



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, March 16, 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 February 9, 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. Presentation on Regional GIS by Paul Hardwick, Project Manager, Regional GIS, Homeland Security, SDSU Foundation	INFORMATION
4. Status Report	INFORMATION
5. FY05 Annual Financial Report	APPROVE
6. Business Process Reengineering Update Twelve documents completed.	INFORMATION
7. Other	

Attachments (5):

Agenda Item 1_031607.pdf – Minutes_020907

Agenda Item 4a_031607.pdf – Budget Summary

Agenda Item 4b_031607.pdf – Budget Expenses

Agenda Item 4c_031607.pdf – Budget Revenues

Agenda Item 6_031607.pdf – SanGIS Documents Cover Letter for Board



Date: February 9, 2007
To: SanGIS Board of Directors
From: SanGIS Executive Director
Subject: Minutes of SanGIS Board of Directors Meeting on February 9, 2007

The meeting was called to order at 8:28 AM

Board Members Present:

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

Others Present:

Andrew Abouna, SanGIS Executive Director
David Lindsay, County GIS Manager
Phyllis Chapin, San Diego, GIS Manager
Tom Harron, County Counsel

Consent Agenda

No consent agenda for this meeting

Regular Agenda

Item #1: Meeting Minutes

The Board approved the minutes from the January Board Meeting.

Item #2: Comments from the public

There were no comments from the public

Item #3: Status Report

Andrew Abouna provided an update on the break-in to the SanGIS office which occurred over the previous weekend. Forced entry was gained through the secondary office entrance door. Stolen was a very old SanGIS laptop whose value is estimated as less than \$200. Also stolen were personal items belonging to Frank Jessie, SanGIS Operations Manager; his briefcase, PDA, and some personal items were taken. The combined value of all stolen items is estimated to be well below \$1,000, the amount of SanGIS's insurance deductible; therefore, no insurance claim was made. However, police were notified, a case number opened, and the serial number of stolen items was

provided. No other break-ins were reported for other offices in the complex. The defeated door lock through which the access was gained has been replaced with a newer/better version. Replacement of the door lock to the SanGIS primary entrance and the server room have also been requested and should occur today. Other better door lock options will be explored, particularly in light of new 'bump' methods to defeat common door locks, and because security to the SanGIS server room is critical.

Andrew requested, and the Board approved, an item for the next meeting to have Paul Hardwick appear as a guest to make a presentation on the state of regional GIS. Paul is the GIS Manager for Homeland Security, located at SDSU Foundation.

Andrew discussed the expense and revenue spreadsheets. These now contain projections, as requested at the previous Board meeting, plus a new sheet summarizing the budgeted, actual and projected expense and revenue totals. Matt McGarvey noted that while the year end total was clear, there is a need to clarify how under/overbudget amounts are shown on the summary sheet. For example, so that a negative number for expense does not appear as a savings when it should show as a loss. Chandra Wallar noted that the summary sheet was presented similar to County methods. Andrew will make future summary sheets more clear.

In summary, the spreadsheets showed that staff costs were significantly higher than budgeted, primarily because of FY06 labor billing in FY07 by the City of San Diego, but also due to previously under-estimated costs for County and temporary staff costs. Operations and Technical Services costs are also slightly higher than budgeted. However, SanGIS because of receipt of an FY06 payment from the City of San Diego the currently is projected year end balance is positive.

Chandra asked if the projections were straightlined. Andrew explained that where the costs were linear he straightlined the projection, but if costs were variable then he tried to account for that variance in the projection. Chandra also asked if there was a salary savings for Andrew's position because it was vacant for about a month prior to his arrival. Andrew replied that the City has not yet billed for labor so was only able to project in a straightline for predicted labor costs for City staffing, so does not yet know the final cost for City labor. It was also noted that, as in past years, final accounting could carry over to the following fiscal year.

