

POLK COUNTY BOARD OF COMMISSIONERS

DATE: February 12, 2025
TIME: 9:00 a.m.
PLACE: Polk County Courthouse, Dallas, Oregon

THE LOCATION OF THIS MEETING IS ADA ACCESSIBLE. PLEASE ADVISE THE BOARD OF COMMISSIONERS AT (503-623-8173), AT LEAST 24 HOURS IN ADVANCE, OF ANY SPECIAL ACCOMMODATIONS NEEDED TO ATTEND OR TO PARTICIPATE IN THE MEETING VIRTUALLY.

PAGE: **AGENDA ITEMS**

- 1. CALL TO ORDER AND NOTE OF ATTENDANCE**
- 2. ANNOUNCEMENTS**
 - (a) Regular meetings of the Board of Commissioners are held on Tuesday and Wednesday each week. Each meeting is held in the Courthouse Conference Room, 850 Main Street, Dallas, Oregon. Each meeting begins at 9:00 a.m. and is conducted according to a prepared agenda that lists the principal subjects anticipated to be considered. Pursuant to ORS 192.640, the Board may consider and take action on subjects that are not listed on the agenda. The Board also holds a department staff meeting at 9:00am on every Monday in the Commissioners Conference Room at 850 Main Street, Dallas, Oregon.
 - (b) The Homeless Prevention Advisory Council (AKA P.A.T.H.S) will be meeting on February 12, 2025 from 12:00 pm to 2:00 pm has been canceled.
- 3. COMMENTS (for items not on this agenda and limited to 3 minutes. We encourage all community members to engage with public comments to the Board of Commissioners. However, out of respect for our audience and a general sense of decorum please refrain from vulgar, threatening or inappropriate language.)**
- 4. APPROVAL OF AGENDA**
- 5. APPROVAL OF THE MINUTES FROM February 5, 2025**
- 6. APPROVAL OF CONSENT CALENDAR**
- 7. LENGTH OF SERVICE AWARDS – Matt Hawkins**
 - Lee Warren, 25 years of service
 - Jack Skiles, 15 years of service
 - Jennifer Borland, 10 years of service
- 8. RECLASSIFICATION OF AN EMPLOYEE – Matt Hawkins**

CONSENT CALENDAR

- a) Polk County Contract No. 25-16, Benton County (Dean Anderson, Information Services)

THE BOARD OF COMMISSIONERS WILL MEET IN EXECUTIVE SESSION PURSUANT TO ORS 192.660.

ADJOURNMENT

POLK COUNTY PUBLIC MEETINGS AND PUBLIC HEARINGS
GUIDELINE FOR CITIZENS

REGULAR MEETING AGENDA

Regular meetings of the Polk County Board of Commissioners convene at 9 a.m. each Wednesday morning. Any person wishing to bring a matter before the Board at one of these meetings may do so by mailing or delivering written notice, concisely describing the nature of the item, to the Board of Commissioners, Polk County Courthouse, Dallas, Oregon 97338, by noon on the preceding Thursday. Unless otherwise announced, meetings are held in the Main Conference Room of the Courthouse.

APPEARANCE OF INTERESTED CITIZENS

The Board sets aside a time at each regular meeting for comment by the public on subjects not appearing on the Agenda. Individuals may come forward and make any statement they wish, but not to exceed three (3) minutes in length, except as is required to give concise answers to questions from Board members. If the subject will require a lengthier presentation, or merits inclusion as an item on the Agenda of a future meeting, the Board shall schedule it accordingly.

