



COUNTY OF SANTA CRUZ

0475

PLANNING DEPARTMENT

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ALVIN D. JAMES, DIRECTOR

May 1, 2000

Board of Supervisors
701 Ocean Street
Santa Cruz, CA 95060

AGENDA: May 23, 2000

SUBJECT: Memorandum of Understanding for GIS Data Services

Members of the Board:


County staff and the Fire Chiefs' Association have been working together in a cooperative effort to improve the quality of road mapping in the County's Geographic Information System (GIS). An accurate and complete road network in electronic form provides significant benefits to the County. The existence of a such a road network will allow mapping of road infrastructure information, such as road width, surface, and condition, that will facilitate management of these facilities. The fire agencies, in return, see the benefits of electronically maintained run books, and are willing to reimburse the County for GIS staff time to maintain their run books.

As you are probably aware, the GIS road database is derived from a composite of aerial photos and legal rights of way on the Assessor maps. The result is a GIS road map that not only shows existing roads with legal rights of way but also, in some cases, shows roads that exist but do not show a legal right of way or, conversely, show roads that do not exist but do show a legal right of way. This memorandum of understanding will improve the quality of the County's GIS road map by merging the County's GIS mapping capability with the fire services' intimate knowledge of the traveled roadways of the County.

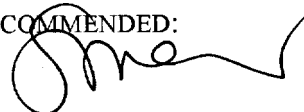
The agreement provides for \$10,000 in up-front financing on the part of the fire agencies to provide for a GIS staff commitment sufficient to maintain the run books. This first year (FY 2000/2001) experience will give both parties to the agreement a more accurate picture of the time and effort required to maintain the run books to the fire agencies' standards.

It is, therefore, recommended that your Board approve the attached Memorandum of Understanding Regarding Data Services, and direct the Chairperson of the Board to sign on behalf of the County.

Sincerely,


Alvin D. James
Planning Director

RECOMMENDED:


Susan A. Mauriello
County Administrative Officer

Attachment: MOU
c c : Fire Chiefs' Association; Assessor; Nancy Car-r-Gordon

MEMORANDUM OF UNDERSTANDING REGARDING DATA SERVICES

This memorandum of understanding is entered into between the Fire Chiefs' Association of Santa Cruz County (hereinafter referred to as "Fire Chiefs") and the County of Santa Cruz (hereinafter referred to as "County").

RECITALS

WHEREAS, Fire Chiefs and County believe it is in the best interest of the public to cooperate and share data each has developed;

WHEREAS, Fire Chiefs maintain "run books" for use in locating places requiring fire suppression services and/or emergency assistance;

WHEREAS, Fire Chiefs have developed data of value to themselves and other government agencies as the basis for the "run books";

WHEREAS, maintenance of these "run books" in an up-to-date condition can prove prohibitively time-consuming and expensive for Fire Chiefs;

WHEREAS, Fire Chiefs have personnel in the field to gather and record information relating to infrastructure useful in suppression of fires and rendering of emergency assistance;

WHEREAS, County has established a County Geographic Information System (GIS), that includes parcel boundaries, streets, jurisdictional boundaries, and other map data, as well as tabular data relating to parcel ownership, use, and value;

WHEREAS, County has staff dedicated to maintaining this map and tabular data in an up-to-date condition on the County's Geographic Information System (GIS); and

WHEREAS, County and Fire Chiefs are willing to share the data each has developed and to contribute to the development of electronic "run books".

NOW, THEREFORE, the parties agree that County will develop and maintain the Fire Chiefs' "run books" in an up-to-date condition, as follows:

I. Map and data description

A. All electronic maps and data will be subject to proprietary constraints, as described in III.A.

B. Data to be available for the "run books" includes:

1. Parcel Base Map will be that maintained by the Santa Cruz County Assessor, and will be furnished with the parcel boundaries and the Tax Roll tabular data, including situs.
2. Street Base Map will be the map of the traveled roadways and street names as created by County and quality assured by Fire Chiefs. Undeveloped rights-of-way will not be depicted on the Street Base Map. Developed, unnamed rights-of-way will be depicted, and designated as “driveway”. This base map shall be developed and accepted by both parties prior to commencement of this agreement.
3. Private driveways of significance, that are not included in the Street Base Map, will be depicted as provided by Fire Chiefs. Development of further driveway configurations from United States Geologic Survey Digital Orthophoto Quads (DOQ’s) and building permit plot plans will require a separate agreement, as noted below in Section V.
4. Building footprints will be those provided by Fire Chiefs. Development of further building footprints from DOQ’s and building permit plot plans will require a separate agreement, as noted below in Section V.
5. Creeks and other waterways will be provided from the County’s GIS. Other waterways may be added by Fire Chiefs for run book purposes.
6. Jurisdictional boundaries (to include sphere of influence boundaries) for fire districts and cities will be provided from the County’s GIS, as quality assured by the Executive Director of the Local Agency Formation Commission.
7. Critical fire hazard, very high fire hazard, and State Responsibility area boundaries will be provided from the County’s GIS. The mutual threat zone boundaries will be provided by Fire Chiefs.
8. Flood zones and fault zones will be provided from the County’s GIS.
9. Bridges, hydrants, other water sources (water tanks, swimming pools), private water company infrastructure, hazardous material locations, and common places will be included as provided by Fire Chiefs.
10. Notes for “special hazards”, block plans, hydrant flow capability, gate locks, and hazardous materials will be included, as provided by Fire Chiefs.
11. Raster backdrop of aerial photography will be provided from the DOQ’s, unless more up-to-date, larger scale, rectified photography is available. Fire Chiefs will approve use of any photography other than the USGS DOQ’s.
12. Map grid used will be that adopted for Santa Cruz County by the Fire Chiefs.

