



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: Friday February 9, 2007

Time: 8:30 AM

Place: SanGIS Conference Room
5469 Kearny Villa Road, Suite 102

AGENDA

ITEM #	RECOMMENDATION
1. Minutes of SanGIS Board of Director's Meeting, January 12, 2007	APPROVE
2. Comments from the Public (limited to 2 minutes)	INFORMATION
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	
3. Status Report	INFORMATION
4. FY05 Annual Financial Report	APPROVE
5. Business Process Reengineering Update	INFORMATION
6. Elect Board Chair	APPROVE
7. Other	

Attachments (5):

Agenda Item 1_020907.pdf – Minutes_011207
Agenda Item 3a_020907.pdf – Budget Summary
Agenda Item 3b_020907.pdf – Budget Expenses
Agenda Item 3c_020907.pdf – Budget Revenues
Agenda Item 5_011207.pdf – BPR Scope of Work



Date: January 12, 2007
To: SanGIS Board of Directors
From: SanGIS Executive Director
Subject: Minutes of SanGIS Board of Director's Meeting on December 8, 2006

The meeting was called to order at 8:32 AM

Board Members Present:

Matt McGarvey, City Manager designee
Chandra Wallar, Chief Administrative Officer designee

Others Present:

Andrew Abouna, Newly Appointed SanGIS Executive Director
David Lindsay, County GIS Manager
Phyllis Chapin, San Diego, GIS Manager
Bill Smith, County Counsel

Consent Agenda

No consent agenda for this meeting

Regular Agenda

Item #1: Meeting Minutes

The Board approved the minutes from the December Board Meeting.

Item #2: Comments from the public

There were no comments from the public

Item #4: Status Report

Andrew Abouna reported that he had been busy understanding the administrative operation of SanGIS, particularly its finances. SanGIS finances were now better compared to earlier in the week because SanGIS had received the encumbered FY06 payment from the City of San Diego. There was a delay in receiving payments from the City because of earlier miscommunication at/with the City Auditor's office. Matt McGarvey stated that Auditor does not receive money from the individual City departments until the second part of the year, precluding payment issuance by the City Auditor. Phyllis Chapin added that the Auditor has also been in the midst of an audit

and was not prepared to issue payment. Andrew asked if the Auditor's receipt of the minutes from the June 2006 SanGIS Board of Directors Meeting, detailing the Board's decision to have payment schedule spanning the first part of the year, which would help facilitate FY07 payments. Phyllis confirmed it would and that she has been working with the Auditor to have the FY07 payments issued and would notify Andrew when the payments would be made. Andrew also explained that he was seeking opportunities for cost savings by reviewing accuracy of billings, such as from SBC.

Andrew reported that most desktop computers were at least 6 years old and in need of replacement. There also are 2 servers that needed of replacing. Chandra asked what the total cost for desktop replacement would be, to which Andrew responded that the cost would be at least \$10,000. Phyllis asked if any monitors could be reused, but Andrew said they could and should not because they were all of poor/degraded quality Matt confirmed that 6 years was very old for computers, including monitors. Matt also asked for the age of the servers and Andrew said he would provide this.

[The servers range in age from between 4 to 10 years old]

Chandra questioned the cost effectiveness of buying new systems, particularly servers, if SanGIS were to be absorbed by the County. Dave Lindsay noted that to have about 10 desktops on the County's NG-managed system the cost would be about \$15,000 per year. He also asked which was the oldest server, which Andrew noted was 'Vulcan', the server used for maintenance of the landbase. No servers were in critical need of replacement, but those 2 servers needing replacement should be replaced in 6-12 months. Matt asked Andrew to review with him the options and direction for upgrading the desktops. Phyllis also suggested paying attention to the system needs for ArcGIS 9.2 and Vista.

Andrew explained the raise for Bob Short. Chandra said the raise was worthwhile, but asked that in the future any changes to the budget, such as this increase in labor cost, first be approved by the Board.

Item #4: Revenue and Expense Summary

Addressing the Revenue spreadsheet that was attached to the Agenda, Chandra noted the need for a column showing projections. In addition to noting that labor appeared well under budget, which may not be up-to-date, she also stated that the Budget to Date and Year to Date columns did not balance for many of the other items, such as: Sun Support; WAN & LAN; SBC; ESRI Support; Thomas Brothers; Network; and, Other HW/SW. Phyllis suggested the projection column needs to reflect true cost to complete.