PUBLIC HEARING FORMAT

Land Use

1. Chairman opens hearing.
 - a. Reading of hearing request or appeal statement.
 - b. Call for abstentions (ex parte contact or conflict of interest).
2. County staff presents background, summary and its recommendation (20-minute limit).
3. Applicant (Appellant) presents his/her case (15-minute limit).
4. Public testimony. Note that all testimony and evidence must be directed toward the applicable factual and legal criteria as identified in the record and/or during this hearing. Do not repeat previous testimony. Simply note for the record that you are in agreement with that earlier testimony. Your time to present testimony is limited. FAILURE TO RAISE AN ISSUE IN THIS HEARING, IN PERSON OR BY LETTER, OR FAILURE TO PROVIDE ADEQUATE SPECIFICITY TO AFFORD THE BOARD AN OPPORTUNITY TO RESPOND TO THE ISSUE MAY PRECLUDE LATER APPEAL TO LUBA ON THAT ISSUE.
 - a. Individuals in favor of the application or appeal.
 - b. Individuals against the application or appeal. At the discretion of the Chairman, an attorney, consultant, or other designated representative of two or more individuals may be allowed the combined time for each represented individual who does not speak, not to exceed 20 minutes. The Chairman may require proof of designation.
5. Rebuttal by Applicant (Appellant) (10-minute limit).
6. Questions from Board (discussion limited to individuals questioned by the Board).
 - a. Staff.
 - b. Applicant (Appellant).
 - c. Individuals testifying.
7. Chairman closes hearing and announces closing of Record.
8. Chairman announces date for deliberation and decision.
9. The Board's decision is deemed the final decision of Polk County. It may be appealed to LUBA within 21 days of its issuance in written form. The address and phone number of LUBA may be obtained from the Polk County Community Development Department and will also appear on the Notice of Decision which will be mailed to all persons who testify, submit comments, or print their name and address on the hearing attendance sheet at the back of the hearing room.

POLK COUNTY BOARD OF COMMISSIONERS
MINUTES February 5, 2025

1. CALL TO ORDER & ATTENDANCE

At 9:00 a.m., Commissioner Pope declared the meeting of the Polk County Board of Commissioners to be in session. Commissioner Mordhorst and Commissioner Gordon were present.

Staff present: Greg Hansen, Administrative Officer
Morgan Smith, County Counsel
Matt Hawkins, Administrative Services Director

2. ANNOUNCEMENTS

Regular meetings of the Board of Commissioners are held on Tuesday and Wednesday each week. Each meeting is held in the Courthouse Conference Room, 850 Main Street, Dallas, Oregon. Each meeting begins at 9:00 a.m. and is conducted according to a prepared agenda that lists the principle subjects anticipated to be considered. Pursuant to ORS 192.640, The Board may consider and take action on subjects that are not listed on the agenda. The Board also holds a department staff meeting at 9:00 a.m. on every Monday in the Commissioners Conference Room at 850 Main Street, Dallas, Oregon.

The Homeless Prevention Advisory Council (AKA P.A.T.H.S) will be meeting on February 12, 2025 from 12:00 pm to 2:00 pm located at 1407 Monmouth Independence Hwy, Monmouth OR 97361.

3. COMMENTS

None

4. APPROVAL OF AGENDA

MOTION: COMMISSIONER MORDHORST MOVED, COMMISSIONER GORDON SECONDED, TO APPROVE THE AGENDA.

ALL COMMISSIONERS VOTED YES.

MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.

5. APPROVAL OF MINUTES OF January 29, 2025

MOTION: COMMISSIONER GORDON MOVED, COMMISSIONER MORDHORST SECONDED, TO APPROVE THE MINUTES OF January 29, 2025.

ALL COMMISSIONERS VOTED YES.

MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.

6. APPROVAL OF CONSENT CALENDAR

MOTION: COMMISSIONER MORDHORST MOVED, COMMISSIONER GORDON SECONDED, TO APPROVE THE CONSENT CALENDAR.

ALL COMMISSIONERS VOTED YES.

MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.

7. POLK COUNTY 6/30/2024 AUDIT

Brad Bingenheimer & Kathy Wilson, SingerLewak Auditors, presented the Polk County Audit for 6/30/2024 to the Board and staff. They handed out their report to the Commissioners and Administrative Officer. Next, Mr. Bingenheimer went over the report on the record. Mr. Bingenheimer talked about something called a past journal entry pertaining to the Opioid Settlement and explained what that means. Commissioner Gordon asked if this was something that they found in other jurisdictions and Mr. Bingenheimer stated, yes. Mrs. Wilson went over their finding of overexpenditures in the budget. Commissioner Pope asked about the letter to the Board and wanted to know why it was addressing the Commissioners and the Polk County Extension District. Mr. Bingenheimer explained why it is there and that there is a separate report prepared. Commissioner Gordon wanted to recognize them and county staff for their hard work on these reports. Mr. Bingenheimer wanted to thank the county staff as well for being very helpful in the auditing process. Commissioner Mordhorst thanked them for their hard work as well. Brad Bingenheimer & Kathy Wilson, SingerLewak Auditors, presented the Polk County Audit for 6/30/2024 to the Board and staff.

MOTION: COMMISSIONER GORDON MOVED, COMMISSIONER MORDHORST SECONDED, TO ACCEPT THE 6/30/2024 POLK COUNTY AUDIT.

