



San Diego Geographic Information Source

Board of Director Meeting Minutes

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

Date: Wednesday March 18, 2009

Time: 11:00 am – 12:00 pm

Place: City of San Diego Administration Building
202 C Street, 5th Floor
San Diego, CA 92101

Meeting called to Order: 11:00 am

Meeting Adjourned: 12:00 pm

Board of Directors Present:

- Chandra Wallar, County of San Diego
- William Anderson, City of San Diego

Management Committee Members Present:

- Phyllis Chapin, City of San Diego Representative
- Ross Martin, County of San Diego Representative

Others Present:

- Brad Lind, SDDPC Program Manager for SanGIS
- Dave Lindsay, County of San Diego, GITM, Land Use & Environment Group

AGENDA ITEMS

Review of Minutes from Previous Meeting(s)

Public Comment

Information & Discussion Items:

1. Current Financial Status
2. FY2010 Budget
3. Recent SanGIS Accomplishments
4. Review Action Items from Previous meeting
5. Other Items

Requests for Action Items:

6. No items were placed on the agenda for request for action

MEETING MINUTES**Review of Minutes from Previous Meeting(s)**

Minutes from the Board of Directors meeting of February 18, 2009 were reviewed. A motion was made and seconded to approve the minutes as submitted. The motion was passed and the minutes were approved.

Public Comment

No public comments were received.

Information and Discussion Items:**1. Current Financial Status**

Ross Martin presented the "GL017" report summary to the Board. This report is as of the end of February 2009. It was noted that the City of San Diego invoice to SanGIS for labor in the amount of approximately \$108,000 is not reflected in this report but should show on the next period report. The report shows total available funds for the remainder of the fiscal year of approximately \$316,000.

Ross explained that he researched what was included in the Miscellaneous Revenues category as requested at the last Board meeting. This category includes front counter sales and some refunds from vendors.

The Board questioned the reason for the large amount spent on attorney fees this fiscal year. Ross explained that there were a number of questions that had to be researched and responded to by the SanGIS attorney because of questions on the SanGIS organization, JPA, Brown Act compliance, and management structure.

The Board requested that SanGIS no longer pay for bottled drinking water for staff. The Board directed that the drinking water allocation be removed from the FY2010 budget and that the Management Committee look into discontinuing the bottled drinking water service for the remainder of this fiscal year (FY2009) as well.

The Board requested that in the future, the report more clearly indicate the period end dates and that the report be printed on a larger sheet (bigger than 8 ½" by 11"). The Board would also like to see the following changes on the report: 1) Show total as "Total to Date", 2) Show per cent column as "Percentage to Date", 3) Add a column to show a cost to complete projection.

Ross also provided the Board with an update on the FY2008 financial audit: The audit is still in progress and a conference call is scheduled for March 19 to clarify questions asked by the auditors and to finalize items needed to complete the audit.

2. FY2010 Budget

The Management Committee presented the proposed FY2010 SanGIS budget. Phyllis Chapin explained that the FY2010 budget includes a change in how labor is tracked. For FY2010, all labor, including contracted staff, will be shown under the labor category. Currently, contracted staff is shown under consulting services. This change explains why the FY2010 labor budget is much higher than the FY2009 actual costs, and why the FY2010 consulting services budget is much lower. The net effect results in no change to the overall budget total.

The Management Committee reports that the FY2010 budget reflects no reduction in services, but does include changes in hours for TOPS staff working at SanGIS. Additionally, Quartic has notified SanGIS that rates for its analysts will be increasing starting July 1, 2009. Quartic also recommends added hours for database and programmer analyst duties. The FY2010 budget reflects the Quartic fee increases, but does not include the requested additional hours.

The Management Committee stated that this budget reflects an overall 15% reduction over the FY2009 budget. They also noted that there still may be some changes to City labor rates as a result of discussions the City is having with their unions. The County does not expect any labor rate increases.

The Board and Management Committee discussed the allocation for the SanGIS Program Manager position. The FY2010 budget provides for .5 FTE of Program Management services, contracted through SDDPC at the current rate. The FY2010 requested allocation for a half-time position is almost equal to the previous allocation for a full time person provided through the City. The Board directed the Management Committee to look for less expensive alternatives. Dave Lindsay recommended that the Management Committee develop a recommendation/request for services to use as a basis for reviewing alternatives.

The Management Committee explained that the reduction in contract services in the FY2010 budget will reduce the amount of deferred maintenance being completed, but will not reduce the level of core services being provided.

The Management Committee explained that the FY2010 budget achieves a 15% reduction over FY2009 in part by eliminating approximately \$65,000 in aerial imagery costs previously provided by Eagle imagery. The Board directed that the Management Committee research and develop a plan for their review that addresses alternatives for including image acquisition costs in the FY2011 budget.

The Board requested some formatting changes to the tables in the budget document.

3. **Recent SanGIS Accomplishments**

Phyllis Chapin provided a list of recent accomplishments by SanGIS staff:

- Replacement of maintenance environment server (Vulcan). This will allow SanGIS to cascade some of the old server to replace old/failing infrastructure and further reduce costs.
- Elimination of print server by moving all PCs to direct, IP printing. This also reduces infrastructure maintenance costs.
- The DNS server has been replaced with available surplus equipment. This provides better reliability for the domain users at SanGIS and a more stable computing environment.
- SDDPC has completed the switch over from the old firewall used to access SanGIS to the standard firewall used for outside connections. This updates the connection between SanGIS and City users and may provide slightly improved response.
- SanGIS is making good progress on entering lot lines, especially in key areas. The critical areas in downtown San Diego are approximately 75% complete. This is a data quality improvement requested by the City of San Diego.
- There have been approximately 6,000 road segment connectivity and road name updates completed. This is a data quality improvement requested by City and County public safety departments.
- SanGIS and City and County public safety dispatch coordinators have met and agreed on how to coordinate corrections for orphan addresses and address blocks.

4. **Review Action Items from Previous Meeting**

The Management Committee reported that they have received a proposal from SDDPC to complete the Service Level Agreement for SanGIS and that the cost is reasonable – between \$7,400 and \$9,200. The Management Committee’s will take up the item at their next meeting.

The Committee also reported that the MOU with SanDAG is still under review by the City. Phyllis reported that the major part of that work was completed yesterday, March 17, and that the Management Committee would work on the final revisions at its next meeting.

5. **Other Items**

Brad requested clarification from the Board on the starting time for future meetings (starting in May). The Board confirmed that the start time would 4:15 pm. Brad will send schedule appointments for Board meetings for the remainder of the year using this time.

Requests for Action:

- 6. No items were placed on the agenda for request for action

SUMMARY OF ACTION ITEMS

- 1. Ross – Make changes to GL017 summary report per request of Board (see item 1 above)
- 2. Ross – Make formatting changes to budget document requested by the Board (make table appearance consistent)
- 3. Management Committee – Provide alternatives for Program Management services provided through SDDPC to reduce costs in FY2010 budget.
- 4. Management Committee – Develop alternatives for imagery acquisition in FY2011 budget.
- 5. Brad – Send electronic calendar appointments for Board meetings for the remainder of the year.

Minutes prepared by:

Brad Lind, SanGIS Program Manager

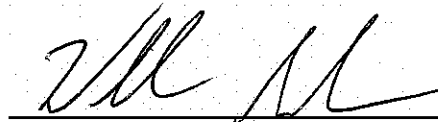
April 9, 2009

These minutes are approved by:

Signature

Date:

William Anderson
SanGIS Board Member, City of San Diego
Chairman of the Board



4-15-09