



**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, April 13, 2007

Time: 8:30 AM

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

AGENDA

ITEM #	RECOMMENDATION
1. Minutes of SanGIS Board of Directors Meeting, March 16, 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. FY06 Annual Financial Report Consultant	INFORMATION
5. Business Process Reengineering Update	INFORMATION
6. Other	

Attachments (4):

Agenda Item 1_041307.pdf – Minutes_031607
Agenda Item 3a_041307.pdf – Budget Summary
Agenda Item 3b_041307.pdf – Budget Expenses
Agenda Item 3c_041307.pdf – Budget Revenues



Date: March 16, 2007
To: SanGIS Board of Directors
From: SanGIS Executive Director
Subject: Minutes of SanGIS Board of Directors Meeting on March 16, 2007

The meeting was called to order at 8:50 AM

Board Members Present:

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

Others Present:

Andrew Abouna, SanGIS Executive Director
David Lindsay, GIS Manager, County of San Diego
Phyllis Chapin, GIS Manager, City of San Diego
Bill Smith, General Council, County of San Diego
Paul Hardwick, Project Manager, Center for Homeland Security

Consent Agenda

No consent agenda for this meeting

Regular Agenda (summarized here in numerical order)

Item #1: Meeting Minutes

The Board approved the minutes from the February Board Meeting.

Item #2: Comments from the public

There were no comments from the public

Item #3: Presentation on Regional GIS by Paul Hardwick

The Board was given a very imformative presentataion on a status regional GIS and Homeland Security GIS by Paul Hardwick, Project Manager of Regional GIS with the Center for Homeland Security at the SDSU Foundation. Paul's PowerPoint presentation first introduced information about the San Diego Regional GIS Council (SDRGC) then described the 2006 Local Agency GIS Survey he administered through the council. Of key importance from the survey, he noted the following:

- 34 agencies responded

- Regional GIS is very mature
- ESRI software use is most prevalent, helping support interoperability
- 85+% of the respondents use SanGIS data
- 80% also maintain data outside of SanGIS
- Most want to share data from others but are reluctant to share their own data
- Only 57% maintain metadata and of those only 50% meet federal standards

Matt, Chandra and Paul both noted the importance of continuing to define what data is needed and should be shared through a centralized warehouse. Paul stated that the Homeland Security Infrastructure needs will help define this, as will input from GIS managers.

Paul then spoke about GIS and Emergency Management and how GIS is used in prevention, protection, response and rescue, and the important role GIS serves at Emergency Operations Centers. Chandra and Paul also cited how GIS training/knowledge needs to increase for managers.

Next, Paul spoke about the North Zone Fire Mapping project as a developing interoperable geospatial data application, to help agencies respond to areas outside of their own. The project is also expanding to Southern and Eastern portions of San Diego County. A major problem with the project is the fact that first order control parcel information is being shifted to reference less accurate aerial photography. Another problem is the question of long term maintenance of the data.

Paul also discussed the need for digital submissions, even of Tentative Maps and to the level of structures detail. Oftentimes emergency response is needed during project construction, but parcels, roads and addressing are presently not being mapped in the landbase until after recordation, which is well after follows begins. This topic and related standards and practice, are now being discussed at the regional level amongst a subgroup of the SDRGC, including himself, Dave, Phyllis and Andrew.

Paul explained that with some increase in work on the front end, but resulting decrease in work on the back end, SanGIS could perhaps take on mapping of Tentative Maps; Andrew, Dave and himself have also been discussing this.

Paul also discussed his proposal for a San Diego Regional Emergency Geospatial Information Network (SDREGIN) which would provide GIS interoperability and meet the requirements and information needs of many federal, state and local agencies, while reducing redundant efforts across the region. Paul has submitted for federal grants to help fund a study of the infrastructure for SDREGIN, but that that long term support and maintenance of SDREGIN perhaps would need to come from a Joint Powers Agency.

Matt was expressed concern if there were two regional GIS agencies, SanGIS and SDREGIN, citing redundancy and governance issues. Paul said that SanGIS could server to collect data and maintain corresponding tables, but acknowledged the importance of the many local and regional applications that used SanGIS data. He added that SanGIS and SDREGIN would mirror each other. However, while the technical hurdles would be small, policy issues would be important.

Matt suggested bringing other agencies into SanGIS to increase its regional role by having greater ownership. Paul acknowledged that regional GIS managers already approve of SanGIS so a strong regional backing for this currently exists.

