 | 14 | 12 | 12 | 10 |
| Base Rent per RSF | | \$2.07 | \$2.14 | \$2.21 | \$2.29 | \$2.37 |
| Operating Expenses per RSF | | \$0.16 | \$0.17 | \$0.17 | \$0.18 | \$0.19 |
| Monthly Rent | | \$9,059 | \$9,366 | \$9,694 | \$10,033 | \$10,384 |
| Annual Rent | | \$108,708 | \$131,126 | \$116,327 | \$120,399 | \$103,844 |
| | | Effective Rent per SF: | | | | \$580,405 |
| | | | | | | \$2.38 |

**Landlord's Proposal dated 10/31/08
Seville Plaza, #102**

| | | Existing Lease Period | | | | TOTAL |
|-------------------------|-------|-------------------------------|-----------------|-----------------|-----------------|------------------|
| | 4,060 | 1/1/09-12/31/09 | 1/1/10-12/31/10 | 1/1/11-12/31/11 | 1/1/12-12/31/12 | 1/1/13-12/31/13 |
| Number of months | | 12 | 12 | 12 | 12 | 12 |
| Base Rent per RSF | | \$2.10 | \$2.17 | \$2.25 | \$2.33 | \$2.41 |
| Monthly Rent | | \$8,526 | \$8,824 | \$9,133 | \$9,453 | \$9,784 |
| Six Months at Half Rent | | -\$25,578 | | | | |
| Annual Rent | | \$76,734 | \$105,893 | \$109,599 | \$113,435 | \$117,405 |
| | | Effective Rent per SF: | | | | \$523,067 |
| | | | | | | \$2.15 |
| | | Total Savings | | | | \$57,338 |

Assumptions

Full Service Start Rent: \$2.10
 Annual Increases: 3.5%
 Months of Abated Rent: 6 Months at 1/2 Rent (3 months total)

**Likely Outcome
Seville Plaza, #102**

| | | Existing Lease Period | | | | TOTAL |
|-------------------|-------|-------------------------------|-----------------|-----------------|-----------------|------------------|
| | 4,060 | 1/1/09-12/31/09 | 1/1/10-12/31/10 | 1/1/11-12/31/11 | 1/1/12-12/31/12 | 1/1/13-12/31/13 |
| Number of months | | 12 | 12 | 12 | 12 | 12 |
| Base Rent per RSF | | \$1.85 | \$1.91 | \$1.96 | \$2.02 | \$2.08 |
| Monthly Rent | | \$7,511 | \$7,736 | \$7,968 | \$8,207 | \$8,454 |
| Annual Rent | | -\$45,066 | \$92,836 | \$95,621 | \$98,490 | \$101,444 |
| | | Effective Rent per SF: | | | | \$433,457 |
| | | | | | | \$1.78 |
| | | Total Savings | | | | \$146,948 |

Assumptions

Full Service Start Rent: \$1.85
 Annual Increases: 3.0%
 Months of Abated Rent: 6 Months Free

SAVINGS

| | 1/1/09-12/31/09 | 1/1/10-12/31/10 | 1/1/11-12/31/11 | 1/1/12-12/31/12 | 1/1/13-12/31/13 | TOTAL |
|---------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------|
| Existing to Landlord's Proposal | \$31,974 | \$25,233 | \$6,728 | \$6,964 | -\$13,561 | \$57,338 |
| Existing to Likely Outcome | \$63,642 | \$38,290 | \$20,706 | \$21,909 | \$2,400 | \$146,948 |

11/14/2008



STATEMENT OF WORK

Service Level Agreement Development for the San Diego Geographic Information Source (SanGIS), City of San Diego and County of San Diego

December 3, 2008

I. BACKGROUND

The San Diego Geographic Information Source (SanGIS) has been providing business critical Geographic Information System (GIS) services to the City of San Diego and County of San Diego since 1997, when a Joint Powers Agreement was formalized between the two jurisdictions. A Board of Directors (BOD) provides governance for the agency and much of their authority they have recently delegated to a Management Committee (MC); both bodies provide direction to SanGIS's Executive Director. Technical and process review is provided by the SanGIS Technical Advisory Board (STAB).

