



**San Diego Geographic Information Source  
Board of Directors  
“Special” Meeting**

**This notice is given in accordance with the provisions of  
California Government Code section 54956.**

**Date:** Tuesday, August 28, 2007

**Time:** 9:00 AM

**Place:** Chandra Wallar’s Office  
County Administration Building  
1600 Pacific Highway, Room 212  
San Diego, CA 92101

**AGENDA**

<b>ITEM #</b>		<b>RECOMMENDATION</b>
1.	SanGIS Priority 1 IT Upgrade Plan and Financing  The Board is asked to approve Priority 1 of the IT upgrade and lease Option 3a or 3b. The updated actual cost for the IT Upgrade is \$82,100 and Option 3a or 3b provides for preservation of both the FY07 surplus (FY08 Reserve) and the budgeted Hardware account, both of which were Board concerns. Other leasing options are also presented in the attachment. Following Board approval to enter into a lease, but prior to the Executive Director signing a lease agreement, legal council will review and approve the agreement.	APPROVE
2.	Consultant for Studying Governance, Fee Structure and Financing, and County Proposal  The Board is asked to approve the attached proposal from the firm of PSOMAS to provide GIS Management Consulting Services. After discussions with Craig Gooch, Vice President of PSOMAS, it is anticipated that the cost for the services could be less than quoted as some the sub-tasks could be performed together. Gartner has also been contacted a number times and replied Thursday to set a Monday meeting.	APPROVE
3.	Comments from the Public (limited to 2 minutes)  This portion of the agenda provides an opportunity for members of the public to address the Board on items of interest within the jurisdiction of the Board that do not appear elsewhere on today’s agenda. Comments relating to items on today’s agenda are to be taken at the time the item is heard. Pursuant to the Brown Act, the Board may take only limited action	INFORMATION
4.	Other	

Note: The Board may take action on any item on the agenda regardless of whether it is listed for discussion, information or action.

August 22, 2007

**San Diego Geographic Information Source (SanGIS)**

Andrew Abouna  
Executive Director  
5469 Kearny Villa Road, Suite 102  
San Diego, CA 92123

**RE: GIS Management Consulting Services**

Dear Andrew:

This document is a proposal to provide SanGIS with governance and fee structure analysis and recommendations. The approach and scope is based on prior discussions we have had and a review of materials you provided to me.

Psomas has performed similar services for the Sacramento Regional GIS Cooperative, Santa Clara County Regional GIS program, and Orange County Public Safety GIS Collaborative. We are also very familiar with other regional programs around the country that can serve as case studies for SanGIS to review when deciding on the preferred approach. Our experience with regional, city, and county operations and the implementation of GIS programs provides a strong reference to the economic, organizational, and technical issues that must be addressed.

I would like to discuss this initiative further with you and other stakeholders once your team has had the opportunity to review this document.

Sincerely,

**PSOMAS**



Craig Gooch  
Vice President

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## Overview

SanGIS is a JPA between the City and County of San Diego and serves as a GIS operations unit maintaining a regional landbase, data repository, and provides GIS services. SanGIS provides data to cities, regional authorities, utilities, and other agencies. The program has been operating for ten years.

The SanGIS Board is reviewing the SanGIS charter, structure, members, and funding mechanisms. A key issue being discussed is the concept of expanding SanGIS to be a regional entity rather than exclusively a city/county JPA.

Several study initiatives are underway with participation by stakeholders throughout the San Diego region. Initiatives include:

- Business Process Reengineering for landbase maintenance,
- Strategic Planning Workshops,
- Fee Structure Analysis, and
- Information Technology Improvement Plan

## Consulting Services

Psomas has prepared the following service estimate to support SanGIS in with its program restructuring investigation. The scope and approach may be refined with input from SanGIS.

### Objectives

- Evaluate alternative governance structures for SanGIS
- Evaluate data access fee structures and funding mechanisms

The results of the objectives will be draft and final reports, working meetings with the regional working groups, and presentations to the SanGIS board.

### Approach

Psomas recommends addressing the governance structures initiative first since the structure of SanGIS may affect the approach taken for establishing fee structures. The tasks will be performed in parallel, but the findings of the governance structure study will precede the fee recommendations and final report. During project initiation, we will identify opportunities to combine tasks to assure streamlined and efficient processes.

**Task 1. Governance Structure Study**

Regional GIS programs are prevalent in California and other areas of the nation. They take many forms but generally are implemented as collaborative programs with charters similar to that of SanGIS. This task will incorporate case studies to help evaluate and define alternative governance structures for SanGIS.

