



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, May 11, 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, April 13, 2007	APPROVE
2.	Minutes of SanGIS Board of Director's Special Meeting, April 16, 2007	APPROVE
3.	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 Please see attached report	INFORMATION
5.	Board Authorization for Executive Director to Contract Please see attached Status Report	APPROVE
6.	SanGIS SDE Access Fee Please see attached Status Report	APPROVE
7.	SanGIS FY08 Budget Please see attached report	APPROVE
8.	BPR and Regionalization Update Please see attached Status Report	INFORMATION
8.	Other Attachments (7 PDFs):	

SanGIS Board Minutes of 041307

SanGIS Board Minutes of 041607

SanGIS Update for 05107

SanGIS FY08 Budget Report

SanGIS Budget Summary_051107, SanGIS Budget Expenses_051107, SanGIS Budget Revenue_051107



Date: May 11, 2007
To: SanGIS Board of Directors
From: SanGIS Executive Director
Subject: Minutes of SanGIS Board of Directors Meeting on April 13, 2007

The meeting was called to order at 8:30 AM

Board Members Present:

Matt McGarvey, City Manager designee, Board Chair
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
Terry Dutton, General Council, County of San Diego

Consent Agenda

No consent agenda for this meeting

Regular Agenda (summarized here in numerical order)

Item #1: Meeting Minutes

Chandra noted the need for the following correction to the minutes:

Page 2, 5th Paragraph, "...until after recordation." and deleting the rest of the sentence.

With the above correction the Board approved the minutes from the March Board Meeting.

Item #2: Comments from the public

There were no comments from the public.

Item #3: Status Report

Andrew Abouna presented the to-date FY07 Budget Summary/Expense/Revenue spreadsheets. He noted that there have been no unusual expenses or revenues, but that SanGIS is still awaiting the final two

payments from the City. Chandra Waller asked if the need for the City's revenue had become urgent. Andrew said it would be urgent by next month. Phyllis Chapin noted that she has been in touch the Auditor's Office to request an update of the payment. Matt McGarvey said he would also do the same.

Chandra asked if Andrew had prepared the budget for next Fiscal Year. He replied it would be ready for the next Board meeting. He stated the desire to present two budgets. The first would adhere to current funding levels, but with adjustments for salary increases that were forthcoming from Dave and Phyllis. A second, alternate budget would reflect the need to invest in information technology upgrades. Andrew noted that much of that IT equipment is 6 years old, except for 4 desktop computers and staff monitors that he recently had replaced. Chandra asked if there were any other critical IT needs. Andrew said that these recent desktop and monitor purchases have taken care of the critical needs, with the exception of still needing a server tape backup drive that he will talk to Matt about.

There was some discussion that the City and County budgets for SanGIS were already determined for FY08, requiring that the SanGIS budget follow current levels of funding. Also, SanGIS needs would be dependent upon the outcome of the BPR. As Matt noted, there could and should be strategies for fiscal savings recommended from the BPR. Chandra also stated that waiting until after the BPR to decide upon funding and IT needs for SanGIS would be preferred because it could then be known if SanGIS IT equipment would need to meld with the City and/or County infrastructure. Therefore, it was determined the FY08 budget for SanGIS should follow the previous budget, with allowances for changes for City and County staffing costs. However, it would be good to identify the IT infrastructure needs.

With regards to office space, Dave Lindsay advised the Board that he had been on contact with the County's General Services. General Services, currently responding to another request, would determine if there was any available office space for SanGIS within County offices and whether the County could locate other staff to the current SanGIS office space. Andrew advised that any future office space for SanGIS should provide for all staff being located together and that there would need to be an evaluation of how the SanGIS servers and overall IT could remain independent.

Andrew provided a brief update on determining a cost structure for charging agencies for direct access to SanGIS SDE. Dave, Phyllis and Andrew had some earlier discussion on this, but felt that perhaps a thorough evaluation of it would come from the BPR. However, Andrew reminded the Board that SANDAG is currently not paying for any access to SanGIS SDE. Also, CCDC had earlier been interested in an SDE connection and he had provided them a quote for access. More recently, CCDC asked SDDPC to connect through

the City's/SDDPC's infrastructure since CCDC felt they were a City agency. The Board reasoned that since they are not a department of either the City or County, but are a separate agency with their own budget, and by way of example manage their own licensing, they are not included in the City's or County's fees paid to SanGIS. As a result, they should not be connecting to SanGIS SDE without a separate arrangement directly with SanGIS, or through Phyllis. Andrew would advise SDDPC of this. Meanwhile, Andrew is expecting a meeting with SANDAG to talk about data sharing and data connection fees.

Item #4: FY06 Annual Financial Report Consultant

Andrew stated that he advised the City Auditor that the SanGIS Board had approved the FY05 Audit. He was awaiting an updated cover letter for his signature in order to finalize publication of that Audit.

Regarding the FY06 audit, Andrew reported that after nearly two months since issuance of the RFP for an audit consultant only one firm had replied – Moss, Levy & Hartzheim, LLP. Andrew distributed the proposal from Moss, which was received by Karen Dennison in the County's Office of Audits & Advisory Services, who had been coordinating the RFP. The firm has previously performed audits for a number of County of San Diego departments and agencies. The County Office of Audits & Advisory Services expressed comfort in hiring Moss. Since this Board item was listed as "Information" the board could not vote on it. Therefore, the Board raised the question as to whether the Executive Director has the right to contract without Board approval. The Board expected so but asked Dave to confirm with Tom Harron. If Board approval was needed, Terry Dutton said it would allowable to do so by teleconference between the Board and Andrew, with proper noticing.

Item #5: Business Process Reengineering Update

Andrew stated that Dave had advised him that the County had hired the consultant to facilitate the BPR and that he had been in contact with them. A pre-scoping teleconference call was expected for next week between the consultant, Dave, Phyllis and himself. An actual scoping meeting was scheduled in person with the consultant for May 10 and the workshop event was planned for June 4th through June 7th. It was now a matter of locating a conference room for 40-50 participants and to get on participant's calendars. This scheduling effort would begin now. Possible conference room locations were discussed.

