

W. 4.B.1.

AGENDA DATE: February 18, 2009

TO: Board of County Commissioners

DEPARTMENT: Assessment and Taxation

PRESENTED BY: Anette Spickard, Assessor

AGENDA ITEM TITLE: ORDER/ _____ IN THE MATTER OF APPROVING A GRANT APPLICATION TO THE OREGON DEPARTMENT OF REVENUE FOR ORMAP FUNDS IN THE AMOUNT OF \$140,000 FOR FY 2009-10 AND DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR TO EXECUTE THE GRANT AWARD DOCUMENTS

I. MOTION

Move approval for Lane County to submit a grant application to the Oregon Department of Revenue for ORMAP funds in the amount of \$140,000 for FY 2009-10 and delegate authority to the county administrator to execute the grant award documents.

II. AGENDA ITEM SUMMARY

The Assessment & Taxation department and the Public Works department request permission to submit a grant application to the State of Oregon for \$140,000 in ORMAP funds to continue our participation in the statewide ORMAP (Oregon Map) project.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

Previous board action occurred with BO 04-5-12-15. In subsequent years the amount of grant funding requested via ORMAP cycles has been within the authority of the County Administrator and board action has not been required.

This grant application is to continue our efforts to meet the statewide goal of all assessor maps converted to digital format that complies with state ORMAP standards by 2012. This year's application amount exceeds the authority of the County Administrator and therefore we are asking for board approval to submit our application.

B. Policy Issues

Funding from the State of Oregon to complete ORMAP goals has been sought routinely by Lane County since the Fall of 2005. This request seeks to continue the Lane County assessor map conversion effort with the same intensity and strategy that has been successful since our initial request in 2005.

The money to fund ORMAP grants comes from a \$1.00 per recorded document fee collected by each county's deeds and records office. If our county does not submit an application for use of those funds, the money is awarded to other counties.

C. Board Goals

This grant supports Board of Commissioner Goal 2) Provide Outstanding Customer/Constituent Service. This grant benefits our regional partners as well as the county by making assessor maps available to the public through a state website. See www.ormap.org for more information. Lane County is in the Southwest region.

D. Financial and/or Resource Considerations

This funding will support 1.0 FTE in Assessment and Taxation cartography section and 1.0 FTE in the Public Works Department Parcel Mapping Team. No match is required.

E. Analysis

The information required by the Board of County Commissioners prior to approval of grant applications and receipt of grant funds is provided below:

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

There is no match requirement for this grant.

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

No. Material and Services costs are included in the grant.

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

There is no anticipation of using county funds, the grant will cover FTE costs.

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

There is minimal administrative work for the grant, all which is absorbed by the Administration Division of Assessment and Taxation.

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

Funding is granted out to counties on a regular cycle so grant applicants are aware of the limited duration of the project. After the initial ORMAP goals are met in 2012, new projects will be identified by the state and new application cycles will begin. The \$1.00 ORMAP recording fee has no sunset date.

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

Status reports and invoices are submitted on quarterly basis. An annual business plan is updated each year. Lane County's business plan can be viewed on the ORMAP website at www.ormap.org. There are no formal audit or evaluation requirements, however there is a statewide steering committee that provides technical assistance and reviews the final products for compliance with the state standards.

7. How will the department cover the accounting, auditing, and evaluation obligations? How are the 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 services departments?

Funds are budgeted in the grant application and Assessment and Taxation Administration to meet the obligations. The county will not be required to expend any additional funds for the purposes of accounting, auditing and evaluation.

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?

No

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.

The GIS tools used to create the assessor maps to meet ORMAP standards have already been approved by IS. We use pooled licenses with Public Works and LCOG to minimize costs.

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 request any applications/systems/infrastructure.

12. If this is a grant funded computer/software applications project, who is the project sponsor? Who will assume responsibility for the new system after it is developed? Who will actually develop the new system/application? What will happen to the software application/system after the grant funding has ended? Who will pay for ongoing maintenance and staff costs, if any?

This is not a grant funded computer/software/applications project.

F. Alternatives/Options

1. Approve the grant proposal submission.
2. Deny the grant proposal submission.

IV. RECOMMENDATION

Assessment and Taxation and Public Works recommend approval of this request.

V. TIMING/IMPLEMENTATION

The grant application needs to be signed by the County Administrator and submitted to the state Department of Revenue by February 20, 2009.

VI. FOLLOW-UP

After the grant is awarded, the county will receive a contract from the Department of Revenue to be executed. Grant funded activities will begin on July 1, 2009.

