

W. 9 a.

AGENDA COVER MEMO

AGENDA DATE: May 12, 2004

TO: LANE COUNTY BOARD OF COMMISSIONERS

DEPT.: Assessment and Taxation

PRESENTED BY: Jim Gangle, Assessor 

AGENDA ITEM TITLE: **IN THE MATTER OF ACCEPTING THE ORMAP GRANT APPLICATION – 2004 SPRING/FALL AND INTERGOVERNMENTAL AGREEMENT REQUEST FOR THE DEPARTMENT OF ASSESSMENT AND TAXATION**

I. MOTION

MOVE APPROVAL OF ORDER NO. _____ IN THE MATTER OF ACCEPTING THE ORMAP GRANT APPLICATION – 2004 SPRING/FALL AND INTERGOVERNMENTAL AGREEMENT REQUEST FOR THE DEPARTMENT OF ASSESSMENT AND TAXATION.

II. ISSUE

Lane County Assessment and Taxation applied to the Department of Revenue for a 2004 Spring/Fall ORMAP Grant. The application was submitted to the Department of Revenue on March 4, 2004. Review of grant applications occurred by the Department of Revenue and ORMAP Technical Group on March 11, 2004. The Department of Assessment and Taxation was notified on April 20, 2004, of the grant approval. The County Administrator signed the grant application and we are now asking for acceptance of the grant and delegation of authority for the County Administrator to execute the Intergovernmental Agreement.

III. DISCUSSION

A. Background

A significant milestone was reached by Lane County Assessment and Taxation in November 2003 with the decision to migrate their map creation and maintenance to the ArcGIS system. This decision is based, in part, on the upcoming completion of the Goal 4 tax lot base by the Lane County Parcel Mapping Project at Public Works and the recognition that ArcGIS technology offers advantages over the current way Assessment and Taxation is maintaining tax maps. This decision also has the added advantage of allowing Assessment and Taxation to use the same mapping and GIS technology that is currently being used by the other regional GIS partners.

Together the Lane County Parcel Mapping team and Assessment and Taxation staff have devised a business plan that outlines a process to complete the digital map conversion from the CAD system to the GIS over a 5-1/2 year period ending in June 2010. Assessment and Taxation management, including the County Assessor, have made an organizational commitment to dedicate a major portion of the CAD/GIS Specialist's time over the next year to work on a start-up project to create the workflow and technical processes for this conversion. Completed tax lot data and assistance from the Parcel Mapping team will be provided during this initial conversion work.

A significant problem facing Assessment and Taxation, and the Parcel Mapping Project project, is figuring out how to catch up on the backlog of minor lot line adjustments, minor partitions, and tax code areas (TCA's) that are not currently reflected on the Assessment and Taxation maps. This three-year backlog is a result of funding shortages and staff reductions that have not enabled Assessment and Taxation to keep pace with the volume of minor lot and TCA changes that have occurred over this period of time. This grant seeks funds to enable Lane County Assessment and Taxation to hire a Cadastral/GIS Technician I to process a major portion of this backlog. By doing so, Assessment and Taxation will also be able to stay focused on the conversion start-up project.

The deliverables for this grant will be processing property change maintenance requests that affect 1,150 tax lots and adding TCA lines to 430 maps in the Region I project area. While this is not a high percentage of tax lots in Lane County (about 1%) they do reflect changes that will require additional attention and research. Lane County has been receiving about 900 changes each year for the last three years and currently has a backlog that affects 1,923 tax lots. It will also require that Assessment and Taxation coordinate these changes with the Parcel Mapping Team so that this information can be entered to the GIS parcel layer in those areas of the County that have already been mapped.

This project will support the Parcel Mapping Project team's efforts to create a Goal 4 tax lot base for Lane County and supports the County's move to use the GIS to create and maintain Goal 4 assessor maps. The data created under this grant will be available in the ORMAP data exchange standard.

B. Analysis

1. What is the match requirement, if any, and how is that to be covered for the duration of the grant?

This grant has no match requirement. We are showing a Lane County contribution in the form of "training and supervision" and "PC Workstation" as part of the grant application but this does not constitute a grant match requirement.

2. Will the grant require expenditures for Material and Services or capital not fully paid for by the grant?

This grant request is for staff time only. No expenditures for material and services or capital are being requested.

3. *Will the grant funds be fully expended before county funds need to be spent?*

The grant request is for funding for a full-time, temporary position for one year. The grant will be fully expended at the end of that year and no county funds need be spent.

4. *How will the administrative work of the grant be covered if the grant funds don't cover it?*

The grant application is being compiled by the Parcel Map Project (PMP) Coordinator which is funded through Public Works. If the grant is approved, subsequent grant administration (contract tracking, billing, staff supervision) will be provided by Assessment & Taxation management staff with assistance from the PMP Coordinator.

5. *Have grant stakeholders been informed of the grant sunseting policy so there is no misunderstanding when the funding ends? Describe plan for service if funding does not continue.*

The primary stakeholders for this grant are Assessment and Taxation (Property Records Section) and the Parcel Mapping Project at Public Works; and these individuals are aware of the grant sunseting policy.

The desire is to continue to secure funding for the position when the grant expires after one year. There is a high potential to fund the position through the ORMAP (Oregon Mapping Project) project, which is administered by the Oregon Department of Revenue. However, when hiring for the new position potential candidates will be informed that the position is temporary – for one year only.

Should further funding after one year not be available; then existing A&T staff would continue the work as time allows.

6. *What accounting, auditing and evaluation obligations are imposed by the grant conditions?*

Lane County is expected to track the work of the new position being funded by this grant. This requires setting up work activity codes in the time sheet system and producing quarterly billing reports for the Department of Revenue.

7. *How will the department cover the accounting, auditing and evaluation obligations? How are costs for these obligations covered, regardless whether they are in the department submitting the grant or a support service department? Does the department acknowledge that the county will need to cover these costs and it is an appropriate cost incurred by support service departments?*

Assessment & Taxation will cover the costs of tracking staff time and progress on the grant work and submitting billing reports on a quarterly basis. This will be minimal since the grant is for only one position. A&T has conferred with the Lane County Budget and Planning staff regarding this. A&T will prepare a service change decision package to the budget.

8. *Are there any restrictions against applying the county full cost indirect charge?*

No.

9. *Are there unique or unusual conditions that trigger additional county work effort, or liability, i.e., maintenance of effort requirements or supplanting prohibitions or indemnity obligations?*

As far as we know, there are no unusual conditions that would trigger additional county work effort. Those deliverables specified in the grant application are consistent with the goals set forth in the ORMAP work plan and are within the scope of A&T's ability to perform the work.

10. *Grants involving technology issues require Information Services department review and approval prior to submission to the Board to ensure compatibility with existing county systems and development tools.*

While the staff person being funded under this grant will be performing work using the latest Geographic Information System (GIS) technology; the hardware, software and technical procedures are currently standard practice and meet Information Services guidelines.

