



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 February 2, 2010

Time: 9:30 am

Place: SanGIS

5469 Kearny Villa Road, Suite 102
San Diego, CA 92123

Meeting called to Order: 9:30 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
- Chris Pyle, SDDPC Sr. GIS Analyst
- Eric Culp, SDDPC GIS Program Manager
- Matt Funk, San Diego County
- Kurt Smith, San Diego County

MEETING MINUTES

1. Approve Previous Meetings' Minutes

Minutes from the January 26, 2010 Management Committee meeting were reviewed and approved

2. Public Comment

No public comments were received

3. Discuss Geocoding Strategy

- The Committee discussed the City/County strategy for geocoding with the invited guests from the County and SDDPC. Ross Martin provided an overview of the problem and a recommendation. The report was that various City and County departments have geocoding needs that are specific to their work and that a universal geocoding service is unrealistic in light of those requirements. What is universal is a need for quality data and for continuous updates of the SanGIS parcel and road

information to provide that quality data.

To increase the quality of geocoding data returns from SanGIS it was recommended that City and County departments provide regular feedback to SanGIS on results that are not found in SanGIS but can be obtained from other sources. When this information is passed back to SanGIS it can be used to review and update data that may be missing or in error.

The group consensus was that building an error capture process would be the first step in this quality improvement. SanGIS will need to determine where the data will reside, the format for reporting the errors, and the process used to evaluate it. The Committee directed the Program Manager to work with SanGIS technical staff to develop a proposal for implementing this initiative.

4. Discuss Proposal by Allied to Take on Parcel Maintenance

- The Committee discussed the presentation made to the City of San Diego by a company called Allied. The presentation, attended by Phyllis Chapin, was a proposal to take on parcel management, imagery, and all other SanGIS responsibilities and implement their Land Records Portal and Address Management and Integration System. The proposal indicated a cost savings of approximately \$447,000 per JPA partner.

The Committee found the presentation lacking in specific details to fully evaluate the proposal and determine the accuracy of the cost savings. The Committee determined that a far more detailed proposal that addresses specific responsibilities and specifically identifies costs savings over current SanGIS costs is required for more in depth review. The proposal appears to be predicated on the value of providing 4" imagery and expected property tax adjustments to meet the cost savings. These items are not currently part of SanGIS' business model.

The Committee is scheduling a presentation to the Board of Directors at the March Board meeting at the request of Director Bill Anderson. The Committee directed the Program Manager to make the necessary arrangements.

5. Staff Reports Review

- The Committee reviewed the Labor Categories report and the Landbase Error and Maintenance Report for the week ending January 31, 2010.

6. Review Financial Issues

- The Committee reviewed and approved for payment seven invoices presented by the Program Manager.
- The Committee discussed the FY2011 budget that will be presented to the Board of Directors at their March meeting. The City and County labor rates for FY2011 have still not been determined. The Committee directed Brad to prepare the budget using estimates based on current rates for City and County labor.
- Brad reported to the Committee on how capital assets were being handled at SanGIS. He has been advised by accountants to review and update the capital asset policy. The Committee directed Brad to make the necessary updates and present to the Committee for review.

7. SanGIS Administration, Business, and Operational Items

- Brad reported to the Committee on a request by a San Diego high school to place one or more interns at SanGIS. This has been discussed by SanGIS staff and a plan developed to accommodate the request. The Committee did not object provided there would be no more than two interns at a time at SanGIS.

- Brad reported on the SanGIS server hardware failure over the past weekend. The outage was caused by failed hard drives on an old server. The technical staff were able to get the server back on line by redirecting remaining hard drive volumes to the network attached storage. At this time the staff are working on recovery of scripts used to extract and update data. No data loss was reported. The outage affected City and County users connecting to the SanGIS Spatial Data Warehouse.

8. Discuss SanGIS Board Action Items Assigned to Management Committee

- Ross reported that his investigation reveals that the County does not have a formal budget contingency policy. This completes an action requested by the Board of Directors.

9. Other Items

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

Minutes prepared by: Brad Lind, SanGIS Program Manager

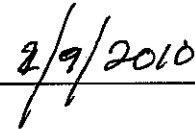
February 4, 2010

These minutes are approved by: Signature

Date:

Ross Martin
SanGIS Management Committee





Phyllis Chapin
SanGIS Management Committee