VII. ATTACHMENTS

Board Order
ORMAP grant application

THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

ORDER:) IN THE MATTER OF APPROVING A GRANT APPLICATION TO
) THE OREGON DEPARTMENT OF REVENUE FOR ORMAP
) FUNDS IN THE AMOUNT OF \$140,000 FOR FY 2009-10 AND
) DELEGATING AUTHORITY TO THE COUNTY
 ADMINISTRATOR TO EXECUTE THE GRANT AWARD
 DOCUMENTS

WHEREAS, the State of Oregon encourages all counties to participate in a statewide digital mapping effort called ORMAP to benefit the citizens and government agencies of the state, and

WHEREAS, in order to assist counties in achieving state ORMAP goals by 2012 the Department of Revenue provides funding through the ORMAP grant fund, and

WHEREAS, the Board of Commissioners supports the joint efforts of the Assessment & Taxation department and Public Works department to participate in this project using ORMAP grant funds,

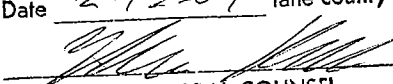
NOW, THEREFORE, IT IS HEREBY ORDERED that Lane County apply for a grant from the Spring 2009 ORMAP grant cycle in the amount of \$140,000 and,

IT IS FURTHER ORDERED that the county administrator is delegated authority to execute the grant award documents when received.

DATED this _____ day of February, 2009.

Peter Sorenson, Chair
Board of County Commissioners

APPROVED AS TO FORM

Date 2-12-09 lane county

OFFICE OF LEGAL COUNSEL

IN THE MATTER OF APPROVING A GRANT APPLICATION TO THE OREGON DEPARTMENT OF REVENUE FOR ORMAP FUNDS IN THE AMOUNT OF \$140,000 FOR FY 2009-10 AND DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR TO EXECUTE THE GRANT AWARD DOCUMENT

ORMAP Grant Application

A. County: Lane	B. Funding Cycle: Spring 2009
C. Project will help meet ORMAP Goal(s): 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>	D. Fund Request: \$140,000.00
DOR Assessment	
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	

This request seeks to continue the Lane County Assessor map conversion effort with the same intensity and strategy that has been successful since our Fall 05 Request (Contract 1534). Funds received will pay for one full time employee (FTE) at Public Works and one FTE at A&T. At Public Works, a GIS Tech will create annotation and reference features for 300 maps. At A&T, staff will create features for another 250 maps and a Cadastral Cartographer will finish and approve all 550 deliverable maps. Provided this grant is approved, this will be the only map conversion grant request from Lane County until Spring 2010.

This project follows our ORMAP business plan, and works in a regional GIS context. In this project we will be moving into a more populated portion of the county, with a higher density of maps with more taxlots on them. Our work on previous and current ORMAP projects has been on maps with a cumulative average of 22 taxlots per map. The area addressed by this grant will be in an area with a cumulative average of 82 taxlots per map.

Our proven estimate for this work for the last three years is:

Task	Per map	550 maps
1. Creation of Annotation, Reference lines, Cartographic line features	7 hours	3,850 hours
2. Map finishing and review	2 hours	1,100 hours
... Total	9 hours	4,950 hours

The total 4,950 hours equals 2.4 FTE. This request funds 2.0 FTE. In addition to the 2.4 FTE required to make the ORMAP 550 map deliverable, Lane County contributes an additional 1 FTE to help approach our business plan map construction goal of 800 maps per year. This one FTE is considered outside of the project since it is creating ORMAP deliverables beyond the scope of this grant.

Scope and Deliverables		
Check	Deliverables	Brief description of the deliverables
<input checked="" type="checkbox"/>	Taxlot Conversion	30,000
<input checked="" type="checkbox"/>	Tax Map Conversion	550
<input type="checkbox"/>	Control Points	
<input type="checkbox"/>	Scanning	
<input type="checkbox"/>	Reports	
<input type="checkbox"/>	Development	
<input type="checkbox"/>	Other Assistance	
<input type="checkbox"/>	Other Deliverable	
<input type="checkbox"/>	Hardware/Software	

July 1, 2009 to June 30, 2010

Deliverable	Number of Items	Cost per Item	Total Cost
Published Tax maps	550	254.54	\$140,000
Published Mapped Taxlots	30,000	Included above	Included above

