



Date: January 18, 2008
To: SanGIS Board of Directors
From: SanGIS Executive Director
Subject: Minutes of SanGIS Board of Directors Workshop on January 16, 2008

The meeting was called to order at 8:11 AM

Board Members Present:

Matt McGarvey, Mayor designee, Board Chair
Chandra Wallar, Chief Administrative Officer designee

Others Present:

Andrew Abouna, SanGIS Executive Director
Phyllis Chapin, GIS Manager, City of San Diego
Ross Martin, GIS Manager, County of San Diego

David Lindsay, IT Manager, County of San Diego
Sandy Woodhouse, County of San Diego Assessor's Office

Regular Agenda (summarized here in numerical order)

Item #1: SanGIS IT Priority 1 Upgrade

Matt stated that the Office of the CIO will purchase the IT upgrade hardware and recover the cost of the equipment over a 3 year period from SanGIS. Hardware only with no maintenance would be provided. Since a quote from SDDPC was not available reflecting hardware only, Phyllis and Andrew would work with SDDPC to obtain a revised quote on costs and specifications, so that actual annual costs to SanGIS could be provided to the Board for approval at the next regular meeting.

Item #2: SanGIS Business Models Comparison

Phyllis provided a summary of some of the history and events leading to the Gaps analysis document that compares the proposal from the County to SanGIS. Chandra commented that the detailed breakdown of the various functions in the Gaps document and the notations of the differences provides a helpful comparison.

Matt recommended framing the detailed business function around SanGIS's customers, both existing and future, and making sure their needs are addressed. He then asked the group which business function is the most important to all agencies. The group's response was quality, content and timeliness of landbase maintenance.

Ross noted some agencies are doing their own landbase maintenance, and when asked by Matt why, he noted it was to incorporate more timely information for

improved 911 routing. Andrew noted that SanGIS receives landbase data after it has recorded, which can be after the local agencies have the information. He added that there was a desire regionwide, expressed in venues such as the SanGIS strategic planning workshop, to maintain an interim landbase layer that would contain information prior to recordation. Such a layer could speed-up the landbase maintenance process and aid 911 calls to construction site accidents.

Matt then asked if other agencies are interested in connecting to SanGIS SDE (Spatial Database Engine; essentially the data warehouse server accessed by City and County staff). Ross said most SanGIS users need only shapefiles. Andrew added other data formats are also being requested, such as geodatabases. Matt stated that in addition to landbase maintenance and the data warehouse, public facing mapping is also very important to the City.

Ross then proceeded to introduce each item in the Gaps analysis document. A number of these items were discussed in more detail by the group, as summarized in the following highlights and resulting action items.

Regional Landbase Maintenance System

There were no differences in functions between the two proposals for landbase maintenance. Chandra noted the differing total costs for the Landbase Maintenance function. Ross and Andrew explained that administrative costs were included in the County's cost estimates but not SanGIS's; SanGIS administration costs were provided in a separate, subsequent section of the document.

Regional GIS Data Warehouse

Matt commented that during an emergency event the data warehouse (hardware and personnel) would need to be available 24/7.

Thomas Bros. data is very useful, but Dave noted that there may be a cost to amend the contract if the County's proposal is endorsed.

Matt asked for an overview of SanGIS's efforts in metadata. Andrew explained that SanGIS only accepts data for publication if metadata can also be provided, since metadata is key to understanding the data. Metadata is currently maintained in Microsoft Access and posted as a PDF along with the SDE or shapefile layers. SanGIS is ready to implement a new, improved policy for accepting and maintaining metadata using ArcGIS XML tools.

The NHD is cost recovery with an anticipated revenue surplus. Data to City and County internal SDE is derived using scripts. Various data is made publicly available for FTP download to meet PRA requirements. Andrew also informed the group about the new way to obtain the public data on DVDs for \$75 per set, saving time on downloading and converting the data while potentially generating revenue. Sales have already been made and are pending.

Chandra commented that Department Systems Support is actually a gap and suggested that specific differences with each jurisdiction need to be noted. Matt also noted the large difference in total cost for the Data Warehousing function. Ross and

Andrew explained that the differences were due to how labor of the database and agency administration was allocated in the proposals. Chandra reiterated the need for an agreement on how labor and administration costs are allocated for Landbase Maintenance and Data Warehouse.

Regional Mapping and Information Services

A key difference between the two proposals is that public facing mapping would no longer be provided by SanGIS in the County's proposal; instead, DPW would provide the service and absorb the cost of approximately 1 FTE. Matt noted that SanGIS currently provides this services at no cost to its members, and at a greatly discounted price to the public. He then asked if the City could still obtain maps for no cost from DPW, but noted also that it would be a concern for City elected officials to be directed to the County to obtain maps. Since there was no clear determination on how the City would be charged, Chandra suggested that a specific number of free maps be provided each year to both the City and County.

Andrew reported that approximately a significant amount of maps produced at SanGIS are made for the City and that some maps are also made for the County. Dave asked for more information about County staff who have requested maps from SanGIS. Matt also asked for a specific count of City and County map products. Dave also asked for a count of Map Library requests or downloads.

Matt suggested that the County proposal should include a public access mapping PC with ArcGIS software. Chandra added that GIS support and training should be the same in both proposals. Department Systems Support comments represents a gap. The Newsletter should continue.

Matt noted that the total cost for the Mapping business function was shown as zero for the County, but he and Chandra agreed there must be some cost.