11. *Information Services department sign-off is required for all agenda items requesting funding for new or enhanced computer applications/systems that will interface with existing county systems/infrastructure.*

This grant does not put forth, or advocate, using any new technology. Perhaps the closest this grant comes to implementing new technology is in the use of the recently released ArcGIS 9.0 software and the ORMAP Parcel Data Model. However, the ArcGIS 9.0 software, while containing some new enhancements, is termed a "maintenance release" and as such, represents an extension of the ArcGIS 8.3 software currently in use and supported by IS. The Parcel Data model organizes the spatial and tabular features required to create Assessor Maps and is a component of the ArcGIS functionality.

12. *If this is a grant funded computer/software applications project,*

- a. *who is the project sponsor? Who will assume responsibility for the new system after it is developed?*

This grant does not fund a computer/software application project.

- b. *who will actually develop the new system/application?*

(see 12.a.)

- c. *what will happen to the software application/system after the grant funding has ended?*

(see 12.a.)

d. *who will pay for ongoing maintenance and staff costs, if any?*

(see 12.a.)

IV. ALTERNATIVES/OPTIONS

1) Accept the grant as presented. Authority would then be given to the County Administrator to sign the Intergovernmental Agreement, Contract #1241. Recruitment for the grant-funded position would commence immediately.

2) Do not accept the grant as presented. The contract would be returned to the Department of Revenue. The Department of Assessment and Taxation would not be ready to assume maintenance of the Parcel Mapping Project in July 2005, without the additional FTE provided by the grant funding.

3) Direct staff regarding possible changes to grant and/or Intergovernmental Agreement, Contract #1241, with the Department of Revenue. Since the Technical Group has already reviewed and approved grant funding for the Spring 2004, the county would not be eligible to re-apply until the Fall 2004.

V. RECOMMENDATION

The Department of Assessment and Taxation recommends Option 1, as above, to accept the grant as presented and assign authority to the County Administrator to sign the Intergovernmental Agreement, Contract #1241. Recruitment for the grant-funded position would commence immediately

VI. IMPLEMENTATION

Once the Lane County Board of Commissioners accepts the ORMAP Grant Application and Intergovernmental Agreement, Contract #1241, the County Administrator and the Oregon Department of Revenue will execute the agreement. A technical adjustment to the Assessment and Taxation FY 2004-05 budget will occur, and a recruitment and selection process will begin for the ORMAP position.

VII. ATTACHMENTS

Board Resolution and Order
Department of Revenue ORMAP Intergovernmental Agreement, Contract #1241
ORMAP Grant Application – 2004 Spring/Fall
ORMAP Grant Application – Addendum
Grant Approval Notification from the Department of Revenue

**RESOLUTION AND ORDER NO) IN THE MATTER OF ACCEPTING THE
ORMAP GRANT APPLICATION – 20 04
SPRING/FALL AND
INTERGOVERNMENTAL AGREEMENT
REQUEST FOR THE DEPARTMENT OF
ASSESSMENT AND TAXATION**

APPROVED AS TO FORM:
Date 5/4/09 Lane County
22aidlaw
OFFICE OF LEGAL COUNSEL

**DEPARTMENT OF REVENUE
ORMAP INTERGOVERNMENTAL AGREEMENT
CONTRACT #1241**

This Agreement, dated as of April 23, 2004, is entered into by and between the State of Oregon, acting by and through the Department of Revenue ("Department") and Lane County ("County").

WHEREAS, under ORS 306.135 the Department is charged with developing a base map system to facilitate and improve the administration of the ad valorem property tax system;

WHEREAS, pursuant to ORS 190.110, the Department may cooperate, by agreement or otherwise, in performing the duties imposed upon it by ORS 306.135.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Department and the County agree to the following:

I. EFFECTIVE DATE OF AGREEMENT; AWARD; PROJECT COMPLETION

- A. Effective Date of Agreement. This Agreement shall become effective on the date this Agreement has been signed by every party and all approvals required by the State have been obtained.
- B. Award. The Department shall provide funds in the amount of \$59,245.00 to the County to fund all or part of the activities set forth in Exhibit A ("Proposal") which is attached hereto and by this reference made a part hereof. The part of the activities set forth in the Proposal which is funded by the Award shall be called the "Project". All of the activities set forth in the Proposal, whether funded by the Department or by other sources, shall be referred to as the "Total Project". (If there are no other funders beside the Department for the activities described in the Proposal, the Total Project is the same as the Project.) The Department shall not be obligated to provide to the County, and the County shall not use, any funds described in this Section other than for costs for the Project.
- C. Project Completion. County agrees to complete the Total Project in accordance with the terms and specifications of the Proposal by *June 30, 2005* ("Project Completion Date"). Final billing for the Project shall be submitted to the Department, on or before *July 30, 2005*. Unless approved in writing by the Department, the Department shall not be obligated to disburse any of the Award after *August 30, 2005*.

II. DISBURSEMENTS; OVERPAYMENT; DISALLOWED COSTS; COST SAVINGS;

- A. Disbursement of Funds by the Department. Subject to Section IV, upon receipt of the County's request for disbursement, the Department shall disburse funds to the County. The Department may, in its sole discretion, impose a minimum or maximum dollar amount for each disbursement request or limit the frequency of disbursement requests.
- B. Overpayment. In the event that the aggregate amount of the Department's disbursements hereunder exceeds the out-of-pocket costs of the County for the Project, the County agrees to refund to the Department the amount paid in excess of such costs within thirty (30) days of final billing by the County or the Project Completion Date, whichever is earlier.

- C. Disallowed Costs. The County agrees that payment(s) under this Agreement shall be subject to offset or reduction for amounts previously paid hereunder which are found by the Department not to constitute allowable costs under this Agreement. If such disallowed amount exceeds the payment(s); the County shall immediately upon demand pay the Department the amount of such excess.
- D. Cost Savings. Any cost savings realized on the Total Project shall be prorated between the funding sources based on the percentage of their respective cash contributions as set forth in the Proposal. In no event shall the Department pay for more than its pro rata share of the County's actual out-of-pocket cost of the Total Project.
- E. No Duplicate Payment. The County shall not be compensated for, or receive any other duplicate, overlapping or multiple payments for the same work performed under this Agreement from any agency of the State of Oregon or the United States of America or any other party.

III. REPRESENTATIONS AND WARRANTIES

County represents and warrants to the Department that (1) it has the power and authority to enter into and perform this Agreement, (2) this Agreement, when executed and delivered, shall be a valid and binding obligation of County enforceable in accordance with its terms, (3) the Total Project shall be performed in a good and workmanlike manner and in accordance with the highest professional standards, (4) those persons performing work on the Total Project shall, at all times during the term of this Agreement, be qualified, professionally competent and duly licensed to perform work on the Total Project, and (5) Exhibit A presents a good faith estimate of the costs of the Total Project and the Project and accurately states the amount of other funds, whether in cash or through binding commitment(s), available for payment of the costs of the Total Project.

