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# San Diego Geographic Information Source

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## Management Committee Meeting Minutes

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

**Date:** Tuesday July 21, 2009

**Time:** 9:30 am

**Place:** SanGIS  
5469 Kearny Villa Road, Suite 102  
San Diego, CA 92123

**Meeting called to Order:** 9:45 am

**Meeting Adjourned:** 12:15 pm

**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
- Frank Jessie, Peg Godden, Erma Barnett – SanGIS staff members

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### MEETING MINUTES

**1. Address SanGIS Staff Concerns on Office Relocation**

The Committee discussed the proposed relocation of SanGIS offices to the County Operations Annex at Ruffin Rd. and Clairemont Mesa Dr. when the current SanGIS lease expires in March 2010. Staff members present voiced concerns about the size of the space and the need to provide for all SanGIS functions including a public mapping counter. The staff also had concerns about the public being able to locate the office in the County complex, the parking situation for staff and public visitors, and the availability and use of conference rooms and lunch rooms. There are also questions about access to the facility after normal working hours and whether HVAC is still operating in that space after hours.

Some staff are also concerned about how the move will reflect on the identity of SanGIS as a joint venture of the City and the County. The concern is that once SanGIS is housed in a County building they will be perceived as a County department and not the independent agency they are.

**2. Approve Previous Meetings' Minutes**

Minutes from the July 14, 2009 Management Committee meeting were reviewed and approved

**3. Public Comment**

No public comments were received

**4. Staff Reports Review**

- The Committee reviewed the Landbase Maintenance report and the Labor Categories report for the weeks ending July 5, 12, and 20.
- The Committee discussed the labor categories being used at SanGIS and those used to record time for City and County employees. The Committee reiterated that the categories should match. The Committee worked on a proposed re-organization of the labor reporting categories. Brad will draft up the revised proposal for review and/or approval at the next Management Committee meeting.

**5. Review Financial Issues**

- The Committee reviewed and approved 6 invoices presented for payment by the Program Manager.
- The Committee discussed an invoice from the County Auditor/Controller for services provided to SanGIS in Fiscal Year 2009 (FY2009 - July 1, 2008 through June 30, 2009). The invoice, in the amount of \$12,265.55, should be taken out of the FY2009 funding per Ross.

**6. SanGIS Administration, Business, and Operational Items**

- Brad reported on the status of the editing environment update. Work continues on re-writing the Oracle Forms into Visual Basic. It is expected that the critical work will be done by the first week in August and the update can be put into production in the middle of August.
- The Committee discussed the revised disclaimer statement prepared by Ross and reviewed and updated by the County attorney for SanGIS. The Committee approved this disclaimer to be used on the SanGIS web site immediately. Brad will see that this is implemented.
- The Committee discussed the recent request from the SDSU Research Foundation (P. Hardwick) for representation for the State of California MEDS initiative. The Committee agreed that they would provide the feedback and representation and that SanGIS staff and the Program Manager should not be putting time into this effort.

**7. Discuss SanGIS Board Action Items Assigned to Management Committee**

- The Committee discussed the SanGIS Service Level Agreement. The agreement is still being reviewed by Phyllis. Phyllis said she planned on having the final edits and comments done by the end of the day.
- The Committee requested that Brad set up a special Management Committee meeting on the next available Friday to work on the Board package for the Board of Directors meeting to be held at SanGIS offices on August 18, 2009.

**8. Other Items**

- Frank Jessie, SanGIS Operations Manager, presented a proposal to the Committee to engage an outside consultant with experience in ESRI's Cadastral Editor to assist SanGIS in developing a cost estimate and plan for implementation. Frank cited statistics from other jurisdictions that converted to Cadastral Editor format and that the cost and effort may be higher than expected. The Committee agreed that this would need to be studied further before approving a project to convert to Cadastral Editor and directed Brad to include this proposal as part of the planning documents for the Cadastral Editor pilot.

Minutes prepared by: Brad Lind, SanGIS Program Manager

July 27, 2009

These minutes are approved by: Signature

Date:

Ross Martin  
SanGIS Management Committee



7/28/2009

Phyllis Chapin  
SanGIS Management Committee



7/28/2009