Concerning the Revenue spreadsheet, Chandra noted that storefront sales appeared to be less than projected, so these needed to be verified. She also

asked why the sales tax was negative. Andrew explained that this was because a refund was due from the BOE due to previous overpayment of sales tax.

Andrew said that he would add the additional columns, evaluate the BTD vs. YTD differences, and check the spreadsheet formulas. Once the spreadsheets are updated he will email it to the Board prior to the next meeting. Chandra also noted that this needs to be done before a determination can be made as to whether any additional funding is available.

Item #5: FY05 and FY06 Annual Financial Reports

Andrew introduced the FY05 report item and, in response to Chandra's question, noted that the City Auditor had not specified a response date for approving the report. Chandra requested a month review time to give County Office of Audits an opportunity to review the report. Matt noted that the City Auditor had already approved the report, as shown by their signature, but welcomed the month time frame for the County's review.

Andrew also introduced the FY07 report item. The Board approved proceeding with issuance of the RFP, which Andrew will coordinate with the County's Office of Audits.

Item #5: Business Process Reengineering Update

Andrew stated that he and SanGIS staff have been meeting to discuss and prepare documents needed for the BPR process. The BPR will review and work towards reengineering the process and flows by which the landbase is maintained, and how SanGIS operates. The BPR will also review how the County and City provide data to SanGIS in the landbase maintenance and other efforts, so all 3 agencies could expect improvements in efficiencies as a result of the BPR.

Parallel to the BPR will be a separate but related process to improve and enhance Geographic Information Sharing across the region, with SanGIS playing a critical role. Many of the same players in the BPR event (eg. City GIS Managers, Homeland Security GIS, etc) will also be valuable to, and are interested in, enhanced GIS sharing. They see SanGIS with a central role to play in this centralization.

Andrew stated that he anticipated completion of the documentation by early-mid February. In coordination with Dave and Phyllis, a probable date of February 27 and 28th has been selected for the BPR workshops. The workshops may be held at the Mission Trails Regional Park Interpretive Center, with Chandra's office kindly sponsoring catering. The workshops will provide the forum for all local and regional interested parties, data providers, GIS experts, and process experts to work together to review and reengineer

the SanGIS/County/City data sharing and landbase maintenance process. This will then feed into the parallel scope, likely on a subsequent meeting day, for the mutual goal of regional data sharing.

Dave and Andrew noted that a regional survey of GIS Managers conducted by Homeland Security GIS at SDSU Foundation shows that 90% of GIS data used in the region comes from SanGIS and most GIS programs desire regional sharing but are uncertain how best to accomplish this. This forum will help facilitate that effort and will be of significant importance to the City, County, and the region.

Andrew continued explaining that the tentative timeline he has prepared shows that the workshop will be followed by recommendations of process improvements, implementation of those recommendations, use of workshop-determined metrics to evaluate the effectiveness of the improvements, documentation, then draft and final reports of the entire process and results. During this process the Board will be continually updated. The anticipated completion date for the BPR is June or July.

Item #5: Other

Chandra requested the selection of a new Board Chair be placed on the next Agenda.

The meeting adjourned at 9:10 AM.

Respectfully submitted,

Andrew Abouna
Executive Director

Date

SanGIS FY2007 Budget Summary as of 2/5/07

Board Agenda Item 3a, February 9, 2007

EXPENSE

Category	Description	Budget (see notes)	Actual (see notes)	Year End	
				Projection (see notes)	Difference
Staff	Full & Part Time Staff	\$1,058,600	\$395,807	\$1,113,161	(\$54,561)
Operations	Facilities, Equipment, Supplies	\$120,000	\$74,224	\$125,803	(\$5,803)
Technical Services	Network & System Maintenance	\$356,800	\$170,231	\$360,052	(\$3,252)
Subtotal		\$1,535,400	\$640,262	\$1,592,189	(\$63,616)

