



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

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The meeting was called to order at 1:08 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

**Regular Agenda** (summarized here in numerical order)

**Item #1: Welcome and Introductions**

Chandra welcomed Bill to the Board of Directors and introductions were made with those present.

**Item #2: Minutes of the SanGIS Board of Director's Meeting for April 11, 2008**

The Board approved the Minutes from the April 11, 2008 Board Meeting.

**Item #3: Comments from the Public**

There were no comments from the public.

**Item #4: Management Committee**

Andrew noted the endorsement from Chandra and Mayor Sanders for the creation of the Management Committee, as recommended earlier in the 12 Short-Term Action Items presented to the Board in April. He added that the letters from Chandra, the Mayor, and host of other documents, including all Board and Committee Agendas and Minutes, can now be readily accessed on the SanGIS website.

Chandra noted that she is pleased that the committee can handle the day-to-day operations of the SanGIS and hope they are helpful to Andrew for quicker decisions.

**Item #5: Current Financial Status**

Andrew presented the final FY08 financial spreadsheets summarizing and detailing the agency's Expenses and Revenues. He noted that the closing revenue surplus accumulated for the three previous fiscal years of FY06, 07 and 08 amounted to \$285,386 and that these funds were recently returned to the City and County in equal proportions. Also presented were the FY09 financial spreadsheets. Since little activity has yet been occurred, Chandra noted that she did not have any questions.

**Item #6: FY07 Audit Complete**

Andrew stated that the independent audit for FY07 has been completed with no negative findings. The audit firm did make several recommendations, of which one may incur a cost to the agency, which is to have available the services of an accountant. Andrew noted that the SanGIS office manager and himself are currently performing the accounting duties with help from the County Auditor who manage the General Ledger for the agency. He estimated that the agency could need about 5-10 hours per week of accountant help, and he is pursuing with the County Auditor whether the additional services recommended in the audit could be provided by the County. Chandra asked that he report back to the Management Committee and the Board when costs are known.

**Item #7: Priority 1 IT Upgrade Status**

Andrew provided an overview of the IT upgrade, which first began with a July, 2007 Board presentation. Earlier this year, the SanGIS Board approved the critical IT upgrade to replace 11-year old servers at a cost of \$94,135. The equipment was to be provided by the City's Office of CIO and reimbursed by SanGIS over a 3-year period, however, the OCIO no longer has funds available so the equipment was not acquired.

Andrew noted that three current quotes for the necessary equipment has been acquired. The preferred quote is from PC Universe for a total of \$66,545.00. The recommendation was made to proceed with purchasing the needed equipment using available budget of \$31,378 in the server purchasing account plus another \$35,167 from the Contingency Reserve account. The equipment would be HP so it is compatible with the City to allow for possible transfer to the City if SanGIS moved to the County.

Chandra also provided some background on the Board's discussion of the IT upgrade, adding that they were hesitant to make purchase the equipment because of the uncertainty as to whether or not SanGIS would move to the County. She was still hesitant to approve the purchase because the equipment would have little value if that were to happen and there would still be a problem of sharing the asset.

Chandra suggested looking at leasing the equipment from an outside vendor. Andrew noted that this was done previously with several vendors and the terms in each would require that SanGIS pay the full cost of the lease if it were terminated early, but he would check again on the costs.

Bill asked what the shortest term for the leases were, which Andrew recalled was 3 years, but would reconfirm this also.

Chandra asked if the City could purchase the equipment from SanGIS, but Phyllis noted that the residual value would likely be very low since servers depreciate so quickly.

Bill asked if the City had any surplus servers that could be provided to SanGIS. Phyllis replied that she had looked into this option earlier, both in the City and SDDPC and legal counsel had stated that the equipment could not be transferred out of the City or SDDPC.

Ross asked if the City could reconstitute acquiring the equipment for SanGIS. However, Chandra followed that the process could take too long when the current equipment is already in critical need of replacement. Ross then suggested also looking into leasing of offsite equipment. This could include equipment from NG. Chandra asked Dave to check with NG to see if this was possible.

**Item #8: 12 Short Term Action Items Status**

Andrew provided the following summary on the status on each of the 12 Short Term Action items that were approved by the Board at the April meeting. Today's discussion of items is included with the summary.