Item #7: Other

Matt asked for a refined presentation of the Status Report to include a listing and brief summary of items to be reported. In addition, Chandra has asked to

indicate at the end of the Minutes any action or pending items, person(s) responsible for the item, and proposed completion date.

The meeting adjourned at 9:18AM.

Action and Pending Items:

1. Contact Tom Harron for clarification of any requirements that the Executive Director seek Board approval for contracting or purchasing, possibly based upon dollar amount, due to JPA or previous Board requirements or precedence.

Dave or Andrew. Advise Board when determined.

2. Status of City Payment to SanGIS.

Matt and Phyllis. Update Board at next meeting.

3. Determination of County office space for SanGIS and County use of SanGIS office space.

Dave. Update Board at next meeting

4. Determination of SanGIS SDE access costs to external agencies.

Andrew. Update Board at next meeting.

5. Direction for replacement server backup tape drive.

Andrew. Update Board at next meeting.

6. Prepare FY08 Budget and Needs.

Andrew. Update Board at next meeting.

Respectfully,

Andrew Abouna
Executive Director

Date



Date: May 11, 2007
To: SanGIS Board of Directors
From: SanGIS Executive Director
Subject: Minutes of SanGIS Board of Directors Special Meeting on April 16, 2007

The teleconference meeting was called to order at 12:02 PM

Board Members Present by Telephone:

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

Others Present:

Andrew Abouna, SanGIS Executive Director

Consent Agenda

No consent agenda for this meeting

Special Agenda (summarized here in numerical order)

Item #1: Vote to delegate authority to the Executive Director for contracts approval.

Chandra and Matt proposed that the Executive Director should approve contracts up to a specified dollar limit. However, there should also be a provision for the total contracts dollar amount that could be approved over a given period. The Board asked for Andrew to develop appropriate language specifying both the single and cumulative dollar limit and to present this at the next regular Board meeting for approval.

The Board voted to approve contracting for the services of Moss, Levy & Hartzheim, LLP to provide the FY06 Audit of SanGIS.

Item #2: Comments from the public

There were no comments from the public.

The meeting adjourned 12:06PM.

Action and Pending Items:

1. Develop appropriate language specifying both the single and cumulative dollar limit on contracts that the Board could delegate to authorize the Executive Director to approve contracts.

Andrew. Update Board at next meeting.

Respectfully,

Andrew Abouna
Executive Director

Date

SanGIS FY2007 Expense Accounts as of 5/7/07

Board Agenda Item 4b, May 11, 2007

Category	Budget		Current Balance	Year End Bal	Projected		Description	Total YTD	February	March	April
	Annual	To Date			Cost to Complete	Subtotal					
Staffing	\$500,600	\$417,167	\$444,119	\$31,283	\$412,836	\$469,317	City Staff	\$56,481	\$0	\$0	\$0
	\$100,000	\$83,333	\$22,465	\$2,026	\$20,439	\$97,974	TOPS Staff	\$77,535	\$8,685	\$9,035	\$8,921
	\$442,000	\$368,333	\$39,295	(\$9,425)	\$48,720	\$451,425	County Staff	\$402,705	\$0	\$0	\$117,441
	\$7,500	\$6,250	\$7,500	\$0	\$7,500	\$7,500	External Auditor	\$0	\$0	\$0	\$0
	\$3,000	\$2,500	(\$168)	(\$3,000)	\$2,832	\$6,000	Attorney	\$3,168	\$0	\$0	\$0
	\$5,500	\$4,583	\$5,500	\$0	\$5,500	\$5,500	Accounting	\$0	\$0	\$0	\$0
Subtotal Staffing	\$1,058,600	\$882,167	\$518,711	\$20,884	\$497,827	\$1,037,716		\$539,889	\$8,685	\$9,035	\$126,362
Facilities	\$92,000	\$76,667	\$2,619	(\$14,462)	\$17,081	\$106,462	Office Rent	\$89,381	\$12,000	\$6,694	\$8,540
	\$5,000	\$4,167	\$641	(\$231)	\$872	\$5,231	Telephone	\$4,359	\$0	\$470	\$481
	\$3,000	\$2,500	(\$419)	(\$419)	\$0	\$3,419	Insurance	\$3,419	\$0	\$0	\$0
Subtotal	\$100,000	\$83,333	\$2,619	(\$14,462)	\$17,081	\$106,462		\$97,159	\$12,000	\$7,164	\$9,021
Equipment/Supplies	\$4,000	\$3,333	(\$522)	(\$822)	\$300	\$4,822	Office Supplies	\$4,522	\$235	\$0	\$1,226
	\$500	\$417	\$409	\$209	\$200	\$291	Postage/Mailing	\$91	\$0	\$0	\$57
	\$300	\$250	\$111	\$73	\$38	\$227	Water Purchases	\$189	\$17	\$19	\$17
	\$500	\$417	\$500	\$200	\$300	\$300	Equipment Repair & Maint	\$0	\$0	\$0	\$0
	\$3,000	\$2,500	\$681	\$0	\$681	\$3,000	Copier & Plotter Supplies	\$2,319	\$0	\$0	\$1,338
	\$1,000	\$833	\$1,000	\$750	\$250	\$250	Graphic Services	\$0	\$0	\$0	\$0
	\$1,400	\$1,167	\$703	\$471	\$232	\$929	Photocopy Xerox	\$697	\$0	\$116	\$116
	\$300	\$250	\$300	\$150	\$150	\$150	Parking Stamps	\$0	\$0	\$0	\$0
	\$3,000	\$2,500	\$2,139	\$1,967	\$172	\$1,033	Credit Card Expense	\$861	\$87	\$88	\$113
	\$2,500	\$2,083	\$169	\$19	\$150	\$2,481	Equipment/Furniture	\$2,331	\$0	\$0	\$2,331
	\$3,500	\$2,917	\$2,056	\$0	\$2,056	\$3,500	Conference/Training/Events	\$1,444	\$1,085	\$19	\$340
Subtotal	\$20,000	\$16,667	\$7,546	\$3,017	\$4,529	\$16,983		\$12,454	\$1,424	\$242	\$5,538
Technical Services	\$25,000	\$20,833	\$6,823	\$0	\$6,823	\$25,000	Hardware	\$18,177	\$9,000	\$5,636	\$3,541
	\$1,200	\$1,000	\$802	\$569	\$233	\$631	SDDPC System Access (Y79)	\$398	\$0	\$330	\$68
	\$13,250	\$11,042	\$2,175	\$1,175	\$1,000	\$12,075	Sun Support	\$11,075	\$0	\$0	\$0
	\$48,000	\$40,000	(\$570)	(\$6,284)	\$5,714	\$54,284	WAN & LAN Fees & Maint	\$48,570	\$4,294	\$4,857	\$6,536
	\$16,000	\$13,333	(\$5,478)	(\$5,478)	\$0	\$21,478	SBC Circuit Maintenance	\$21,478	\$0	\$0	\$0
	\$4,000	\$3,333	\$10	\$10	\$0	\$3,990	Oracle Support	\$3,990	\$0	\$0	\$3,990
	\$40,000	\$33,333	\$5,191	\$0	\$5,191	\$40,000	ESRI Support	\$34,809	\$33,187	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	ESRI Equipment Purchases	\$0	\$0	\$0	\$0
	\$10,750	\$8,958	(\$25)	(\$25)	\$0	\$10,775	Thomas Brothers Products	\$10,775	\$0	\$0	\$0
	\$65,000	\$54,167	\$63,800	(\$599)	\$64,399	\$65,599	Orthophoto Products	\$1,200	\$0	\$0	\$0
	\$93,600	\$78,000	\$14,819	(\$781)	\$15,600	\$94,381	Network Support	\$78,781	\$7,800	\$7,800	\$7,800
	\$37,000	\$30,833	(\$1,141)	\$0	(\$1,141)	\$37,000	Other HW/SW Maintenance	\$38,141	\$2,950	\$0	\$0
	\$3,000	\$2,500	\$2,374	\$1,774	\$600	\$1,226	Office Software	\$626	\$0	\$0	\$0
Subtotal	\$356,800	\$297,333	\$88,780	(\$9,640)	\$98,420	\$366,440		\$268,020	\$57,231	\$18,623	\$21,935
Totals	\$1,535,400	\$1,279,500	\$617,878	(\$201)	\$617,857	\$1,527,601		\$917,522	\$79,340	\$35,064	\$162,856