ALL COMMISSIONERS VOTED YES.

MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.

The following items were approved by Motion under **5. APPROVAL OF CONSENT CALENDAR:**

- a) **Polk County Contract No. 25-14 (Amendment 15 to 23-109), Oregon Health Authority
(Rosana Warren, Public Health)**
- b) **Polk County Order No. 25-05, Appointing a member to the Fair Board
(Nicole Pineda, Executive Assistant to the Board)**

There no need for an executive session and Commissioner Pope adjourned the meeting at 9:16 a.m.

POLK COUNTY BOARD OF COMMISSIONERS

Craig Pope, Chair

Jeremy Gordon, Commissioner

Lyle Mordhorst, Commissioner

Minutes: Nicole Pineda
Approved: February 12, 2025



HUMAN RESOURCES

POLK COUNTY COURTHOUSE ★ DALLAS, OREGON 97338-3174
(503) 623-1888 ★ FAX (503) 623-1889

MEMORANDUM

TO: Board of Commissioners
FROM: Matt Hawkins, Admin. Services Director
DATE: February 5, 2025
SUBJECT: Reclassification of a Building Maintenance Worker I

Wednesday – February 12, 2025 (5 minutes)

RECOMMENDATION:

The Board of Commissioners approve the reclassification of a Building Maintenance Worker I.

ISSUE:

Shall the Board approve the reclassifications?

DISCUSSION:

It is recommended that Jake Hanson in General Services be reclassified from a Building Maintenance Worker I to a Building Maintenance Worker II. Jake has been with the County for almost 3 years and has become a go to employee within our maintenance program. Jake often goes above and beyond to get a job done while always providing polite and courteous interactions with all of the departments we serve, and his coworkers. He is highly regarded not only for his skills, but his work ethic and can-do attitude.

Jake is currently at step 4 of the Building Maintenance I position which is \$4,088 monthly. If the reclassification is approved, he will move to step 3 of the Building Maintenance Worker II position which is \$4,260.

Should the reclassification be approved, it would be effective February 1, 2025.

FISCAL IMPACT:

This reclassification will have an impact on the budget for FY 24-25 of approximately \$2,800 including PERS contribution should it be for 12 months.

**INTERGOVERNMENTAL AGREEMENT BETWEEN
POLK COUNTY, OREGON and BENTON COUNTY, OREGON**

1. PARTIES TO AGREEMENT

This Agreement is between Polk County, a political subdivision of the state of Oregon, (“POLK COUNTY”) and Benton County, a political subdivision of the state of Oregon (“BENTON COUNTY”) (collectively, the “Parties”).

2. STATUTORY AUTHORITY

In accordance with and pursuant to the provisions of ORS Chapter 190, BENTON COUNTY is authorized to jointly provide for the performance of a function or activity in cooperation with a “unit of local government” that includes POLK COUNTY. By acceptance of this Agreement, POLK COUNTY certifies that it meets the above criteria for eligibility for such cooperation with BENTON COUNTY. As a result of this Agreement and pursuant to ORS 190.030, any unit of local government, consolidated department, intergovernmental entity or administrative officers designated herein to perform specified functions and activities that are vested by law in each separate party to the Agreement, its officers and agencies.

3. PURPOSE/STATEMENT OF WORK

The purpose of this Agreement is to establish the terms and conditions under which POLK COUNTY will provide GIS Services to BENTON COUNTY. These services are further described in Attachment A which is attached hereto and hereby incorporated into this Agreement.

4. TERM AND TERMINATION

4.1 **Term**. The term of this Agreement shall begin on the date it becomes fully executed and end on December 31, 2025, unless otherwise terminated or extended as provided herein. Prior to the expiration of the term of this Agreement, the Agreement may be extended by written agreement of the Parties.

4.2 **Termination Process**.

- (a) This Agreement may be terminated at any time by mutual consent of the Parties.
- (b) Either party may terminate this Agreement by giving 30 days’ written notice to the other party, delivered by mail or in person to the addresses provided in Section 8 of this Agreement.
- (c) Either party may terminate this Agreement in the event of a breach of the Agreement by the other party. Prior to such termination, the party seeking termination shall give to the other party written notice of the breach and intent to terminate. If the party committing the breach has not entirely cured the breach within fifteen (15) days of the date of the notice, or within such other period as the party giving the notice may

authorize or require, then the Agreement may be terminated immediately at any time thereafter by a written notice of termination by the party giving notice.