REVENUE

External	Sales, Interest, Charges	\$66,000	\$19,640	\$49,659	(\$16,341)
Internal	City & County of San Diego, Interest	\$1,469,400	\$888,642	\$1,620,145	\$150,745
Subtotal		\$1,535,400	\$908,282	\$1,669,804	\$134,404

DIFFERENCE

\$268,020

\$70,788

Key Notes

Expense includes:

Staff

- 1) \$56,500 underestimated (encumbered) from the City for FY06
- 2) \$9,400 underestimated for County, FY07
- 3) \$7,000 underestimated for TOPS, FY07
- 4) \$3,000 underestimated for attorney services
- 5) \$12,000 underestimated for rent due to increase in rate and CAM, and encumbered FY06 payment
- 6) \$5,500 underestimated for SBC circuit maintenance

Revenue includes:

- 7) \$150,745 underestimated (encumbered) from the City for FY06
- 8) \$16,000 under-projected storefront sales

SanGIS FY2007 Expense Accounts as of 2/5/07

Board Agenda Item 3b, February, 2007

Category	Budget		Current	Projected			Description	Total YTD	November	December	January
	Annual	To Date	Balance	Year End Bal	Cost to Complete	Subtotal					
Staffing	\$500,600	\$292,017	\$444,119	(\$35,141)	\$479,260	\$535,741	City Staff	\$56,481	\$0	\$0	\$0
	\$100,000	\$58,333	\$49,106	(\$6,995)	\$56,101	\$106,995	TOPS Staff	\$50,894	\$7,669	\$8,269	\$7,174
	\$442,000	\$257,833	\$156,736	(\$9,425)	\$166,161	\$451,425	County Staff	\$285,264	\$0	\$192,776	\$0
	\$7,500	\$4,375	\$7,500	\$0	\$7,500	\$7,500	External Auditor	\$0	\$0	\$0	\$0
	\$3,000	\$1,750	(\$168)	(\$3,000)	\$2,832	\$6,000	Attorney	\$3,168	\$527	\$663	\$195
	\$5,500	\$3,208	\$5,500	\$0	\$5,500	\$5,500	Accounting	\$0	\$0	\$0	\$0
Subtotal Staffing	\$1,058,600	\$617,517	\$662,793	(\$54,561)	\$717,354	\$1,113,161		\$395,807	\$8,196	\$201,708	\$7,369
Facilities	\$92,000	\$53,667	\$29,853	(\$12,850)	\$42,703	\$104,850	Office Rent	\$62,147	\$7,552	\$0	\$15,103
	\$5,000	\$2,917	\$1,592	(\$842)	\$2,434	\$5,842	Telephone	\$3,408	\$359	\$489	\$598
	\$3,000	\$1,750	(\$419)	(\$419)	\$0	\$3,419	Insurance	\$3,419	\$0	\$0	\$0
Subtotal	\$100,000	\$58,333	\$29,853	(\$12,850)	\$42,703	\$104,850		\$68,974	\$7,911	\$489	\$15,701
Equipment/Supplies	\$4,000	\$2,333	\$939	(\$1,247)	\$2,186	\$5,247	Office Supplies	\$3,061	\$27	\$297	\$1,530
	\$500	\$292	\$466	\$266	\$200	\$234	Postage/Mailing	\$34	\$34	\$0	\$0
	\$300	\$175	\$164	\$67	\$97	\$233	Water Purchases	\$136	\$33	\$17	\$17
	\$500	\$292	\$500	\$200	\$300	\$300	Equipment Repair & Maint	\$0	\$0	\$0	\$0
	\$3,000	\$1,750	\$2,019	\$1,318	\$701	\$1,682	Copier & Plotter Supplies	\$981	\$0	\$0	\$0
	\$1,000	\$583	\$1,000	\$1,000	\$0	\$0	Graphic Services	\$0	\$0	\$0	\$0
	\$1,400	\$817	\$935	\$603	\$332	\$797	Photocopy Xerox	\$465	\$116	\$116	\$0
	\$300	\$175	\$300	\$150	\$150	\$150	Parking Stamps	\$0	\$0	\$0	\$0
	\$3,000	\$1,750	\$2,427	\$2,018	\$409	\$982	Credit Card Expense	\$573	\$73	\$178	\$70
	\$2,500	\$1,458	\$2,500	\$0	\$2,500	\$2,500	Equipment/Furniture	\$0	\$0	\$0	\$0
	\$3,500	\$2,042	\$3,500	\$1,500	\$2,000	\$2,000	Conference/Training/Events	\$0	\$0	\$0	\$0
Subtotal	\$20,000	\$11,667	\$14,750	\$5,874	\$8,876	\$14,126		\$5,250	\$283	\$608	\$1,617
Technical Services	\$25,000	\$14,583	\$25,000	\$0	\$25,000	\$25,000	Hardware	\$0	\$0	\$0	\$0
	\$1,200	\$700	\$1,200	\$767	\$433	\$433	SDDPC System Access (Y79)	\$0	\$0	\$0	\$0
	\$13,250	\$7,729	\$2,175	\$1,175	\$1,000	\$12,075	Sun Support	\$11,075	\$0	\$0	\$0
	\$48,000	\$28,000	\$15,117	(\$4,371)	\$19,488	\$52,371	WAN & LAN Fees & Maint	\$32,883	\$6,651	\$5,239	\$5,865
	\$16,000	\$9,333	(\$5,478)	(\$5,478)	\$0	\$21,478	SBC Circuit Maintenance	\$21,478	\$0	-\$6,830	\$0
	\$4,000	\$2,333	\$4,000	\$0	\$4,000	\$4,000	Oracle Support	\$0	\$0	\$0	\$0
	\$40,000	\$23,333	\$38,378	\$3,686	\$34,692	\$36,314	ESRI Support	\$1,622	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	ESRI Equipment Purchases	\$0	\$0	\$0	\$0
	\$10,750	\$6,271	(\$25)	(\$25)	\$0	\$10,775	Thomas Brothers Products	\$10,775	\$0	\$0	\$0
	\$65,000	\$37,917	\$63,800	(\$599)	\$64,399	\$65,599	Orthophoto Products	\$1,200	\$0	\$0	\$0
	\$93,600	\$54,600	\$38,219	(\$781)	\$39,000	\$94,381	Network Support	\$55,381	\$7,800	\$7,800	\$7,800
	\$37,000	\$21,583	\$1,809	\$0	\$1,809	\$37,000	Other HW/SW Maintenance	\$35,191	\$1,670	\$2,805	\$125
	\$3,000	\$1,750	\$2,374	\$2,374	\$0	\$626	Office Software	\$626	\$245	\$351	\$0
Subtotal	\$356,800	\$208,133	\$186,569	(\$3,252)	\$189,821	\$360,052		\$170,231	\$16,366	\$9,365	\$13,790
Totals	\$1,535,400	\$895,650	\$895,138	(\$64,789)	\$958,754	\$1,592,189		\$640,262	\$32,756	\$212,170	\$38,477