The following steps are proposed for the governance study

1.1 Task Initiation - Task initiation will include a kickoff meeting with the SanGIS project team to discuss background, highlight key issues and challenges, review project approach, and define roles and points of contact.

1.2 Identify Governance Structure Objectives - Psomas will document objectives to serve as evaluation criteria of alternative governance models.

1.3 Identify Alternative Governance Structures – Psomas will identify several alternative governance structures that will address the objectives identified in Task 1.2. The County proposal to take over SanGIS management will also be included as an option for comparative analysis. A critique of each structure will document the fit to the objectives and discuss shortcomings.

1.4 Survey other Regional GIS Collaborative – This task will run concurrent with Task 1.3. Telephone interviews will be conducted with approximately 6 regional collaboratives to document their governance structure, how they addressed issues and objectives the SanGIS is addressing.

1.5 Produce Draft Report – A draft report (PowerPoint format) will be produced documenting the governance objectives, evaluation of alternative governance structures, other regional GIS collaborative structures, governance successes, and challenges. The report will be presented in a working group meeting. Comments from the working group meeting will be addressed in a revised draft.

1.6 SanGIS Board Presentation and Final Report – The revised draft report will be presented to the SanGIS board for discussion. Comments and directives will be used to revise the draft report and prepare a final report for this task. The final report will be MS Word format and include an executive summary, the topical sections of the draft report, interview details from other regional collaboratives, and a list of project participants.

**Task 2. Data Access Fee Structures and Funding Mechanisms**

This task will evaluate funding and fees to support the SanGIS program. Strategies for establishing fees must align with SanGIS charter and governance structure and also comply with public records laws. SanGIS legal counsel will be invited to provide input throughout this task.

2.1 Task Initiation - Task initiation will include a kickoff meeting with the SanGIS project team to discuss background, highlight key issues and challenges, review project approach, and define roles and points of contact.

2.2 Identify Funding and Fee Structure Objectives - Psomas will document objectives to serve as evaluation criteria when developing fee structure and funding alternatives.

2.3 Identify Alternative Fee and Funding Approaches – Psomas will develop several alternative approaches for meeting the fee objectives. We will evaluate revenue goals based on projected service costs. Fees will be calculated using several user participation scenarios representing worst, best, and most probable participation.

2.4 Produce Draft Report – A draft report (PowerPoint format) will be produced documenting the fee objectives, evaluation of alternative fee structures and their implications on stakeholders. The report will be presented in a working group meeting. Comments from the working group meeting will be addressed in a revised draft.

2.5 SanGIS Board Presentation and Final Report – The revised draft report will be presented to the SanGIS board for discussion. Comments and directives will be used to revise the draft report and prepare a final report for this task. The final report will be MS Word format and include an executive summary, the topical sections of the draft report, excel spreadsheets of fee calculations including cost allocation, and revenue projections, and a list of project participants.

## **Schedule and Fee**

Psomas understands the importance of these tasks and the need to work quickly and responsively to SanGIS schedule needs. We estimate that the tasks can be completed in approximately 6 to 8 weeks depending on the review cycle and availability of SanGIS stakeholders.

Two Psomas consultants will work on the initiative: Mr. Craig Gooch will serve as Principal Consultant and Mr. Paul Durgin as Senior Consultant. Each of these individuals has extensive experience with regional GIS collaboratives, governance structures, financial strategies, and working with technical and executive clients.

The project fee is based on projected hours by activity and includes incidental costs for travel and parking.

<b>Task No.</b>	<b>Activity</b>	<b>Total Cost</b>	<b>Labor Cost</b>	<b>Hours</b>
<b>Task 1</b>	<b>Governance Structure Study</b>			
1.1	Task Initiation	\$ 1,612	\$ 1,480	8
1.2	Identify Governance Structure Objectives	\$ 910	\$ 910	5
1.3	Identify Alternative Governance Structure Options	\$ 2,730	\$ 2,730	15
1.4	Survey Other Regional GIS Collaboratives	\$ 5,200	\$ 5,200	29
1.5	Produce Draft Report	\$ 3,032	\$ 2,900	16
1.6	SanGIS Board Presentation and Final Report	\$ 2,862	\$ 2,730	15
	<b>Task 1 Total</b>	<b>\$ 16,346</b>	<b>\$ 15,950</b>	<b>88</b>
			<b>56%</b>	
<b>Task 2</b>	<b>Data Access Fee Structures and Funding Mechanisms</b>			
2.1	Task Initiation	\$ 1,480	\$ 1,480	8
2.2	Identify Funding and Fee Structure Objectives	\$ 910	\$ 910	5
2.3	Identify Alternative Fee and Funding Approaches	\$ 4,792	\$ 4,660	26
2.4	Produce Draft Report	\$ 2,900	\$ 2,900	16
2.5	SanGIS Board Presentation and Final Report	\$ 2,730	\$ 2,730	15
	<b>Task 2 Total</b>	<b>\$ 12,812</b>	<b>\$ 12,680</b>	<b>70</b>
	<b>Project Total</b>	<b>\$ 29,158</b>	<b>\$ 28,630</b>	<b>158</b>