SanGIS FY2007 Revenue Accounts as of 5/7/07

Board Agenda Item 4c, May 11, 2007

Category	Budget		Current	Projected			Description				
	Annual	To Date	Balance	Year End Dif.	Additional	Subtotal		Total YTD	February	March	April
External Revenue	\$50,000	\$41,667	\$30,391	(\$13,531)	\$6,078	\$36,469	Storefront Sales	\$30,391	\$2,780	\$3,925	\$4,059
	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	\$13,333	\$0	\$0	\$16,000	\$16,000	ARJIS Revenue	\$0	\$0	\$0	\$0
	\$66,000	\$55,000	\$30,404	(\$13,531)	\$22,078	\$52,482	Sub-Total	\$30,404	\$2,780	\$3,925	\$4,059
Internal Revenue	\$367,350	\$306,125	\$484,700	\$0	(\$117,350)	\$367,350	County Funding	\$484,700	\$0	\$0	\$0
	\$734,700	\$612,250	\$400,745	\$150,745	\$484,700	\$885,445	City Funding	\$400,745	\$250,000	\$0	\$0
	\$0	\$0	\$9,184	\$11,021	\$1,837	\$11,021	Interest Earned	\$9,184	\$0	\$0	\$4,027
			(\$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	\$918,375	\$1,142,669	\$161,766	\$486,537	\$1,631,166	Sub-Total	\$1,142,669	\$250,000	\$0	\$4,027
Totals	\$1,535,400	\$973,375	\$1,173,073	\$148,235	\$508,615	\$1,683,648		\$1,173,073	\$252,780	\$3,925	\$8,086



**Fiscal Year 2008
Budget**

May 2007

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SanGIS Mission

*To maintain and promote the use of
a regional geographic data warehouse for the San Diego area and
to facilitate the development of shared geographic data and
automated systems which use that data.*



For questions or more information, please contact:

Andrew Abouna
Executive Director
(858) 874-7020
aabouna@sangis.org

EXECUTIVE SUMMARY

To accomplish its Mission, SanGIS has evolved into an agency having three business domains that are focused on local and regional Geographic Information Systems (GIS). These domains are maintenance of a regional landbase, regional GIS data warehouse, and regional GIS services. A complex set of data models and business processes are employed to carry out these various functions. It is these processes for data maintenance, sharing and related innovation that has given SanGIS recognition as a national model in GIS.

Since July of 2007, SanGIS funding has been derived predominantly from equal contributions by the City of San Diego and County of San Diego, its two member agencies. Based upon FY07 finances, \$734,700 was provided by each agency, or \$1,469,400 in total. Approximately another \$51,000 would be generated through the cost recovery of GIS services.

With the change in the SanGIS Executive Director position occurring between the months of October and December 2006, an FY08 budget was heretofore not submitted in time to meet City or County budget processing. Consequently, with the exception of estimates for programmed personnel cost increases, it is believed that both agencies have budgeted essentially the same amount in FY08 as they did for the previous year.

While the FY08 Budget is nearly identical to that for FY07 there are some exceptions. Notable changes to expenses for FY08 are previously unbudgeted increases in rent, internet access and related components maintenance, as well as programmed salary-related increases. Compared to FY07, the FY08 County staff salaries increase for all staff, for a total of about \$42,000. Salaries for three of the four City staff also increases, but due to the significant reduction in Executive Director salary there is an overall decrease of about \$17,000 for FY08 compared to FY07.

The resulting FY08 budget totals \$1,585,792, an increase of \$50,392 over FY07; nearly two thirds of this increase is for personnel expense. In keeping with the practice of past years, the SanGIS budget is balanced with no reserve. Consequently, given the expenses and revenues projected for FY08, and that the City and County at this time are the chief funding sources for SanGIS, the member contributions will each need to be \$761,896, an increase of \$27,196 compared to FY07.