Matt also reiterated the need for interoperability and governance, and concern over two regional GIS agencies. Dave added that regional GIS must support not only Homeland Security, but also all types of services and that the landbase must be centralized, as much of it is now with SanGIS.

Item #4: Status Report

Andrew Abouna presented the to-date FY07 Budget Summary/Expense/Revenue spreadsheets. Matt McGarvey asked for clarification on the Cost-to-Complete column for Expenses, which Andrew explained was the amount of money required to complete the respective budgeted item, which was a straightline estimate where actual values were unavailable.

Andrew noted that the two main items which would produce over-expenditures by year end were Salaries and Rent. Salaries, he noted, were simply underestimated in the budget, while Rent costs were escalating because of increased Common Area Maintenance (CAM) fees for this year and for the second half of last year. In response to Chandra Waller's questions, Andrew stated that according to the lease agreement there is a provision by which the tenant (SanGIS) has to pay actual, rather than estimated CAM fees for previous months once the leasing agent has actual values. Due to increased insurance and utilities cost, for the current year the monthly CAM estimate has increased by about \$500 compared to the previous year.

Chandra also asked why the City Salaries has increased so much, given the one-month vacancy for the Executive Director position and that Andrew is paid less than Lisa Stapleton. He stated this increase is because of the \$50,000+ invoice from the City for FY06 labor. He noted, however, that the FY06 encumbered revenue from the City would offset the FY07 Salary and Rent expenditures.

Chandra and Matt both asked for a review of leasing options for SanGIS, irregardless of SanGIS's future as an agency. To that end, Dave Lindsay and Andrew will contact other County departments to determine if they have leasing space available, and Andrew will determine if the current lease at Seville Plaza can be terminated or transferred.

Andrew presented a Fact Sheet that he developed and first used at a presentation he gave on SanGIS two weeks ago at a meeting of regional Fire Chiefs.

Andrew presented the business need to charge agencies for access to SanGIS's SDE environment, as the County and City are now funding. He noted that other than the City and County, SANDAG is the only agency who have real-time access to the complete data warehouse on SDE, and they do so without cost, other than what they pay to physically have a T1 network connection. He proposed that any agency having access to SanGIS SDE should pay a fee for the access, and there are other agencies (such as CCDC) that want access. He also noted that even SANDAG is willing to pay a fee to access the data, as they did when there was a fee for the data CDs.

Justification for SDE access fees are the labor and hardware cost SanGIS incurs to maintaining the data server environment and user access to the data. Andrew also noted that it's not equitable for the City or County to subsidize data access. Access to data via T1 highspeed access to the data server greatly enhances access to the GIS data compared to the alternative of downloading compressed shapefiles.

Matt noted that exploring and offering broader access to SanGIS is an element to be discussed in the BPR, but the outcome of how users/agencies access that data should be also be equitable. For example, if access for SANDAG is free than other agencies should not be charged. In fact, any agency having access should perhaps pay a fee. Chandra asked Andrew, Dave and Phyllis to explore short and long term solutions to fair access to SDE and what that a fee structure might look like.

Item #5: FY05 Annual Financial Reports

Andrew reported that Karen Dennison in the County's Office of Audits & Advisory Services has reviewed the draft FY05 audit report and found everything satisfactory. She noted that there were some areas of interest (eg. the increase in total liabilities from 2004 to 2005) but the amounts are immaterial and not a cause for concern. Since the City Auditor had already approved the draft report, the Board moved to adopt it. Andrew will sign the cover letter and provide it back to the City Auditor in order to process completion of the FY05 audit.

Item #6: Business Process Reengineering Update

Andrew presented to Chandra and Matt each with a binder containing the twelve SanGIS Business Process documents that he and staff had prepared. These documents were emailed a month earlier to them, and reflect a milestone for SanGIS and an asset to the agency, and the City and County. These documents will be prove to be a tremendous foundation to the SanGIS BPR.

Dave reported that the County has reached an agreement with the consultant that will be facilitating the BPR. Although the County and consultant have not yet signed a contract yet, he will work to schedule the scoping meeting with them.

Item #7: Other
None.