IV. CONDITIONS TO DISBURSEMENT

- A. Conditions Precedent to Disbursement. The Department shall not be obligated to disburse any funds hereunder for Project costs unless (1) there exists no event of default or default which with notice or lapse of time or both will become an event of default hereunder, and (2) the Department has received from the County (i) a request for disbursement signed by a duly authorized representative of the County (which shall, among other things, state that the County has or will have sufficient funds to complete the Total Project by the Project Completion Date), (ii) an itemized invoice and (iii) such other documentation as the Department may require, all in form and substance satisfactory to the Department; further, the Department shall only be obligated to disburse Award funds to the extent that the portion of the Award represented by the aggregate amount of all disbursements made through the date of the disbursement request (including the amount of the disbursement request) does not exceed the percentage of the Project completed through the date of the disbursement request, as determined by the Department.
- B. Conditions Precedent to Final Disbursement. The Department shall not be obligated to make final disbursement hereunder until a final payment request and such documentation as may be required by the Department, all in form and substance satisfactory to the Department, shall be submitted by the County to the Department. Final payment will be made to the County within forty-five (45) days of approval by the Department.

V. COVENANTS

- A. Assignment. If the County hires a contractor(s) to do all or part of the Project, the County shall remain liable for compliance with the terms and conditions of this Agreement and shall not in any way be relieved of any of its obligations under this Agreement. The County shall be responsible for all cost overruns.
- B. Payments. To the extent required by state and federal law, the County agrees to:
1. Make payment promptly as due to all contractors, subcontractors, vendors and other persons supplying labor and/or materials for the Project; and
 2. Pay all contributions or amounts due to the State Industrial Accident Fund for workers compensation premiums incurred if a contractor fails to make such payments.
- C. Liabilities. County shall perform its obligations under this Agreement as an independent contractor. Each party shall be responsible exclusively with respect to their employees, for providing for employment-related benefits and deductions that are required by law, including but not limited to federal and state income tax deductions, workers' compensation coverage, and contributions to the Public Employees Retirement System.

Each party shall be responsible, to the extent required by law (including the Oregon Tort Claims Act, ORS 30.260-30.300), only for the acts, omissions or negligence of its own officers, employees or agents.

- D. Compliance with Applicable Law. The County shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to this Agreement. The Department's performance under this Agreement is conditioned upon the County's compliance with the provisions of ORS 279.312, 279.314, 279.316, 279.320 and 279.555, as amended from time to time, which are incorporated by reference herein.
- E. Records Maintenance. The County shall maintain all fiscal records relating to this Agreement in accordance with generally accepted accounting principles. In addition, the County shall maintain any other records pertinent to this Agreement in such a manner as to clearly document the County's performance. The County's accounting procedures shall provide for an accurate and timely recording of receipt of funds by source, of expenditures made from such funds, and of unexpended balances. Controls shall be established which are adequate to ensure that all expenditures reimbursed under this Agreement are for allowable purposes and that documentation is readily available to verify that such charges are accurate.
- F. Access. The County acknowledges and agrees that the Department and the Oregon Secretary of State's Office and the federal government and their duly authorized representatives shall have access to such fiscal records and other books, documents, papers, plans and writings of the County that are pertinent to this Agreement to perform examinations and audits and make copies, excerpts and transcripts. The County shall retain and keep accessible all such fiscal records, books, documents, papers, plans and writings for a minimum of five (5) years, or such longer period as may be required by applicable law, following final payment and termination of this Agreement, or until the conclusion of any audit, controversy, or litigation arising out of or related to this Agreement, whichever date is later.

- G. Project Ownership. The Department acknowledges and agrees that the Project is the exclusive property of the County. The County acknowledges and agrees that the Department is not responsible nor liable in any manner for the completion or maintenance of the Project or Total Project.

VI. TERMINATION; REMEDIES

- A. Termination for Convenience. Either party may terminate this Agreement at any time upon thirty (30) days prior written notice to the other party; provided, however, that the County shall, within thirty (30) days of such termination, reimburse the Department for all funds disbursed by the Department hereunder in excess of the Award multiplied by the percentage of the Project completed to the satisfaction of the Department; provided further that until the County has fully reimbursed the Department for such funds, the County shall comply with the terms of this Agreement.
- B. Termination Because of Non-Appropriation or Project Ineligibility.
1. The Department, at any time upon prior written notice to the County, may modify or terminate this Agreement if the Department fails to receive funding or appropriations, limitations, or other expenditure authority at levels sufficient to pay for the allowable costs of the Project to be funded hereunder or any state law, regulation or guideline is modified, changed or interpreted in such a way that the Total Project, or any portion of the Total Project, is no longer eligible for Award funds.
 2. In the event insufficient funds are appropriated by the County for its share of the costs of the Total Project and the County has no other lawfully available funds, then the County may terminate this Agreement at the end of its current fiscal year, with no further liability to the Department. The County shall deliver to the Department written notice of such termination within thirty (30) days of its determination of such shortfall. The Department shall pay for all authorized Project costs expended by the County up to the date of this written notice of termination.
- C. Termination for Default. The Department may, at any time upon thirty (30) days prior written notice to the County, terminate or modify this Agreement in whole or in part if:
1. The design and implementation of the Total Project is not pursued with due diligence; or
 2. The cadastral portions of the Total Project do not conform to the Department of Revenue Oregon Cadastral Map System; or
 3. The County fails to receive funding for portions of the Total Project from outside sources as described in its Proposal; or
 4. The County, without the prior written approval of the Department, uses the funds provided by the Department hereunder in a way other than the Project described in the Proposal approved by the Department.
 5. The County violates any other provision of this Agreement.

- D. Rights and Remedies. The County shall, within thirty (30) days of its receipt of the notice described in Section VI.C above, reimburse the Department for all funds disbursed hereunder in excess of the Award multiplied by the percentage of the Project completed to the satisfaction of the Department. Further, the Department shall have any and all rights and remedies available at law or in equity.

VII. GENERAL PROVISIONS

- A. Force Majeure. Neither the Department nor the County shall be held responsible for delay or failure to perform when such delay or failure is due to fire, flood, epidemic, strike, public carrier, act of God, act of a public enemy or a public authority or a cause which cannot be reasonably foreseen or provided against.
- B. Persons Not to Benefit. No member of or delegate to Congress, resident commissioner, officer, agent or employee of the United States of America, member of the Oregon Legislative Assembly, elected official of the State of Oregon, or official, agent, or employee of the State of Oregon, or elected member, officer, agent, or employee of any political subdivision, municipality or municipal corporation of the State of Oregon shall derive any unfair knowledge or financial benefit from this Agreement that is not offered to others in a competitive process.
- C. No Third Party Beneficiaries. The Department and County are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.
- D. Successors and Assigns. The provisions of this Agreement shall be binding upon and shall inure to the benefit of the Department and County and their respective successors and assigns; provided however that the County may not assign this Agreement or any interest therein without the prior written consent of the Department, which consent may be withheld for any reason.
- E. Severability. The Department and the County agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provisions held to be invalid.
- F. Notice. Except as otherwise expressly provided in this Agreement, any communications between the parties hereto or notices to be given hereunder shall be given in writing by personal delivery, facsimile, or mailing the same, postage prepaid, to the Department or the County at the address or number set forth on the signature page of this Agreement, or to such other addresses or numbers as either party may hereafter indicate pursuant to this Section. Any communication or notice so addressed and mailed shall be deemed to be given five (5) days after mailing. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine. Any communication or notice by personal delivery shall be deemed to be given when actually delivered.