It is also important to note that constraints of a fixed budget, with no reserve, have resulted in a deficient cycle for ensuring that computer hardware meets minimum requirements. Since information technology (IT), both hardware and software, is at the core of SanGIS operations, it is essential that an implementation and funding plan be adopted to bring IT infrastructure from an existing age of 6 or more years old to within a more typical 3 years of currency. If funding for the IT needs cannot met by adjustments to the FY08 budget then it would be very desirable, if not critical, to have a funding program in place for the FY09 budget.

A detailed accounting of SanGIS's IT infrastructure can be found in the extensive SanGIS Business Process Documents that were recently completed for the Business Process Reengineering (BPR) and Regionalization effort. Under separate cover, an IT needs and cost schedule will be prepared for Board review and approval, possibly for amendment to this FY08 Budget. It is acknowledged, however, that results of the BPR and Regionalization effort could have an impact upon how the IT needs are addressed.

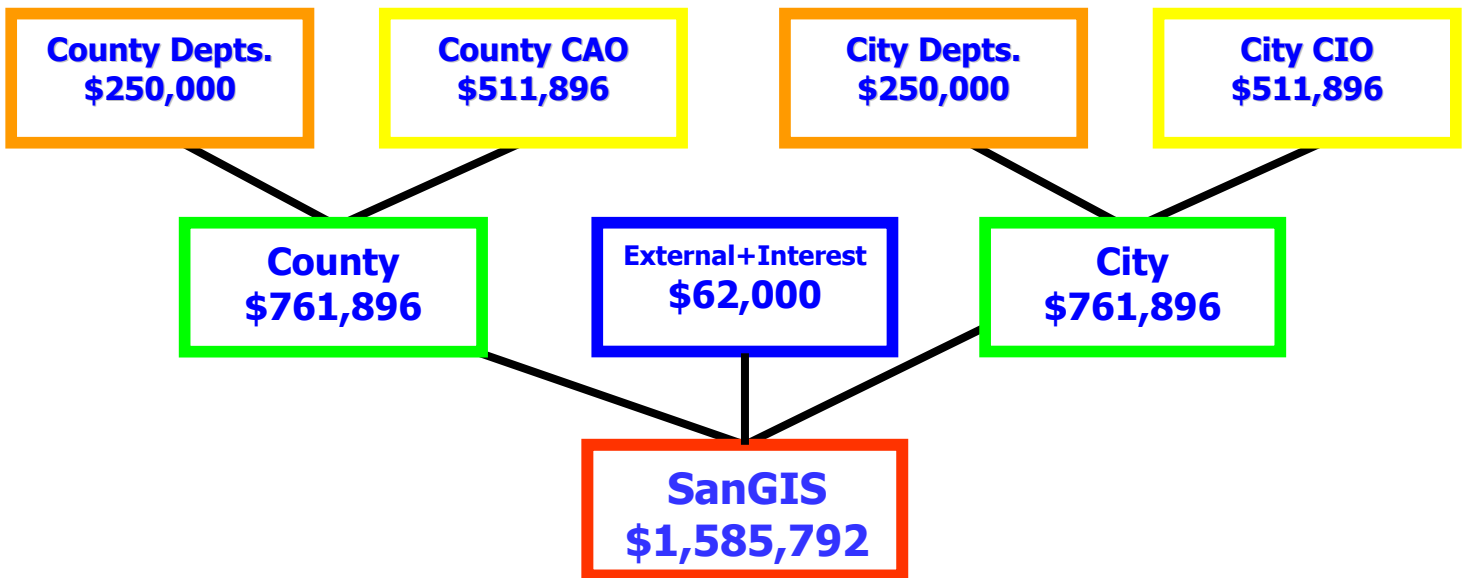
While the budget is constrained opportunities for increasing external revenue generation are possible. These opportunities will be through increased GIS services, products, and services fees for direct access to SanGIS's servers. The latter provides for many benefits to an agency wishing to gain easier and more complete access to a wider range of SanGIS data. Determination of server access may possibly be made in the forthcoming SanGIS BPR and Regionalization effort, although this not a necessity for a more immediate implementation of cost recovery fees.

Fiscal Year 2008 is anticipated to be a year of flux for SanGIS. First, the agency has a new Executive Director who is prepared to hold fast to the SanGIS Mission, while seeking opportunities to enhance that mission through efficiencies, innovation and partnerships. Second, the forthcoming BPR and Regionalization effort present opportunities to bring forth many positive outcomes. These could include fiscal and time saving changes in processes, new partnerships, changes in revenue, while also providing increased services and reliance to its members. As the agency moves forward, even within the constraint of the budget presented herein, many new highlights are anticipated for SanGIS.

Budget Summary

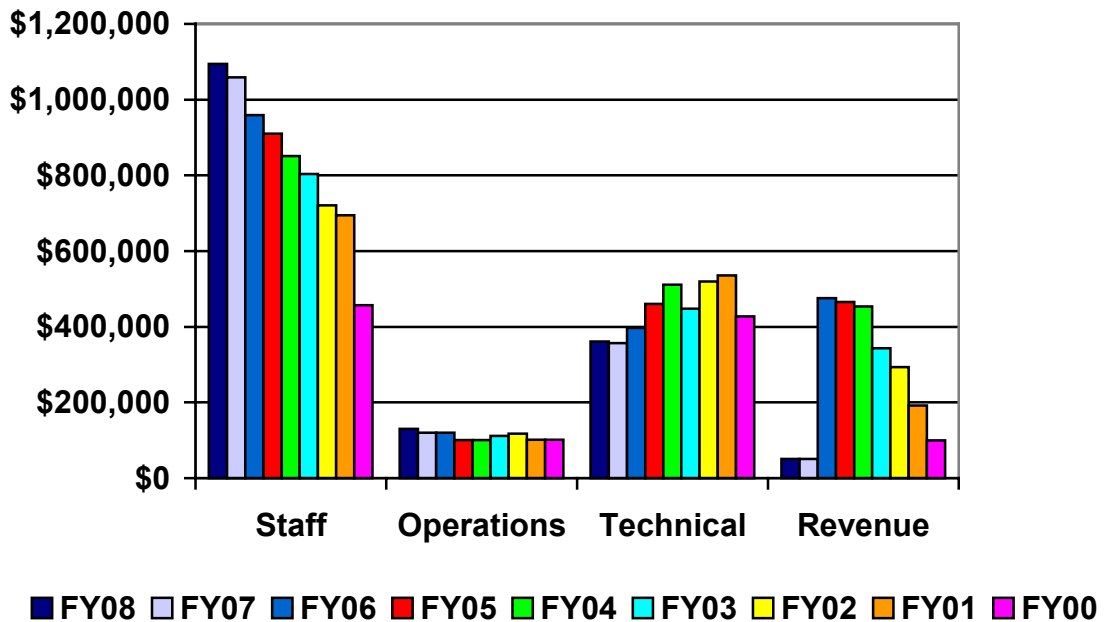
SanGIS FY08 Budget Summary		
Category	Description	FY08 Budget
Staff	Full & Part Time Staff	\$1,094,512
Operations	Facilities, Equipment, Supplies	\$130,455
Technical Services	Network & System Maintenance	\$360,825
	Expense Total	\$1,585,792
Revenue	External Revenue Projections	(\$51,000)
	City of San Diego	(\$761,896)
	County of San Diego	(\$761,896)
	Interest	(\$11,000)
	Revenue Total	(\$1,585,792)
	SanGIS Reserves	\$0
TOTAL		\$1,585,792

