

# FY 2018 EXPENSE WORKSHEET

| Fund | Budget Unit | Budget Unit Title | Account | Account Title | FY 16        |                 | FY 17           |                 | FY 18            |                     |
|------|-------------|-------------------|---------|---------------|--------------|-----------------|-----------------|-----------------|------------------|---------------------|
|      |             |                   |         |               | Final Budget | Final Budget    | Current Actual  | Current Budget  | Requested Amount | Increase (Decrease) |
| 100  | 1537        | GIS               | 52.1250 | Mapping       | \$0          | \$11,094        | \$60,200        | \$60,200        | \$60,200         | \$0                 |
|      |             |                   |         |               | <b>\$0</b>   | <b>\$11,094</b> | <b>\$60,200</b> | <b>\$60,200</b> | <b>\$60,200</b>  | <b>\$0</b>          |

CONTRACT FOR GEOGRAPHIC INFORMATION SYSTEMS ("GIS") CONSULTING AND  
MAINTENANCE SERVICES

This Contract for GIS Consulting and Maintenance Services ("Agreement") is entered into by Walton County, Georgia (hereinafter "COUNTY") and GIS1, LLC ("GIS1") this \_\_\_\_ day of June, 2016.

**1. Background**

The purpose of this Agreement is to provide for a single contract between Walton County and GIS1 which will govern the GIS services which GIS1 provides to Walton County and its various departments, namely the Walton County Board of Tax Assessors, the Department of Planning and Development, Walton County 911, and the Department of Public Works.

**2. Scope of Work**

A. GIS Consulting Services

The prime responsibilities of GIS1 shall be to act as a GIS consultant for COUNTY. At the written request of the COUNTY, GIS1 will undertake GIS related tasks such as acting as a GIS manager, developing GIS data and/or improving/converting existing GIS data, providing GIS training, and providing other general GIS advisory related services. GIS1 reserves the right to refuse any request for any reason. These services shall be performed at the worksite of GIS1, at the county's place of business, and other locations as appropriate. The specific consulting tasks shall be identified in addenda as provided for herein.

B. GIS Maintenance Services

GIS1 shall also provide GIS maintenance service to the Walton County Board of Tax Assessors as referenced on Exhibit A hereto.

**3. Party Representatives; Contact Information; Notices**

A. Walton County Departmental Liaisons

The departmental liaisons listed below have the authority to request tasks and approve costs (subject to Section 4 below) for tasks to be completed by GIS1 for their respective COUNTY departments:

1. **Walton County Board of Tax Assessors**  
**Departmental Liaison: Tommy Knight**  
**Email: tommy.knight@co.walton.ga.us**

**2. Department of Planning and Development**  
**Departmental Liaison: Charna Parker**  
**Email: [cparker@co.walton.ga.us](mailto:cparker@co.walton.ga.us)**

**3. Walton County 911**  
**Departmental Liaison: Wendra Williams**  
**Email: [wwilliams@co.walton.ga.us](mailto:wwilliams@co.walton.ga.us)**

**4. Department of Public Works**  
**Departmental Liaison: Tyler Pannell**  
**Email: [tpannell@co.walton.ga.us](mailto:tpannell@co.walton.ga.us)**

**COUNTY** may designate new or additional liaisons by providing **GIS1** with written notice (hardcopy or electronic).

B. GIS1 Liaison

The **GIS1** liaison has the sole authority to accept tasks on behalf of **GIS1**. The **GIS1** liaison will be:

**Chad Rupert**  
**President, GIS1**  
**1230 Oaklake Terrace**  
**Watkinsville, GA 30677**  
**Email: [chad@gis1.net](mailto:chad@gis1.net)**

**GIS1** may designate a new or temporary liaison by providing **COUNTY** with written notice (hardcopy or electronic).

C. Notices to Walton County

Notices given to Walton County hereunder shall be given by United States Certified mail, return receipt requested, to:

**Chairman Kevin Little**  
**Walton County Board of Commissioners**  
**111 South Broad Street**  
**Monroe, Georgia 30655**

Notices shall be effective when received. A copy of said notice shall also be provided by electronic mail to the applicable County departmental liaison for the department to which such notice pertains.

D. Notices to GIS1

Notices to GIS1 hereunder shall be given by United States mail, overnight courier, or by electronic mail to:

**Chad Rupert**  
**President, GIS1**  
**1230 Oaklake Terrace**  
**Watkinsville, GA 30677**  
**chad@gis1.net**

Notices shall be effective when received.

