



Date: February 11, 2008
To: SanGIS Board of Directors
From: SanGIS Executive Director
Subject: Minutes of SanGIS Board of Directors Meeting on February 8, 2008

The meeting was called to order at 8:35 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
Bill Smith, Senior Deputy County Counsel, County of San Diego

Paul Hardwick, SDSU Foundation

Consent Agenda

No consent agenda for this meeting

Regular Agenda (summarized here in numerical order)

Item #1: Minutes of SanGIS Board of Director's Meeting, January 11, 2008

The Board approved the minutes from the January 11, 2008 Board Meeting.

Item #2: Minutes of SanGIS Board of Director's Workshop, January 16, 2008

The Board approved the minutes from the January 16, 2008 Board Workshop.

Item #3: Comments from the public

Paul informed the Board that he has been tasked with providing a report to Regional Technology Partnership (RTP) on the history and future of GIS in the San Diego region. The report would discuss where SanGIS and the SDRGC (San Diego Regional GIS Council) are going, as both are key GIS entities that may undergo change. The RTP is a group of 5 individuals representing fire and public safety agencies across the region. The groups mission is make decisions about the use of technology in their industry for the San Diego region. This group is also the entity to which Paul's organization to which Homeland Security GIS provides reports.

Item #4: Current Financial Status

Andrew presented the three spreadsheets summarizing the current financial status for the agency. He noted that the spreadsheets contact the latest projected costs that show a significant probable labor savings because of the effective service and direction of Quartic Solutions for the consultant Database Administrator and GIS Analyst services. The projected overall FY08 savings is now \$110,260, which when combined with the unspent monies from the previous two fiscal years will provide a total reserve of \$159,921.

This lead into a discussion of Andrew's projected FY09 labor savings of \$121,782, and subsequently recommended continued contracting with Quartic for DBA and GIS Analyst services through FY08 and FY09. More details on the associated cost analysis was provided in item 10 of the Status Report.

Chandra asked if there would be a problem for the County to allow for a long term to replace budgeted labor. Both Bill and Ross explained that it would possible if a study were to show significant benefit to the County. Matt noted from a City standpoint that since one of the affected positions, that of the DBA, is unclassified there would likely not be a significant issue, but that he would want to verify this.

Item #5: SanGIS FY06 Financial Audit

Andrew introduced the recently completed audit, noting that the report determined there were no material financial weaknesses and that the County Auditor had also reviewed the report and had no concerns. Chandra asked why that the report did not include a suggested Management's Discussion and Analysis. Andrew explained since the management report was not required and since he was not present with the agency for the FY06 period, the audit firm advised that it would be permissible to not provide the Management's Discussion and Analysis. He did confirm that he will prepare discussion and analysis for the upcoming FY07 audit.

Item #6: SanGIS IT Priority 1 Upgrade

Andrew introduced the recently-received, updated quote from SDDPC which reflected the requested removal of SDDPC maintenance labor. He noted that this was the first time a detailed summary of the SDDPC's quote specifications were made available. Phyllis also noted that it was difficult to obtain the detailed specifications from SDDPC. By comparing the SDDPC quote to the IT needs presented to Board last Fall and to a quote which he provided earlier to SDDPC, Andrew was able to determine that the SDDPC quote was deficient in some areas but contained some items that were unnecessary and not requested. Deficiencies included specifying one server rather than two, and too few network Fibre Channels. Unnecessary items included a terminal TFT and standard OS. He recommended that SDDPC again contact SanGIS's IT Administrator to ensure that the correct specifications are quoted by SDDPC. Phyllis would arrange a conference between SDDPC and SanGIS. A new quote would ensue and be provided for the Board to approve at the next meeting.

Item #7: Status Report

Matt asked if there were any particular items that needed further discussion. Chandra noted Andrew's projected that DBA and GIS Analyst labor costs would be less using Quartic Solutions. She also asked for more information about the Lawbeats

maintenance process efforts. Andrew provided an overview of the recent meeting at SanGIS with San Diego Fire and Police, County Sheriff, SDDPC, SANDAG, and the City and County GIS Managers. This meeting focused on discussing the problems with the current Lawbeats layers and proposed fixes by SanGIS. The process was recognized as being of very high importance since it can affect police dispatch in the City and County. It is also used by ARJIS for analyzing crime statistics.

