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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 March 30, 2010

**Time:** 9:30 am

**Place:** SanGIS  
5201 Ruffin Road, Suite E  
San Diego, CA 92123

**Meeting called to Order:** 9:40 am

**Meeting Adjourned:** 11:00 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

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**MEETING MINUTES**

**1. Approve Previous Meetings' Minutes**

Minutes from the March 23, 2010 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 report for the week ending March 28, 2010 but it was noted that the report did not include labor for the week ending March 21, 2010. This will be corrected the next time the report is published.

**4. Review Financial Issues**

- The Committee reviewed and approved for payment nine invoices presented by the Program Manager
- Ross reported that the County has sent their final payment for the year to SanGIS. The City payment has not yet been sent but is in processing.
- The Committee discussed the recent request to approve payment for the relocation buildout by Augustine Company. The request for payment does not match the initial estimate for the work. Ross and Brad will work with Mindy Tao in Department of General Services to get an explanation of the differences.
- The Committee discussed whether a request was needed for the Board of Directors to approve additional transfer of prior year funds to current year to cover increases in relocation expenses. Brad is to prepare an analysis of year-to-date spending and advise the Committee on whether such a request is needed.
- Brad reported that the relocation involved the discontinuation of an AT&T DS3 data line and one T1 data line to the City as well as two telephone lines. This will save money in the SanGIS telecommunications budget but savings are not expected to appear until the March invoice.
- Brad reported that AT&T has notified SanGIS that credits for phone and data services from AT&T will be reapplied to the SanGIS billing. These credits disappeared from the billing statements when SanGIS switched to the AT&T CalNET 2 contract.

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

- The Committee discussed recent reports from the County Sheriff's Department that attributes were missing from the address points layers. SanGIS staff is investigating.
- Brad reported that email from County addresses (@sdcounty.ca.gov) are not getting through to SanGIS. This appears to be a recurrence of a problem that occurred in January 2010. SanGIS staff is working with the County's IT providers to resolve the problem.
- Brad noted that the ESRI user conference is coming up in July. All SanGIS staff will be able to attend with the passes that are available as part of the software maintenance contract. Any additional days will be offered to SanGIS management and contract staff.

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


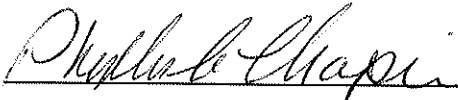
- The Committee discussed the ARJIS Memorandum of Understanding (MOU). All changes have been submitted to ARJIS for review. The Committee requested that one additional item be added to the MOU – that ARJIS agree to the legal notice on the SanGIS web site. Brad will contact ARJIS to add this item to the final document. The Committee also agreed that the MOU should be sent to SanGIS Counsel for preliminary review.
- Brad reported that the office relocation was now complete and that there were no outstanding issues to resolve.
- The Committee discussed Board requirement for an analysis of the Allied Information Solutions proposal. Phyllis is leading the effort to complete a gap analysis of the Allied proposal. The Committee discussed whether or not any outsourcing of services would require an RFP and agreed that any outsourcing could only be done in that manner. There is no direction from the Board to publish any RFP at this time.

**7. Other Items**

- The Committee will not meet the week of March 29. The next Committee meeting will be on April 13, 2010.

Minutes prepared by: Brad Lind, SanGIS Program Manager April 13, 2010

These minutes are approved by: Signature Date:

Ross Martin SanGIS Management Committee		<u>04/13/2010</u>
Phyllis Chapin SanGIS Management Committee		<u>4/13/2010</u>