5. OBLIGATIONS UNDER THE TERMS OF THIS AGREEMENT

5.1 **Point of Contact.** The central point of contact for each party for all communications required to effectuate the services and support contemplated under this Agreement are set forth in Section 8 of this Agreement.

5.2 **GIS Services.** POLK COUNTY shall perform the tasks described in Attachment A for BENTON COUNTY.

(a) Prior to commencing work under this Agreement, POLK COUNTY shall acquire funding from the Oregon Department of Revenue to perform the work under this Agreement. BENTON COUNTY shall not be responsible for acquiring funding and shall not owe payment to POLK COUNTY for the work performed under this Agreement. The total value of the work performed by POLK COUNTY under this Agreement shall not exceed **\$9,000**.

(b) POLK COUNTY shall be solely responsible for satisfying any and all reporting requirements to the Oregon Department of Revenue for the work performed under this Agreement.

5.3 **Agency.** At all times under this Agreement, individuals either employed by or volunteering for POLK COUNTY to perform services under this Agreement shall be agents of POLK COUNTY. No individual performing services for POLK COUNTY under this Agreement shall be considered an employee or agent of BENTON COUNTY nor shall they be entitled to any rights and/or benefits conferred to BENTON COUNTY employees.

6. COMPLIANCE WITH APPLICABLE LAWS

Both Parties shall at all times during this Agreement comply with all federal, state, and local laws and ordinances applicable to the work to be performed under this Agreement. This Agreement shall be administered and construed under the laws of the State of Oregon.

7. ASSIGNMENT

Neither POLK COUNTY nor BENTON COUNTY shall have the right to transfer or assign, in whole or in part, any or all of its obligations and rights hereunder without the prior written consent of the other party.

8. NOTICES

Any formal notice or communication given to POLK COUNTY or BENTON COUNTY under this Agreement shall be sufficient if given, in writing, by first class mail or in person to the following addresses:

BENTON COUNTY:

Russell Barlow
GIS Coordinator
Information Technology
4500 SW Research Way
Corvallis, OR 97330

POLK COUNTY:

Dean Anderson
IT Special Projects Manager
850 Main St.
Dallas, OR 97338

9. INDEMNIFICATION AND INSURANCE

9.1 **Indemnification.** To the extent permitted by Article XI, Section 7 of the Oregon Constitution and by the Oregon Tort Claims Act, each party agrees to waive, forgive, and acquit any and all claims it may otherwise have against the other and the officers, employees, and agents of the other, for or resulting from damage or loss, provided that this discharge and waiver shall not apply to claims by one party against any officer, employee, or agent of the other arising from such person's malfeasance in office, willful or wanton neglect of duty, or actions outside the course and scope of his or her official duties. For any and all claims against either POLK COUNTY or BENTON COUNTY from a third party, each party agrees to defend and indemnify each other for any and all claims arising from the actions of their employees and/or agents.

9.2 **Insurance.** Each party shall insure or self-insure and be independently responsible for the risk of its own liability for claims within the scope of the Oregon Tort Claims Act (ORS 30.260 to 30.300).

10. AMENDMENTS AND MODIFICATIONS

This Agreement may be amended or modified at any time by mutual written agreement of the Parties. No modification or change to the terms of this Agreement shall bind either party unless in writing and signed by both Parties.

11. MERGER CLAUSE

This Agreement constitutes the entire agreement between the Parties. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. Parties, by the signatures below of their authorized representatives, hereby agree to be bound by its terms and conditions.

12. WAIVER

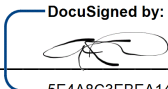
The waiver by either party of a breach or violation of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach thereof. No delay or failure to require performance of any provision of this Agreement shall constitute a waiver of that provision as to that or any other instance. Any waiver granted by a party must be in writing to be effective and shall apply solely to the specific instance expressly stated.

13. SEVERABILITY

If any of the provisions contained in this Agreement are held illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed on the date set forth below.