Governance and Administration

Chandra commented that if SanGIS remains as a JPA then she recommended adjusting the Board of Directors. Matt noted that whether a JPA as SanGIS currently is or a MOA as proposed by the County, both would work differently but the risks are both low. Matt asked for clarification of the County's proposed Management Committee, which Ross explained as consisting of the GIS Managers empowered with policy decision making to manage a Service Level Agreement with its customer, the City.

Chandra suggested that the technical committee (whether STAB or STAG) should become more involved. She and Matt also asked for more details on staffing differences in the two proposals. The group was referred to Pages 23 and 28 of the County's proposal. Matt asked for a table showing staff, their specific business functions, and FTE, for SanGIS today and as proposed by the County. Ross offered to prepare this table. Andrew provided an explanation of current SanGIS staffing by City, County and contract staff. Chandra noted that using contract staff was preferred where possible, but recommended that counsel for labor be consulted to verify if the County could use ongoing temporary staff.

The outcome of either proposal should provide improved Levels of Service Monitoring. The larger cost differential in Accounting was because of the greater effort involved in managing a separate entity, and included the cost for an independent audit. It was noted that legal costs under the County proposal should be lower than for SanGIS. The Newsletter function should appear in this section only. Reporting and Performance Measures should appear in only one section.

A large difference in total cost for this function was explained as being attributable to administration and accounting. However, in addition to the individual totals not adding correctly, the large difference between the two proposals needed to be better explained. Matt suggested allocating the appropriate administrative costs into one of the 3 key business functions (L, D or M). The result would be that this section would contain only audit, legal or other pure administrative costs.

Infrastructure

The risk for IT Systems Support with the County should be low. Matt noted that with the SanGIS IT upgrade the IT Hardware/Software risks should remain equal to the County. He also suggested that the City and County negotiate with ESRI to allow SanGIS to have shared licensing since it's an agency that benefits the City and County. Disaster recovery was noted as being more reliable with the County, but Dave suggested that the electrical power is not more reliable.

Matt explained that risks associated with Network and Servers would not be the same for both proposals because SanGIS has a financial benefit of being able to acquire and administer it's own environment, but the County would offer a higher level of service (24/7) with Northrop Grumman.

Scalability was defined as ability to expand or upgrade IT equipment. Matt noted that SanGIS can more cost-effectively buy hardware within budget as needed, however, NG could also acquire hardware but at a different cost. With regards to facilities, Chandra and Matt stated that irregardless of the decision on the proposals, if there is a better place to house the agency then that should happen.

Funding

Chandra stated that the risks associated with Funding Source could be the same or dissimilar with either proposal. Matt suggested not making a differentiation between JPA of MOA, but to show the risk as 'To be Determined'.

Regionalization

Matt asked if based upon the comments received so far whether it is known if either proposal would be more receptive to regional participation. Ross observed that the user survey indicated that users were more concerned with receiving data. Andrew agreed but noted Paul Hardwick's and others' comments that there is some concern in the region. Phyllis added that those responding to the survey were data users and not necessarily decision makers. Chandra concluded that higher-level staff and officials will need to be consulted to determine the receptiveness of regionalization. Matt expressed uncertainty about the impact we would have. Chandra added that both proposals should state that regionalization is supported.

Phyllis noted that SanGIS is continuing to conduct outreach with other agencies in the region, such as the work Andrew is doing to incorporate landbase information from the North Zone Fire Project.

Matt stated that perhaps not all functions need to go with SanGIS if it moves to the County. He suggested that possibly the data warehouse and public facing mapping could go to another entity, such as SDSU Foundation or SANDAG. Chandra suggested contacting SANDAG to discuss their possible take over of the data warehouse. This arrangement may also better dispense with concerns over where to send City or County staff for mapping. Decision on this item does not need to be resolved in order to affect a decision on the proposals. Dave offered obtain a contact number for Andrew, likely Kurt Kroninger of SANDAG.

The next step in the comparison of the proposals is to resolve the questions and actions from this meeting and to present the updated Gaps analysis at the next Board meeting. Components of the detailed analysis with no consensus (e.g. software, available GIS PC) should be agreed to remain unchanged. The Board felt the April timeline of reaching a decision was still attainable, although another workshop of about 2 hours was anticipated.

Item #3: Other
None.

The meeting adjourned at 11:45AM.

Action and Pending Items:

1. Obtain updated SanGIS IT hardware quote from SDDPC reflecting absence of maintenance and installation, and verify specifications.

Phyllis and Andrew. Provide to Board at next meeting.

2. Allocate administrative costs to the three key business functions (L, D or M), so that only pure administrative costs like auditing or legal costs appear in the Governance and Administrative section.

Phyllis, Ross and Andrew. Provide to Board at next meeting.

3. Provide report on the quantity of maps produced by SanGIS for each jurisdiction, with specific details on County requestors.

Andrew. Provide to Board at next meeting.

4. Provide a table showing staff, their specific business functions, and FTE for SanGIS today and as proposed by the County.

Ross. Provide to Board at next meeting.

5. Consult with County counsel for labor as to whether temporary staffing can be used on a long term basis.

Ross. Provide to Board at next meeting.

6. Negotiate with ESRI on shared ArcGIS licensing for SanGIS either with the City's or County's ESRI Site License (ESL).

Phyllis, Ross and Andrew. Conduct with City and County renegotiations with ESRI.

7. Contact SANDAG to determine their interest in potentially taking over the data warehouse and mapping.

Dave and Andrew. Notify Board on SANDAG's level of interest.

Respectfully Submitted,

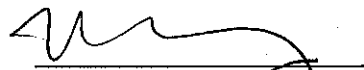
Approved,



Andrew Abouna
Executive Director

2-8-08

Date



Matt McGarvey, CIO
Board Chair

2/8/08

Date