13. Emergency management information, to include staging areas, primary evacuation routes, safe zones, landing pads, and shelter sites, will be provided by Fire Chiefs.

14. Block plan details, including, but not limited to mobile home spaces and commercial spaces, will be included as provided by Fire Chiefs.

C. Hard copy maps will be provided for each fire district, fire department, or County Service Area providing fire suppression services, as follows:

1. Two overviews for each district, department, or service area: one with street center lines with well known land marks, as identified by Fire Chiefs; the other with the same features plotted on the backdrop of the DOQ's. Each agency will receive maps in display size.
2. A page consisting of 9 grids (according to the established grid index) with street center lines, agency boundaries, and grid index. Each agency will receive a full set of map pages for the whole of Santa Cruz County.
3. Each grid with items depicted as requested by each agency from the listing I.B. 1 through I.B. 13 of this agreement. Each agency will receive the grids for its jurisdictional area.
4. Each grid detailed into quarter grids (for use in areas of concentrated density) with items depicted as requested by each agency from the listing I.B. 1 through I.B. 13. Quarter grids to be mapped will be designated by Fire Chiefs. Each agency will receive the quarter grids for its jurisdictional area.
5. Block plan: detail including building footprint, (primarily for condominium projects, mobile home parks, and commercial spaces). Blocks to be mapped will be designated by Fire Chiefs. Each agency will receive the block plans for its jurisdictional area.
6. Any hard copy maps not included in this list will be considered "special project" maps and will be billed to the individual agency.

D. Electronic versions of maps will be supplied upon request to Fire Chiefs, as hardware and software is available at their locales.

II. Services to be provided include:

- A. Creation of "run books" in electronic format.
- B. Maintenance of run books in hard copy

1. Monthly updates of parcels, streets, and other information included in the

County's GIS.

2. Updates of other data as provided by Fire Chiefs.
3. Provision of updated maps for any affected page/grid/quarter grid/block plan.
4. Annual update of display size district maps as described in I.C. 1 above.

C. Development of a model desktop application to provide analytical capabilities to Fire Chiefs.

III. Sharing of Existing Maps/Data

A. The parties to this agreement will share the maps and data described in I. above. Fire Chiefs understand that County maps and data will not be shared electronically with agencies not signatory to this agreement without the prior and express consent of County. County understands that maps/data provided by Fire Chiefs will not be shared electronically with agencies not signatory to the agreement without the prior and express consent of the Fire Chiefs.

B. The parties shall assume no liability for any errors, omissions, or inaccuracies in the information provided regardless of how caused, or any decision made or action taken or not taken in reliance upon any information or data furnished hereunder.

IV. Documentation

County shall provide Fire Chiefs with the metadata relating to all maps/data provided. Fire Chiefs shall provide County with information sufficient to create metadata for maps/data provided by Fire Chiefs. Fire Chiefs understand that such metadata may be published with the County's GIS Metadata.

V. Map/Data Development

Insofar as it is desirable, the parties to this agreement may jointly develop new maps/data. The design, cost sharing, and division of responsibilities for the development of new maps/data shall be specified in separate agreements approved by appropriate policy boards.

VI. Terms of Agreement

A. This agreement shall commence when approved by parties' respective policy boards.

B. Changes to run books shall be completed within ten (10) working days after receipt of updated information from Fire Chiefs,

C. Quality assurance of maps and data to be included in run books is the responsibility of

Fire Chiefs. The reliability of the shared maps and data for fire agency use will be determined by the Fire Chiefs' Association.

D. The term of this agreement shall continue for one year, with automatic renewal upon negotiation and payment of funding for services. Negotiation of amount of funding shall be completed by February 1 of each year for services which are desired during the next fiscal year; payment shall be made by July 1 of that fiscal year.

Either party has the right to withdraw from the agreement by action of the policy board and by giving the other party six (6) months notice in writing. Upon expiration or termination of this Agreement for any reason, Fire Chiefs will within 10 working days deliver to County all electronic map files furnished to Fire Chiefs by County.

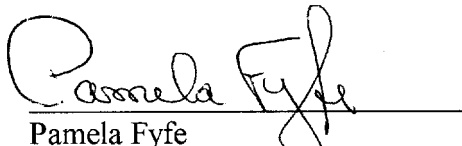
E. In return for services provided by County, Fire Chiefs shall pay \$10,000 for the first year. Amount of funding is subject to renegotiation after one year.

Mardi Wormhoudt
Chairperson, Board of Supervisors
Santa Cruz County



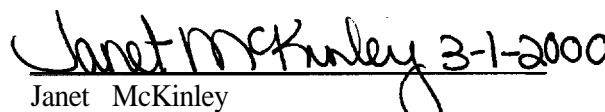
Ron Rickabaugh
President
Fire Chiefs' Association, Santa Cruz County

APPROVED AS TO FORM:



Pamela Fyfe
Deputy County Counsel

RISK MANAGEMENT:



Janet McKinley
Risk Manager

Revised 2/16/00
firechiefsMOU.wpd