Projected revenues for product sales were also much lower than budgeted. Matt stated that it was difficult to previously budget revenue from these sales because it was new to have this as the sole external revenue stream following the move to no longer charge for data sales. Dave Lindsay asked

how current map sales compare to previous years' sales; Andrew replied that he would provide this information at the next Board meeting.

Chandra asked for the followup to the previous month's meeting with regards to Matt and Andrew discussing how computer desktops should be upgraded. Matt confirmed that he and Andrew spoke about this. Andrew stated that he would upgrade the most needed desktops by likely purchasing desktops following the City of San Diego standard because these would be the most cost effective and could be transferred most readily to the City should SanGIS assets need to be moved in the future. New monitors were already being purchased because this was a significant need. Andrew noted that his budget projections reflected the expenditure of the entire \$25,000 budgeted for IT hardware expenditure. This was done to reflect a worst-case scenario and because of the recent failure of the SanGIS servers' redundant tape backup drive. He was reviewing options for replacing this tape drive. Matt asked that the Board be briefed, even if by email, prior to the purchase of a new tape drive. Andrew also stated that overall IT architecture upgrades were lacking due to underfunding in prior years and should be upgraded. The BPR documentation and effort will document this further.

Item #4: FY05 Annual Financial Reports

Review of the report was not yet completed by the County and Chandra asked Dave to followup with the County Auditor. Vote on this item was moved to the next Board meeting, but should the City Auditor need the report sooner then Andrew should notify the Board so that they can hold a special brief meeting to vote on the report. Andrew stated that he had contacted the County Auditor to initiate the RFP for the FY06 report and would update the Board more on this at the next meeting.

Item #5: Business Process Reengineering Update

Andrew reported that the Scope of Work had been sent out to the prospective BRP participants listed on the reverse side of the Scope of Work, noting that the vendor, ESRI, would not need to participate. Initially the workshops were tentatively scheduled for late February but this would need to change to possibly sometime in March because of the County's BPR consultant selection process. Chandra informed us that County has selected a consultant. Andrew stated that Dave and he had met with Candice, from Chandra's office, who coordinates the County's BPR events. The next step in the SanGIS BPR is to meet with the consultant to pre-scope the BPR, but that present scope was well defined. It is anticipated that the workshops will be held sometime in February, moving the previously stated timeline out by about one month.

Andrew also reported completion of the documentation should occur in about two weeks. A key document that is also being updated is the SanGIS Policies

and Procedures Manual. This manual, and several flow diagrams and charts, will serve as important overviews and guides in the BPR process. When complete, these will first be distributed to the attendees at today's Board meeting, and later to the BPR participants.

Item #6: Elect Boar Chair

Matt was 'unanimously' voted as the new Chair of the SanGIS Board.

Item #7: Other

Matt raised the topic of SanGIS operating on a contract basis with the City and County, instead of as a JPA, but that this would be determined after the BPR and subsequent evaluation of SanGIS's direction. Andrew asked for an explanation of contracting versus JPA. Tom Harron explained that with a JPA adherence to the Brown Act and other regulations must be followed. Since SanGIS could operate just as efficiently, and essentially currently works on a contract basis with the two agencies, a contract between the 3 entities would be more efficient for communication between the board members. Originally SanGIS was formed as a JPA with the thought that SanGIS would have more partners. However, operating on a contract basis in the future would still facilitate more partners, and greater partnering will also be determined and evaluated through the BPR.

The meeting adjourned at 8:52AM

Respectfully,

Andrew Abouna
Executive Director

Date

SanGIS FY2007 Budget Summary as of 3/8/07

Board Agenda Item 4a, March 16, 2007

EXPENSE

Category	Description	Budget (see notes)	Actual (see notes)	Year End	
				Projection (see notes)	Difference
Staff	Full & Part Time Staff	\$1,058,600	\$404,492	\$1,117,112	(\$58,512)
Operations	Facilities, Equipment, Supplies	\$120,000	\$87,648	\$132,663	(\$12,663)
Technical Services	Network & System Maintenance	\$356,800	\$227,792	\$363,396	(\$6,596)
Subtotal		\$1,535,400	\$719,932	\$1,606,344	(\$77,771)