- G. Counterparts. This Agreement may be executed in several counterparts, all of which when taken together shall constitute one agreement binding all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of the Agreement so executed shall constitute an original.
- H. Governing Law; Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between the Department and/or other agency or department of the State of Oregon and the County that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon; provided, however, if a Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon.
- I. Merger Clause; Amendment; Waiver. THIS AGREEMENT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE DEPARTMENT AND THE COUNTY ON THE SUBJECT MATTER HEREOF. NO MODIFICATION OR CHANGE OF TERMS OF THIS AGREEMENT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH THE DEPARTMENT AND THE COUNTY, AND NO CONSENT OR WAIVER SHALL BE EFFECTIVE UNLESS IN WRITING AND SIGNED BY THE PARTY AGAINST WHOM SUCH CONSENT OR WAIVER IS BEING ENFORCED. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE, IF MADE, SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS AGREEMENT. THE DELAY OR FAILURE OF THE DEPARTMENT TO ENFORCE ANY PROVISION OF THIS AGREEMENT SHALL NOT CONSTITUTE A WAIVER BY THE DEPARTMENT OF THAT PROVISION OR ANY OTHER PROVISION. THE COUNTY, BY THE SIGNATURE BELOW OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT IT HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS.

DEPARTMENT:
State of Oregon, acting by and through its
Department of Revenue

COUNTY:
Lane County

By: _____
Trisha Baxter, Finance Manager

Date: _____

Telephone: (503) 945-8370

Fax No: (503) 945-8382

By: _____

Title: _____

Date: _____

Telephone: _____

Fax No: _____

Federal Employer Identification Number: _____

EXHIBIT A

ORMAP Grant Application - 2004 Spring/Fall Request

Section I. County and Grant Information

a. County/Region

b. Type of Funding

(Check only one)

c. Grant Request

(Only the amount for the funding
type selected in Section I.c)

Lane County Discretionary Fund Request

\$ 59,245.00

Project will help ORMAP Goal(s):

1 2 3 4

Regional

. Discretionary

Combination (For

grants requesting both type of
funds in one project)

Regional Fund Request

\$

Section II. Summary of Project Tech Group

Assessment

a. *Brief Description of the Request and if the project will meet the ORMAP Data Exchange Standards.*

Yes No

A significant milestone was reached by Lane County Assessment and Taxation in November 2003 with the decision to migrate their map creation and maintenance to the ArcGIS system. This decision is based, in part, on the upcoming completion of the Goal 4 tax lot base and the recognition that ArcGIS technology offers advantages over the current way A&T is maintaining tax maps. This decision also has the added advantage of allowing A&T to use the same mapping and GIS technology that is currently being used by the other regional GIS partners.

Working with the Lane County Parcel Mapping team, A&T staff have devised a business plan that outlines a process to complete the digital map conversion from the CAD system to the GIS over a 5-1/2 year period ending in June 2010. A&T management, including the County Assessor, have made an organizational commitment to dedicate a major portion of the CAD/GIS Specialist's time over the next year to work on a start-up project to create the work flow and technical processes for this conversion. Completed tax lot data and assistance from the Parcel Mapping team will be provided during this initial conversion work.

A significant problem facing A&T, and the PMP project, is figuring out how to catch up on the backlog of minor lot line adjustments, minor partitions, and tax code areas (TCA's) that are not currently reflected on the A&T maps. This three-year backlog is a result of funding shortages and staff reductions that have not enabled A&T to keep pace with the volume of minor lot and TCA changes that have occurred over this period of time. This grant seeks funds to enable Lane County Assessment and Taxation to hire a Cadastral/GIS Technician I to process a major portion of this

backlog. By doing so, A&T will also be able to stay focused on the conversion start-up project. The deliverables for this grant will be processing property change maintenance requests that affect 1,150 tax lots and adding TCA lines to 430 maps in the Region I project area. While this is not a high percentage of tax lots in Lane County (about 1%) they do reflect changes that will require additional attention and research. Lane County has been receiving about 900 changes each year for the last three years and currently has a backlog that affects 1,923 tax lots. It will also require that A&T coordinate these changes with the Parcel Mapping Team so that this information can be entered to the GIS parcel layer in those areas of the County that have already been mapped. This project will support the Parcel Mapping Project team's efforts to create a Goal 4 tax lot base for Lane County and supports the County's move to use the GIS to create and maintain Goal 4 assessor maps. The data created under this grant will be available in the ORMAP data exchange standard.

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Scope and Detail of Deliverables *Yes No*

Check Deliverables Details

X Tax lot Conversion Number: 1,150 Percent of County: 1%

X Tax map Conversion Number: 460 maps Percent of County: 13%

Control Points Describe

Hardware/Software Describe

Scanning Describe

X Reports Describe Monthly log of property maintenance requests

X Development Describe Initiate process to maintain parcel data and A&T maps within the GIS.

Other Assistance Describe

Other Deliverable Describe

b. Timeline (funding not to exceed 1 year from contract date) Yes No

This grant request is for Fiscal Year 2004/2005 – July 1, 2004 through June 30, 2005.

c. Costs of total project Yes No

Lane County is seeking \$59,245 of discretionary money. See section III.C.3. for cost details.

d. Partnerships and contributions: Yes No

Lane County will contribute the following amounts for the grant request items:

1. Training and Supervision \$13,375

2. PC Workstation \$ 4,000

e. How does this help ORMAP Goals 1, 2, 3, or 4: Yes No

By processing the backlog of tax lot changes, the Parcel Mapping Project team will be able to incorporate these into a digital version of the most current set of tax lots. These tax lot changes currently remain "in limbo" and will not be resolved until processed by A&T. A&T will, in turn, use the digital parcel base and the TCA data to begin their conversion to Goal 4 tax lot mapping.

f. Benefits to Users: Yes No

Having current tax lot information will be an immediate benefit to a wide variety of local government agencies including City of Eugene, City of Springfield, Eugene Water & Electric Board (EWEB), the Lane Council of Governments and a number of Lane County departments. In addition, it will assist the Parcel Mapping Project in creating a current tax lot layer for Lane County.

g. Promotes Partnerships: Yes No

This grant will strengthen the working relationship between Lane County Public Works and Assessment and Taxation as these two agencies work toward building an accurate tax lot base and

move the mapping system to the ArcGIS environment.

h. Innovation: Yes No

This project will use the ESRI User Group ORMAP Parcel Data Model and the ArcGIS 9.0 software to process the minor lot line adjustments and TCA's in the parcel geodatabase. By doing so, A&T will implement the work process defined in the regional maintenance plan which supports using the GIS to make tax lot changes and create Assessor maps.

i. Assessor's Signature:

County Administrator:

Project Contact – Name: David Cutting e-mail: david.cutting@co.lane.or.us

Title and Phone Number: Cadastral/GIS Specialist - (541)682-3854

Mailing Address: 125 East 8th Ave. Eugene, OR 97401

ORMAP Application – 2004 Page 2 of 9

The information provided in Section III should not exceed more than five pages

Section III. Detail Project Information – All questions must be answered

A. Overview

1. Describe what the project is trying to accomplish

Lane County Assessment and Taxation has a three-year backlog of property change requests and Tax Code Area lines that are not shown on the assessor maps. Due to the funding and staff levels at A&T, the primary focus for making map changes has been processing major subdivisions and minor partitions as well as expedited map changes at the request of the public. The goal of this project is to process these changes using ArcGIS, first through the current A&T work flow, then using ArcGIS, so they can be reflected on the latest A&T map. The benefit for the ORMAP Goal 4 work is that these changes will be reflected in the tax lot geodatabase. This in turn will position A&T to begin using the new, more accurate, parcel data for creating and maintaining A&T maps.

