



Date: December 10, 2008
To: SanGIS Board of Directors
From: SanGIS Executive Director
Subject: Minutes of SanGIS Board of Directors Meeting on December 9, 2008

The meeting was called to order at 1:06 PM

Board Members Present:

Chandra Wallar, Chief Administrative Officer designee, Board Chair
Bill Anderson, Mayor designee

Others Present:

Andrew Abouna, SanGIS Executive Director
Phyllis Chapin, Citywide Applications and Technologies Program Manager,
City of San Diego
Ross Martin, GIS Manager, County of San Diego
Dave Lindsay, County of San Diego

Clint Daniels, SANDAG
Tim Sutherland, SANDAG

Bill Smith, General Council, County of San Diego; Teleconference for Items 3 and 6

Regular Agenda (summarized here in order discussed)

Item #1: Minutes of the SanGIS Board of Director's Meeting for September 9, 2008

The Board approved the Minutes from the September 9, 2008 Board Meeting.

Item #2: Comments from the Public

Clint Daniels introduced himself and Tim Sutherland, both from SANDAG, and addressed the Board on SANDAG's interest in taking over the data warehouse components from SanGIS. Clint noted that a draft MOU has been prepared by SANDAG and will be sent to Andrew and the Management Committee for discussion and refinement at subsequent Management Committee (MC) meetings to include himself and Tim. He added that final adoption of an MOU would require SANDAG Board approval.

Chandra was thankful for their work on this effort and look forward to a response from the MC. Bill asked if SANDAG directors are aware of the proposal. Clint replied that the data warehouse transition to SANDAG has been discussed thoroughly within the agency and that it could be applied to other regional efforts and cities.

Item #4: Current Financial Status

- a) Andrew introduced the 3-page spreadsheet summary and detail of SanGIS's expenses and revenues to date. Bill asked for addition of a percent-to-date field for the summary page and noted that labor was only about 10% expended, but that he would have anticipated about one-third to be spent. Phyllis explained that City labor is invoiced four times per year and the first invoice been sent to SanGIS. Andrew added that the first City labor invoice is now in the process of being paid and will be reflected in next month's spreadsheets. County labor billing is also anticipated shortly.
- b) Andrew reported that the FY08 audit is expected to commence this month with the firm of Macias et. al., as approved by the Management Committee, and pending signing of a forthcoming engagement letter. The expected completion date for audit is February 2009.
- c) Andrew said that the City has stated that they will budget 15% less for SanGIS in FY10 and they requested that the proposed FY10 budget reflect that reduction. Chandra requested the MC to work with Andrew to develop an appropriate reduction in costs for all services. Andrew noted that he had already begun making project specific proposals to the MC for reduction in costs for some services.

Phyllis noted that Andrew had made an earlier proposal of a 10% reduction in an email to Howard Stapleton at the City. Andrew explained that his email was prompted when he learned that the funding for SanGIS by the City could change and that he told the City that he expected there would be a 10% reduction in costs to both the City and County if the Board were to approve the FY10 budget that has yet to be prepared or reviewed. Chandra followed that Andrew is not to make any proposals until they have first been vetted with the MC.

Chandra also asked that the draft FY10 budget be prepared before March. In addition, she requested that the County's proposal be updated to reflect the 15% reduction. Bill concurred with updating the County's proposal, and together with Chandra advised performing a detailed analysis of reducing costs for all services.

Bill noted that a drop in the volume of public customer sales and could be expected with the increase in mapping fees, and he asked what percent of mapping is performed for the public. Andrew replied with 95%.

Chandra asked if the mapping service would move to SANDAG, which Ross and Andrew noted was an initial requirement of SANDAG that SanGIS no longer conduct public mapping so as not to be in competition with SANDAG. Phyllis added the SanGIS could still continue to provide mapping for the City and County.

Chandra also inquired whether other agencies would be excluded from performing public mapping. Ross noted that any other agency would continue to be able to provide mapping. Chandra asked the MC to report back to Bill and herself as soon as the item is fully vetted.

- d) The Management Committee had directed Andrew to prepare a draft FY10 budget report will be prepared for their review in March 2009 and for Board review in April 2009. The budget will now be prepared sooner as directed by the Board.

Item #5: FY07 Audit Account Staff Recommendation

Andrew summarized that FY07 audit recommendation for the employment of dedicated account staff which the Board previously directed a determination of costs be made. Based upon an estimated five hours per week at \$32 per hour for this service using TOPS temporary personnel, the total annual cost is estimated to be \$8,320. In response to Chandra's question as how to fund the cost Andrew suggested it could be paid from the Contingency Reserve account. The Board approved the hiring of TOPS temporary accounting staff of five hours per week.

Item #6: Priority 1 IT Upgrade Status

Andrew reported that based upon the Board's previous direction, the finding from potential IT equipment lease firms is that no early lease termination is available whereby SanGIS would not be required to make the full payments of an equipment lease. In addition, it was reported that lease terms for equipment could be as short as 12 months and that the payments would reflect a shorter term.

Based upon the Board's other direction on this topic to review options for offsite hosting of upgraded servers for the agency, Andrew explained because offsite hosting would represent a change in the way SanGIS IT is architected, a subcommittee of STAB (SanGIS Technical Advisory Board) was formulated to discuss the pros and cons, and to evaluate proposals, of offsite hosting. To date only one proposal had been received, which was from the County-NG. However, based upon a SanGIS staff persons concern that a conflict of interest might exist with the submittal and evaluation or recommendation of the proposal, Andrew had requested an opinion from Bill Smith, legal counsel for SanGIS. Bill concluded that a conflict of interest was present. The County subsequently withdrew their proposal.

