



Date: November 13, 2007
To: SanGIS Board of Directors
From: SanGIS Executive Director
Subject: Minutes of SanGIS Board of Directors Meeting on November 9, 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
Phyllis Chapin, GIS Manager, City of San Diego
Ross Martin, GIS Manager, County of San Diego
Claudia Anzures, General Council, County of San Diego

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, September 14, 2007

The Board approved the minutes from the October 12, 2007 Board Meeting were approved.

Item #2: Comments from the public

There were no comments from the public at this point in the Agenda.

Item #3: Current Financial Status

Andrew presented the spreadsheets and noted projected salary savings due to the vacant DBA position. For improved readability, Chandra asked for the Projected Year-End-Balance column to be moved to the end of the projected columns. A question was also raised about the early September City labor payment. Andrew noted this was encumbered from FY07. After some discussion about the overlap between fiscal years of labor invoicing and the impact it could have on reserve funds, it was acknowledged that this overlap would continue to occur.

With the early, near-complete expenditure of the budgeted Equipment Repair and Maintenance Chandra asked if there was an expectation of being over budget. Andrew replied that he did not expect this to occur. Chandra also asked about the spike in September for SDDPC System Access. After clarification of the spike,

Andrew acknowledged that most of this would be moved to DBA-related labor, as Phyllis suggested.

Matt noted there was some incompatibility between the summary sheet and the sheets for expense and revenue. Andrew said he would correct the formulas and resend to the Board as soon as possible. Discussion about the reserve amounts for the previous two fiscal years ensued. Since the Board has not known about these reserves previously they asked Andrew to verify the amounts and whether they were being reported as combined between years or individual amounts for each fiscal year.

Chandra commented that not all revenue from the County had yet been received. Andrew noted that he is working with Ross determine the status of the payments. Chandra also and asked Ross to look into issuance of payments.

Item #4: SanGIS IT Priority 1 Upgrade

Although SDDPC had provided a quote for purchase and recurring maintenance of the necessary server hardware, information on the lease costs had not yet been received. While SDDPC may or may not be able to provide a lease, Matt stated that another option would be for the City to purchase the equipment and lease it to SanGIS.

Andrew expressed concern about SanGIS having to pay the SDDPC quoted cost for labor of recurring maintenance. Matt stated that system administration maintenance could be negotiated with SDDPC, but that equipment maintenance would be needed. Andrew added SanGIS would want hardware maintenance but in-house staff would perform system administration.

For comparison to the SDDPC quote, Andrew stated that he could secure an updated quote for 'white box' (non-City standard equipment) hardware as well as for HP branded equipment like that used by the City. Ross noted that the Sheriff's Department often configures their own systems separate from Northrop-Grumman, and may be able to use 'white box' hardware from SanGIS if needed.

Matt said that he and Phyllis would work to get the details of the lease of the equipment from SDDPC, but requested that Andrew get updated quotes and determine if the Sheriff's Department would have possible use for the equipment in the future.

Decision on this item was postponed pending outcome of the above items.

Item #5: Governance and Funding Study by PSOMAS

The Board agreed to postpone any decision of this item until after a decision was made about the IT upgrade.

Item #6: SanGIS Business Model Comparison

Andre introduced the new comparison methodology and how it would be possible to relate each proposal to specific tasks as detailed in the San GIS Policies and Procedures Manual. Ross added the documentation created by SanGIS for the BPR would provide further details and these could be incorporated into the respective proposals. Phyllis stated that with this methodology the team (Ross, Phyllis, Andrew)

could now work on a Gap Analysis and Risk Assessment of the proposals. Matt stated that the new comparison methodology is closer to what needs to be done to assess the proposals. Chandra asked if the timeline of meeting in January for the half-day workshop could still be met, and the team replied that it could. She suggested starting to schedule that workshop now, noting that she would be unavailable from January 15-21.

Item #7: Temporary Employee Pay Increase Request

Chandra stated she had no issues with the pay increase request only that it need to come formally from the temporary agency. Matt asked if the contract with agency specifies how increase requests are to be made. Andrew would verify this information to determine if a contract amendment was needed and report back to the Board as soon as possible.

Item #8: Other

Matt asked what tasks SanGIS had during the recent fires. Andrew replied that SanGIS fielded a number of calls for data, some from the media, which staff referred to Ross and the EOC. He added that the EOC was producing most of the maps that the requestors were seeing, on which SanGIS was properly sourced for base data.

Also, Drew Dowling, SanGIS GIS Analyst, was assigned to the EOC to help with mapping. Ross noted that Drew did an outstanding job, as did Peg Godden of SanGIS who effectively referred to himself key requestors of data.

SanGIS has also been posting some fire-related data to SDE with more expected.

In addition, SanGIS is working on a request from Ross and Phyllis to obtain datasets showing structural damage from various jurisdictions affected by the fire. It anticipated that when the received is received from the jurisdictions' GIS managers that SanGIS will serve as the central repository for this information in order to meet public and other requests. As well, it will be provided to ESRI who have offered to consolidate the data into a single source for hosting through an interactive web mapping application.

Andrew advised the Board that he would like to utilize an unpaid GIS student intern. The intern would provide help with, and learn about, mapping for customers at the front counter, and internet mapping. This internship would benefit both SanGIS and the student. He had received interest from several students. The Board accepted the internship but advised verifying that there would be no inference of payment of benefits to the intern. Andrew said he would check further on this with City and County personnel before retaining the intern.

The meeting adjourned at 9:28AM.

Action and Pending Items:

1. Update financial spreadsheets to move Projected Year-End-Balance column and check compatibility of summary, expense and revenue sheets.

Andrew. Modify subsequent budget expense and revenue spreadsheets.

2. Verify amounts of previous fiscal years' reserve amounts and whether combined or individual.

Andrew. Notify Board when verified.

3. Determine cost to lease IT upgrade hardware as quoted by SDDPC.

Matt and Phyllis. Notify board when determined.

4. Obtain updated IT upgrade hardware for 'white box' and HP brands.

Andrew. Notify Board when obtained.

5. Determine if Sheriff's Department could use 'white-box' server hardware.

Ross and Andrew. Notify Board when determined.

6. Schedule January half-day workshop.

Phyllis, Ross and Andrew. Coordinate with Chandra's and Matt's schedules.

7. Determine if contract with TOPS agency needs to be amended in order to implement pay increase for the two staff as proposed.

Andrew. Notify Board when determined.

Respectfully Submitted,



Andrew Abouna
Executive Director

12-21-07
Date

Approved,



Matt McGarvey, CIO
Board Chair

12/21/07
Date