SanGIS' heritage of providing GIS services goes back to 1984 when it was known as the Regional Urban Information System agency that preceded SanGIS. Today SanGIS continues to provide three business critical services:

- a) Landbase Maintenance – GIS data layers of parcels, lots, roads, and other spatial data layers kept up-to-date with County Assessor recorded maps and multi-jurisdictional data sources
- b) Spatial GIS Data Warehouse – Centralized spatial data repository of nearly 500 separate GIS layers and aerial imagery of the entire county for City and County direct access. This data is compiled and contributed by the City, County and a broad range of all agencies throughout the region; SanGIS is the contracting vehicle for vendor provided GIS data (e.g. Thomas Bros./Rand McNally, Eagle Aerial Imaging).
- c) GIS Mapping Services – Centralized spatial data repository of non-restricted layers for free public download; free GIS mapping services for the City and County; nominal fee front counter GIS mapping services and data extracts for the Public; and, internet mapping application presentation.

In June 2007, SanGIS conducted a Business Process Reengineering (BPR) effort to focus on improving the Landbase Maintenance process. Some twenty stakeholders were engaged and made significant accomplishment in helping SanGIS improve that process. This process, like all of SanGIS's processes, has co-dependencies with and between the City, County and other agencies, but not all of these dependencies mandate goals or adherence.

SanGIS's two members – the City and County – are its key customers, with whom common dependencies are shared for the flow of accurate and timely data and information. Service Level Agreements can help ensure the understanding of goals and responsibilities of each agency, while also providing metrics for gauging performance. Some service levels currently exist for SanGIS in an informal manner. However, a formal Service Level Agreement (SLA) between all three agencies is desired. Some effort has

also been made in the past for a SLA between SanGIS and the City of San Diego, but, no formal document transpired. It is anticipated that the new SLA would also provide additional measures for comparing SanGIS to the County of San Diego's proposal to take over the administration and operation of SanGIS.

II. KEY CATEGORIES in the SLA

The SLA should specifically address and detail service level requirements for the following number of key categories and sub-areas of service for and between SanGIS, the City, and County. In addition to addressing each of these key categories, the SLA will outline roles and responsibilities, deliverables and performance metrics.

1. Communication
 - a. Reports (QC, Errors and their classification)
 - b. Change Control
 - c. Error Notification (Forum, Email, Phone)
 - d. Newsletter and General Notifications
 - e. Data steward reminders
2. Landbase Maintenance
 - a. Standards (accuracy, notices, completeness, error classification)
 - b. Identify maintenance layers
 - c. Identify responsibility of impacted/affiliated agencies and departments
3. Data Publication
 - a. Data Warehouse
 - b. Metadata (for data 'in' and 'out' of SanGIS)
 - c. Specific data formats (ARJIS extract, coverage, shapefile, FTP, SDX)
 - d. Identify which Layers are critical to which department(s); identify stewards and users of those layers
 - e. Timeliness standards
 - f. EOC CD data
 - g. /gisdata (coverages, shapefiles)
4. Services
 - a. Custom mapping and data extracts for the City, County, Public
 - b. Special applications development and support
 - c. Vendor contracting
5. Technology
 - a. Software & hardware requirements and currency
 - b. Explore and select appropriate new and/or alternative technologies
 - c. System performance standards
 - d. Employee development opportunities
6. Governance
 - a. Roles and responsibilities (STAB and sub-committees, Executive Director, Management Committee, Board of Directors)
 - b. Voting
 - c. Data ownership

- d. Conflict Resolution
- e. Most cost-effective organization

Additional or redefined key categories may evolve during the SLA development process.

III. DELIVERABLES and SCHEDULE

The key deliverable is a single Service Level Agreement document between SanGIS, the City and County that will detail the responsibilities, goals, and requirements of each agency in order to ensure that common business critical needs are met. The following deliverable and associated schedule will be associated with that final product. Additional meetings should be scheduled as needed.