Budget Split



Total SanGIS Budget FY08 to FY07 Comparison

SanGIS FY08 to FY07 Budgets Comparison				
Category	Description	FY08 Budget	FY07 Budget	Difference
EXPENSE				
Staff	Full & part time staff	\$1,094,512	\$1,058,600	\$27,385
Operations	Facilities, equipment, supplies	\$130,455	\$120,000	\$10,455
Technical Services	Network & System Maintenance	\$360,825	\$356,800	\$4,025
	Expense Total	\$1,585,792	\$1,535,400	\$50,392
REVENUE				
External	External Revenue Projection	(\$51,000)	(\$51,000)	\$0
Internal	City and County	(\$1,523,792)	(\$1,469,400)	\$54,392
	Interest Projection	(\$11,000)	(\$11,000)	\$0
	Revenue Total	(\$1,585,792)	(\$1,531,400)	\$54,392
Member Contributions	City of San Diego	(\$761,896)	(\$734,700)	\$27,196
	County of San Diego	(\$761,896)	(\$734,700)	\$27,196



SanGIS Staff Budget

SanGIS FY08 Staff Budget (Salary & Benefits)		
Category	Description	FY08 Budget
Maintenance Staff	Operations Manager	\$128,275
	GIS Consultant	\$42,000
	GIS Analysts Trainees (3)	\$242,824
	Data Technicians (3)	\$63,000
	Sub-Total	\$476,099
Technical Staff	Application Programmer II (2)	\$247,312
	GIS Analyst	\$113,126
	Sub-Total	\$360,438
Public Access & Admin	Info. Systems Technician	\$91,675
	Executive Director	\$148,800
	Sub-Total	\$240,475
Support Staff	Auditor/Treasurer	\$5,500
	External Auditor	\$7,500
	Attorney	\$4,500
	Sub-Total	\$17,500
Staff Total		\$1,094,512

Notes:

SanGIS is budgeted for four full-time City of San Diego employees and five full-time County of San Diego employees whose salary and benefits are 100% reimbursed by SanGIS. The a temporary employment, SanGIS also employs three map technicians, one GIS consultant, and one IT Systems Administrator.

FY08 Staff Budget includes overtime estimates based upon FY07 averages. These are reflected in the values for the Operations Manager (56 hours) and GIS Analyst (88 hours).

The County of San Diego provides financial support through the Auditor and Controller. SanGIS legal services are also provided by the County of San Diego.

SanGIS Staff Budget FY08 to FY07 Comparison

SanGIS FY08 to FY07 Staff Budgets Comparison (Salary & Benefits)				
Category	Description	FY08 Budget	FY07 Budget	Difference
Maintenance Staff	Operations Manager	\$128,275	\$109,000	\$19,275
	GIS Consultant	\$42,000	\$0	\$42,000
	GIS Analysts Trainees (3)	\$242,824	\$246,000	(\$3,176)
	Data Technicians (3)	\$63,000	\$100,000	(\$37,000)
	Sub-Total	\$476,099	\$455,000	\$21,099
Technical Staff	Application Programmer II (2)	\$247,312	\$250,500	(\$3,188)
	GIS Analyst	\$113,126	\$87,000	\$26,126
	Sub-Total	\$360,438	\$337,500	\$22,938
Public Access & Admin	Info Systems Technician	\$91,675	\$77,600	\$14,075
	Executive Director	\$148,800	\$172,500	(\$23,700)
	Sub-Total	\$240,475	\$250,100	(\$9,925)
Support Staff	Auditor/Treasurer	\$5,500	\$5,000	\$500
	External Audit	\$7,500	\$7,500	\$0
	Attorney	\$4,500	\$3,000	\$1,500
	Sub-Total	\$17,500	\$15,500	\$2,000
Total		\$1,094,512	\$1,058,100	\$36,412

Notes:

Staff budget numbers are based upon the latest projections from the City, County, and average temporary employee hours.

SanGIS Operations Budget

SanGIS FY08 Operations Budget		
Category	Description	FY08 Budget
Facilities	Office Rental	\$104,205
	Phone	\$5,200
	Insurance	\$3,500
	Sub-Total	\$112,905
Equipment & Supplies	Office Supplies	\$4,000
	Postage	\$250
	Water	\$250
	Paper & Plotter Supplies	\$3,000
	Equipment Maintenance	\$500
	Copy Machine Rental	\$1,400
	Graphics	\$1,000
	Parking Stamps	\$150
	Credit Card Fees	\$1,000
	Furniture/Equipment	\$2,500
	Conference/Training	\$3,500
	Sub-Total	\$17,550
Total Operations		\$130,455

Notes:

SanGIS occupies office space at 5469 Kearny Villa Road, Suite 102. The lease expires in March, 2010.

