



San Diego Geographic Information Source

Management Committee Meeting Minutes

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

Date: Tuesday September 15, 2009

Time: 9:30 am

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

Meeting called to Order: 9:40 am

Meeting Adjourned: 11:35 am

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

MEETING MINUTES

1. Approve Previous Meetings' Minutes

Minutes from the September 8, 2009 Management Committee meeting were reviewed and approved

2. Public Comment

No public comments were received

3. Staff Reports Review

- The Committee reviewed the Labor Categories Summary and the Landbase Error & Maintenance reports for the week ending September 13, 2009.
- The Committee discussed the amount of administration time shown on the Labor Categories report. Brad reported that he had investigated this reporting and found that some staff were recording time to administration when it was legitimately other areas (landbase, data warehouse, public mapping, etc.). He is working on getting the time corrected to more accurately reflect the hours. Brad will be going over time recording rules and how to use the categories at the SanGIS staff meeting on September 17. Brad also noted that of the administration hours shown, approximately 25% were during the one week of the ESRI conference which all staff attended.

4. Review Financial Issues

- The Committee reviewed and approved for payment four invoices presented by the Program Manager for review.
- The Committee reviewed a new financial report prepared by accounting staff to show, on a monthly basis, the differences between the County Auditor's system and the SanGIS QuickBooks summary. This report will be available every month once the GL017 report has been received.
- The Committee approved the accounting staff's request to post invoices rather than actual received. This will provide an ongoing check for SanGIS on funds received from JPA partners.
- The Committee asked Brad to look into an expenditure in this year's budget for water service. That service is not approved for FY 2010 but the GL017 report seems to indicate that it was paid.
- The Committee discussed how to address changes in the budget that inevitably occur throughout the year. It was agreed that there should be a mid-year review of actual to budget and a projection for the remainder of the year and the budget adjusted accordingly at that time.
- Phyllis reported that the first JPA payment due from the City was still in process. As of September 14 it had been approved by the City Auditor's office.

5. SanGIS Administration, Business, and Operational Items

- The Committee discussed whether to continue maintenance for the Spatial Wave map library. Brad reported that he had checked with Spatial Wave on the license and they reported that the annual maintenance payment was not a license to use – just a fee for support and upgrades. The Committee decided that the current product was not being used sufficiently to justify the annual cost and directed Brad to notify the company that we would not be renewing our maintenance.
- The Committee discussed the new office space for SanGIS at the County Operations Annex. Ross reported that there is no space planner available in the County Department of General Services and that SanGIS will need to engage a planner on their own. Ross also reported that there are two contractors involved in the space build out – one to do the framing for the separation wall and office (Paul Montgomery) and one for the additional finish work that SanGIS needs (Paul Brenner). The County has requested SanGIS's CADD drawing of the proposed space layout. Brad will convert to DXF and send to Ross.
- Brad presented a proposal to send the SanGIS operations manager to the ESRI regional user conference in Redlands. The Committee rejected the proposal due to lack of budget for these activities in FY 2010.
- Brad requested definition from the Committee on what was required to get the final invoice for Eagle Aerial approved. Phyllis directed that San Diego Fire needed to accept the MrSID file format and Ross requested that the images be sent to County DPW for review. The invoice can be paid when SanGIS, SD Fire, and County DPW have accepted the images.
- The Committee reviewed an agreement that Google has requested be signed to cover Google's use of the SanGIS publicly available data. The Committee agreed that agreement was so broad and far reaching that it could not be considered for review or signature in its present form. Ross will notify Google that SanGIS will not sign the agreement.
- The Committee discussed the problem with getting address data from the City's Department of Development Services (DSD). DSD has not sent a loadable file to SanGIS since January. The files they have sent are either missing information or not in the right format. Phyllis is continuing to work with DSD to get updated data in the correct format.

6. Discuss SanGIS Board Action Items Assigned to Management Committee

- Phyllis reported that the letter of transmittal for the SanDAG Memorandum of Agreement was still pending completion.
- The Committee discussed the proposal for putting undocumented roads into SanGIS SDE for use by public safety agencies. At the Board of Director's meeting on September 10 the Board directed the Management Committee to have SanGIS counsel review the extent of liability to the City and County if undocumented roads were made available for public download. The Committee agreed that they would prefer to restrict access to the undocumented roads to JPA members only. Brad is to generate an estimate of the time and effort involved in altering current extract scripts to restrict the undocumented roads to the JPA members only.

7. Other Items

- No other items were brought to or by the Committee for consideration.

Minutes prepared by: Brad Lind, SanGIS Program Manager

September 23, 2009

These minutes are approved by: Signature

Date:

Ross Martin
SanGIS Management Committee



9/29/2009

Phyllis Chapin
SanGIS Management Committee



9/29/2009