February 14, 2009 Initial Meeting with Stakeholders and Consultant

- Attendees to include STAB, Executive Director, MC and consultant project team
- Review Key Categories
- Review Source Documents
- Present project plan, including milestones and critical paths

April 11, 2009 Draft SLA

- Outline, Table of Contents

April 25, 2009 Second Meeting with Stakeholders and Consultant

May 22, 2009 Performance-Based SLA

- Detailed by key categories with underlying roles and responsibilities, deliverables and performance metrics

IV. PAYMENT SCHEDULE

30% Payment – Delivery of Draft SLA

30% Payment – Following MC approval of performance-based SLA

40% Payment – Following BOD approval of Final performance-based SLA

V. SanGIS and SLA CONTACT

The contact and lead for this SLA project is:

Andrew Abouna
Executive Director
San Diego Geographic Information Source (SanGIS)
5469 Kearny Villa Road, Suite 102
San Diego, CA 92123
aabouna@sangis.org
(858) 874-7020

VI. SOURCE DOCUMENTS

A wealth of information is readily available that provides significant detail on SanGIS processes, current standards and co-dependencies with the City, County and other agencies. Much of this information is available on the SanGIS website, at www.sangis.org. Additional information is also available at the SanGIS offices, located in the Kearny Mesa area of San Diego, CA. A complete list of the documents is provided below. Familiarity with these documents will be required in order to initiate development of the SLA. Additional understanding of the documents, SanGIS/City/County processes, and requirements of the SLA will be attained through stakeholder meetings as part of the SLA development.

Agreements and Manuals

1. Joint Powers Agreement Creating the San Diego Geographic Information Source
2. SanGIS Policies & Procedures Manual February 2007
3. RUIS Standards

Business Process Documents

4. SanGIS Business Definition Document
5. SanGIS Data Model Document
6. SanGIS Detailed Process Requirements and Data Specifications
7. SanGIS Information Technology Architecture & Requirements Document
8. SanGIS Intranet & Internet Data Model Document
9. SanGIS Software Design Document

Supporting Documents

10. SanGIS Business Process Reengineering Scope of Work
11. SanGIS FY09 Budget Report
12. SanGIS Vendor Contracts and Maintenance Agreements
13. SanGIS Staff Profiles and Responsibilities
14. SanGIS BPR, Strategic Plan and Fee Report
15. SanGIS Landbase, Data Warehouse, Services, Error and Feature Update Report
16. SanGIS Business Models Gap Analysis
17. County of San Diego SLA Requirements

1.1 Required Communication Actions of the SanGIS Executive Director

These rules are subject to change pending review from SanGIS Counsel. Once rules are adopted by Management Committee they are in effect. Rules after review are compiled into the Management Committee Charter. All language and rules finalized in the Management Committee Charter supersede rules presented in Management Committee meetings.

1.1.1 Contacts with the SanGIS Board

The SanGIS Executive Director must report all contacts with the SanGIS Board or any one board member to the Management Committee. The report must include the contact time and date, the subject or attached any relevant emails. The report can be in the form of cc in email of the original conversations in email. If the contact is in the form of email, the committee must be cc'd. If the contact is in person or on the phone, an email must be sent within 16 hours to Management Committee members detailing the time and date of the contact and the subject matter discussed.

1.1.2 Public Noticing of SanGIS Board of Directors Meeting Agendas

The agenda for a SanGIS Board of Directors meeting is prepared by the SanGIS executive director. The final draft must be approved by the Management Committee to confirm the content and subject matter that may be requested by SanGIS board members is present on the agenda. Specific items that have been requested to be removed or added to the agenda by SanGIS board members will be communicated through the Management Committee to the SanGIS Executive Director. This communication will occur in a Management Committee meeting prior to the agenda being posted for a SanGIS Board of Directors meeting. At this Management Committee meeting, the Committee will approve the agenda in writing. The agenda must be approved by the Management Committee prior to being posted for the SanGIS Board meeting.

1.1.3 Contacts with the Press

All contacts with the press must be communicated immediately to the Management Committee and the rule of engagement with them shall be followed. The rules of engagement with the media/press and specific departments are detailed in Appendix 1.