BENTON COUNTY

By: 
Title: Director of IT

02/05/2025
Date

Approved as to form:
Vance M. Croney 2-5-2025
Benton County Legal Counsel

POLK COUNTY

By: _____
Title: _____

Date

Approved as to form:

Polk County Legal Counsel

POLK COUNTY / BENTON COUNTY CONVERSION SUPPORT PROJECT

INTRODUCTION

County: Polk / Benton County Work Estimate (hrs.): 80-100 hrs.
Contact: Dean Anderson / Russell Barlow
Phone: Dean – 503-871-5530 / Russell – 541-766-6869
E-mail: anderson.dean@co.polk.or.us / russell.barlow@bentoncountyor.gov

Project Name

Data and Tool conversion support to move from ArcMap to an ArcPro/Fabric Enterprise (Arc)

Justification (why do it):

Benton County is currently using ArcMap for map maintenance. The County needs help converting from ArcMap to ArcPro using the ORMAP sample tools available.

Brief Deliverable Overview (proposed solution): Dean will assist the County with the conversion project. The project will be used to convert the county's data into an Arc/Pro file geodatabase with existing tools customized to operate in the new County environment. In addition, the project will be used to support the County moving to a production environment in ArcPro/Fabric.

Dean will assist the County to convert their data as stored in a geodatabase environment from ArcMap to ArcPro/Fabric. Dean will provide an initial review to identify any problems with the data that may cause issues once converted. Dean will work with Benton County to test the standard tools and provide feedback on how they may be modified to better support mapping after conversion in the Geodatabase environment. Dean will provide technical assistance with conversion to create a county-wide ArcPro/Fabric structure that can be uploaded to a branched version service environment. In partnership with County Staff Dean will develop a series of conversion scripts that will assist the County in operating in a dual environment. Finally, Dean will provide assistance with implementing the tools in an ArcPro/Fabric branched version enterprise environment.

REQUIREMENTS

Current Process Summary (how does it work now): The County currently uses ArcMap to maintain their maps in accordance with ORMAP standards. GIS data is not in a parcel fabric environment. The County uses separate ArcMap projects to update GIS data and to create assessor maps.

Work is performed by two cartographers. Cartographers have taken ORMAP/ESRI trainings for ArcPro and parcel fabric and occasionally use ArcPro for side projects

Desired Process Summary (how should it work): Data should be converted and loaded into the current ESRI ArcPro/Fabric Enterprise Environment using a series of Python scripts.

Assumptions/Constraints: The format of the source data is unknown but should be close to the ORMAP standard.

Time Frame / Tasks/ Deliverables

Start State: 2025

End State: 2025

Inputs: Benton County Data and project files in an ArcMap format that meet the ORMAP standard.

Outputs:

1. Benton County data in an ArcPro Fabric file geodatabase.
2. ORMAP Tools operational in an ArcPro Fabric file geodatabase environment.
3. Review of tools & Data in the GDB format.
4. Identification of issues with tools and data.
5. Scripts created to support the conversion process.
6. Benton County data in an ArcPro Fabric enterprise environment *.
7. Review of tools and data and what needs to be done for tools to work in the enterprise environment at Benton County.

*- Dependent on County staff.

User Interface: Tools work or we have documented what needs to be done so they do work.

Project Plan

The following tasks will be used to complete the project. Tasks will be completed by the County Conversion team, consisting of the County Cartographer(s) and GIS Staff, and Dean, hereinafter referred to as the contractor. County commitments and contractor deliverables are identified at the end of each task. Times to complete tasks are identified in week intervals. Times for tasks that involve County staff are estimates based on the ability of staff to work on the project along with their other job responsibilities. These times are identified with a (*).

Pilot: The pilot will be used to develop the conversion process, customize and test tools. The pilot will consist of a small dataset so that conversion tools and tasks can be quickly tested and modified prior to converting the entire county dataset. Pilot tasks will primarily be completed by the contractor.

1. Kickoff Meeting: The contractor will meet with the County Conversion Team to review and modify steps needed to complete the project. The contractor will provide the County with a questionnaire that will assist in the data conversion (See Attachment A).

County: Meeting participation and plan review

Answers to questionnaire

Deliverable: Modified project plan if needed

Time: County Meeting (1 week*)

2. Data Conversion: The County will provide the contractor with a small dataset containing three different map scales in an ArcMap formatted GDB and an ArcMap project file containing layer symbology, templates and field domains. The contractor will complete the initial conversion and provide the County with an ArcPro/Fabric Geodatabase and Project File that meets the new ArcPro/Fabric data standard.

County: Provide small dataset and answer questions regarding data

Provide an ArcMap project file and geodatabase that contains domains and symbology.