E. COUNTY Billing Contact

The **COUNTY** billing contact is:

Name: Linda Hanna  
Title: Walton County Finance Director  
Address: 303 S. Hammond Drive, Suite 333, Monroe, Georgia 30655  
Phone: (770) 266-1742

#### **4. Request Procedure for Consulting Tasks**

Before any consulting task is undertaken, **COUNTY** and **GIS1** shall agree on terms, including, at a minimum, the following:

- Description of work to be done;
- Estimated number of hours to complete the task

Terms applicable to a task shall be stated in an addendum which shall be governed by the terms of this Agreement. Any such addendum may be (1) in hardcopy and signed by the applicable **COUNTY** personnel, as set forth in the paragraph below, and the **GIS1** liaison; or (2) set out in email and confirmed electronically by the appropriate **COUNTY** personnel and the **GIS1** liaison. All email correspondence between **COUNTY** and **GIS1** concerning a requested task should include all previous correspondence concerning the same task, so that each email contains a full history of communication on the matter. **GIS1** shall begin work on a task only after completion of an addendum to this Agreement setting out terms under which the task shall be performed.

Any addendum for work whose cost is estimated to be less than \$2,500.00 shall require approval of the applicable Departmental Liaison. Any addendum for work whose cost is estimated to be between \$2,501.00 and \$5,000.00 shall require approval of the Departmental Liaison, the Walton County

Purchasing Manager, and the Chairman of the Walton County Board of Commissioners. Any addendum for work whose cost is estimated to be \$5,001.00 or greater shall require approval by the Departmental Liaison, the Walton County Purchasing Manager, and the Walton County Board of Commissioners.

The hourly rates applicable to GIS consulting tasks shall be as set forth in Section 7(A) hereof.

## **5. Data Delivery**

So that progress can be actively monitored, the **COUNTY** may request copies of data at any time and especially before paying monthly invoices. At no time will the **COUNTY** pay in advance for a task to be completed.

## **6. Time of Performance**

The time of performance is from July 1, 2016 through June 30, 2017.

Any reference to “days” in this agreement shall be deemed **calendar days** unless otherwise specifically stated.

The representatives of **GIS1** will be available during normal business hours for telephone consultation, and with reasonable notice will be available for onsite meetings at the place of business of the **COUNTY**.

## **7. Compensation**

### **A. GIS Consulting Services**

For consulting services rendered hereunder, the **COUNTY** agrees to compensate **GIS1** according to the rates shown below, effective as of July 1, 2016:

**GIS Manager - \$65.00 per hour for work performed at the offices of GIS1**

**GIS Manager - \$75.00 per hour for work performed on-site in Walton County (2 hour minimum)**

**GIS Technician - \$50.00 per hour for work performed at the offices of GIS1**

**GIS Technician - \$60.00 per hour for work performed on-site in Walton County (2 hour minimum)**

### **B. GIS Maintenance Services**

**Maintenance services provided by GIS1 to the Walton County Board of Tax Assessors, as described in Exhibit A hereto, shall be at the flat rate of \$10,200 per year, billed at the rate of \$850 per month.**

C. Monthly Billing; Annual "Not-to-Exceed" Amount

COUNTY will be billed on a monthly basis for all unpaid consulting service hours previously incurred, as well as for the monthly fee for maintenance services as set forth in Section 7.B, hereof. However, the total annual amount under this Agreement, including for consulting and maintenance services as provided for herein, shall not exceed \$60,200 without the approval of the Chairman of the Board of Commissioners.

For example, and without limiting the foregoing, to the extent that 2016 aerial flight surveys necessitate mapping corrections which result in a total annual expenditure in excess of \$60,200, the Chairman of the Board of Commissioners must approve the funding of such corrections to the extent such expenditures cause the total annual expenditure hereunder to exceed \$60,200.

**8. Modification of Agreement**

Except for addendums establishing tasks to be performed hereunder, which may be agreed to via email as provided herein, this Agreement may be modified only by a formal, written modification signed by authorized representatives of both COUNTY and GIS1.

**9. Termination**

This Agreement will terminate on **June 30, 2017**, or earlier upon a thirty (30) day written notice by either party. Upon termination, all finished or unfinished documents, data, or other materials generated hereunder shall become the property of the COUNTY and the COUNTY shall pay GIS1 for all fees accrued hereunder prior the receipt of the cancellation notice.

**10. Ownership**

All data, and/or programming applications produced in whole or in part under this Agreement shall remain the property of the COUNTY. GIS1 reserves the right to use any and all data gathered, created or received during this project for its own purposes, but shall not sell or distribute this information without the consent of the COUNTY.

**11. Entire Agreement**

This agreement (and the attachment hereto and all addenda executed pursuant hereto) constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements, representations, statements, negotiations, and undertakings, whether oral or written.