1.1.4 Contacts with outside business and public sector vendors

All meeting and contacts with vendors not under contract to SanGIS shall be reported to the Management Committee within 24 hours. All preliminary contract discussions with outside business vendors, regardless if they are under contract to SanGIS, for products, services, or business partnerships for SanGIS shall be reported to the Management committee within 16 hours. The SanGIS Executive director may not enter into a final verbal or written agreement/contract without the Board of Directors or Management Committee's approval, per the JPA.

1.1.5 Contacts with JPA Members and External Governmental Agencies or Bodies

All meeting and contacts with external governmental agencies and SanGIS JPA members shall be reported to the Management Committee within 24 hours. All discussions with JPA members or external governmental agencies for products, services, or business partnerships for SanGIS shall be reported to the Management committee within 16 hours. The SanGIS Executive director may not enter into a final verbal or written agreement/contract without the Board of Directors or Management Committee's approval, per the JPA

1.1.6 Contacts with SanGIS Counsel

All contacts with County counsel must be immediately reported to the Management Committee. The report must be in the form of cc in email or if the contact is over the phone or in person, an email must be sent within 16 hours to Management Committee members detailing the time and date of the contact and the subject matter.

These rules are adopted by the SanGIS Management Committee

X _____

Date _____

Phyllis Chapin

Citywide Application and Technologies Program Manager
City of San Diego Office of the Chief Information Officer
City of San Diego

X _____

Date _____

Ross Paul Martin

County of San Diego GIS Manager
Land Use and Environment Group Executive Office
County of San Diego

Appendix 1 – Board adopted and amended “Rules of Engagement” for SanGIS when interacting with the Press/Media or specific agencies or government departments.

Following the board direction to be more aware of regional political impacts of SanGIS interacting with other jurisdictions, agencies and the media/press, SanGIS staff must follow these general rules of engagement with members of the public and media:

- 1. Relay all contacts with the press or communications and inquiries from the press through County Counsel and Management Committee.**
- 2. Ask for all press requests in writing. This applies to requests for data/information from the press or custom GIS work projects or GIS analysis requested by the press, to be presented in the form of a written request to SanGIS.**
- 3. Do not agree to do work for any members of the press unless the scope and intent is known *and* the SanGIS Board of Directors or Management Committee has approved it**
- 4. Report all contacts with public safety officials (of any kind) to the City and County GIS Managers**
- 5. Report all contacts with regulatory agencies (local, state, and federal) to City and County GIS Managers. This would include the City and the County departments that have requested work from you (for the sake of coordination). Pay special attention to the hot topics of our region: water quality, wild land fires, public safety, housing, airports, transportation problems and population growth, endanger species, sexual predator laws, etc.**
- 6. Error on the side of caution, SanGIS is not a public safety agency and can reasonably say no to individuals asking for projects that involve public safety. SanGIS can do so on the grounds that it does not have the expertise or background to adequately create GIS products or analysis without consultation on the matter with the City and County GIS managers.**
- 7. When in doubt ask first and over communicate on the above issues to the City and County GIS Managers**
- 8. Be prepared to take special directions from the SanGIS Board of Directors or Management Committee on these issues.**



