



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

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