

MEETING MINUTES

DEKALB COUNTY/CITY OF AUBURN GIS COMMITTEE

Meeting Date and Time:
05-18-99 @ 2:30 p.m.

Meeting Type: Work, Partial Committee

Meeting Location:
Commissioners Court

Members Present:
DeKalb County:
Stump, Brad – Building Commissioner, Plan Commission

City of Auburn:
Schweitzer, Chris – Planner, Department of Building, Planning, and Development

Others Present:

Meeting Minutes By:
Chris Schweitzer

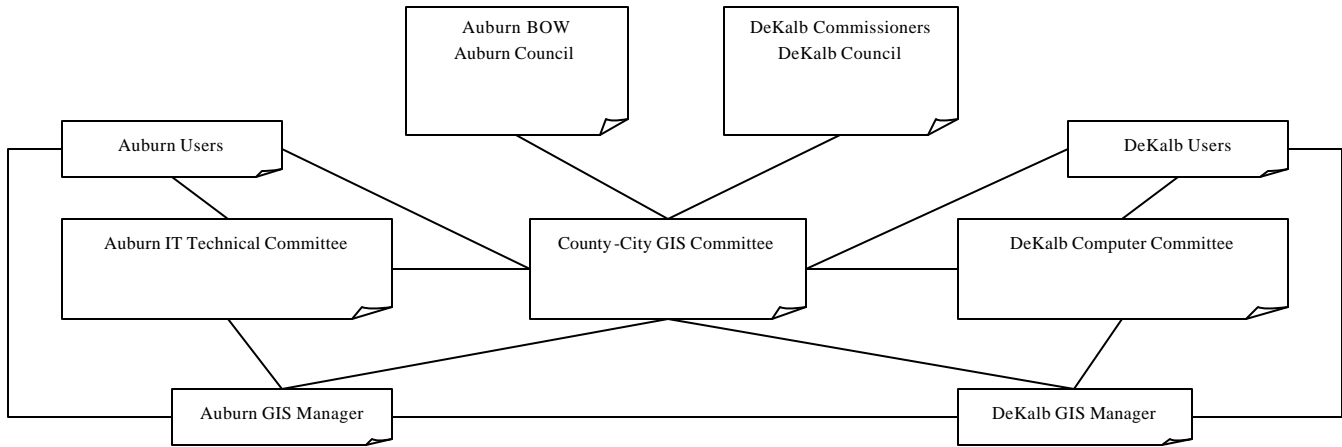
Items Discussed

1. *Purpose of Meeting.* Chris and Brad preliminarily brainstormed and documented the possible implementations and relationships of the GIS Coordinator (s) that are needed to serve the County and City. Four possible GIS Coordinator implementations were discussed, as well as organizational scenarios, as follows.
2. *Single Coordinator jointly administered by County and City.* Under this scenario, a single coordinator would serve both jurisdictions and be responsible to both jurisdictions, almost approaching a unigov concept.
 - 2.1. Pros
 - 2.1.1. Unified leadership
 - 2.1.2. Potential cost savings (salary)
 - 2.2. Cons
 - 2.2.1. Workload would be immense
 - 2.2.2. Unigov-like implications and issues
 - 2.2.3. Equitable ownership and allocation of resources difficult to ensure
 - 2.2.4. A temporary loss of a coordinator = loss of system knowledge/expertise investment
 - 2.2.5. Limited brain capacity to specialize in the spectrum of GIS applications in County and City government
 - 2.2.6. Sense of loyalty/commitment may be biased toward one jurisdiction
3. *Dual Coordinators.* Under this scenario, a coordinator would exist for each jurisdiction as if the County and City were not partnering. However, good communication and cooperation would be a paramount requirement of this scenario.
 - 3.1. Pros
 - 3.1.1. Better ability to handle workload.
 - 3.1.2. Greater capacity to specialize in GIS applications in County and City government.
 - 3.1.3. Provides security of retaining knowledge of systems if one coordinator is lost temporarily.
 - 3.1.4. Benefit/cost ratio is possibly larger
 - 3.2. Cons
 - 3.2.1. Total costs (salary)
 - 3.2.2. Benefit/cost possibly smaller
 - 3.2.3. Potentially divergent leadership
4. *One coordinator owned by City, contracted with by County.* Under this scenario, the City would own and maintain the GIS Coordinator and would be contracted with by the County to perform required services and provide leadership.
 - 4.1. Pros
 - 4.1.1. Unified leadership
 - 4.1.2. Mitigation of possible joint administrative problems
 - 4.1.3. Potential cost savings
 - 4.2. Cons
 - 4.2.1. Workload would be immense
 - 4.2.2. Equitable/adequate allocation of resources difficult to ensure
 - 4.2.3. A temporary loss of a coordinator = loss of system knowledge/expertise investment
 - 4.2.4. Limited brain capacity to specialize in the spectrum of GIS applications in County and City government
 - 4.2.5. Sense of loyalty/commitment may be biased toward one jurisdiction
5. *City Coordinator with County Coordinator as Assistant, City Coordinator contracted by County.* Under this scenario, the City Coordinator would be owned by the City and would serve the primary leadership functions for both the City and County. The County would also own a coordinator, but this role would serve a quasi leadership role for the county and perform the day-to-day tasks required by County functions and activity.