Over the next fiscal year (FY 04/05) there is little way to avoid redundant processing of the backlog – once by A&T on their “paper” maps, and once again by A&T, or the PMP team, against the digital file. However, once the backlog is caught up, any new lot changes will be processed only once within any area of the County that has been converted to GIS mapping.

2. Does this project relate to any previous ORMAP funded project? If yes, please explain

Yes, this project relates to the following ORMAP funded projects.

Grant Amount General Deliverables Status

895 \$29,000 Pilot project, Project set-up Complete

1417 \$39,000 Project Coordination, Control Data Complete

1077 \$20,000 Project Coordination, Parcel Model Review 70%

1078 \$23,609 Survey Control, Survey Analyst Evaluation 83%

3. What is the status/outcome of the previous ORMAP funded projects?

As mentioned above, grants 895 and 1417 are completed. These grants were both completed in June 2003. A more detailed breakdown of the status for grants 1077 and 1078 is as follows:

Contract 1077 – (70% complete):

1. Project Coordination 50%
2. Technical Oversight 68%
3. Data Maintenance Plan 89%
4. Geodatabase Testing 75%

Contract 1078 – (83% complete):

1. Rural Control Database 100%
 2. Integrate Control with Parcels 100%
 3. Survey Analyst Evaluation 50%
- ORMAP Application – 2004 Page 3 of 9

B. Project Design-Current Proposal

1. Identify the ORMAP and the regional/county goal(s) that this project addresses.
This project facilitates the creation of ORMAP Goal 4 tax lot data. In addition this project also supports the migration to full maintenance of the cadastre maps using the Goal 4 data.

2. Describe in detail your technical approach to the project.

The technical approach is as follows:

Tax Code Areas

TCA areas would be created by referencing rectified tax map images and paper maps. The TCA's would then be digitized using the accurate parcel data as a guide.

The TCA changes would be processed in chronological order by annexations to this layer.

Parcel Update (backlog)

The CAD Technician would use the existing hybrid map update techniques to update the existing A&T map by processing the change packets assembled by the Property Records clerk.

The updated Assessor map would be passed along to the GIS Technician for further processing in the ArcSDE geodatabase.

Using ESRI ArcEdit cogo'ing tools, the linework and centroid data would be entered to the ArcSDE geodatabase by the GIS Technician.

Final approval would be given by the CAD/GIS Specialist for the completed work.

3. Describe the project deliverables. Please keep in mind these deliverables are to be billed against when submitting requests for payment to the Department of Revenue.

Project deliverables will be as follows:

Process approximately 400 property transactions which affect 1,150 tax lots.

Creating a change notification process so the minor lot changes can be processed against the GIS parcel data.

Implementation of the parcel maintenance using the ArcGIS software.

Process Tax Code area changes for 430 maps in the region I (ranges 09w-12w) project area (22 townships).

4. Will this proposal fund staff that are doing work other than work funded to do ORMAP work? If so, describe how the time and cost will be tracked for the different projects.

This proposal will fund a new staff person solely dedicated to performing ORMAP work. The primary focus of this staff person will be to process the backlog of tax lot changes and Tax Code Area updates (in Region I) using ArcGIS in accordance with the new maintenance procedures.

Should this grant be approved, a new project code will be created called "ORMAP6". In addition, work activity codes will be established to provide detailed tracking of work within the ORMAP Application – 2004 Page 4 of 9

grant. Reports can be generated showing how much time the A&T staff person has charged against the project broken down by work activity.

5. Describe the maintenance plan for this product.

Processing the backlog of minor tax lot changes is an essential first step in moving Assessment and Taxation into the GIS environment where the on-going maintenance will take place. Currently, a deed is filed for a minor lot line adjustment. This deed is reviewed by A&T Office Assistants who then put together a packet that contains the deed, the current property card and copies of any surveys relating to the affected properties. The packet is sent to the A&T Cartographers who map the property changes using AutoCAD software. This process will still be used with the additional step of making the change to the Goal 4 parcel data.

6. Describe how this project conforms to the ORMAP Exchange Data Standards?

Hiring an additional Cadastre/GIS Technician will ensure that the PMP project can create tax lot data consistent the ORMAP Data Exchange Standards. This additional staff resource will also enable Lane County Assessment and Taxation to implement the new maintenance procedures for creating and maintaining A&T maps in the GIS environment.

C. Project Outline/Work Plan/Calendar/Costs-Overall multiyear project

1. Describe where this project fits within the county's overall Mapping/GIS system plan.

This project is consistent with the GIS partner's regional tax map creation strategy developed by the RLID Tax Lot Subcommittee, and the Parcel Mapping business plan. This strategy calls for the migration to the ArcGIS environment for creating and maintaining tax lot data and assessor maps. The plan also calls for using ArcSDE and building on the ORMAP Parcel Data Model.

2. Show a project timeline with milestones and with phase completion date(s) identified.

The project timeline and milestones are as follows:

Task Complete by

Hire CAD/GIS Technician July 2004

Train CAD/GIS Technician in ArcGIS processes August 2004

Begin tax lot maintenance in ArcGIS August 2004

Process 400 packets – 1,150 tax lot changes June 2005

Build Tax Code Areas for Region I maps (430) June 2005

ORMAP Application – 2004 Page 5 of 9

3. Give a breakdown of costs for the major tasks and the total costs for each fiscal year.

This project has a one-year duration and fits in with the overall Parcel Mapping Project and A&T map conversion project. Projected costs over the next 5-1/2 years are as follows:

Fiscal Year Major Task ORMAP Other

04/05 Project Coordination/Air

Photos/Finish Parcel Mapping

Process tax lot change backlog

Start Conversion/Finish Parcel

Mapping

40,000₁

59,245₂

637,809

05/06 Convert 15% of A&T maps 80,000 720,000

06/07 Convert 19% of A&T maps 83,000 745,000

07/08 Convert 28% of A&T maps 86,000 770,000

08/09 Convert 24% of A&T maps 89,000 800,000

09/10 Convert 14% of A&T maps

Done with map conversion

92,000 828,000

1 \$40,000 submitted as a Regional grant for project coordination and air photo acquisition

2 \$59,245 estimated for this discretionary grant

D. Quality Control

1. Who will be responsible for quality control?

During the Tax Map Conversion project, quality control will be the responsibility of the LCPW project team with oversight from Assessment and Taxation. Quality control on the “paper” assessor maps and digital TCA layer will be the responsibility of Assessment and Taxation.