## **About Psomas**

Psomas is a leading consulting engineering firm specializing in the geospatial, water, transportation and land development markets. Ranked as one of ENR's Top 100 Engineering Firms in the U.S., we offer GIS Consulting, civil engineering, land surveying, planning and entitlements, program/construction management, natural resources, and special district financing services to the public and private sector. Founded over 60 years ago, Psomas has grown into a full-service consulting firm of more than 850 employees with offices throughout California, Arizona, Nevada, Utah and Colorado, and Mexico. Psomas is a CMAS and GSA scheduled firm for GIS services.

Psomas has particular expertise in local government GIS implementations serving existing and emerging GIS programs. We provide a broad range of GIS services including needs assessment, strategic and organizational planning, system and database design, data conversion, development, and integration, and software applications development and integration. We also provide staff augmentation services for onsite or remote support.

Psomas has the proven ability to develop business strategies for GIS collaboratives. We have provided strategic planning and GIS integration work for 100s of government agencies in the Western United States. We are currently working with the County of Orange, the City of Sacramento, and the County of Santa Clara to provide GIS organizational and technical consulting services. Our relationships throughout the state are extensive covering nearly all state GIS Council regions.

Psomas has worked with GIS for over 25 years, specifically with ESRI products for 22 years. ESRI products comprise the vast majority of address management systems in the State for local governments.



**Date:** August 22, 2007  
**To:** SanGIS Board of Directors  
**From:** SanGIS Executive Director  
**Subject:** SanGIS Information Technology Upgrade Financing Options

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The Board has requested a review of leasing options to finance Priority 1 of the IT upgrade that was proposed at the last Board meeting. Below is a summary of the IT upgrade and financing options. Based upon several quotes the lease payments shown below are competitive; however, alternative, superior leasing contract terms are still being sought and will be reviewed by legal council prior to lease signing.

<b>PRIORITY 1 – Core IT System Upgrade</b>		<b>Actual Cost (incl. tax)</b>
Enterprise Servers		\$24,200
Storage Area Network (SAN)		\$17,900
VMWare Licensing		\$29,600
LTO Tape Library		\$10,400
<b>Priority 1 Total</b>		<b>\$82,100</b>

<b>Priority 1 IT Upgrade Financing Options</b>					
<b>Option</b>	<b>Description</b>	<b>Term</b>	<b>Monthly Payment</b>	<b>Annual Total</b>	<b>Total Paid (total payments + deposit)</b>
1	FY07 Residual + Maintenance Savings+ H/W Account	1	\$0	\$0	\$82,100
2a	Lease (\$52K) + Maintenance Savings+ H/W Account	36 mo	\$1,754	\$22,680	\$93,244
2b	Lease (\$52K) + Maintenance Savings+ H/W Account	48 mo	\$1,456	\$17,856	\$99,988
3a	Lease (\$75K) + Maintenance Savings	36 mo	\$2,529	\$32,388	\$98,144
3b	Lease (\$75K) + Maintenance Savings	48 mo	\$2,100	\$25,764	\$107,900

Notes:

1. Old systems maintenance savings for Years 1 through 3 = \$15,000/year.
2. H/W (Hardware) account contribution:
  - Option 1 = \$20,100
  - Option 2a/b = \$15,100
  - Option 3a/b = \$0
3. FY07 Surplus (FY08 Reserve) not utilized in Options 2 or 3.
4. \$52,000 lease option allows for financing of hardware only and approximates the amount of the FY07 reserve.
5. Leasing is streamlined and competitive but limited to \$75,000. The balance of the total IT upgrade cost would come from monies currently budgeted for the maintenance of existing systems, as would the lease down payment.
6. The leased hardware would be owned by SanGIS at the end of the lease term following a \$1.00 purchase option.