Deliverable: Pilot ArcPro/Fabric geodatabase

Time: County Conversion Team – (1 Week) *

Contractor – (1 Week after data is delivered)

3. Edit Tools Conversion: The contractor will modify/customize the ORMAP tasks, rules and scripts to operate on the new small County ArcPro/Fabric dataset. The contractor will document any data issues found that cause the tools to not operate as specified and provide this to the County. It will be the County's option to update/change the ArcMap data to allow the tools to work. The contractor will review the tasks, rules and scripts with County GIS staff so that they are familiar with how the tools work.

County: GIS staff gain an understanding of ORMAP tasks, rules and scripts.

Deliverable: Initial Tools, Tasks, and Rules converted to work with small pilot dataset

Time: Contractor (2 weeks - after project info is delivered)

4. Map Production Tool Conversion: The County will provide Contractor with an ArcMap map production project file (mxd). The contractor will modify/customize the ArcPro layout and tool to ensure that the map production tool produces maps that are similar to those produced with ArcMap. The contractor will document any problems or data inconsistencies that have an impact. It will be the County's option to update/change the ArcMap data to be allow the tools to work. The contractor will review the layouts and map productions scripts with County GIS staff so that they are familiar with how the tools work.

County: GIS staff gain an understanding of ORMAP Map Production Tool.

Deliverable: Initial Tools, Tasks, and Rules converted to work with small dataset

Time: Contractor – (1 week after project info is delivered)

5. Conversion Review: Cartography staff will use the converted data and tools to gain a basic understanding of how the ArcPro/Fabric and ORMAP tools work. Prior to review GIS staff should have a basic understanding of ArcPro and Cartographers should have taken required ArcPro and Fabric classes.

The County GIS Conversion team will document any issues found during the review. After the review is complete the Contractor and the Conversion Team will summarize issues with the data and tools that must be addressed as part of a larger implementation which includes identification of:

- Non-standard feature classes in use at the County
- Non-standard attributes and domains in use at the County
- Potential data edits that may need to be done as part of the conversion
- Needed modifications to existing tools.
- Additional tools that may need to be developed.

County: Cartographers become familiar with the ArcPro/Fabric environment and small dataset

GIS staff are familiar with the conversion process and small pilot dataset

County staff document problems and issues found in a review document

Deliverable: Conversion Review Document

County GIS staff are familiar with the conversion process

County Cartographers are familiar with the ArcPro/Fabric map maintenance process.

Time: County Conversion Team (2-3 Weeks) *

Contractor (1+ weeks)

County-Wide Conversion: The following tasks represent a transition from the Contractor being the lead to County staff being the lead. This will ensure that County staff have a good understanding of the data,

processes, and tools required to support mapping in the new ArcPro/Fabric environment.

6. Convert County-Wide Data: The County will provide the Contractor with a complete county-wide dataset for conversion. Contractor will apply the customized conversion tools and will work with the County GIS staff to convert a county-wide dataset from the ArcMap environment to the ArcPro/Fabric dataset at Benton County. The contractor will assist the County in making modifications to the conversion process to address issues found in the Conversion Review (Step 5). The entire conversion process will be able to be automated allowing the County to operate in a dual environment during the transition process. It will be the County's option to update or correct and issues in ArcMap or leave them until after the conversion to ArcPro/Fabric is complete.

County: Provide Contractor with a copy of the county-wide ArcMap dataset

GIS staff will make modifications and run the conversion scripts

Deliverable: ArcPro/Fabric county-wide geodatabase

Time: County GIS Staff (2 weeks)*

Contractor (1+ Week)

7. Tools Update: The contractor will work with the County to make limited modifications to the tools to address issues found as part of the Conversion Review (Step 5).

County: GIS staff will make modifications to Tools, Tasks, and Rules

Deliverable: Contractor provided support and update tools as needed

Time: County GIS Staff (1 week)*

Contractor (1 Week)

Enterprise Implementation: The following tasks will be used to support the migration of the county-wide data and tools to an enterprise server environment. Installing SDE servers and ArcPro/Fabric service environment is beyond the scope of this project and it is assumed that this will be completed before the next step begins.

8. Export County-Wide data to enterprise: While the implementation of the ArcPro/Fabric enterprise is beyond the scope of this project, the contractor will be available to answer questions as it relates to the ArcPro/Fabric data.

County: Import County-wide data into the ArcPro/Fabric enterprise environment

Deliverable: Contractor to provide support and answer questions as needed.