A teleconference call was made to Bill Smith and Chandra asked him if a legal way existed by which that SanGIS could get a proposal from NG. It was determined that SanGIS should request a proposal from NG through the CTO (County Technology Office). Andrew stated that had earlier anticipated contacting NG directly for the quote, and that he will also be seeking quotes from other vendors. Phyllis noted that City has just provided a list of potential vendors to Andrew. She added that the City was OK with the County's proposal, but recognizes that it does include additional elements such as email hosting.

Ross informed the Board that efforts are underway to obtain for SanGIS the use of server from OES (Office of Emergency Services) to replace SanGIS's oldest server VULCAN. In return for load of the equipment OES has requested a two-year offset of their SanGIS fees, which would equate to \$11,000 over the two years. The terms of the equipment use would be defined in a letter of agreement. Phyllis added that the MC and Andrew are working to achieve a stable IT infrastructure, and cited the recent NAS (Network Attached Storage) device, which was SanGIS's highest at-risk device.

Chandra asked how soon the OES server could be put into use, which Ross and Andrew replied was about 1 week once the device was received.

Item #7: Public Mapping Fees Increase Proposal

Andrew provided an overview of the fee proposal and how it was derived to both offset newly-derived costs for the service and to at least equal DPW costs for similar services. Bill inquired as to what other agencies provide similar service and if any agencies outside of San Diego County were surveyed. Andrew noted that the only agencies he was aware of providing mapping services were those listed in the attached survey and that no agencies were contacted outside of the county.

Chandra noted that according to the survey the fees of the ROV (Registrar of Voters) seemed very low and Dave added that the ROV only provides a very specific type of map. Bill commented that as proposed SanGIS's fees appear higher than most other providers but nearly equal to DPW. Phyllis added that unlike the County, the City does not have a mapping section, but SanGIS would continue to provide maps for free to the City and County.

Chandra asked if the MC had approved the fee proposal, which they confirmed they had. The Board approved the proposal.

Item #8: Office Lease Renewal

Andrew presented the lease renewal proposal that was initiated by Irving Hughes. The proposal scenarios would provide for a new 60-month lease at SanGIS's current location, and could offer up a savings of up to \$147,000 when compared to the current lease rate for the same 60-month period. SanGIS's current lease expires in March of 2010.

Bill asked Andrew to confirm that Irving Hughes had contacted him first which, which was confirmed. He also stated it would be good to compare City and County lease rates with the proposal, but felt that they would be lower. Chandra noted that the County had offered earlier to provide office space for SanGIS. The Board asked Phyllis and Ross to determine the leasing costs through the City and County for comparison at the next Board meeting. The Board also concluded that reviewing lease options is a good idea but that it likely value could be achieved through the City's or County's own contacts. Bill suggested a contact person for Phyllis.

Item #9: 12 Short Term Action Items Status

Andrew provided an update on two action items:

- a) A statement of work for a consultant to develop a Service Level Agreement (SLA) between SanGIS, City and County has been formulated with a subcommittee of STAB, MC and SanGIS. The statement is pending MC approval before being sent to legal counsel for review.

In response to Bill's questions as to why a consultant would be needed, Phyllis replied that there were two reasons: 1) Staff were not available to dedicate the time involved; and, 2) Because the SLA would serve as a basis for an MOU if the County were to take over SanGIS, having a 3rd party develop the SLA would

reduce conflict concerns Chandra added that the SLA would help with potential regional expansion of SanGIS.

- b) The “Required Communication Actions of the Executive Director” document has been developed by the MC and reviewed by legal counsel. Phyllis noted one correction that needs to be made. Bill also asked for clarification on item 1.1.4 in regards to the established contracting limits of the MC. Phyllis noted that the MC has been given authority to approve contracts up to \$50,000. The Board requested that this clarification be added to the document.

Item #10: Recent Agency Accomplishments

The Board requested no further details.

Item #11: Other

Chandra noted that the position of SanGIS Board chair rotates annually and requested that Bill take on the chair position in the new year.

The Public Session of the meeting adjourned at 2:05 PM for Executive discussion of Item 3.

The Public Session of the meeting reconvened at 2:26 PM.

Item #3: Personnel Matters – Executive Session – Closed to the Public

The Board members held Executive Session and reported that the item and outcome will be continued to January 6, 2009 at 11:00AM at Bill’s office.

The regular meeting adjourned at 2:28 PM.

Action and Pending Items:

1. Update budget summary sheets to show percent of budget expended.

Andrew. Provide to Management Committee and Board.

2. Provide draft FY10 budget to Board and MC prior to March, 2009.

Andrew. Provide to Management Committee and Board

3. Evaluate SANDAG MOU for data warehousing and public mapping.

Phyllis and Ross. Provide to Board

4. Hire accounting personnel for 5 hours per week of service from TOPS.

Andrew. Update MC with progress.

5. Implement new public mapping fee schedule.

Andrew. Post at SanGIS.

6. Determine lease costs for SanGIS office space in City or County offices.

Phyllis and Ross. Provide to Board at next meeting.

7. Update the "Required Communication Actions of the Executive Director" to reflect MC contracting authority of \$50,000.

Phyllis and Ross.

Respectfully Submitted,

Approved,

Andrew Abouna
Executive Director

Date

Chandra Wallar
Board Chair

Date