SanGIS Operations Budget FY08 to FY07 Comparison

SanGIS FY08 to FY07 Operations Budgets Comparison				
Category	Description	FY08 Budget	FY07 Budget	Difference
Facilities	Office Rental	\$104,205	\$92,000	\$12,205
	Phone	\$5,200	\$5,000	\$200
	Insurance	\$3,500	\$3,000	\$500
	Sub-Total	\$112,905	\$100,000	\$12,905
Equipment & Supplies	Office Supplies	\$4,000	\$4,000	\$0
	Postage	\$250	\$500	(\$250)
	Water	\$250	\$300	(\$50)
	Paper & Plotter Supplies	\$3,000	\$3,000	\$0
	Equipment Maintenance	\$500	\$500	\$0
	Copy Machine Rental	\$1,400	\$1,400	\$0
	Graphics	\$1,000	\$1,000	\$0
	Parking Stamps	\$150	\$300	(\$150)
	Credit Card Fees	\$1,000	\$3,000	(\$2,000)
	Furniture/Equipment	\$2,500	\$2,500	\$0
	Conference/Training	\$3,500	\$3,500	\$0
	Sub-Total	\$17,550	\$20,000	(\$2,450)
Total		\$130,455	\$120,000	\$10,455

Notes:

Office lease increases annually. The lease amount shown above also includes common area maintenance (CAM). The CAM, which is adjusted annually, has also increased since the FY07 budget was adopted, and this was not accounted for in the previous FY07 budget.

SanGIS Technical Services Budget

SanGIS FY08 Technical Services Budget		
Category	Description	FY08 Budget
Software Licenses	Oracle Maintenance	\$4,000
	ESRI Maintenance	\$40,000
	Thomas Brothers	\$10,775
	Orthophoto	\$65,000
	Office Software	<u>\$3,000</u>
	Sub-Total	\$122,750
Software Support	SDDPC Support	\$1,200
	Other Technical Support	<u>\$0</u>
	Sub-Total	\$1,200
Network Support	WAN Circuits	\$52,000
	SBC Circuit Maintenance	\$16,000
	Networld Solutions Support	<u>\$93,600</u>
	Sub-Total	\$161,600
Server Support	Sun Maintenance	\$13,250
	Other HW/SW Maintenance	\$37,000
	New Hardware	<u>\$25,000</u>
	Sub-Total	\$75,250
Total Technical		\$368,825

Notes:

The SanGIS Technical Services budget includes funds for on-going technical support and new automation efforts. SanGIS has direct responsibility for licensing and support from its technical vendors.

SanGIS Technical Budget FY07 to FY06 Comparison

SanGIS FY08 to FY07 Technical Services Budgets Comparison				
Category	Description	FY08 Budget	FY07 Budget	Difference
Software Licenses	Oracle Maintenance	\$4,000	\$4,000	\$0
	ESRI Maintenance	\$40,000	\$40,000	\$0
	Thomas Brothers	\$10,775	\$10,750	\$25
	Orthophoto	\$65,000	\$65,000	\$0
	Office Software	<u>\$3,000</u>	<u>\$3,000</u>	<u>\$0</u>
	Sub-Total		\$122,775	\$122,750
Software Support	SDDPC Support	\$1,200	\$1,200	\$0
	Other Technical Support	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	Sub-Total		\$1,200	\$1,200
Network Support	WAN Circuits	\$52,000	\$48,000	\$4,000
	SBC Circuit Maintenance	\$16,000	\$16,000	\$0
	Networkworld Solutions Support	<u>\$93,600</u>	<u>\$93,600</u>	<u>\$0</u>
	Sub-Total		\$161,600	\$157,600
Server Support	Sun Maintenance	\$13,250	\$13,250	\$0
	Other HW/SW Maintenance	\$37,000	\$37,000	\$0
	New Hardware/Systems	<u>\$25,000</u>	<u>\$25,000</u>	<u>\$0</u>
	Sub-Total		\$75,250	\$75,250
Total Technical		\$360,825	\$356,800	\$4,025

SanGIS Revenue Projections

SanGIS FY08 Revenue Projections		
Category	Description	FY07 Budget
External Revenue	Storefront Sales	(\$35,000)
	Other External Revenue	(\$16,000)
	Sub-Total	(\$51,000)
Internal Revenue	County Funding	(\$757,633)
	City Funding	(\$757,633)
	Interest	(\$11,000)
	Reserves	\$0
	Sub-Total	(\$1,526,266)
Total		(\$1,577,266)

SanGIS Revenue Projections FY08 to FY07 Comparison

SanGIS FY08 to FY07 Revenue Projections Comparison				
Category	Description	FY08 Budget	FY07 Budget	Difference
External Revenue	Storefront Sales	(\$35,000)	(\$35,000)	\$0
	Other External Revenue	(\$16,000)	(\$16,000)	\$0
	Sub-Total	(\$51,000)	(\$51,000)	\$0
Internal Revenue	County Funding	(\$757,633)	(\$734,700)	\$22,933
	City Funding	(\$757,633)	(\$734,700)	\$22,933
	Interest	(\$11,000)	(\$11,000)	\$0
	Sub-Total	(\$1,526,266)	(\$1,480,400)	\$45,866
Total		(\$1,577,266)	(\$1,531,400)	\$45,866