<u>Lane County Assessment & Taxation</u>	Project Oversight	\$ 14,000
	.4 FTE Grant Contribution	\$ 28,000
	1.0 FTE Mapping Project Contribution	\$70,000
<u>Lane County Public Works</u>		
Parcel Mapping Team	Tax lot maintenance	\$ 25,000
Transportation Planning GIS	Interagency project coord. & management	\$ 19,000
Surveyor	Plat registration	\$ 20,000
<u>Regional Partners</u>		
Eugene Engineering	Plat cogo, registration, entry	\$ 16,000
Springfield Engineering	Plat cogo, registration, entry	\$ 16,000
Lane Council of Governments	Tech Assist, DB Admin, Metadata	\$ 25,000
	Total	\$233,000

	Anette Spickard (541)682-6798
	David Cutting, Lead Cartographer
	David.Cutting@co.lane.or.us
	(541)682-3854
	Lane County Assessment and Taxation 125 E 8 th Avenue Eugene OR 97401-2968

A. Overview

1. Describe what the project is trying to accomplish.

This project ensures continued progress on the conversion of tax map production to ORMAP technical specifications

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

1241 \$59,245 S/04- LC A&T funding Cartographer position to convert mapping to GIS

1242	\$40,000	S/04- LCPW Air Photos, Project Coordination
1284	\$ 9,900	11/04- LC A&T for ESRI Arc/Info License
1365	\$17,113.10	S/05- LC A&T funding Cartographer position to convert mapping to GIS
1534	\$70,000	F/05- LCPW A&T map annotation, map index polygons, for Goal 4 maps
1556	\$67,000	S/06- LC A&T funding Cartographer position to convert mapping to GIS
1563	\$ 5,000	S/06- ORMAP ESRI Programmer's Grant
1764	\$70,000	F/06- LCPW A&T map features for ORMAP Technical Standard maps
1806	\$70,000	S/07- LC A&T funding Cartographer position to convert mapping to GIS
1816	\$25,000	S/07- ORMAP ESRI Programmer's Grant
1856	\$70,000	F/07- LCPW A&T map features for ORMAP Technical Standard maps
1929	\$36,025	S/08 - LC A&T funding Cartographer position to convert mapping to GIS
2204	\$56,780	F/08 - LC A&T & LCPW map features and map conversion
2217	\$ 2,035	F/08 - LC A&T ArcMap tools development

3. What is the status/outcome of the previous ORMAP-funded projects? (Please include contract numbers and a status map.)

Contracts prior to #2204	Complete and Closed
#2204	Work has begun and will be completed by 6/30/2009.
#2217	Contract with LCOG programmer is in process. To be completed 6/30/2009.

Below is table and map and of current project status.

Map Report 1/8/2009				
Map Type	Meet Specs	Not Meet Map	TotalMap	PercentCompleteMap
Detail	152	211	363	42%
Supplemental	21	76	97	22%
Township	74	61	135	55%
Section	1029	360	1389	74%
Quarter Section	169	101	270	63%
Sixteenth	452	960	1412	32%
Total	1897	1769	3666	52%

Taxlot Report 1/8/2009				
Map Type	Meet Spec TL	Not Meet TL	TotalTL	PercentCompleteTaxlot
Detail	230	3	233	99%
Supplemental	131	224	355	37%
Township	2431	1640	4071	60%
Section	24833	10193	35026	71%
Quarter Section	6552	6448	13000	50%
Sixteenth	24801	82239	107040	23%
Total	58978	100747	159725	37%

Lane County, Oregon
GIS Produced Assessor Map (1739/3600)
Project Status: 1/7/2009



B. Project Design – Current Proposal

1. Identify the ORMAP and the regional/county goal(s) that this project addresses.

Continued funding for the A&T Cadastral/GIS Technician, and the Lane County Public Works GIS Technician I, will ensure that Lane County A&T can create tax lot maps consistent with the ORMAP Data Exchange Standards, with the Department of Revenue Digital Cadastral Standards, and in conformity with ORMAP technical specifications. This work is consistent with the regional and departmental (A&T) goal of converting the A&T Map production and maintenance to the new mapping procedures. These procedures call for the mapping to be done in ArcGIS, using the accurate Lane County control data and tax lot base. All new mapping is being done in an enterprise ArcSDE geodatabase using the ESRI ORMAP parcel data model and map production and editing tools.

