

MEETING MINUTES

COUNTY-CITY GIS COMMITTEE

Meeting Date and Time:
05-18-00 @ 1:00 p.m.

Meeting Type: Regular, Full Committee

Meeting Location:
Second Floor Conference Room, City Hall

Members Present:

DeKalb County:
Stump, Brad – GIS Coordinator
Strong, Mark – Surveyor
Reymann, Sarah – DeKalb County SWCD
Damerell, Bruce – Technical Resource Coordinator
Rowe, Sally – Building Commissioner

City of Auburn:
Schweitzer, Chris – GIS/MIS Manager
Bruns, Steve – City Engineer
Berndt, Craig – Administrator, Dept. of Bldg., Planning & Development

City of Butler:
Schweitzer, Amy - Planner

Others Present:

Meeting Minutes By:
Brad Stump

Items Discussed

1. *Pilot Project Status Update*
 - 1.1. Chris distributed copies of the final database design and features definitions documents to the Committee. The Committee, the City of Auburn Board of Works and the County Commissioners have approved the documents. The Committee determined that a notice to proceed would be issued shortly to allow ASI to begin full production of the project deliverables. Any outstanding items are minor in nature and, at this point in time, are more of a "heads-up" warning to ASI of items that they need to be cognizant of during production in order to avoid rejection of deliverables by the County and City due to unacceptable errors.
2. *County Connectivity Status.*
 - 2.1. Brad informed the Committee that the County Commissioners had approved the Connectivity Agreement subject to its presentation to the County Council from a "support-for-funding" standpoint. The Commissioners agreed that this agreement benefits both Auburn and the County but they have a policy of discussing issues involving the future commitment of funds with the Council before the County makes a commitment. This will go to the County Council for presentation at the June 5th Council meeting. A preliminary meeting will be held with Council members Robert Wilder (President), Mike Smaltz (Computer Committee Liaison), and Mike Gerig (GIS Committee member).
3. *Cadastral Project Request For Qualifications (RFQ)*
 - 3.1. Chris and Brad noted that RFQs had been sent to seven firms. Of the seven firms, four had attended the mandatory source document review meeting held on May 11th and are therefore able to submit a Statement of Qualifications for consideration (ASI; Beam, Longest and Neff; The Schneider Corp.; and the Sidwell Company). Two of the remaining firms (Western Air Maps and Woolpert) sent letters stating that they could not participate due to workload constraints. The seventh firm (Butler Telecom) failed to appear but called after the fact to state that they were almost ready to submit their SOQ. They were informed that they could submit however unless the Committee had a radical change in their position, they would not be considered for selection. The deadline for submittal of the SOQs is May 25th. The Committee has moved its next regular meeting from June 1st to June 8th in order to allow Committee members time to review the submittals.
4. *GIS Presentation*
 - 4.1. Chris informed the members of our planned presentation to the County and City officials scheduled for June 22nd at 7:00 in the City of Auburn Council Chambers. We would ask that all GIS Committee members be present for support and to assist in any questions asked by their respective jurisdictions. We intend to showcase the data received thus far, potential uses of the data (both existing planimetric data and future cadastral and utility data), timeline of the project, costs of the project (existing and projected), etc.
5. *ArcSDE Server Consulting*
 - 5.1. Chris informed the Committee that arrangements had been made for ESRI to send a consultant to Auburn to assist in the installation and tuning of ArcSDE on the GIS Server as well as to answer strategic and technical questions. Chris and Brad believe this is a very good investment because ArcSDE is the engine that will allow the data to be served to multiple workstations and to the Internet. Because of the value of the GIS data to be placed on the server, it makes a great deal of sense to install and configure ArcSDE properly from the very beginning.

Action Items

- Committee to submit the final Connectivity agreement to the County Council for discussion.
- Committee to respond to vendor questions on Cadastral RFQ and distribute received SOQs to members for review.
- Committee to work on Cadastral Inter-local agreements.
- City to begin working on Utility Conversion RFQ
- County to prepare timeline and costs for presentation on June 22nd.

Upcoming Meetings

- June 8, 2000 @ 1:00 - Second Floor Conference Room City Hall **(moved from June 1, develop short list of cadastral vendors)**
- June 15, 2000 @ 1:00 - Second Floor Conference Room City Hall
- June 22, 2000 @ 7:00 – Council Chambers, City Hall – presentation to Councils, Commissioners, Boards of Works, etc.