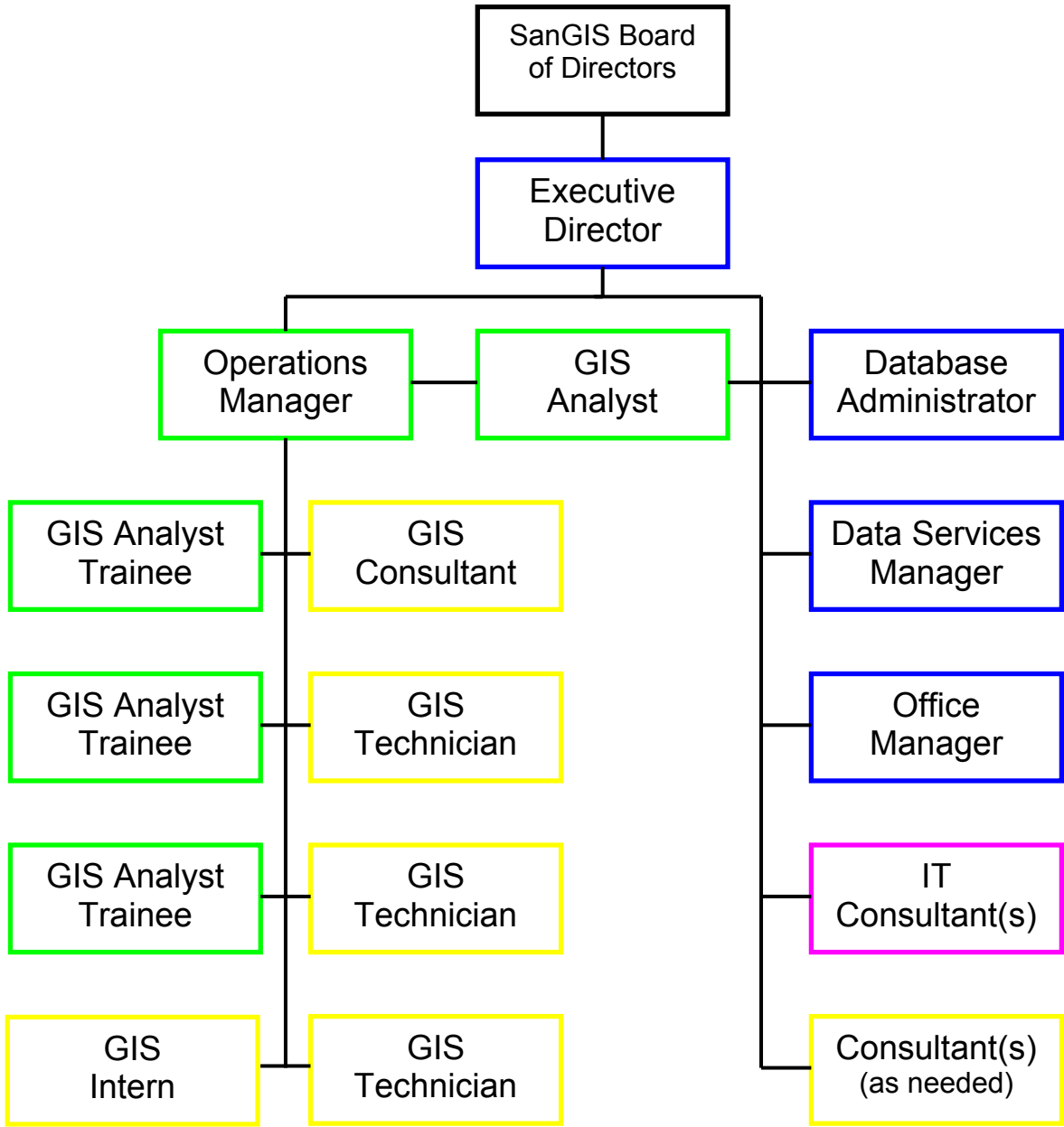
Notes:

FY07 Budget values reflect near-year end estimates for external revenue and interest. FY08 external revenue and interest are based upon FY07 values.

Fiscal Year 2007 Goals

1. Complete the SanGIS BPR and Regionalization efforts and implement the recommendations.
2. Enhance SanGIS's role for member and regional GIS sharing.
3. Complete the implementation of an upgraded web site.
4. Complete the implementation of upgraded interactive web mapping services.
5. Develop new GIS services.
6. Seek additional funding sources.
7. Participate in member agency, local and regional GIS efforts.
8. Implement new metadata application, particularly for emergency layers development.
9. Review IT network requirements and develop a revised WAN if appropriate.
10. Maintain regional landbase and roads currency at 99%.
11. Enhance current regional data layers and develop new regional layers, databases, and services.
12. Upgrade outdated IT hardware.
13. Continue to deliver the SanGIS Mission.

SanGIS Organization Chart



County of San Diego Staff:
 Operations Manager
 GIS Analyst
 GIS Analyst Trainees (3)

City of San Diego Staff:
 Executive Director
 Database Administrator
 Data Services Manager
 Office Manager

TOPS Technical Services or Other Consultant Staff:
 GIS Consultant
 GIS Technician (2)

Consultant(s), as needed
GIS Intern(s), as needed

Networld Solutions Staff:
 IT Consultant(s)





Date: May 11, 2007
To: SanGIS Board of Directors
From: SanGIS Executive Director
Subject: **Status Report**

1. Current Financial Status

Background: Attached are the 3 current spreadsheets for SanGIS finances: Summary, Expense and Revenue. Of key note are staff costs. Based upon a recent invoice from the City of San Diego I have revised the projection of City labor costs that are now significantly less than before. Also, TOPS salary expenses have been revised and are much less than previously estimated.

2. Status of City Payment to SanGIS

Background: As of the initial distribution of this report by email SanGIS still has not received payment from the City for the outstanding FY07 amount totaling \$484,700. The City did issue a PO in February to include this amount and they were invoiced in December and January for the outstanding amount. According to City records the check for the total amount due was issued on 3/8/07. An affidavit was issued on 5/7/07 by the City to SanGIS in order to verify non-receipt of the warrant. Approximately two weeks after that a new warrant will be issued by the City. Receipt of the money has become urgent so that SanGIS can meet contractual and labor payments.

3. Board Authorization for Executive Director to Contract

Background: The Board of Directors has requested formalized authorization for the Executive Director to contract. Examples of the types of contracts that the Executive Director has approved include software and hardware maintenance or license fee renewals, and vendor services such as those with internet service providers. Dollar amounts for these types of examples range typically from \$5,000 to \$65,000. Contracting by the Executive Director will ensure streamlined, efficient operations and business continuity. Based upon text without dollar amounts from Tom Harron, the following recommendation with dollar amounts is provided and recommended for the Board to approve. The dollar amounts given are representative of the average amounts associated with many ongoing contracts necessary to SanGIS operations.

Recommendation: "The Board authorizes the Executive Director to enter into individual contracts in an amount not to exceed \$30,000. Said contracts shall not cumulatively exceed \$60,000 annually until they are reported and ratified by the Board."

