

MEETING MINUTES

DEKALB COUNTY/CITY OF AUBURN GIS COMMITTEE

Meeting Date and Time:
03-18-99 @ 12:00 P.M.

Meeting Type: Regular, Full Committee

Meeting Location:
Commissioners Court

Members Present:

DeKalb County:
Stump, Brad – Building Commissioner, Plan Commission
Damerall, Bruce – Technical Resource Coordinator, Data Processing
Miles, Connie – County Commissioners

City of Auburn:
Bruns, Steve – City Civil Engineer
Schweitzer, Chris – Planner, Dept of Building, Planning, and Development

Others Present:

Meeting Minutes By:
Chris Schweitzer

Items Discussed

1. ASI contract. The Committee discussed the status of the ASI contract. Chris Schweitzer noted last minute terms and conditions were being negotiated. They included: Invoicing schedule, review and acceptance period for deliverables, and cumulative liability. It was decided that the City and County could remit payment in 30 days upon invoicing as long as ASI could provide invoicing per scheduled dates as identified by the City and County (i.e. invoice City 15 days prior to the 1st or 3rd Tuesday of month, and invoice County 15th of each month). It was also decided that the "deemed acceptance" period was to be 45 days, although the City and County goals included completing review within 30 days.

City asked County if, the County Council did not approved planimetrics, the County would still commit to sharing costs of planimetrics in City's 43 sq mi territory. The County agreed it would be their recommendation, as it was likely a marginal cost of approximately \$15 to \$20K. Committee concurred it would mitigate hassles of future reimbursements and ownership issues.

Chris Schweitzer informed committee that the scope of services was being finalized. ASI was preparing a "base" contract for the City and County which allowed for options. The City options would include: Cadastral conversion, utility conversion, and gps equipment. The County options would include: Planimetric capture, and cadastral conversion.

2. Cadastral and Utility Co nversion Source Document Review. The Committee discussed ASI's visit on the afternoon of the 25th and morning of 26th to review cadastral data sources and utility data sources to be used in the conversion process. ASI was getting the City and County a punch list of items they would need to see during the visit. Chris Schweitzer to distribute the punch list early in week. ASI would derive quotes for optional services from review of theses source documents.
3. Inter-Local Agreement #2 – Cadastral Data Conversion. The Committee began initial discussion of the cadastral data conversion project. Committee agreed that similar cost sharing formula should be used, final ratio not yet determined, however. Chris Schweitzer to further work on agreement and forward to Committee for review and development.
4. Inter-Local Agreement #3 – County Lease of City Services. The Committee discussed the need for a formal agreement if the County wished to use City services for GIS implementation, and possibly post-implementation. A short term contract would account for: Implementation Planning and Project Management. A long term contract would account for: GIS Management (Database administration, budget planning, training, system maintenance, etc). It was agreed that a short term contract would definitely need to occur. Chris Schweitzer to bring draft agreement forward for review and development.
5. Software Selection. Chris Schweitzer updated the Committee of the software selection process. Statements of Information were to be submitted by the 24th. Chris to forward SOI to interested individuals.
6. Regular meetings. The Committee agreed a regular meeting date was needed to more effectively deal with amount of issues and work currently at hand. Committee agreed every other Thursday @ 1:00 PM in Commissioners Court would be best date and time.

Action Items

1. Chris and Brad to finalize Contract and forward for execution.
2. Chris to forward draft of Agreement #2 (Cadastral) and Agreement #3 (County Lease of City Services) for Committee review and development.
3. Chris to forward SOI of software to interested individuals for review.
4. Chris and Bruce to begin working on City-County Technical implementation issues.

Upcoming Meetings

- **April 1st @ 1:00 PM, Commissioners Court, then;**
- **Every 1st and 3rd Thursday @ 1:00 PM, Commissioners Court**