1-Dec-08

SanGIS Landbase, Data Warehouse, and Mapping Services Report

Fiscal Year 2008

| | Nov-08 | Oct-08 | Sep-08 | Aug-08 | Jul-08 |
|-------------------------------------|-------------|-------------|-------------|-------------|-------------|
| LANDBASE MAINTENANCE | | | | | |
| Subdivision Maps Processed | 8 | 31 | 17 | 23 | 24 |
| Lots Added | 17 | 234 | 172 | 69 | 271 |
| Parcels Added | 233 | 349 | 632 | 1389 | 246 |
| Parcels Split | 37 | 98 | 94 | 198 | 109 |
| Roads Added | 10 | 49 | 28 | 6 | 36 |
| Parcels/Lots Processed to Goal | 100% | 100% | 100% | 100% | 100% |
| Roads Processed to Goal | 100% | 100% | 100% | 100% | 100% |
| LANDBASE UPDATES/CORRECTIONS | | | | | |
| Parcels | 11 | | | | |
| Roads | 5 | | | | |
| Lawbeats | 1 | | | | |
| Public Safety Jurisdiction | 0 | | | | |
| SD Fire Submitted Road Corrections | 60 | | | | |
| SanGIS SDE Layers | 1 | | | | |
| DATA WAREHOUSE | | | | | |
| Number of Layers Added | 0 | 1 | 0 | 0 | 24 |
| Number of Layers Updated | 12 | 14 | 10 | 41 | 11 |
| SDE/Oracle Account Add/Changes | 50 | 92 | 9 | 14 | 33 |
| Availability of Data Warehouse | 100% | 100% | 100% | 100% | 100% |
| MAPPING SERVICES | | | | | |
| <i>Custom Mapping</i> | | | | | |
| City | 0 | 1 | 1 | 9 | 1 |
| County | 5 | 2 | 5 | 7 | 6 |
| Public | 89 | 56 | 104 | 94 | 41 |
| <i>Data Extracts</i> | | | | | |
| City | 0 | 0 | 2 | 3 | 25 |
| County | 0 | 1 | 1 | 1 | 1 |
| Public | 45 | 26 | 28 | 2 | 23 |
| <i>Other Data Requests</i> | | | | | |
| Data on DVD | 3 | 4 | 0 | 2 | 2 |
| Phone Calls | 70 | 102 | 117 | 90 | 110 |
| Emails | 84 | 126 | 108 | 65 | 64 |
| <i>Website</i> | | | | | |
| FTP Logons | 1272 | 1776 | 1380 | 1223 | 1330 |
| FTP Data Downloads | 2247 | 3544 | 3573 | 2355 | 3029 |
| Website Hits | 619,163 | 747,400 | 708,514 | 721,259 | 754,432 |
| Most Popular Page | Interactive | Interactive | Interactive | Interactive | Interactive |
| Most Popular Page Hits | 123,712 | 143,586 | 187,793 | 137,377 | 147,625 |

For more information about SanGIS please visit www.sangis.org



1-Dec-08

SanGIS Feature Update and Error Report

| DATE | ERROR REPORTED | HOW REPORTED BY WHOM | LEAD | STATUS (OPEN/Complete) | ACTION TAKEN | COMMENTS |
|------------|--|----------------------|---------------|------------------------|---|---------------------|
| Continuous | Data Cleanup of SanGIS Layers | | | Open | This is an ongoing effort to perform data cleanup as new data is entered into SanGIS DB | Maintenance |
| 10/14/2008 | APM/ROW Corr | Email | A Pocina | Open | Given to Map Tech for Action | |
| 10/17/2008 | Modification of OS | Email | R. Flamenbaum | Open | Modify Open Space within SanGIS Land Base (Bio/Fire Clear) | Maintenance |
| 10/17/2008 | Bndry Corr APM | Email | A Pocina | Open | Given to Map Tech for Action | |
| 10/24/2008 | Bndry Corr APN (East) | Email | A Pocina | Open | Given to Map Tech for Action | |
| 10/24/2008 | Questionable Bdry Lines | Email | A Pocina | Open | Given to Map Tech for Action | |
| 11/3/2008 | ROADSEG MOD & ADD (4) Total | Interoffice Mail | SD Sheriff | Open | Given to Map Tech for Action | Maintenance |
| 11/5/2008 | ROADSEG (Re-Route) | Forum | R. Pickering | Open | Requested .dwg | Maintenance |
| 11/7/2008 | Bndry Corr APM | Email | K. Koklich | Open | Given to Map Tech for Action | |
| 11/19/2008 | Bndry Corr APM (1) | Email | A Pocina | Open | Given to Map Tech for Action | |
| 11/19/2008 | Bndry Corr APM (4) | Email | A Pocina | Open | Given to Map Tech for Action | |
| 11/25/2008 | ROADSEG (Speed Mod 21, FirDrv Mod 3, One Way Mod 36) | SD FIRE EDITS | T. Hall | Posted 11/26/2008 | N/A | SD Fire Maintenance |