Time: County GIS Staff (1-2 weeks)*

Contractor (1 week for support)

9. Export Tools: The contractor will provide support to County GIS staff to convert the tools to work in an enterprise environment. Support will be based on the ORMAP Tools enterprise conversion document ([ORMAP Enterprise Tools](#)).

County: County ensures tools work with the enterprise environment

Deliverable: Contractor to provide support and answer questions as needed.

Time: County GIS Staff (1-2 weeks)*

Contractor (1 week for support)

10. Final Review: The contractor and the County Conversion Team will document issues with the data and tools that must be addressed as part of a full implementation of an ArcPro/Fabric

environment. This review will also include any discussions of how the tools/tasks/rules fit with the existing workflow process used by the County to process transactions and produce maps.

County: Complete the review as identified in Step 5.

Provided workflow overview if one exists

Deliverable: Conversion Review Document

Time: Contractor (1 week)

Timeline Summary

The following is an estimated timeline. It is based on the ability of County staff to complete tasks within the estimated limits and the availability of the servers for upgrade.

1. Kickoff													
2. Convert Data													
3. Edit Tools													
4. Map Production													
5. Review													
6. County Data Convert													
7. Update Tools													
8. Export Data at Enterprise													
9. Export Tools													
10. Final Review													
	1	2	3	4	5	6	7	8	9	10	11	12	

Attachment 1: ORMAP DATA PREP QUESTIONS

The following questions will be asked at the kickoff meeting and need to be answered before the conversion can begin.

1. What features will participate in the Fabric?
 - Tax lot? Yes
 - Tax lot lines? Yes
 - Lot? No
 - Plat? No
 - Tax Code? No
 - Conod? No
 - Other? N/A
2. What is the relationship of Tax lots and Tax lot Lines?
 - Tax lot boundaries are 100% coincident with Tax lot Lines (Y/N) Yes
3. What topology rules do you have in place?
 - Tax lots must not overlap and must not have gaps.
 - Tax lot lines must not have dangles, must be single part, must not self-intersect, and must not intersect or touch interior.
 - Tax lot lines must be covered by boundary of tax lots.
 - Tax lot boundaries must be covered by tax lot lines.

Note: We have multi-part polygons that will need to be exploded. We need assistance with SLACA curve conversion and stacked polygons (e.g. condos).

4. Do you have a Control and/or a Corner layer (Explain how they are related)?
 - Corner layer is maintained by Assessment. Control layer is maintained by County Surveyor's office. They often do not match.
5. How do you track edit changes?
 - Archived PDFs of tax maps. Archived historic tax lot layers that document annual or bi-annual changes.
6. What is the basic structure of annotation?
 - What Scales do you have? 20, 50, 100, 200, 400, 2000 scales.
 - Are your annotation subclasses consistent between scales? Yes
 - Do you have several annotation feature classes for Tax lots or Tax lot Number? One feature class per annotation scale.
 - Do you have any other annotation feature classes? No
7. What feature classes just copied to ArcPro (no changes needed)?
 - PLSSLine – Yes
 - CartographicLines – Yes
 - ReferenceLines – Yes
 - ConstructionLines – Yes
 - MapIndex – Yes. Open to recreating MapIndex boundaries from tax lots if that's easier.
 - WaterLines – Yes
 - Taxcode – Yes
 - TaxcodeLines – Yes
 - Others: Corner, Water polygons

8. What Tables do you have (ie: cancelled number)?
 - Cancelled number
9. Do you have detail and supplemental maps (if so include one in the pilot data)?
 - Supplemental maps only. Each supplemental map is a subsequent page in the parent tax map PDF.
10. For given feature classes what non-standard fields to you want to keep?
 - All fields appear to be standard. There may be some non-standard fields that we are unaware of.
11. How do you calculate the unique Map Tax lot from the Map Number and Tax lot fields?
 - Concatenation by map scale. Please note that we do not have supplemental map numbers in our Map Number (removed to facilitate online retrieval of tax map PDFs).
12. How do you construct the Map Number from Town, Range, Section, Quarter, Quarter fields?
 - Concatenation by map scale.
13. It appears that you use the 18x20 map format. Do you want to keep this?
 - Our maps are 18x24. We prefer to keep this format.
14. Basic Map Number Info (ranges).
 - Min/Max Township: 10 through 15
 - Min/Max Range: 3 through 9
 - Township/Range (N/S and E/W): South and West only
 - Any partial township or ranges: No
15. What environment will you be converting to (gdb, sde, branched version)?
 - Branched Version