REVENUE

External	Sales, Interest, Charges	\$66,000	\$22,420	\$49,624	(\$16,377)
Internal	City & County of San Diego, Interest	\$1,469,400	\$1,138,642	\$1,620,145	\$150,745
Subtotal		\$1,535,400	\$1,161,062	\$1,669,769	\$134,369

DIFFERENCE			\$441,130		\$56,597
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SanGIS FY2007 Expense Accounts as of 3/8/07

Board Agenda Item 4b, March 16, 2007

Category	Budget		Current Balance	Year End Bal	Projected		Description	Total YTD	December	January	February
	Annual	To Date			Cost to Complete	Subtotal					
Staffing	\$500,600	\$333,733	\$444,119	(\$35,141)	\$479,260	\$535,741	City Staff	\$56,481	\$0	\$0	\$0
	\$100,000	\$66,667	\$40,421	(\$10,946)	\$51,367	\$110,946	TOPS Staff	\$59,579	\$8,269	\$7,174	\$8,685
	\$442,000	\$294,667	\$156,736	(\$9,425)	\$166,161	\$451,425	County Staff	\$285,264	\$192,776	\$0	\$0
	\$7,500	\$5,000	\$7,500	\$0	\$7,500	\$7,500	External Auditor	\$0	\$0	\$0	\$0
	\$3,000	\$2,000	(\$168)	(\$3,000)	\$2,832	\$6,000	Attorney	\$3,168	\$663	\$195	\$0
	\$5,500	\$3,667	\$5,500	\$0	\$5,500	\$5,500	Accounting	\$0	\$0	\$0	\$0
Subtotal Staffing	\$1,058,600	\$705,733	\$654,108	(\$58,512)	\$712,620	\$1,117,112		\$404,492	\$201,708	\$7,369	\$8,685
Facilities	\$92,000	\$61,333	\$17,853	(\$16,310)	\$34,163	\$108,310	Office Rent	\$74,147	\$0	\$15,103	\$12,000
	\$5,000	\$3,333	\$1,592	(\$112)	\$1,704	\$5,112	Telephone	\$3,408	\$489	\$598	\$0
	\$3,000	\$2,000	(\$419)	(\$419)	\$0	\$3,419	Insurance	\$3,419	\$0	\$0	\$0
Subtotal	\$100,000	\$66,667	\$17,853	(\$16,310)	\$34,163	\$108,310		\$80,974	\$489	\$15,701	\$12,000
Equipment/Supplies	\$4,000	\$2,667	\$704	(\$944)	\$1,648	\$4,944	Office Supplies	\$3,296	\$297	\$1,530	\$235
	\$500	\$333	\$466	\$266	\$200	\$234	Postage/Mailing	\$34	\$0	\$0	\$0
	\$300	\$200	\$147	\$71	\$77	\$230	Water Purchases	\$153	\$17	\$17	\$17
	\$500	\$333	\$500	\$200	\$300	\$300	Equipment Repair & Maint	\$0	\$0	\$0	\$0
	\$3,000	\$2,000	\$2,019	\$19	\$2,000	\$2,981	Copier & Plotter Supplies	\$981	\$0	\$0	\$0
	\$1,000	\$667	\$1,000	\$0	\$1,000	\$1,000	Graphic Services	\$0	\$0	\$0	\$0
	\$1,400	\$933	\$935	\$703	\$233	\$698	Photocopy Xerox	\$465	\$116	\$0	\$0
	\$300	\$200	\$300	\$150	\$150	\$150	Parking Stamps	\$0	\$0	\$0	\$0
	\$3,000	\$2,000	\$2,340	\$2,010	\$330	\$990	Credit Card Expense	\$660	\$178	\$70	\$87
	\$2,500	\$1,667	\$2,500	\$0	\$2,500	\$2,500	Equipment/Furniture	\$0	\$0	\$0	\$0
	\$3,500	\$2,333	\$2,415	\$0	\$2,415	\$3,500	Conference/Training/Events	\$1,085	\$0	\$0	\$1,085
Subtotal	\$20,000	\$13,333	\$13,326	\$2,474	\$10,852	\$17,526		\$6,674	\$608	\$1,617	\$1,424
Technical Services	\$25,000	\$16,667	\$16,000	\$0	\$16,000	\$25,000	Hardware	\$9,000	\$0	\$0	\$9,000
	\$1,200	\$800	\$870	\$503	\$367	\$697	SDDPC System Access (Y79)	\$330	\$0	\$0	\$330
	\$13,250	\$8,833	\$2,175	\$1,175	\$1,000	\$12,075	Sun Support	\$11,075	\$0	\$0	\$0
	\$48,000	\$32,000	\$10,823	(\$3,766)	\$14,589	\$51,766	WAN & LAN Fees & Maint	\$37,177	\$5,239	\$5,865	\$4,294
	\$16,000	\$10,667	(\$5,478)	(\$5,478)	\$0	\$21,478	SBC Circuit Maintenance	\$21,478	-\$6,830	\$0	\$0
	\$4,000	\$2,667	\$4,000	\$0	\$4,000	\$4,000	Oracle Support	\$0	\$0	\$0	\$0
	\$40,000	\$26,667	\$5,191	\$0	\$5,191	\$40,000	ESRI Support	\$34,809	\$0	\$0	\$33,187
	\$0	\$0	\$0	\$0	\$0	\$0	ESRI Equipment Purchases	\$0	\$0	\$0	\$0
	\$10,750	\$7,167	(\$25)	(\$25)	\$0	\$10,775	Thomas Brothers Products	\$10,775	\$0	\$0	\$0
	\$65,000	\$43,333	\$63,800	(\$599)	\$64,399	\$65,599	Orthophoto Products	\$1,200	\$0	\$0	\$0
	\$93,600	\$62,400	\$30,419	(\$781)	\$31,200	\$94,381	Network Support	\$63,181	\$7,800	\$7,800	\$7,800
	\$37,000	\$24,667	(\$1,141)	\$0	(\$1,141)	\$37,000	Other HW/SW Maintenance	\$38,141	\$2,805	\$125	\$2,950
	\$3,000	\$2,000	\$2,374	\$2,374	\$0	\$626	Office Software	\$626	\$351	\$0	\$0
Subtotal	\$356,800	\$237,867	\$129,008	(\$6,596)	\$135,604	\$363,396		\$227,792	\$9,365	\$13,790	\$57,561
Totals	\$1,535,400	\$1,023,600	\$815,468	(\$78,944)	\$893,239	\$1,606,344		\$719,932	\$212,170	\$38,477	\$79,670

