

OBLIQUE AERIAL & STREET LEVEL PHOTOGRAPHY PROJECT MUNICIPAL CHECKLIST

DATE	TASK	STATUS
September 30 th , 2010	Provide Tax Maps in GIS format with Parcel ID and additional data requested	Completed!
	Review <u>minimum hardware requirements</u> for this photography software and data, and notify the Tax Commission Executive Director if you do <u>not</u> have at least <u>one computer, running the municipality's assessment software, that meets those specs.</u>	Completed! (To date, <u>no Municipality</u> has contacted the Tax Commission Executive Director)
Beginning with the 1 st Week Of November, 2010	Discuss the photography project with local Law Enforcement and other agencies.	
	Coordinate, if desired, access to gated communities for Street Level Photography and notify Tax Commission Executive Director with notice, e.g., a letter from the individual(s) granting access with the Parcel ID(s) & Address, on or before Monday, November 15, 2010.	
November 5 th , 2010	Provide 1) hardware and software delivery location and 2) training location(s) with related contact information (form previously provided and enclosed).	
Tuesday, December 7, 2010, @ 2PM	Each municipality is encouraged to have their Information Technology Consultant or a member of their Information Technology Staff participate in a meeting with the vendor about this project. (Meeting notice to be sent out shortly.)	
When Notified of Photography <u>Delivery</u>	Designate time for approximately two-three (2-3) hours for Installation & Administrative Training	
	Provide two or more options for two (2) days of installation and User Training. This includes providing access to offices and administrative login(s) to workstation(s) where software is to be installed.	
	Provide a list of personnel (assessing and non-assessing personnel) to be trained and the type(s) of training.	
Within thirty (30) days of image/photo Delivery	Each municipality is expected to email the Tax Commission Executive Director when they have completed verification of satisfactory delivery by checking a random sample of five percent (5%) of the images/photos received.	
	Each municipality is advised to plan for the backup of this data.	
	Each municipality is advised to plan how to maximize its use of this photography.	
Every six (6) months after image/photo Delivery	Each municipality is expected to email the Tax Commission Executive Director a report detailing how the municipality benefited from the photography (document the Return on Investment (ROI)).	