



# 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 14, 2009

**Time:** 9:30 am

**Place:** City of San Diego, Dept. of IT  
1010 2<sup>nd</sup> Ave, Suite 500  
San Diego, CA 92101

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

**Meeting Adjourned:** 11:15 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 June 30, 2009 Management Committee meeting were not available for review and will be considered at the next Management Committee meeting.

#### 2. Public Comment

No public comments were received

#### 3. Staff Reports Review

- Staff reports were not available for review at this meeting.

#### 4. Review Financial Issues

- The Committee reviewed and approved two invoices presented for payment.
- Brad informed the Committee about a credit limit overage on the corporate credit card and how the situation was resolved. The Committee advised that other methods could be used for procurement of goods and services to avoid exceeding the credit limits on the corporate card.

- Ross reported that he had just received the FY2009 year-end GL017 report from the County and that he would prepare the financial reports for the Board of Directors today. The Committee agreed that they would like to see an analysis of the data in SanGIS bookkeeping and that from the County. Ross said he would procure the County GL051 report for SanGIS accounting staff to use in comparison.
- The Committee directed Brad to set up regular period report of SanGIS accounting that can be compared to the County Auditor's report in order to track budget vs actuals going forward.
- Ross reported that the draft FY2008 audit is completed and available for review. This will be discussed at the Board meeting on Thursday.

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

- Brad reported on concerns raised by the SanGIS staff about the pending relocation of SanGIS offices to the County Operations Annex. The Committee directed Brad to add a special item to the next Management Committee agenda to listen to and address staff concerns.
- Phyllis raised concerns about the final space dimensions for the office and wanted to see a scaled layout plan to be sure that all required items were accounted for and would fit in the space. Brad and Ross will work on this. Brad will also contact the cubicle manufacturer to see what is involved in moving the cubicles to another location and what the power and network connection requirements are.
- Brad reported that the update to the Landbase editing environment has been delayed due to issues discovered during testing. The primary issue is that certain Oracle Forms applications do not work with the upgraded software. Brad reported that he has directed the staff to rewrite the applications in VB in order that they be more easily managed in the future as SanGIS does not have staff with Oracle Forms skills. This rewrite is expected to delay the upgrade approximately 3 weeks.
- Brad reported that the initial amount allocated in the FY2009 budget for Program Management services with SDDPC will be reached about the end of July. This is about a month later than expected. Brad reported that the services can continue to be provided at the same rates at the discretion of SanGIS. A contract amendment is not necessary because there was no dollar amount limit or termination date specified.
- The Error Reporting Procedures were discussed and it was agreed that Brad will solicit clarification on comments provided by Laura Brenner at San Diego Fire and make appropriate changes and then publish the official document on the SanGIS web site.

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

- The Committee discussed the Board of Directors meeting on Thursday and the fact that the Board package has not been distributed because the GL017 report was just received. Brad was directed to distribute the package at 4:00 pm today with the financial reports if available.
- The Committee discussed status of the Service Level Agreement (SLA). The City has not completed their review of the document so it has not been distributed to STAB for their comments. Phyllis reported that she had completed review of about ½ of the document and would like Ross and Brad to provide comments on her edits so far.
- The SanDAG MOU was discussed. Phyllis reported that she talked to the City's attorney on the matter and he is doing a number of re-writes and has a number of questions. Phyllis is working with him to get these questions answered and the re-writes completed. Once that is completed the Committee will arrange for a joint session between the City Attorney's office and the County Counsel to review and resolve any outstanding differences.
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7. Other Items

- No other items were presented to, or brought forth by, the Committee for review or action.

Minutes prepared by: Brad Lind, SanGIS Program Manager July 16, 2009

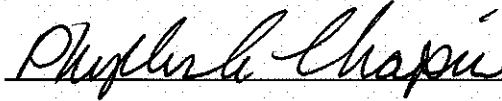
These minutes are approved by: Signature Date:

Ross Martin  
SanGIS Management Committee



7/21/2009

Phyllis Chapin  
SanGIS Management Committee



7/21/2009