- 5.1. Pros
 - 5.1.1. Better ability to handle workload.
 - 5.1.2. Greater capacity to specialize in GIS applications in County and City government.
 - 5.1.3. Provides security of retaining knowledge of systems if one coordinator is lost temporarily.
- 5.2. Cons
 - 5.2.1. Responsibilities may be difficult to define and/or confusing
 - 5.2.2. Sense of loyalty/commitment may be biased toward one jurisdiction

6. *Organizational Model.* Brad and Chris discussed two types of models for implementation in the organizations, with the assumption that each jurisdiction had its own coordinator:

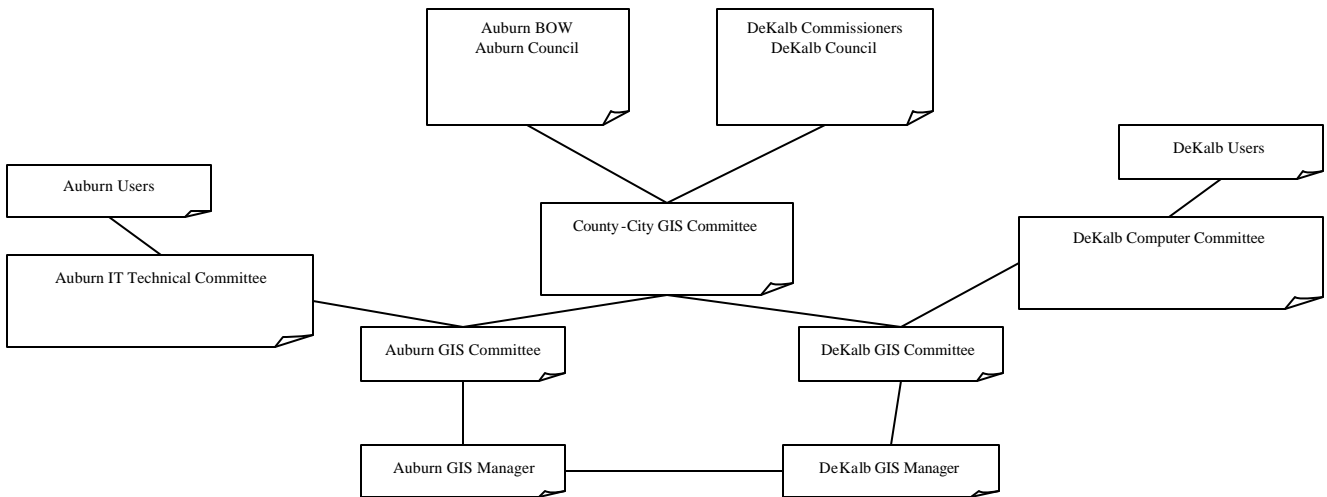
- 6.1. Single GIS Policy Committee between two jurisdictions.



6.1.1. Under this model, the County-City GIS Committee is the only presiding GIS policy committee for the jurisdictions. This would ensure unified direction and implementation for deployment and maturity of the GIS, and promote knowledge sharing and assistance between organizations. If a specific project related to a single jurisdiction (ie electric utility) was to be discussed, the committee could decide to have only City members vote, but allow County members to participate in discussion. Or, full membership may decide to vote regardless of the issue, on a case by case basis. This needs to be discussed fully by the County-City GIS Committee.

Under this model, the unified direction conceptually intended under a single GIS Manager is maintained from a policy perspective.

6.2. County AND City GIS Committees that comprise County-City GIS Committee



6.2.1. This model would possibly encourage divergent policy making and make communications confusing and ineffective. This concept should be discussed with the full Committee.

Action Items

1. Full committee to discuss and recommend implementation schema to decision makers.
2. Develop position paper on the need for Coordinator positions (for County)
3. Discuss the Coordinator positions (City and County) at next meeting and make a formal recommendation to the appropriate bodies.

Upcoming Meetings

- **June 20, 1999 @ 1:00 PM** - Regular County-City GIS Committee Meeting @Commissioners Court
- **June 25, 1999 @ 9:30 AM - ASI Project Kickoff Meeting @ Commissioners Court**
- June 3, 1999 @ 1:00 PM - Regular County-City GIS Committee Meeting @Commissioners Court
- June 16, 1999 @ 1:00 PM - Intergraph software evaluation @ Electric Department