SanGIS FY2007 Revenue Accounts as of 2/5/07

Board Agenda Item 3c, February 9, 2007

Category	Budget		Current Balance	Projected			Description				
	Annual	To Date		Year End Dif.	Additional	Subtotal		Total YTD	November	December	January
External Revenue	\$50,000	\$29,167	\$19,627	(\$16,354)	\$14,019	\$33,646	Storefront Sales	\$19,627	\$4,649	\$1,283	\$3,735
	included above		\$0	\$0		\$0	Out of State Sales	\$0	\$0	\$0	\$0
	included above		\$4	\$4		\$4	Tax Exempt Sales	\$4	\$0	\$0	\$0
	included above		\$9	\$9		\$9	Shipping Charges	\$9	\$0	\$0	\$0
	\$16,000	\$9,333	\$0	\$0	\$16,000	\$16,000	ARJIS Revenue	\$0	\$0	\$0	\$0
	\$66,000	\$38,500	\$19,640	(\$16,354)	\$30,019	\$49,659	Sub-Total	\$19,640	\$4,649	\$1,283	\$3,735
Internal Revenue	\$367,350	\$214,288	\$484,700	\$0	(\$117,350)	\$367,350	County Funding	\$484,700	\$0	\$0	\$234,700
	\$734,700	\$428,575	\$150,745	\$150,745	\$734,700	\$885,445	City Funding	\$150,745	\$0	\$0	\$150,745
	\$0	\$0	\$5,157				Interest Earned	\$5,157	\$0	\$0	\$2,141
			(\$1,960)				Sales Tax Collected	-\$1,960	\$0	\$0	\$0
	\$0		\$0				City Dept	\$0	\$0	\$0	\$0
	\$367,350		\$250,000	\$0	\$117,350	\$367,350	County Dept	\$250,000	\$0	\$0	\$0
	\$1,469,400	\$642,863	\$888,642	\$150,745	\$734,700	\$1,620,145	Sub-Total	\$888,642	\$0	\$0	\$387,586
Totals	\$1,535,400	\$681,363	\$908,282	\$134,391	\$764,719	\$1,669,804		\$908,282	\$4,649	\$1,283	\$391,321



