

Exhibit A

To Ordinance No. 67-17



Memorandum

Date: March 31, 2017

To: Mayor Bryan K. Jensen

Cc: Bill Logan, Fiance Director
Aaron Jenkins, Avon IT Technician

Re: GIS Cooperation with Lorain County Auditor's Office

The City of Avon established a Geographic Information System (GIS) in 2015. GIS has quickly become a valuable tool for many departments including Planning, Utilities, Service, and Fire. Here are a few recent examples of how GIS is used:

1. The Utility Department depends on GIS information to maintain institutional knowledge of the City's water and sewer systems.
2. GIS was instrumental in determining the City's impervious surface areas for a proposed stormwater utility.
3. GIS was used quickly and efficiently to prepare Lead & Copper Testing maps recently required by the Ohio EPA.
4. The City Engineer works with GIS mapping to monitor and plan repairs to the city's infrastructure.
5. GIS is a key tool for the Planning Department when analyzing potential economic development projects.

The City of Avon's GIS use and needs are growing every day. CityView's records management system would be enhanced by a connection to the City's GIS information. This connection would make parcel information, coordinated addresses, and job ticket locations available to CityView. In addition, Avon's IT department has started to inquire about creating tablet based data collectors that will provide city employees to update information from the field. These capabilities can be provided through a program named ArcGIS for Server.

Cost Analysis IF the City of Avon purchases ArcGIS for Server

Initial (1) ArcGIS for Server (ArcServer) purchase:	\$16,400.00
Server hardware:	7,000.00
Server set up:	<u>2,000.00</u>
Total Initial cost:	\$25,400.00
Annual (1) license maintenance (after first year) for ArcGIS for Server:	\$5,000.00
Annual Sever maintenance:	<u>1,200.00</u>
Total annual maintenance cost:	\$6,200.00



These costs can be saved with a cooperative agreement between the City of Avon and the Lorain County Auditor's GIS division. Avon would provide updated local information to the county's GIS coordinator and participate on the Technical Advisory Group (TAG), in exchange; Avon would receive the remote use of the Lorain County Auditor's ArcGIS for Server, ArcGIS Online access, server access, and data updates.

The Lorain County Auditor has offered an ArcGIS Online license to help Avon establish an online map. As Avon's online capabilities and needs grow through the departments use of online GIS, there will additional annual expenses for user licenses. However, these costs would occur whether Avon was on its own or in cooperation with Lorain County.

Technical Advisory Group (TAG)

The County's GIS Coordinator Mr. Marty Rowe will lead the Technical Advisory Group (TAG). TAG membership will consist of representatives from county government, municipalities, and agencies that work with GIS. TAG's purpose will be to coordinate GIS efforts between across various governmental bodies. TAG's membership will advise and help the County GIS Coordinator to establish a county wide GIS data sharing policy. The TAG could eventually assist local municipalities in obtaining reduced cost aerial photography, GIS software, engineering data, etc. through cost sharing.

Participation by Avon's GIS Consultant in TAG would require approximately 50 man-hours per year with an estimated cost of \$4,000, Therefore entering into a partnership with the Lorain County's Auditor's Office would result in an approximate savings of \$25,400.00 upfront and \$2,200.00 per year thereafter.

Ryan E. Cummins P.E., CPESC
Avon Consulting City Engineer

Memorandum of Agreement

Between the City of Avon and the Lorain County Auditor for Geographical Information System Cooperation and Data Sharing

The City of Avon recognizes that for the gathering of GIS data, software and services, a working relationship between the Lorain County Auditor and City Geographic Information System (GIS) Departments would benefit both parties. The City of Avon will provide updated local information to The County's GIS Manager and participate on the Technical Advisory Group (TAG). In exchange, The City of Avon will receive the remote use of The Lorain County Auditor's ArcGIS Enterprise (formerly ArcGIS Server and Portal), as well as access to The County's ArcGIS Online organization, server, and data updates.

I. Purpose of the Agreement

This Memorandum of Agreement (MOA) sets out the framework by which The City of Avon will work with Lorain County Auditor's GIS Manager to implement a data, information and resource sharing relationship. The goal of this relationship is to establish a dynamic online map for The City of Avon, utilize public resources in a cost efficient manner and share data for the common good of the Lorain County Community.

Through this agreement, the Lorain County Auditor's GIS Department and the City of Avon agree to enter into a cooperative GIS agreement as defined in the following paragraphs.

II. Roles and Responsibilities

Responsibilities of the Lorain County Auditor's GIS Department (County)

1. The County will provide to The City of Avon access to their ArcGIS Enterprise (ArcGIS Server).
2. The County will provide to the City of Avon 24-hour secure access to the server and the data storage area via File Transfer Protocol (FTP) and Password secured methods.

3. The County will provide to The City of Avon on-going technical assistance to support ArcGIS Enterprise and ArcGIS Online programs, datasets, or functionality.
4. The County will provide to The City of Avon an Avon-specific group within the Lorain County ArcGIS Online Organization.
5. The County will provide to The City of Avon access to County GIS data housed within The County's geo-databases and servers.

Responsibilities of The City of Avon (City)

In return for the above, The City of Avon agrees to cooperate with the Lorain County Auditor's GIS department, in the following ways:

- A. The City will create and maintain its own ArcGIS Online organization to be used for data-sharing and collaboration with the County. The City will acquire an ArcGIS Online user seat, as well as any additional user seats The City deems necessary.
- B. The City will acquire any additional service credits required to unlock functionality of ArcGIS Online.
- C. The City will share City GIS data with The County GIS Department/Manager.
- D. The City will provide updated data to The County whenever it is available.
- E. The City will respond in a reasonable amount of time to County requests for specific datasets that are available, provided substantial efforts or field collection of data is not required.
- F. Avon's GIS Consultant and IT Manager will be members of a shared ArcGIS Online group with the Lorain County Auditor's GIS Manager.
- G. Avon will participate and cooperate with TAG at a level of effort determined by the City.

III. Duration of the Agreement

This agreement will be in effect upon execution by both parties until terminated, and may be updated at any time through written agreement signed by each party. Either party can terminate the agreement with 30 days written notice.

IV. Data Ownership

The data provided by either entity shall remain its sole property and shall be returned without compromise at the termination of this agreement. The City of Avon reserves the right to determine whether a given dataset or portion thereof is available to or viewable by the general public.

V. Signatures of Parties' Principals

By signature below the Lorain County Auditor and the City of Avon find the terms of this Memorandum of Agreement to be acceptable.

Mayor Bryan K. Jensen, City of Avon

Date

Lorain County Auditor Mr. Craig Snodgrass

Date