



Date: November 2, 2005
To: SanGIS Board of Directors
From: SanGIS Executive Director
Subject: Minutes of SanGIS Board of Director's Meeting on September 9, 2005

The meeting was called to order at 8:35 AM

Board Members Present:

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

Others Present:

Mike Binge, County Department of Public Works
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, June 10, 2005.
Item #2: Minutes of SanGIS Board of Director's Meeting, June 24, 2005.

Regular Agenda

Item #3: Comments from the public

Mike Binge from the County Department of Public Works spoke to the board on the importance of centralized data warehousing and distribution to his department and the County.

Item #4: Contract for Database Technical Support

Lisa Stapleton asked for approval of a contract with Quartic, Inc to provide back-up database administration support to SanGIS. The board approved a 2-year contract with an amount not to exceed \$12,000 per year.

Item #5: SanGIS Status Report

Lisa Stapleton provided an update on the transition of SanGIS financial processes from the City to the County. Pending items include credit card processing and the final calculation of the fund balance to be transferred from the City to the County. The FY03 financial report was distributed. FY04 is still pending. FY05 year-end statistics were also presented.

Item #6: Strategic Planning

The board discussed some of the baseline issues for the future of SanGIS deciding that SanGIS continues to serve a useful purpose and that both partners wished to continue to fund the JPA. The board directed that staff 1) hold strategic planning discussions with County and City departments, 2) seek input from external clients, 3) research what other similar agencies are doing (best practices). Staff will return to the next board meeting with this information to further the plan development with the board.

The meeting adjourned at 9:17 AM.

Respectfully submitted,

Lisa Stapleton
Secretary

Date



Date: November 2, 2005
To: SanGIS Board of Directors
From: SanGIS Executive Director
Subject: Attorney General Opinion 04-1105

SanGIS attorney Paul Edmonson will discuss the Attorney General's Opinion 04-1105 that was released on October 3, 2005. William Taylor of County Counsel is also expected to attend the board meeting for this discussion. The opinion was distributed to the board in early October.



Date: November 2, 2005
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From: SanGIS Executive Director
Subject: Strategic Planning

Since our last board meeting, we have gathered input from internal County and City GIS users, conducted a survey of our external clients, and collected information about other data agencies. At the board meeting, the following will be presented:

- Internal staff feedback will be presented by David Lindsay and Lisa Lubeley
- A report from the external survey will be presented by Lisa Stapleton.
- Summary of data sharing/warehousing/distribution strategies used by various agencies throughout the country collected through ESRI offices (attached to this agenda)

Recommendations

Based on our discussions during the last few months, we have the following recommendations at this time for the future of SanGIS:

1. Replicated Servers

The County and City should acquire and implement replicated SDE servers to either be used as the primary access point for their GIS data users or as a back-up to the SanGIS SDE server. This was the recommendation of the coordination group several years ago but it was never pursued, mostly due to budget issues. The SanGIS user base has expanded over the last couple of years and there are several departmental applications that now use this data to support hundreds of users. We have all of our eggs in one basket and when there is a system failure, such as the one SanGIS experienced in June, it affects many staff. Replicated servers will provide the redundancy necessary in the event of an emergency or a catastrophic system failure. Although SanGIS performs regular data back-ups, recovering a database this large takes much time, especially in the event a new server had to be acquired. Replicated servers are a necessary part of the County/City GIS infrastructure and are currently being established.

2. Public Access

We propose a change to our data access policies to allow free public access. Our plan includes acquiring an external FTP server and posting all data on this server for public access. Many data layers are infrequently updated and would not require much attention. The landbase could be updated quarterly or monthly on this server.

3. Service Re-engineering

Should the board decide to change our data access policy, we will need to revisit some of our services and look for areas where we can cut costs. We should also look at GIS service gaps that we could fill for the region that might help us bring in external revenues. We have started working on a table of SanGIS responsibilities and services and assigning costs to the various elements in preparation for this task.

We expect that refined and/or additional recommendations will result after the analysis of the input and the Board discussion at this meeting.