



Date: March 1, 2006
To: SanGIS Board of Directors
From: SanGIS Executive Director
Subject: Minutes of SanGIS Board of Director's Meeting on January 20, 2006

The meeting was called to order at 8:23 AM

Board Members Present:

Rey Arellano, City Manager designee
Bob Copper, Chief Administrative Officer designee

Others Present:

Paul Edmonson, Deputy City Attorney
David Lindsay, County GIS Manager
Lisa Lubeley, City GIS Manager
Lisa Stapleton, SanGIS Executive Director

Consent Agenda

Item #1: Minutes of SanGIS Board of Director's Meeting, December 22, 2005.

Regular Agenda

Item #2: **Comments from the public**
No comments from the public.

Item #3: **Strategic Planning Issues**

Several planning issues, mostly resulting from the data distribution policy change, were discussed. Paul Edmonson is leaving the City and a new attorney is needed to support SanGIS. There are numerous questions regarding the public records act for which staff needs advice. Rey Arellano reported that an interim City Attorney assignment had been requested. Bob Copper wants both the City Attorney and County Counsel to nominate an attorney to support SanGIS. The Board will then decide which one to use based on their background and experience as it relates to SanGIS issues.

The Board approved proceeding with the purchase and implementation of a public-facing FTP server to aid in data distribution.

Staff discussed the proposal to pilot test online access by other public agencies. The Board believes this should be discussed as part of a larger strategic planning session. Staff was also seeking input on charging SANDAG, who already has online access to our database. No decision was made on that topic.

Staff also discussed the possibilities for external funding sources, data partnerships to save cost and service changes/reductions to reduce annual costs. Although these items were raised as strategic planning topics for general staff direction, the Board said that a special strategic planning session should be held to address them.

Item #4: Status Report

Due to other time commitments, the status report was not discussed.

The meeting adjourned at 9:23 AM.

Respectfully submitted,

Lisa Stapleton
Secretary

Date



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From: SanGIS Executive Director
Subject: Strategic Planning Issues

Since its creation in 1997, the SanGIS mission and goals have been as follows:

SanGIS Mission

To maintain and promote the use of a regional geographic data warehouse for the San Diego area and to facilitate the development of shared geographic data and automated systems which use that data.

SanGIS Goals:

- To ensure geographic data currency and integrity
- To provide cost effective access to geographic data to member agencies, subscribers and the public.
- *To generate revenue from the sale of geographic data products*

SanGIS responsibilities:

- Data Maintenance
 - Regional landbase including parcels, lots, roads, right-of-ways, rivers, lakes, zip codes, federal census, Indian Reservations
 - Other data maintenance for "Orphan" layers such as libraries, hospitals, etc
 - Some departmental layers
 - ARJIS beat maintenance (contract with ARJIS)
- Data warehousing
 - Publishing processes to convert data from maintenance format to user-friendly format
 - Gathering data layers from departments to publish on shared server
 - Management of over 400 published map layers
 - Data massaging to simplify and add user-friendly fields
 - User account management & support
- Data acquisition
 - Thomas Brothers data license
 - Imagery
 - State data license
 - Data from other local agencies (Port, Airport, etc)
 - SANDAG data agreement
- Public Access
 - Internet offerings (Map Gallery, Interactive Maps)
 - Map products (\$10 to \$30)
 - Public access PC
 - Self-serve data downloads

- Member Support
 - Free adhoc mapping
 - Geocoding (address matching)
 - Data partnerships, acquisition & publishing
 - Data & orthophoto extractions
 - Metadata management
 - Daily and weekly file updates (Admatch, CAD, KIVA)
 - Limited departmental data creation & maintenance
 - Limited GIS training & support
 - Support for GIS user groups
 - Online data forum
 - Monthly newsletter

With the recent data distribution policy change, it is important to review our mission, our goals, and our responsibilities and determine how best to move forward for the future. We would like the Board to consider hiring a professional facilitator to guide a strategic planning discussion for SanGIS in the near future.



Date: March 1, 2006
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Subject: SanGIS Status Report

1. Public Access Policy

Dave Lindsay and Lisa Stapleton attended the Southern California Counties GIS meeting in February where data distribution and marketing is discussed. Here is the status from other counties on the public records act issue:

- **Orange County:** No change in sales/licensing policy. They have a license agreement with The Gas Company who owns their landbase, similar to our former arrangement with SDG&E.
- **Riverside County:** (not present at meeting) No change in sales/licensing policy.
- **Riverside County Flood Control:** No change in sales/licensing policy (imagery & topo).
- **LA County:** Policy is under review and likely to change. Several PRA requests are pending this decision.
- **Ventura County:** No change in sales/licensing policy. Counsel has determined that their GIS parcels do not fall under the AG opinion because it was narrowly defined as "Assessor's parcels".
- **Other Counties:** The word is that there are a few who have stated they will fight this to the end because they need the revenue.

Orange County urged us to review the AG opinion again, believing that the door was left open to charge for maintenance of parcels.

2. Systems Administration

As reported in January, we lost 2 staff members (temps) in early February. Our vendor, Networld Solutions has proposed providing this support on-site, 3 to 5 days a week at an attractive rate. They will send a Unix system administrator to SanGIS beginning March 6. A determination if a contract revision or a request for proposal is appropriate will be discussed as soon as we have a new attorney on board.

3. Software Migration

As reported in January, we are currently re-writing our batch processing that take data from the maintenance environment to the shared (sangis) environment. This project involves migration of our databases to ArcSDE version 9.1. This version has been out for almost a year and many of our end-users have already upgraded. Our ability to complete this project on schedule is affected by the City's moratorium on software upgrades pending subpoena searches. We hope to find a resolution to this very soon.

4. FTP Server

Our new FTP server for self-serve, data downloads was delivered and will be configured during the next 2 weeks. We are following the format of another data download website that we found online. A new menu item will be added to our home page to link to the FTP server with a list of all data available along with the metadata. This service will greatly benefit both the public and our staff who are currently overwhelmed with data requests.

5. Eagle Imagery

We paid for the east county to be flown by Eagle Aerial in October and we are awaiting delivery of the countywide 1.5-foot imagery. We will need to add a terabyte of storage to our NAS to accommodate this delivery. We will start that update process now that we have a new system administrator. We currently have countywide AirPhoto imagery from 2003 and metro area Eagle imagery from 2005 online. We intend to remove these 2 older versions from the online database and only store the most recent Eagle delivery for the next 4 years to help performance and reduce disk space requirements.

6. Financial Report

We still have not received the final or draft FY04 or FY05 financial reports from the City. Our funds at the City have finally been depleted enough from staff expenses that the Auditor has decided to take action on invoicing SanGIS, as we requested back in July. It is important to note that all of our financial reports have included those staff expenses, assuming that we would eventually be charged. Otherwise, our actuals would have been very low and misleading. The financial report is attached.