**12. Choice of Law**

This agreement shall be governed by Georgia law.

IN WITNESS WHEREOF the COUNTY and GIS1 have executed this agreement as of this \_\_\_\_ day



## Attachment A

### Scope of Work—Maintenance Services for Walton County Board of Tax Assessors

#### I. GIS1 Obligations

- 1) Maintain the GIS parcel layer by the most accurate means possible based upon the provided documentation such as survey plats, AutoCAD drawings, and/or written descriptions. The COordinate GeOmetry (COGO) technique will be used when possible. Each new parcel added to the GIS parcel layer will be attributed with a parcel identifier (provided by **County**) that will allow proper linking to the tax assessor's CAMA database.

COGO information from the provided survey plats, including survey distances and bearings, etc. will be permanently stored in the geodatabase for future reference and for quality verification purposes.

- 2) Identify discrepancies that exist between the GIS parcel layer and **County's** Computer Assisted Mass Appraisal (CAMA) database, and provide **County** with a correlation report along with each delivery of new data.
- 3) Assist **County** with resolving discrepancies that exist between the GIS parcel layer and the CAMA database. At no time will GIS1 be responsible for making changes to the CAMA database. **GIS1** will only make changes to the GIS parcel layer in order to resolve discrepancies. Resolutions that require changes in the CAMA database are the responsibility of **County**.
- 4) Compare drawn acreage of parcels within the GIS parcel layer with acreage numbers found in **County's** CAMA database and provide a report to **County** along with each delivery of new data. The report will allow sorting based on percent difference or number of acres in dispute and will allow **County** to examine at any threshold level it chooses.
- 5) Update **County's** road centerline data layer with newly added roads as provided by **County** via survey plats and other documents. Updating of road centerlines will be limited to adding road geometry and road name attributes as shown on the provided documents unless other attributes are requested and discussed.
- 6) Provide **County's** Tax Assessor's Office with unlimited GIS technical support related to parcel data and other data maintained through this Agreement. Support will be available during **County's** normal business hours and days. Response will be provided by phone, email, or Internet as quickly as possible, but should not exceed 24 hours.
- 7) Upon request, provide **County** with one on-site visit per year at no additional charge, which can include training, problem solving or other topics of **County's** choice. **GIS1** is always available to



discuss other possible GIS projects and give demonstrations at no additional charge.

- 8) Provide **County** with updated, electronic copies of parcel data on a quarterly basis or as otherwise requested by **County** or dictated by the delivery of split documents to **GIS1**. More frequent delivery of documents to **GIS1** will result in more frequent deliveries back to **County**. Updated data can be provided to **County** by CD/DVD, FTP, Email, or by direct installation on **County's** computer after business hours. Direct installation requires **GIS1** be provided with a username and password for **County's** computer system.
- 9) Provide **County's** website service provider (qPublic) with updated, electronic copies of parcel data on a quarterly basis or as otherwise requested by **County**.
- 10) As directed by **County**, fulfill all Open Records Requests for the GIS data maintained under this Agreement along with the associated CAMA files. Many options for data distribution are available including use of the Georgia GIS Clearinghouse or by direct delivery from **GIS1**, for a fee or free, as dictated by **County**. At no time will **County** data be distributed to anyone without the express permission of **County**.
- 11) At the request of the **County**, run the CUVA/FLPA analysis process and deliver the analysis results to the **County** up to 12 times per year.
- 12) All split documents provided by **County** will be returned after work is completed.

## II. County Obligations

**County** will do or cause to be done the following:

- 1) On a regular basis (at least every 3 months), provide **GIS1** with all documentation required to perform on-going maintenance of the GIS parcel and road centerline layer. Documentation should include, but is not limited to: survey plats, AutoCAD drawings, or written descriptions, parent parcel identifiers, parcel identifiers for each new parcel and official road names. Or in the case of combining parcels, the parcel identifiers of the parcels to be combined shall be provided along with the final parcel identifier for the combined areas. All documentation provided should be well organized and clearly legible. When possible, all distances and bearings on paper copy survey plats should be of sufficient font size and clarity to be easily discerned.
- 2) When requested by **GIS1**, provide a copy of the most current **County** CAMA database.
- 3) Promptly respond to all correspondence from **GIS1**, which might include reviewing data for accuracy, verifying road names, providing interpretation of drawings, providing additional plats for troublesome areas, and generally being available to clarify any issues which might delay the production process.

## III. Fees

**Total Fee for all Maintenance Services, July 1, 2016 to June 30, 2017:**

**\$10,200 (total for 12 months)**

**Paid at the rate of \$850.00, Monthly**