The meeting adjourned at 9:38AM

Respectfully,

Andrew Abouna
Executive Director

Date

SanGIS FY2007 Budget Summary as of 4/5/07

Board Agenda Item 3a, April 13, 2007

EXPENSE

Category	Description	Budget (see notes)	Actual (see notes)	Year End	
				Projection (see notes)	Difference
Staff	Full & Part Time Staff	\$1,058,600	\$413,527	\$1,126,147	(\$67,547)
Operations	Facilities, Equipment, Supplies	\$120,000	\$100,790	\$136,557	(\$16,557)
Technical Services	Network & System Maintenance	\$356,800	\$240,349	\$363,610	(\$6,810)
Subtotal		\$1,535,400	\$754,666	\$1,619,017	(\$90,914)

REVENUE

External	Sales, Interest, Charges	\$66,000	\$26,345	\$51,122	(\$14,878)
Internal	City & County of San Diego, Interest	\$1,469,400	\$1,138,642	\$1,620,145	\$150,745
Subtotal		\$1,535,400	\$1,164,987	\$1,671,267	\$135,867

DIFFERENCE			\$410,321		\$44,954
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SanGIS FY2007 Expense Accounts as of 4/5/07

Board Agenda Item 3b, April 13, 2007

Category	Budget		Current	Projected			Description	Total YTD	January	February	March
	Annual	To Date	Balance	Year End Bal	Cost to Complete	Subtotal					
Staffing	\$500,600	\$375,450	\$444,119	(\$35,141)	\$479,260	\$535,741	City Staff	\$56,481	\$0	\$0	\$0
	\$100,000	\$75,000	\$31,386	(\$19,981)	\$51,367	\$119,981	TOPS Staff	\$68,614	\$7,174	\$8,685	\$9,035
	\$442,000	\$331,500	\$156,736	(\$9,425)	\$166,161	\$451,425	County Staff	\$285,264	\$0	\$0	\$0
	\$7,500	\$5,625	\$7,500	\$0	\$7,500	\$7,500	External Auditor	\$0	\$0	\$0	\$0
	\$3,000	\$2,250	(\$168)	(\$3,000)	\$2,832	\$6,000	Attorney	\$3,168	\$195	\$0	\$0
	\$5,500	\$4,125	\$5,500	\$0	\$5,500	\$5,500	Accounting	\$0	\$0	\$0	\$0
Subtotal Staffing	\$1,058,600	\$793,950	\$645,073	(\$67,547)	\$712,620	\$1,126,147		\$413,527	\$7,369	\$8,685	\$9,035
Facilities	\$92,000	\$69,000	\$11,159	(\$14,463)	\$25,622	\$106,463	Office Rent	\$80,841	\$15,103	\$12,000	\$6,694
	\$5,000	\$3,750	\$1,122	(\$171)	\$1,293	\$5,171	Telephone	\$3,878	\$598	\$0	\$470
	\$3,000	\$2,250	(\$419)	(\$419)	\$0	\$3,419	Insurance	\$3,419	\$0	\$0	\$0
Subtotal	\$100,000	\$75,000	\$11,159	(\$14,463)	\$25,622	\$106,463		\$88,138	\$15,701	\$12,000	\$7,164
Equipment/Supplies	\$4,000	\$3,000	\$704	(\$395)	\$1,099	\$4,395	Office Supplies	\$3,296	\$1,530	\$235	\$0
	\$500	\$375	\$466	\$266	\$200	\$234	Postage/Mailing	\$34	\$0	\$0	\$0
	\$300	\$225	\$128	\$71	\$57	\$229	Water Purchases	\$172	\$17	\$17	\$19
	\$500	\$375	\$500	\$200	\$300	\$300	Equipment Repair & Maint	\$0	\$0	\$0	\$0
	\$3,000	\$2,250	\$2,019	\$19	\$2,000	\$2,981	Copier & Plotter Supplies	\$981	\$0	\$0	\$0
	\$1,000	\$750	\$1,000	\$0	\$1,000	\$1,000	Graphic Services	\$0	\$0	\$0	\$0
	\$1,400	\$1,050	\$819	\$625	\$194	\$775	Photocopy Xerox	\$581	\$0	\$0	\$116
	\$300	\$225	\$300	\$150	\$150	\$150	Parking Stamps	\$0	\$0	\$0	\$0
	\$3,000	\$2,250	\$2,252	\$2,003	\$249	\$997	Credit Card Expense	\$748	\$70	\$87	\$88
	\$2,500	\$1,875	(\$3,236)	(\$5,736)	\$2,500	\$8,236	Equipment/Furniture	\$5,736	\$0	\$0	\$5,736
	\$3,500	\$2,625	\$2,396	\$0	\$2,396	\$3,500	Conference/Training/Events	\$1,104	\$0	\$1,085	\$19
Subtotal	\$20,000	\$15,000	\$7,348	(\$2,797)	\$10,145	\$22,797		\$12,652	\$1,617	\$1,424	\$5,978
Technical Services	\$25,000	\$18,750	\$16,100	\$0	\$16,100	\$25,000	Hardware	\$8,900	\$0	\$9,000	-\$100
	\$1,200	\$900	\$870	\$570	\$300	\$630	SDDPC System Access (Y79)	\$330	\$0	\$0	\$330
	\$13,250	\$9,938	\$2,175	\$1,175	\$1,000	\$12,075	Sun Support	\$11,075	\$0	\$0	\$0
	\$48,000	\$36,000	\$5,966	(\$4,045)	\$10,011	\$52,045	WAN & LAN Fees & Maint	\$42,034	\$5,865	\$4,294	\$4,857
	\$16,000	\$12,000	(\$5,478)	(\$5,478)	\$0	\$21,478	SBC Circuit Maintenance	\$21,478	\$0	\$0	\$0
	\$4,000	\$3,000	\$4,000	\$0	\$4,000	\$4,000	Oracle Support	\$0	\$0	\$0	\$0
	\$40,000	\$30,000	\$5,191	\$0	\$5,191	\$40,000	ESRI Support	\$34,809	\$0	\$33,187	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	ESRI Equipment Purchases	\$0	\$0	\$0	\$0
	\$10,750	\$8,063	(\$25)	(\$25)	\$0	\$10,775	Thomas Brothers Products	\$10,775	\$0	\$0	\$0
	\$65,000	\$48,750	\$63,800	(\$599)	\$64,399	\$65,599	Orthophoto Products	\$1,200	\$0	\$0	\$0
	\$93,600	\$70,200	\$22,619	(\$781)	\$23,400	\$94,381	Network Support	\$70,981	\$7,800	\$7,800	\$7,800
	\$37,000	\$27,750	(\$1,141)	\$0	(\$1,141)	\$37,000	Other HW/SW Maintenance	\$38,141	\$125	\$2,950	\$0
	\$3,000	\$2,250	\$2,374	\$2,374	\$0	\$626	Office Software	\$626	\$0	\$0	\$0
Subtotal	\$356,800	\$267,600	\$116,451	(\$6,810)	\$123,261	\$363,610		\$240,349	\$13,790	\$57,231	\$12,887
Totals	\$1,535,400	\$1,151,550	\$780,734	(\$91,617)	\$871,648	\$1,619,017		\$754,666	\$38,477	\$79,340	\$35,064