2. What will be the procedures for quality control?

The following quality control procedures will be used for the Tax Lot Change Backlog and TCA digitizing project:

- A&T Office Assistants will assemble the preliminary tax lot change packet.
- The existing CAD/GIS Technician will review the packet and apply those changes to the “paper” maps.
- The new A&T CAD/GIS Technician will make any necessary changes to the parcel data.
- TCA boundaries will be reviewed against the original A&T “paper” map and entered to a new parcel layer by the new CAD/GIS Technician.
- Final review will be done by the CAD/GIS Specialist.

E. Data Availability

1. Identify any restrictions on data sharing or licensing issues with this product.

All data produced under the ORMAP program is available to the public in accordance with the data access standards developed by Lane County Information Services and adopted by the Lane County Commissioners. A copy of this document is available upon request.

ORMAP Application – 2004 Page 6 of 9

ORMAP Application – 2004 Page 7 of 9

F. Background Information

Attached County/Regional current Business Plan—if one is not on file

Lane County’s Business Plan is on file at the ORMAP web page. A more detailed business plan is available upon request.

G. Other Issues - Please identify.

An entry level CAD/GIS staff person would start at the CAD/GIS Technician I level. For this grant the Cadastral/GIS Technician has an annual cost of \$59,245 which is in Step 7 of a 12 step range. The cost breakdown for a Technician I in Step 7 is as follows:

Tech I – Step 7 Hourly Annual

Base Salary \$17.30 \$35,984

Benefits \$23,261

TOTAL \$28.48 \$59,245

The hourly rate of \$28.48 is slightly more than the Cartographer Tech (\$20/hr) and less than the Cartographer (\$50/hr) rates set forth in the “ORMAP Mapping Components Average Cost” document.

ORMAP Application – 2003 Page 0 of 3

ORMAP Grant Application – Addendum

Request for Additional Information

2004 Spring/Fall Request

Fill only if requested.

The information provided in Sections I and II should not exceed more than two pages

Section I. County and Grant Information

a. County/Region b. Grant Request

(Only the amount for the funding
type selected in Section I.c)

c. Type of Funding

(Check only one)

Discretionary Fund

Request

\$59,245.00

Lane ☐ Regional

X Discretionary

☐ Combination (For grants
requesting both types of funds in
one project)

Regional Fund Request

\$

Section II. Project – Additional Information Official Use

Tech Group

Assessment

a. Current ORMAP policy does not pay for routine map maintenance unless this results in new Goal 4 maps being created. Please clarify what work surrounding backlogs will result in new goal 4 maps and adjust funding request to match this policy?

☐ Yes ☐ No

ORMAP Application – 2004 Page 1 of 13

After feedback from the Technical Group and further review of our grant request, Lane County is making the following general adjustments to the grant request:

- Processing the backlog work on the current set of A&T CAD maps will be done by existing A&T cartographers funded through non-ORMAP money. That work item is no longer part of the technical approach for this grant.
- As a result, Lane County feels that the deliverables described below can cover Region I and Region II of the parcel mapping project areas. Those areas cover ranges 09w-12w and 05w-08w respectively for a total of 45 townships in western Lane County. The original request focused only on the Region I area.

Clarification of the work and the resulting three deliverables are as follows:

1. The new A&T CAD/GIS Technician I will process the tax lot changes described in the backlog packets. This information will be used to complete the Goal 4 parcel data that has been assembled by the Lane County Parcel Mapping Project staff at Public Works. This work will occur in the ArcGIS environment using the parcel data model and the ArcSDE geodatabase. It should be noted that once the parcel data entry has been made,

no ORMAP money will be used to further process the tax lot change packets. Lane County A&T estimates that 779 packets will be used to make 1,150 tax lot changes. Cost for this work item is \$22,185.92

2. The tax code area (TCA) boundaries for Region I and Region II will be created as a GIS layer in the ArcSDE geodatabase to be used as information for generating a digital, Goal 4, A&T map. Lane County A&T estimates that TCA's will be completed for 994 maps in the Region I and II area for a cost of \$14,252.30.

3. Lane County A&T's primary goal is to migrate the map creation and maintenance activity to the ArcGIS environment. One of the first steps is to build the data framework and mapping processes to create the initial Goal 4 maps. As such, Lane County A&T will create 154 maps (out of 994) in the Region I and II area. This work will use the new Goal 4 control and Parcel data, the new TCA boundaries (mentioned above) and create the necessary annotation layers to produce a complete digital map. Once the map is created, then A&T will use non-ORMAP money to maintain the map. The cost for this work item is \$22,806.78

b. Based on the revised amount answered above, how much is this request per taxlot?

☐ Yes ☐ No

\$22,185.92 to create 1,150 tax lots results in a per tax lot cost of \$19.29

c. The map totals in the timeline need to match those stated in the grant. ☐ Yes ☐ No

The following numbers should be used for the timeline and grant amounts:

Maps in Region I: 454

Maps in Region II: 550

Page 2 of the grant for "Tax Map Conversion" should read 154 for the number of maps converted as part of this grant request, which is 4% of Lane County A&T maps.

d. Goal 2 does not include tax codes. As it relates to this request, state taxcodes will be created with ORMAP funding only if they meet goal 4 standards.

☐ Yes ☐ No

The tax code areas created as part of this grant request will meet Goal 4 standards by virtue of being created with reference to the Goal 4 control and parcel data produced by the Lane County Parcel Mapping Project. The ORMAP Data Exchange Standards note that "tax codes are maintained as part of the assessor's map..." and are defined with standard symbology documented in the DOR Standard for Digital Cadastral Mapping. Lane County does not currently have a digital representation of tax code boundaries, even as a goal 2 layer. Lane County will need to create the TCA data in order to build a complete digital A&T map that meets Goal 4 standards.

e. Adjust online business plan to state Lane County currently meets goal 2, not goal 4. State below when the adjustment was made.

☐ Yes ☐ No

The Lane County Business plan was adjusted on March 23, 2004 to state that Lane County currently meets goal 2 and not goal 4.