Even though the City and County have over time built in corrections to compensate for the shortcomings of the Lawbeats/Roads coding, the correct action is to repair the fundamental problem. In most cases the Lawbeats (Police beats) Layer must have geometry that coincides with the geometry of Roads, so that when the two are spatially overlaid the Road layer attributes will be programmatically assigned the correct Lawbeat number. It is the Road layer that is used by the City and County in the 911 dispatching process. Ross also underscored the importance of ensuring a correctly coded Lawbeats layer. Andrew added that a departure from correctly coding the Roads with Lawbeats occurred several years ago when SanGIS migrated to a new standard the GIS software version and model, which at time was ArcGIS 8.3.

To ensure the Lawbeats enhancement project proceeds properly, Andrew is preparing a series of action items that would involve coordination between City Fire and Police, County Sheriff, and SanGIS. One of the first tasks is to estimate the amount of work involved with correcting the Lawbeats, and SanGIS is now determining this estimate. Chandra asked that the Board be kept regularly informed of the progress with the Lawbeats maintenance enhancement process. Matt added that if additional labor efforts are necessary, then it would be good to recognize this prior to the new budget year so that additional resources using reserve funds could be allocated as necessary.

Phyllis added that SanGIS is also working to identify other work efforts for the coming fiscal year, parcels or roads having deferred maintenance, hardware deficiencies, and other layers in the SanGIS data warehouse that require maintenance. Andrew confirmed that he is working on identifying these and project needs by SanGIS. Matt reiterated the need to plan in advance how the projects will affect the upcoming budget. Phyllis followed that for FY10 the City will need to know SanGIS's budget by October.

The other Status Report item that was discussed was the upcoming availability on SanGIS SDE of 2007 fire burn area imagery mosaics and a new layer showing the location of fire-damaged structures that SanGIS compiled with information from the Cities of Escondido, Poway and San Marcos. Ross asked if this layer also contained the information from the County, which Andrew would check. Andrew also noted that the imagery loading had been delayed because of recurring problems caused by critically low disk space on SanGIS SDE, which the SanGIS IT upgrade would correct.

Item #8: SanGIS Business Models Comparison

Andrew introduced the updated SanGIS and County Proposals' Gaps Analysis document that reflected the Boards comments and directions from the January 16, 2008 workshop. Andrew also presented the tables of FTE in the document 'SanGIS Current and Budgeted Staffing versus County Proposed Staffing'. The Board

suggested using the table of budgeted SanGIS FTE and not the lower, current SanGIS FTE. Chandra noted the difference between SanGIS budgeted FTE and County proposed FTE is approximately 0.275 FTE. She also asked for a detailed breakdown of FTE by staff and job function for both proposals. Ross noted that the correct FTE total for the County is 9.85

Matt asked what the next steps in the action plan should be, which Andrew replied was to have the Board make a final review of the documents, which Chandra suggested another workshop about two hours and in the next few weeks. Andrew said he coordinate the workshop. Phyllis added that according to the timeline in the Gaps document the Board was on track.

Matt suggested reviewing the previous workshop's meeting notes prior to the next workshops. Chandra concurred and asked that an updated packet of information be sent to the Board by Wednesday, February 13, 2008. The packet should include:

- Gaps document
- County proposal
- FTE details for both SanGIS and the County
- Minutes from the January 16, 2008 workshop
- Matrix summary of costs for both SanGIS and the County

The meeting adjourned at 9:30AM.

Action and Pending Items:

1. Coordinate SDDPC and SanGIS IT staff to ensure correct items are quoted for the SanGIS IT Priority 1 Upgrade, and obtain revised quote for Board to approve at next meeting.

Phyllis and Andrew. Provide Board with revised quote at next meeting

2. Inform Board of progress with Lawbeats/Roads maintenance process improvements.

Andrew. Provide Board with regular updates.

3. Determine detailed SanGIS FTE by staff and job duty.

Andrew. Provide to Board when complete.

4. Send proposals comparison information packet to Board by 2/13/08

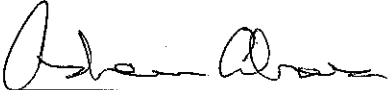
Andrew. Provide packet as detailed above to Board by 2/13/08.

5. Schedule two-hour Board workshop for proposals discussions.

Andrew. Arrange workshop to occur within the next few weeks.

Respectfully Submitted,

Approved,



3-7-08

Andrew Abouna
Executive Director

Date

Matt McGarvey, CIO
Board Chair

Date