1. Immediately hire a consultant to write SLA(s) between SanGIS and the City/County. The group will develop a consultant's scope of work to be reviewed by STAB at their November meeting. Ross suggested tasking the STAB at their September meeting with active participation on the SLA. Dave suggested possibly using NG templates. Phyllis noted that SanGIS has done a good job of updating process documents.
2. Eliminate need for public mapping and public data warehouse. Phyllis, Ross and Andrew have had two meetings with SANDAG to discuss their taking over of these services. A report from SANDAG is anticipated. They have indicated some requirements, such as SanGIS no longer prepare maps in order to eliminate competition and improve metadata. SANDAG will also determine what requirements will be needed for their board's approval. Chandra added that it was hoped that by SANDAG taking over these services it would save SanGIS money. Andrew added that currently SanGIS is breaking even on the cost for producing maps for the public. However, he noted that SanGIS could increase its costs for the service, which would make the agency a little more competitive in its pricing based upon a recent survey of other agencies' costs for mapping services; this survey was requested by the Board at the April 2008 meeting.
3. Identify key EOC-related layers for joint updating. SanGIS, City, County and SDDPC recently completed a review and data updates for the Emergency Operations Center data that it publishes annually to CD. This update included improved metadata, a refresh of key layers, and removal of non-current data.
4. Remove redundant T1 lines into the City and County. Two of four T1 lines have been removed to the County. The City is retaining its four T1 lines until it has implemented their internal SDE server environment.

5. Pursue contractual regionalization with other agencies. The effort of hosting public mapping and data now being explored with SANDAG is one example of this effort. Other opportunities will be explored. Chandra noted that when SanGIS discussed partnerships with other agencies in the region their interest lessened if a financial commitment was required.
6. Create incentives and financial penalties for SanGIS members to keep public safety data and key business data current. These features will be incorporated into the forthcoming SLA.
7. Create a two-year and five-year business and technical plan. Andrew will develop these plans in coordination with the Management Committee.
8. Clean up existing SDE by removing redundant and antiquated warehouse data. This was initiated with the recent EOC disk publication effort and will be carried forward to the SDE environment. Bill asked for an example of this type of data. Phyllis cited the Parks layer was not being updated and is in conflict with the Publicly Owned Land layer. Based upon her discussions with Park and Recreation, the Parks layer was removed from SanGIS SDE, but parks information can be derived as a subset from the Publicly Owned Land layer.

Ross reported some County layers will be automatically supplied to SanGIS to ensure some layer updates are provided. It was noted that data latency is sometimes more of a problem than redundancy.

Bill added that availability of older, historical data can be helpful for planning purposes. Phyllis added that this data is available as backed-up data.

9. Separate dynamic and static data by creating an instance in SDE that regularly has changed data. To be acted upon in conjunction with Item 8.
10. Expand and improve remote editing and correction of the address layer. SanGIS-developed application for SD Fire's remote editing of the SanGIS Road layer addressing and other attributes has successfully been completed. Waiting for Sheriff to open firewall to SanGIS to enable them to also edit road attributes.
11. Create Management Committee that manages the operational decisions of SanGIS. Limit Board involvement for high level decisions. Completed through the May 14, 2008 letter from Chandra Wallar and the July 16, 2008 letter from Mayor Jerry Sanders.
12. Actual costs need to be captured for major business functions within SanGIS. One level of additional detail below the major functions should be tracked. Andrew will prepare a schema for the detail.

**Item #9: Other**

1. Board Meeting Location and Schedule. To help better accommodate Chandra and Bill's schedules it was agreed to hold Board meetings downtown at either Chandra or Bill's office. Bill noted that he would like to see the SanGIS office. Chandra added that at least for the remainder of the year monthly Board meetings should be scheduled and asked Andrew to coordinate with her and Bill's assistants.
  
2. Letter from Chandra to Mayor Sanders. Chandra noted that the County is still interested in having the administration and operations of SanGIS be the responsibility of the County, which she communicated to the mayor in order to help advance the move, but did not intend to exclude Bill. Phyllis noted that she has briefed Bill extensively on SanGIS, which included providing him a timeline of SanGIS events. Ross asked for a copy of the timeline.

The meeting adjourned at 1:55 PM.

**Action and Pending Items:**

1. Determine accountant staffing costs.

*Andrew. Provide to Management Committee and Board.*

2. Determine on and off-site IT equipment lease costs, terms and contracting.

*Andrew. Provide to Management Committee and Board*

3. Determine if IT equipment can be leased off-site with NG.

*Dave and Ross. Provide to Management Committee and Board*

4. Schedule remaining 2008 Board meetings for downtown.

*Andrew. Coordinate with Chandra and Bill's assistants.*

5. Provide SanGIS timeline.

*Phyllis. Provide to Ross.*

Respectfully Submitted,

Approved,

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Andrew Abouna  
Executive Director

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Date

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Chandra Wallar  
Board Chair

\_\_\_\_\_  
Date