For more information about SanGIS please visit www.sangis.org



12/1/2008

| SanGIS Data Warehouse Layers Updated or Added | | | | | | |
|---|------------|------------|--------------|------------|----------------|--|
| Recently Updated/Added Layers for Nov-08 | | | | | | |
| Layer | Date | Update/New | Agency | Department | Staff | |
| DIST_HISTORIC_SD | 11/7/2008 | Update | City of SD | CPCI | Mike Klein | |
| DIST_PRECINCT_CONSOLIDATED | 11/7/2008 | Update | County of SD | ROV | Nellie Munoz | |
| RIGHT_OF_WAY | 11/14/2008 | Update | SanGIS | SanGIS | SanGIS | |
| RIGHT_OF_WAY_LINE | 11/14/2008 | Update | SanGIS | SanGIS | SanGIS | |
| PARCEL | 11/14/2008 | Update | SanGIS | SanGIS | SanGIS | |
| PARCELS | 11/14/2008 | Update | SanGIS | SanGIS | SanGIS | |
| PARCELS_ALL | 11/14/2008 | Update | SanGIS | SanGIS | SanGIS | |
| PARCELS_ALL_NPC | 11/14/2008 | Update | SanGIS | SanGIS | SanGIS | |
| SURVEYDOC_GRID_LINE | 11/28/2008 | Update | County of SD | DPW | Kris Lingelser | |
| SURVEYDOC_GRID_POLY | 11/28/2008 | Update | County of SD | DPW | Kris Lingelser | |
| SURVEY_MAP_AREA | 11/7/2008 | Update | City of SD | ECP | Lisa Marquis | |
| SURVEY_ORTHO_AREA | 11/7/2008 | Update | City of SD | ECP | Lisa Marquis | |

163 additional layers were also updated as part of the SanGIS regular weekly processes, such as Parcels, Roads and CIP data from City Water.

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| Previously Updated/Added Layers | | | | | | |
|---------------------------------|------------|------------|--------------|------------|----------------------------------|--|
| Layer | Date | Update/New | Agency | Department | Staff | |
| COASTAL_OVERLAY_ZONE_SD | 10/19/2008 | New | City of SD | DSD | Susan Bender/Dave Snyder | |
| COASTAL_OVERLAY_ZONE_CN | 10/19/2008 | New | County of SD | LUEG | Ross Martin | |
| SDG_E_ELECTRICAL_DEPOWERING | 10/19/2008 | New | City of SD | OCIO | Phyllis Chapin | |
| FACILITIES_MILITARY | 10/31/2008 | Update | County of SD | LUEG | Ross Martin | |
| PERMITS_DISCRETIONARY | 10/31/2008 | Update | County of SD | DPLU | Randy Yakos | |
| PUBSAFETY_CMTY_PLAN_CN | 10/15/2008 | Update | SanGIS | | Renamed CMTY_PLAN with CPEP file | |
| ROADS_CNTY_MAINTAINED | 10/31/2008 | Update | County of SD | DPW | Roy Pickering | |
| ZONING_UN | 10/19/2008 | Update | County of SD | DPLU | Melanie Casey | |
| ASR_BOOK | Sep-08 | | | | | |
| CMTY_GENERAL_PLAN_DRAFT_REF_CN | Sep-08 | | | | | |
| ECO_ENVRNMENTLY_SENSITIVE_AREAS | Sep-08 | | | | | |
| FIRE_STATION | Sep-08 | | | | | |
| FIRE_HISTORY_THRU_2007 | Sep-08 | | | | | |
| FIRE_BURN_HISTORY | Sep-08 | | | | | |
| HLTH_CMS_CLINICS | Sep-08 | | | | | |
| SURVEYDOC_GRID_POLY | Sep-08 | | | | | |
| SURVEYDOC_GRID_LINE | Sep-08 | | | | | |
| ZONING_SD | Sep-08 | | | | | |