4. Office Space

Background: Like many office space leases the one that SanGIS holds at Seville Plaza also increases annually but at a fixed rate. Recently the increasing rent and common area maintenance costs – combined with the fact that these increases were not previously budgeted for - has become a concern for the Board. Consequently, the Board has asked Dave Lindsay to determine if there are alternative office space options within County offices for SanGIS. However, relocation for SanGIS would necessitate co-location of all 13 staff, front counter space, independent networking and server facilities, and visitor parking, along with assumption of the existing lease of 4,000 sq.ft. by the County.

5. SanGIS SDE Access Fee

Background: The County and City of San Diego both have immediate access to the latest GIS data through four dedicated broadband T1 network connections to SanGIS GIS's SDE servers. SANDAG also has a T1 connection but does not pay a fee to SanGIS for this SDE connection, however, they do pay their own infrastructure costs with their internet service provider. The Center City Development Corporation has in the past expressed an interest in having a T1 broadband connection to SanGIS. Other agencies may also be interested in this service in the future. SanGIS has underutilized capacity to provide additional T1 broadband connections. Even if an agency pays their own service provider cost for a dedicated T1 connection to SanGIS, SanGIS still incurs a cost by creating, managing, and troubleshooting the necessary user accounts that each agency must have in order for their staff to access the SanGIS data on SDE.

A T1 broadband connection eliminates the need for a client to manually download less current data from our website. To retrieve data from our website a client must first login, download, uncompress, then copy the data to their servers or computers. Data downloaded from our website is hosted in a standardized format but is not as useful as it is on SDE. In addition, the web-hosted data is updated quarterly not weekly, as is the case with SDE. Also, about 100 unique data layers are available on the website, whereas SDE offers about 450.

I have previously provided a quote to CCDC for SanGIS SDE Access. They subsequently sought alternate access to SanGIS SDE through the assistance of San Diego Processing Corporation, under the auspices that CCDC was entitled to access since there are a City Agency. At the last Board meeting it was determined CCDC is not entitled to access and I subsequently notified SDDPC of this fact.

Determination: Tom Harron confirmed that SanGIS has no duty to provide this enhanced access to SanGIS data so we are able to charge for it.

Recommendation: Implementation of a monthly access fee of \$1,000 for SanGIS SDE access by regional agencies and \$500 for local agencies. These fees would not include T1 line setup or recurring charges, for which the connecting agency would be responsible. Alternatively, SanGIS could take responsibility for the installing the T1 connection and payment of recurring charges through a cost recovery plus at 25% (administration fee) basis. This reasonable proposal is based upon staff time to setup and maintain user accounts, troubleshooting, and a fair share allocation of the costs for supporting the overall SDE system.

6. Server Back-up Drive

Background: Following the recent failure of one of the two server backup tape drives a new drive is now required to augment the single remaining drive. Andrew is still evaluating options and will discuss these with Matt.

7. FY06 Audit Preparation

Background: The FY05 Audit was approved earlier this year and the City Auditor is awaiting an updated from the auditor before this document is finalized. Meanwhile the firm of Moss, Levy & Hartzheim has been retained to conduct the FY06 Audit. I have had an initial meeting with staff from Moss, where some 20 types of documents were identified as being needed. Staff from Moss will be onsite from May 22-24 for field work to include review of the 20 document types and to conduct interviews. It is anticipated that the draft FY06 Audit will be completed in June.

8. Eagle Aerial Imagery

Background: SanGIS has a 5-year contract with Eagle Aerial Imaging to provide countywide orthophotography once annually. The annual payment amount to Eagle is approximately \$65,000 for a total potential contract value of exactly \$286,914.05. Advances in technology, user requirements, off-the-shelf products have made the contract a poor investment. Consequently, Andrew has started renegotiating the current contract with Eagle for future products.

In addition, Andrew has already renegotiated with Eagle on the pricing and specifics by which SanGIS, the City and County can display Eagle’s imagery products on our internet, interactive mapping applications, in order to meet business needs. The new negotiated annual price for display on 3 websites is \$8,000 instead of the previous \$15,000, or on one website for \$4,000 instead of the previous \$8,500.

9. FY08 Budget

Included with Agenda.

10. Business Process Reengineering and Regionalization

Background: Dave, Phyllis and myself have had several phone conversations with Brent Jameson and Jim Dickey of Guidon Performance Solutions, the facilitator for the BPR and Regionalization strategic planning workshops. Brent and Jim been provided background documents about SanGIS, including all of the BPR documents, SanGIS Fact Sheet and the presentation about SanGIS (discussing history, operations, applications, services) that I delivered to the regional Fire Chiefs in March.

The recommendation from these discussions is that the total number of attendees be limited to 20 people, with the first workshop requiring 4 days and the second 2 days. The first workshop will consist primarily of City, County and SanGIS staff with three outside GIS professionals, whereas the second workshop will consist mostly of regional participants. The table below lists the regional participants. The workshops will be held at the Mission Trails Regional Park Interpretive Center; no fee will be incurred for use of this facility. A final scoping meeting is scheduled for Thursday, May 10.

**SanGIS Regionalization Strategic Planning Workshop
Participants**

<u>Agency/Institution</u>	<u>Name</u>
Caltrans	Pat Landrum
City of Carlsbad	Karl von Schlieder
City of Chula Vista	Tom McDowell
City of Encinitas	David VanPelt
City of Escondido	Dan Hlidebrand
City of Oceanside	Debra Briski
City of Poway	Brad Rosen
City of San Diego	Phyllis Chapin
City of San Diego	Laura Brenner
City of San Marcos	Mettja Kuna
City of Santee	Cory Christiansen
County of San Diego	Dave Lindsay
County of San Diego	Sandy Woodhouse
Port of San Diego	Malcolm Meikle
San Diego Water Authority	Matt Brown
SANDAG	Steve Kunkel
SanGIS	Andrew Abouna
SDGE	Casey Cook
SDSU Foundation	Paul Hardwick
SDSU Geography Department	<i>TBD</i>
UCSD	Tracey Hughes
USD	Gene Rathswohl, Ph.D.

11. Other