ORMAP

Lane County Discretionary Fund Project Proposal Southwest Region

March 2004

Contacts:

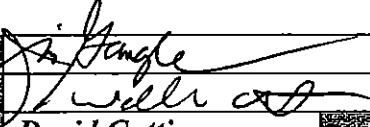
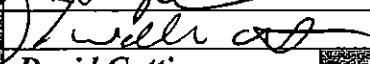
**Brian Mladenich
Lane County Parcel Map Project Manager**

**Cress Bates
Lane County Parcel Map Project Coordinator**

**David Cutting
Lane County Assessment & Taxation GIS/CAD Specialist**

ORMAP Grant Application - 2004 Spring/Fall Request

Section I. County and Grant Information			
a. County/Region	b. Type of Funding (Check only one)	c. Grant Request (Only the amount for the funding type selected in Section I.c)	
Lane County	<input type="checkbox"/> Regional <input checked="" type="checkbox"/> Discretionary <input type="checkbox"/> Combination (For grants requesting both type of funds in one project)	Discretionary Fund Request \$ 59,245.00	
Project will help ORMAP Goal(s): <div style="display: flex; justify-content: space-around;"> 1 2 3 <input checked="" type="checkbox"/> </div>		Regional Fund Request \$	
Section II. Summary of Project			Tech Group Assessment
a. Brief Description of the Request and if the project will meet the ORMAP Data Exchange Standards			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>A significant milestone was reached by Lane County Assessment and Taxation in November 2003 with the decision to migrate their map creation and maintenance to the ArcGIS system. This decision is based, in part, on the upcoming completion of the Goal 4 tax lot base and the recognition that ArcGIS technology offers advantages over the current way A&T is maintaining tax maps. This decision also has the added advantage of allowing A&T to use the same mapping and GIS technology that is currently being used by the other regional GIS partners.</p> <p>Working with the Lane County Parcel Mapping team, A&T staff have devised a business plan that outlines a process to complete the digital map conversion from the CAD system to the GIS over a 5-1/2 year period ending in June 2010. A&T management, including the County Assessor, have made an organizational commitment to dedicate a major portion of the CAD/GIS Specialist's time over the next year to work on a start-up project to create the work flow and technical processes for this conversion. Completed tax lot data and assistance from the Parcel Mapping team will be provided during this initial conversion work.</p> <p>A significant problem facing A&T, and the PMP project, is figuring out how to catch up on the backlog of minor lot line adjustments, minor partitions, and tax code areas (TCA's) that are not currently reflected on the A&T maps. This three-year backlog is a result of funding shortages and staff reductions that have not enabled A&T to keep pace with the volume of minor lot and TCA changes that have occurred over this period of time. This grant seeks funds to enable Lane County Assessment and Taxation to hire a Cadastral/GIS Technician I to process a major portion of this backlog. By doing so, A&T will also be able to stay focused on the conversion start-up project.</p> <p>The deliverables for this grant will be processing property change maintenance requests that affect 1,150 tax lots and adding TCA lines to 430 maps in the Region I project area. While this is not a high percentage of tax lots in Lane County (about 1%) they do reflect changes that will require additional attention and research. Lane County has been receiving about 900 changes each year for the last three years and currently has a backlog that affects 1,923 tax lots. It will also require that A&T coordinate these changes with the Parcel Mapping Team so that this information can be entered to the GIS parcel layer in those areas of the County that have already been mapped.</p> <p>This project will support the Parcel Mapping Project team's efforts to create a Goal 4 tax lot base for Lane County and supports the County's move to use the GIS to create and maintain Goal 4 assessor maps. The data created under this grant will be available in the ORMAP data exchange standard.</p>			

Scope and Detail of Deliverables			YES NO						
Check	Deliverable	Details							
X	Tax lot conversion	Number	1,150	Percent of County	1%				
X	Tax map conversion	Number	460 maps	Percent of County	13%				
<input type="checkbox"/>	Cadastral maps	Describe							
<input type="checkbox"/>	Hard copy software	Describe							
<input type="checkbox"/>	Scanning	Describe							
X	Reports	Describe	Monthly log of property maintenance requests						
X	Development	Describe	Initiate process to maintain parcel data and A&T maps within the GIS.						
<input type="checkbox"/>	Other Assistance	Describe							
<input type="checkbox"/>	Other Deliverables	Describe							
<p>Is the funding funding not to exceed 1 year from contract start? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>This grant request is for Fiscal Year 2004/2005 – July 1, 2004 through June 30, 2005.</p> <p>Costs of work requested <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Lane County is seeking \$59,245 of discretionary money. See section III.C.3. for cost details.</p> <p>Is Partnering and contribution? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Lane County will contribute the following amounts for the grant request items:</p> <table border="0"> <tr> <td>1. Training and Supervision</td> <td>\$13,375</td> </tr> <tr> <td>2. PC Workstation</td> <td>\$ 4,000</td> </tr> </table> <p>How does this help OR State Goals 1, 2, 3, 4? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>By processing the backlog of tax lot changes, the Parcel Mapping Project team will be able to incorporate these into a digital version of the most current set of tax lots. These tax lot changes currently remain “in limbo” and will not be resolved until processed by A&T. A&T will, in turn, use the digital parcel base and the TCA data to begin their conversion to Goal 4 tax lot mapping.</p> <p>Is it a benefit to the community? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Having current tax lot information will be an immediate benefit to a wide variety of local government agencies including City of Eugene, City of Springfield, Eugene Water & Electric Board (EWB), the Lane Council of Governments and a number of Lane County departments. In addition, it will assist the Parcel Mapping Project in creating a current tax lot layer for Lane County.</p> <p>Is it a benefit to the community? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>This grant will strengthen the working relationship between Lane County Public Works and Assessment and Taxation as these two agencies work toward building an accurate tax lot base and move the mapping system to the ArcGIS environment.</p> <p>Is it a benefit to the community? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>This project will use the ORMAP Parcel Data Model and the ArcGIS 9.0 software to process the minor lot line adjustments and TCA's in the parcel geodatabase. By doing so, A&T will implement the work process defined in the regional maintenance plan which supports using the GIS to make tax lot changes and create Assessor maps.</p>						1. Training and Supervision	\$13,375	2. PC Workstation	\$ 4,000
1. Training and Supervision	\$13,375								
2. PC Workstation	\$ 4,000								
Agency Signature									
County Administrator									
Project Contact Name		David Cutting	e-mail:	david.cutting@co.lane.or.us					
Title and Phone Number		Cadastral/GIS Specialist							
Mailing Address		125 East 8 th Ave. Eugene, OR 97401							

Section III. Detail Project Information – All questions must be answered

A. Overview

1. Describe what the project is trying to accomplish

Lane County Assessment and Taxation has a three-year backlog of property change requests and Tax Code Area lines that are not shown on the assessor maps. Due to the funding and staff levels at A&T, the primary focus for making map changes has been processing major subdivisions and minor partitions as well as expedited map changes at the request of the public.

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- | | | |
|----|-----------------------|-----|
| 1. | Project Coordination | 50% |
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| 4. | Geodatabase Testing | 75% |

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- | | | |
|----|--------------------------------|------|
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Project deliverables will be as follows:

- Process approximately 400 property transactions which affect 1,150 tax lots.
- Creating a change notification process so the minor lot changes can be processed against the GIS parcel data.
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This proposal will fund a new staff person solely dedicated to performing ORMAP work. The primary focus of this staff person will be to process the backlog of tax lot changes and Tax Code Area updates (in Region I) using ArcGIS in accordance with the new maintenance procedures.

Should this grant be approved, a new project code will be created called "ORMAP6". In addition, work activity codes will be established to provide detailed tracking of work within the

grant. Reports can be generated showing how much time the A&T staff person has charged against the project broken down by work activity.

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2. Show a project timeline with milestones and with phase completion date(s) identified.

