



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: General Services
Department No.: 063
For Agenda Of: November 1, 2022
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: 4/5ths

TO: Board of Supervisors

FROM: Department Janette D. Pell, Director (805) 560-1011
Director(s)
Contact Info: Andre Monostori, Assistant Director (805) 568-2606

SUBJECT: General Services Position Allocation Change – All Districts

County Counsel Concurrence

As to form: Yes

Other Concurrence: Human Resources

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions: It is recommended that the Board of Supervisors:

- a) Approve changes to the salary resolution (Attachment 1) which allocates one (1) full-time (1.0 FTE) Mapping/GIS Analyst Supervisor to the General Services Department, effective October 31, 2022;
- b) Approve Budget Revision Request No. 0008604; and
- c) Determine that the above action is not a “project” and are exempt from California Environmental Quality Act (CEQA) pursuant to section 15378(b)(5) because they are organization or administrative activities of governments that will not result in direct or indirect physical changes to the environment.

Summary Text:

The recommended action will add 1.0 FTE Mapping/GIS Analyst Supervisor to the Information & Communications Technology (ICT) Fund 1915, currently within the General Services Department.

In early 2020, the County hired Bruce Harris & Associates (BHA) to conduct a Geographic Information System (GIS) Needs Assessment. Several departments (Clerk, Recorder, Assessor & Elections; Fire;

Office of Emergency Management; Planning & Development; Public Works; and Sheriff) currently have GIS programs, and shared the cost of the assessment.

Based on the interviews conducted and the analysis of the current GIS staff structure at the County, BHA recommends creating a GIS division within ICT to support enterprise GIS functions and better coordinate Countywide GIS activities. The current six GIS programs will remain in place at this time. The new Mapping/GIS Analyst Supervisor, will lead the ICT/GIS division, and will not have direct management of the other department's GIS staff. Eventually, once the division is established, the goal will be to add staff in future years as the division's workload grows.

The staff addition aligns with the recent approval and execution of an Enterprise Agreement (EA) with Environmental Systems Research Institute (Esri), Inc. and was also supported in the KPMG Business Case for a Standalone IT Department and a recent Gartner Hybrid IT Model assessment.

Background:

BHA identified several core primary responsibilities that the GIS division should provide, the first being to build the County's ArcGIS Enterprise infrastructure. The Board of Supervisors approved the execution of an Enterprise Agreement (EA) on August 23, 2022. The purchase of the EA will allow the County to consolidate the purchase of ArcGIS licensing within an enterprise model from Esri. This will allow for the:

- Ability to integrate and work across agencies within and outside of County of Santa Barbara
- Ability to leverage national data resources into mapping and data-driven decision making
- Expand licensing as needed without capital purchases and increases to maintenance costs
- Allow access to additional services unavailable under the current purchase model
- Be more responsive to disasters and other emergency events by having licenses available as needed
- Allow for a central geodatabase that contains current and authoritative data
- Allow for the creation of a Countywide geolocation data standard
- Stabilize pricing over the first three years of the agreement

The County of Santa Barbara is heavily reliant on the availability of data to inform decision making, manage day-to-day operations, optimize service delivery, and improve citizen engagement. Geospatial data, as it is currently, is no exception. However, the current decentralized GIS model within the County makes the use and management of this data difficult and inefficient. Currently, Sheriff, Fire, Office of Emergency Management, Public Health, Behavioral Wellness, Clerk-Recorder-Assessor-Elections, Planning and Development, and Public Works maintain their own systems and staff to manage individual instances of Esri. The purchase of the Enterprise Agreement is a strategic investment on the part of the County and in alignment with the objectives of Renew '22. Not only will it expand access to the application, it will also set the stage, once a Geolocation Data Standard is in place, for improved functionality that will provide easier, convenient access to more detailed, accurate geospatial data across the enterprise.

The GIS division and the new position will build the County's ArcGIS Enterprise infrastructure and be responsible for:

- Defining, planning and overseeing the execution of enterprise GIS projects and project related tasks.
- Directly manage the division and develop standard operating procedures.

- Find opportunities for GIS to deliver value to County staff and the general public.
- Allocate resources to projects.
- Oversee the enterprise GIS including design, development, installation and maintenance of enterprise GIS to meet the needs of user departments.
- Develop policies, rules and procedures for the effective operation of the division, including establishing goals, objectives and priorities.
- Create a GIS Governance structure.

Approval of the recommended actions will allow the Department to add the following position:

1. One (1) 1.0 FTE Mapping/GIS Analyst Supervisor

Fiscal and Facilities Impacts:

Budgeted: Yes.

Fiscal Analysis:

Funding Sources	FY 2022-23 Cost (Jan 23-June 23)	Annualized On-going Cost
IT Fund 1915		
Salaries & Benefits-Mapping/GIS Analyst Supervisor	\$ 82,500.00	\$ 165,000.00
Total	\$ 82,500.00	\$ 165,000.00

Narrative:

General Services – This position, once approved, is anticipated to be filled in January 2023, after the recruitment process is completed. The Executive Information Technology Council (EITC) will fund the position for year one. Next fiscal year, the position will be incorporated into the recurring annual budget and rate structure for continued support and focus on enterprise wide GIS that will benefit all county departments.

Staffing Impacts:

Legal Positions:

Add 1 new

FTEs:

Add 1.0

Special Instructions:

Please send one (1) copy of the minute order to Jason Womack, General Services at jwomack@countyofsb.org.

Please also email one (1) copy of the minute order and one (1) copy of the fully-executed resolution to Tracy Rogers, Workforce Planning Analyst, Human Resources Department at trogers@countyofsb.org.

Attachments:

Attachment 1: Salary Resolution

Attachment 2: BJE

Authored by:

Janette Pell, General Services Director