SanGIS Business Process Reengineering
- Scope of Work -
January 12, 2007

Processes to Review

Landbase Maintenance: includes the land document information flows beginning at the points of original, with the respective agencies and departments, through receipt of the documents by SanGIS, and data entry and hosting of the landbase digital data by SanGIS.

Data Integration and Centralized Data Warehouse: includes the receipt of GIS layers from City and County departments, other cities and agencies, QA/QC, and publication of those layers to the SanGIS data warehouse, and region-wide sharing and access of the data, and possibly editing of the data by the respective owners.

Objectives (qualitative)

Review and Refine:

1. Process maps for the landbase maintenance document flows within and between agencies
2. Process maps for the landbase data entry
3. Methods for streamlining the land document sharing process (e.g. electronic data submission)
4. Standard data integration policies (e.g. formal data integration request policy)
5. Frequency of the data maintenance process
6. Distributed editing
7. Expansion and enhancement of the volume and application of data sharing for the region via SanGIS (San Diego Geographic Information Source), such as through partnerships, standards, centralization, data ownership, funding...

Goals (quantitative)

1. Up to 50% reduction in the number of steps (handoffs) in the land document flow process
2. Up to 50% reduction the amount of time from document recordation (or other final document stage) to the publication in the SanGIS data warehouse
3. Multi-fold increase in the number of partners who contribution, access, share, and publish data through the SanGIS data warehouse

Performance Measures (to define, focus and track specific goals)

Baseline is not yet clearly defined while the current process is undergoing documentation. Following documentation and at the outset of the workshops a baseline can be established. Units of measurement would be steps, number of days, reduction in hours, increased completion of rate of data entry (parcel or roads), or IT throughput.

Timeline

2007

January – Existing Process Documentation

February – Workshops (2 days)

March – Recommended Process Enhancements Documented

April – Recommended Process Enhancements Implemented

May – Metrics/Performance Evaluated

June – Secondary Process Review (User feedback)

July – Finalize Process Enhancement, Documentation

Tentative Participants

<u>SanGIS</u>	<u>City of San Diego</u>	<u>County of San Diego</u>
Andrew Abouna	Phyllis Chapin	David Lindsay
Frank Jessie	Laura Brenner (Fire)	Candice Compton (CAO)
Bin-Bin Shang	Joe Compton (DSD)	Desiree Ramos (DPW)
Drew Dowling	Deena Jamieson (ESD)	Scott Gilmore (DPLU)
	Other Department GIS Coordinators	Nora Rivera (DPLU)
<u>Caltrans</u>	<u>City of Oceanside</u>	Sandy Woodhouse (ARCC)
Pat Landrum	Debra Briski	Tony Pocina (ARCC)
Barbara Kent		Joe Harteis (ARCC)
<u>City of Carlsbad</u>	<u>ESRI</u>	Ross Martin (DPLU)
Karl Von Schlieder	Tim Craig	Roy Pickering (DPW)
<u>City of Chula Vista</u>	<u>Networld Solutions</u>	David Butler (ARCC)
Tom McDowell	Darryl Vidal	Melissa Hernandez (Sheriff)
	Frederick Latham	
<u>City of Escondido</u>	<u>SANDAG</u>	<u>SDDPC</u>
Dan Hildebrand	Steve Kunkel	Chris Pyle
<u>City of Encinitas</u>	<u>SDSU Foundation</u>	<u>UCSD</u>
David Van Pelt	Paul Hardwick	Tracey Hughes