2. Describe in detail your technical approach to the project (mapping methodology).

The following is a technical summary of the process we are using to convert an A&T map from CAD to the GIS. The converted map conforms to the ESRI ORMAP Parcel Data Model and the ORMAP technical specifications:

A: Creation of Annotation, Reference lines, Cartographic line features by GIS Technician:

1. Select map to convert based on maintenance priority need.
2. Reserve the map by entering date and name in coordination database.
3. Open standard "Map Construction and Editing" map document using ESRI ArcMap.
4. Initiate versioned SDE gis data editing session.
5. Add CAD file as background layer, Re-project or adjust as needed.
6. Add optional vector source data (Original parcel mapping line work and annotation).
7. Select, copy, paste relevant vector cartographic lines to correct target layers and update attribute values.

8. Cogo reference line features to correct target layers and update attribute values.
9. Convert available vector annotation, paste into correct target annotation class, update attributes.
10. Join taxlot polygons to certified taxlot acre table. Calculate taxlotacre values to be used as Feature linked TaxlotAcreageAnno.
11. Digitize any other necessary annotation from image sources in CAD drawing.
12. Create TaxCodeAnno elements where needed.
13. Reposition annotation as needed.
14. Reconcile and post the edit SDE version to default SDE version.
15. Enter GISConvert date and map location data in coordination database.
16. Print GIS map. Attach copy of old CAD map. Route to review process.

B: Map finishing and review by Qualified Cadastral Cartographer:

1. Reconcile new map with map maintenance records and old CAD map.
2. Perform any deferred miscellaneous corrections on record.
3. Update CancelledNumbers and RevisionBox tables.
4. Perform standard checklist visual inspection.
5. Make any edits needed.
6. Enter map status and comments in coordination database.
7. Print map to paper and PDF file.

3. Describe the project deliverables. (DOR will bill against these deliverables)

This grant proposes creating the additional data layers for an estimated 30,000 tax lots that are needed to publish new maps in the GIS environment. The project deliverables will be 550 tax maps that meet ORMAP technical specifications completed within the term of the project. These maps will be produced with the ESRI ORMAP Map Production tool, published as PDF files and conveyed to DOR for use on the ORMAP web site.

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

This proposal will fund staff doing work other than that funded by ORMAP. The grant will fund the equivalents of one full time employee (FTE) from A&T and one FTE from Public Works for a period of one year. Feature creation and map finishing/review will be rotated among the GIS Technician and Cadastral Cartographer staff. Individual Cadastral Cartographers will indicate the "printed" status of maps in the project tracking database. This database will be reconciled periodically with GIS data records. Taxlot deliverables will be the sum of taxlots for those maps converted based on a 7/03/08 inventory. Time spent is recorded in the appropriate work items for individual timesheets.

5. Who will be doing the work (county staff, contractor, DOR staff, etc.)? Please define their role(s).

Lane County Assessment and Taxation cartographers and Lane County Public Works GIS technicians, will be doing the work.

6. Define the role of the County Cartographer in the project.

The County Cartographer prioritizes maps to be converted, sets design and procedural standards, documents procedure, coordinates improvements to the editing and production tools, oversees quality assurance, maintains conversion progress data, and resolves cartographic issues.

7. Describe the maintenance plan for this product.

We use a standard maintenance process in place at Lane County Assessment and Taxation for cadastral data.

- Maintenance requests (recorded documents and annexation requests) are logged into the assessor's database and prioritized for completion in the mapping system.

- Plat data entry cogo work and spatial registration is done by local jurisdiction surveyors per the regional Parcel Maintenance Agreement.
- Taxlot changes are processed in GIS by A&T cartography for portions of the county in GIS map production.
- Taxlot Maintenance is performed in GIS by Public Works in portions of the county not in GIS map production based on fortnightly reports from A&T.
- Annexations are solely processed in GIS by A&T cartography.

8. Will this comply with *Oregon Cadastral Data Exchange Standard*?

Our product is compliant with *Oregon Cadastral Data Exchange Standard*

9. Describe where this project fits within the County's overall mapping/GIS work plan.

This project is consistent with the GIS partner's regional tax map creation strategy developed by the Lane Regional GIS Tax Lot Subcommittee and Parcel Mapping business plan. This strategy calls for the migration to the ArcGIS environment to create and maintain tax lot data and assessor maps. The plan also calls for using ArcSDE and the ESRI ORMAP Parcel Data Model to build and maintain these maps and data.