SanGIS FY2007 Revenue Accounts as of 4/5/07

Board Agenda Item 3c, April 13, 2007

Category	Budget		Current	Projected			Description				
	Annual	To Date	Balance	Year End Dif.	Additional	Subtotal		Total YTD	January	February	March
External Revenue	\$50,000	\$37,500	\$26,332	(\$14,891)	\$8,777	\$35,109	Storefront Sales	\$26,332	\$3,735	\$2,780	\$3,925
	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	\$12,000	\$0	\$0	\$16,000	\$16,000	ARJIS Revenue	\$0	\$0	\$0	\$0
	\$66,000	\$49,500	\$26,345	(\$14,891)	\$24,777	\$51,122	Sub-Total	\$26,345	\$3,735	\$2,780	\$3,925
Internal Revenue	\$367,350	\$275,513	\$484,700	\$0	(\$117,350)	\$367,350	County Funding	\$484,700	\$234,700	\$0	\$0
	\$734,700	\$551,025	\$400,745	\$150,745	\$484,700	\$885,445	City Funding	\$400,745	\$150,745	\$250,000	\$0
	\$0	\$0	\$5,157				Interest Earned	\$5,157	\$2,141	\$0	\$0
			(\$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	\$826,538	\$1,138,642	\$150,745	\$484,700	\$1,620,145	Sub-Total	\$1,138,642	\$387,586	\$250,000	\$0
Totals	\$1,535,400	\$876,038	\$1,164,987	\$135,854	\$509,477	\$1,671,267		\$1,164,987	\$391,321	\$252,780	\$3,925