SanGIS FY2007 Revenue Accounts as of 3/8/07

Board Agenda Item 4c, February 16, 2007

Category	Budget		Current	Projected			Description					
	Annual	To Date	Balance	Year End Dif.	Additional	Subtotal		Total YTD	November	December	January	February
External Revenue	\$50,000	\$33,333	\$22,407	(\$16,390)	\$11,204	\$33,611	Storefront Sales	\$22,407	\$4,649	\$1,283	\$3,735	\$2,780
	included above		\$0	\$0		\$0	Out of State Sales	\$0	\$0	\$0	\$0	\$0
	included above		\$4	\$4		\$4	Tax Exempt Sales	\$4	\$0	\$0	\$0	\$0
	included above		\$9	\$9		\$9	Shipping Charges	\$9	\$0	\$0	\$0	\$0
	\$16,000	\$10,667	\$0	\$0	\$16,000	\$16,000	ARJIS Revenue	\$0	\$0	\$0	\$0	\$0
	\$66,000	\$44,000	\$22,420	(\$16,390)	\$27,204	\$49,624	Sub-Total	\$22,420	\$4,649	\$1,283	\$3,735	\$2,780
Internal Revenue	\$367,350	\$244,900	\$484,700	\$0	(\$117,350)	\$367,350	County Funding	\$484,700	\$0	\$0	\$234,700	\$0
	\$734,700	\$489,800	\$400,745	\$150,745	\$484,700	\$885,445	City Funding	\$400,745	\$0	\$0	\$150,745	\$250,000
	\$0	\$0	\$5,157				Interest Earned	\$5,157	\$0	\$0	\$2,141	\$0
			(\$1,960)				Sales Tax Collected	-\$1,960	\$0	\$0	\$0	\$0
	\$0		\$0				City Dept	\$0	\$0	\$0	\$0	\$0
	\$367,350		\$250,000	\$0	\$117,350	\$367,350	County Dept	\$250,000	\$0	\$0	\$0	\$0
	\$1,469,400	\$734,700	\$1,138,642	\$150,745	\$484,700	\$1,620,145	Sub-Total	\$1,138,642	\$0	\$0	\$387,586	\$250,000
Totals	\$1,535,400	\$778,700	\$1,161,062	\$134,356	\$511,904	\$1,669,769		\$1,161,062	\$4,649	\$1,283	\$391,321	\$252,780