10. Provide a project timeline with milestones or phase-completion dates

-----Note Bold entries have been completed. -----

12/01/2006	Begin A&T maintenance of Region 2
01/01/2007	Complete GIS mapping for Lane County Region 1
04/01/2007	Document Maintenance Procedure steps
05/01/2007	Craft agreement for Eugene, Springfield Plat entry into Cadastral map maintenance
09/30/2007	Begin A&T GIS maintenance for Lane County Region 3
10/31/2007	Complete GIS conversion for Lane County Region 2
12/01/2008	Begin A&T GIS maintenance for Lane County Region 4
01/01/2009	50% of County maps converted (ORMAP Goal 3)
06/30/2009	Begin A&T GIS maintenance for Lane County Region 5 (Metro)

11. Does this project promote partnerships, if so, with whom?

This project promotes two levels of partnerships within our region. First, it promotes and builds on the strong partnership between Lane County A&T and Lane County Public Works. These two departments are at the forefront of maintaining the new ORMAP technical standard tax lot data and are doing this in a coordinated, multi-departmental environment. Secondly, the plat data warehouse/plat processing procedures have been implemented by the Regional GIS partners and are promoting strong partnerships between Lane County, City of Eugene, City of Springfield and Lane Council of Governments. These partnerships are the key to eliminating the redundant digital plat data creation that has occurred among the various agencies.

12. Describe any innovations that will be utilized by this project.

- This project builds on and leverages the ESRI ORMAP Parcel Model, the ESRI ORMAP Parcel Edit tools and the ESRI ORMAP Map Production tool.
- Implementation of Lane Regional Plat Data Warehouse: a regionally shared depository for digital plat data in a CAD format.
- GIS to CAD converter for Plat Data Warehouse data.
- Plat Tracking database. This is an Access-based plat tracking application that allows each of the regional GIS partners to track the progress of a plat, record their own work on the plat, and notify other

agencies when the plat has been recorded, registered, updated on the A&T map, and updated in the GIS plat and tax lot features.

- CAD to SDE GIS annotation conversion tools written by Lane A&T Cartography staff with LCOG help.

13. Detail Costs (who is paying for what).

Lane County Assessment & Taxation

Project Oversight	\$ 14,000
.4 FTE Grant Contribution	\$ 28,000
1.0 FTE Project Mapping Contribution	\$ 70,000

Lane County Public Works

Parcel Mapping Team	Tax lot maintenance	\$ 25,000
Transportation Planning	GIS Interagency project coord. & mngt	\$ 19,000
Surveyor	Plat registration	\$ 20,000

Regional Partners

Eugene Engineering	Plat cogo registration, entry	\$ 16,000
City of Springfield	Plat cogo, registration, entry	\$ 16,000
Lane Council of Governments	Tech Assist, DB Admin, Metadata	\$ 25,000

ORMAP

Spring 2009 Project Request	Map Conversion	\$140,000
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Total \$373,000

C. Quality Control

1. Who will be responsible for quality control?

Lane County Assessment and Taxation Cadastral Cartographers will be responsible for quality control.

2. Will county cartography staff review the deliverables?

County Cartography staff will review the deliverables as part of the quality control process. In addition, county cartographer staff will administer the standardized tests for ORMAP technical standards assurance, when these tests are available.

3. Will there be a review by Department of Revenue cartography staff?

If requested.

4. Describe quality control procedures.

Qualified Lane County A&T Cadastral Cartographers finish maps begun by Lane County Public Works staff. The finishing procedure requires completion of a checklist of quality control tasks. Maps begun by a qualified A&T Cadastral Cartographer are reviewed by another A&T Cadastral Cartographer for quality control using the same checklist mentioned above on request. When the standardized ORMAP technical standards tests are available, these tests will be run on all completed maps.

D. Data Availability

Identify this product's restrictions on data sharing or licensing issues.

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.

E. Background Information

Any other information that you feel may help support the project. Please attach an updated copy of your county's ORMAP business plan if it has not been updated on the ORMAP website.

G. Other Issues - Please identify.

Lane County has done field survey work and/or survey record research along the entire Lane County Boundary. The results were submitted to neighboring county surveyors in 2004. Initially the neighboring surveyors agreed on the Lane County established boundary. Because of continued ORMAP funded boundary work, Linn and Lincoln counties have reported that further research is required. Lane believes it would be beneficial to do a follow-up review with Benton, Douglas, Deschutes, and Klamath counties as well.

Submit completed forms to:

Mail	Contact Information
ORMAP Project Coordinator Oregon Department of Revenue Property Tax Division - CDOT 955 Center St. NE Salem OR 97301-2555	Tel: 503-945-8493 Fax: 503-945-8737 or.map@state.or.us