The project timeline and milestones are as follows:

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Train CAD/GIS Technician in ArcGIS processes		August 2004
Begin tax lot maintenance in ArcGIS		August 2004
Process 400 packets – 1,150 tax lot changes		June 2005
Build Tax Code Areas for Region I maps (430)		June 2005

3. Give a breakdown of costs for the major tasks and the total costs for each fiscal year.

This project has a one-year duration and fits in with the overall Parcel Mapping Project and A&T map conversion project. Projected costs over the next 5-1/2 years are as follows:

Fiscal Year	Major Task	ORMAP	Other
04/05	Project Coordination/Air Photos/Finish Parcel Mapping Process tax lot change backlog Start Conversion/Finish Parcel Mapping	40,000 ¹ 59,245 ²	637,809
05/06	Convert 15% of A&T maps	80,000	720,000
06/07	Convert 19% of A&T maps	83,000	745,000
07/08	Convert 28% of A&T maps	86,000	770,000
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¹ \$40,000 submitted as a Regional grant for project coordination and air photo acquisition

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Base Salary	\$17.30	\$35,984
Benefits		\$23,261
TOTAL	\$28.48	\$59,245

The hourly rate of \$28.48 is slightly more than the Cartographer Tech (\$20/hr) and less than the Cartographer (\$50/hr) rates set forth in the "ORMAP Mapping Components Average Cost" document.

ORMAP Grant Application – Addendum

Request for Additional Information

2004 Spring/Fall Request

Fill only if requested.

The information provided in Sections I and II should not exceed more than two pages

Section I: County and Grant Information		
a. County/Region	b. Grant Request (Only the amount for the funding type selected in Section I.c)	c. Type of Funding (Check only one)
Lane	<input type="checkbox"/> Regional <input checked="" type="checkbox"/> Discretionary <input type="checkbox"/> Combination (For grants requesting both types of funds in one project)	Discretionary Fund Request \$59,245.00 Regional Fund Request \$
Section II: Project – Additional Information		Official Use Tech Group Assessment
a. Current ORMAP policy does not pay for routine map maintenance unless this results in new Goal 4 maps being created. Please clarify what work surrounding backlogs will result in new goal 4 maps and adjust funding request to match this policy?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

After feedback from the Technical Group and further review of our grant request, Lane County is making the following general adjustments to the grant request:

- Processing the backlog work on the current set of A&T CAD maps will be done by existing A&T cartographers funded through non-ORMAP money. That work item is no longer part of the technical approach for this grant.
- As a result, Lane County feels that the deliverables described below can cover Region I and Region II of the parcel mapping project areas. Those areas cover ranges 09w-12w and 05w-08w respectively for a total of 45 townships in western Lane County. The original request focused only on the Region I area.

Clarification of the work and the resulting three deliverables are as follows:

1. The new A&T CAD/GIS Technician I will process the tax lot changes described in the backlog packets. This information will be used to complete the Goal 4 parcel data that has been assembled by the Lane County Parcel Mapping Project staff at Public Works. This work will occur in the ArcGIS environment using the parcel data model and the ArcSDE geodatabase. It should be noted that once the parcel data entry has been made, no ORMAP money will be used to further process the tax lot change packets. Lane County A&T estimates that 779 packets will be used to make 1,150 tax lot changes. Cost for this work item is \$22,185.92
2. The tax code area (TCA) boundaries for Region I and Region II will be created as a GIS layer in the ArcSDE geodatabase to be used as information for generating a digital, Goal 4, A&T

map. Lane County A&T estimates that TCA's will be completed for 994 maps in the Region I and II area for a cost of \$14,252.30

3. Lane County A&T's primary goal is to migrate the map creation and maintenance activity to the ArcGIS environment. One of the first steps is to build the data framework and mapping processes to create the initial Goal 4 maps. As such, Lane County A&T will create 154 maps (out of 994) in the Region I and II area. This work will use the new Goal 4 control and Parcel data, the new TCA boundaries (mentioned above) and create the necessary annotation layers to produce a complete map. Once the map is created, then A&T will use non-ORMAP money to maintain the map. The cost for this work item is \$22,806.78

b. Based on the revised amount answered above, how much is this request per taxlot?

☐ Yes ☐ No

\$22,185.92 to create 1,150 tax lots results in a per tax lot cost of \$19.29

c. The map totals in the timeline need to match those stated in the grant.

☐ Yes ☐ No

The following numbers should be used for the timeline and grant amounts:

Maps in Region I: 454

Maps in Region II: 550

Page 2 of the grant for "Tax Map Conversion" should read 154 for the number of maps converted as part of this grant request, which is 4% of Lane County A&T maps.

d. Goal 2 does not include tax codes. As it relates to this request, state taxcodes will be created with ORMAP funding only if they meet goal 4 standards.

☐ Yes ☐ No

The tax code areas created as part of this grant request will meet Goal 4 standards by virtue of being created with reference to the Goal 4 control and parcel data produced by the Lane County Parcel Mapping Project. The ORMAP Data Exchange Standards note that "tax codes are maintained as part of the assessor's map..." and are defined with standard symbology documented in the DOR Standard for Digital Cadastral Mapping. Lane County does not currently have a digital representation of tax code boundaries, even as a goal 2 layer. Lane County will need to create the TCA data in order to build a complete digital A&T map.

e. Adjust online business plan to state Lane County currently meets goal 2, not goal 4. State below when the adjustment was made.

☐ Yes ☐ No

The Lane County Business plan was adjusted on March 23, 2004 to state that Lane County currently meets goal 2 and not goal 4.



Oregon

Theodore R. Kulongoski, Governor

Department of Revenue
955 Center St NE
Salem, OR 97301-2555

ORMAP Program

April 20, 2004

Mr. David Cutting
Cadastral/GIS Specialist
125 East 8th Ave.
Eugene, OR 97401

Dear Mr. Cutting,

We are pleased to inform you that your request for Discretionary funding through the ORMAP Spring 2004 cycle has been approved. A contract will follow formalizing the agreement between Lane County and the Department of Revenue.

Listed below are the deliverables you outlined in the grant request submitted. Please use this chart to track progress and submit it with billings to the Department of Revenue, as it will be used to assure compliance and completion of the tasks in the grant. As bills are submitted, please complete the chart with the required information for each task or deliverable as well as the contract number.

Contract Number					
Task	Description	Current Billing	Remaining	Total Task Amount	Percent Complete
1	Taxlot Mapping/Conversion		\$22,185.92	\$22,185.92	0%
2	TCA creation		\$14,252.30	\$14,252.30	0%
3	Migrate data and map creation procedures to GIS		\$22,806.78	\$22,806.78	0%
4					0%
5					0%
					0%
Total			\$59,245.00	\$59,245.00	0%

If you have any questions please do not hesitate to contact us at OR.MAP@state.or.us or our ORMAP Coordinator, Doug Holdt at (503) 945-8493.

Sincerely,

Jim Bucholz
Section Manager, Property Tax Division

CC: Jim Gangle, Lane County Assessor
Corrina Jaeger, DOR
Cress Bates, LCOG
Cinda Taylor, Lane County
Brian Mladenich, Lane County