February 27, 2007

Matt McGarvey
Chief Information Officer
City of San Diego
1010 Second Avenue, Suite 500
San Diego, CA 92101

Chandra Wallar
General Manager,
Deputy Chief Administrative Officer
County of San Diego
1600 Pacific Highway, Room 212
San Diego, CA 92101

RE: SanGIS Business Process Documentation

Dear Chandra and Matt,

I am pleased to provide you with a host of long-awaited documents detailing SanGIS's business processes. The following 12 documents are in PDF format and are attached as a ZIP file:

Manual

SanGIS Policies & Procedures Manual February 2007

Business Process Documents ("Templates")

SanGIS Business Definition Document

SanGIS Data Model Document

SanGIS Detailed Process Requirements and Data Specifications

SanGIS Information Technology Architecture & Requirements Document

SanGIS Intranet & Internet Data Model Document

SanGIS Software Design Document

Supporting Documents

SanGIS Audit FY05 Draft Report (latest)

SanGIS Business Process Reengineering Scope of Work

SanGIS FY07 Budget Report

SanGIS Vendor Contracts and Maintenance Agreements

SanGIS Staff Profiles and Responsibilities

In reading these documents you may learn further, as I did, of the significant complexity in the processes and responsibilities of SanGIS's business and staff. The documents also represent new assets to SanGIS, the City, County, and the community we serve. The technical details covering GIS applications and programming, IT systems architecture, and business processes are thorough and well presented.

Letter to Matt McGarvey and Chandra Waller
SanGIS Business Process Documentation

We look forward to the benefit these documents will bring to facilitating the SanGIS BPR. While my experience with BPR events is limited, it does appear that the SanGIS event will be unlike many others because of the breadth of this documentation. Such a high level of documentation will undoubtedly provide a solid foundation to those involved prior to the event, leading to greater productivity of the BPR working group. As a result of the documentation and BPR event, I believe a positive, productive and rewarding future for SanGIS will be shaped.

In closing, I wish to highlight the tremendous effort made by several SanGIS staff in preparing these landmark documents, which represent a milestone in SanGIS's history. While many of us at SanGIS provided input and review, it was Drew Dowling, Frederick Latham, Bin-Bin Shang and myself who authored and worked tirelessly and professionally to prepare these documents. Others who contributed were Frank Jessie, Peg Godden, Bob Short and Erma Barnett. In addition, Lisa Stapleton also helped lay the groundwork for some of these documents.

If you have any questions please contact me at (858) 874-7020 or aabouna@sangis.org.
Thank you.

Sincerely,



Andrew Abouna
Executive Director
San Diego Geographic Information Source (SanGIS)

cc. Phyllis Chapin, GIS Manager, City of San Diego
David Lindsay, GIS Manager, County of San Diego

Attachment: SanGIS Business Process Documents as PDFs contained in a single WinZip file
(Note: individual, uncompressed PDF files are also available)