



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: June 26, 2018

DATE: Wednesday, June 20, 2018

TO: Board of County Commissioners

FROM: Cori Burke, Chief Deputy Assessor
775.328.2203, cburke@washoecounty.us

THROUGH: Michael Clark, Assessor

SUBJECT: Approve request for additional funds to purchase professional services in the amount of [\$11,600.00] in relation to The Sidwell Company's Parcel Administrator and Annotation Toolset software to convert additional GIS data to parcel fabric to manage digital cadastral records in a central environment with the latest version of ArcGIS and authorize the Purchasing and Contracts Manager to authorize the expenditure. (All Commission Districts)

SUMMARY

The Washoe County Assessors department is requesting additional funding approval to convert 1,350 newly created parcels to parcel fabric to manage digital cadastral records in a central environment with the latest version of ArcGIS.

Washoe County Strategic Objective supported by this item:

Proactive Economic Development and Diversification

PREVIOUS ACTION

On September 12, 2017 the Board approved a contract to purchase The Sidwell Company's Parcel Administrator and Annotation Toolset software and professional services in the amount of [\$127,116.00] to convert GIS data to parcel fabric to manage digital cadastral records in a central environment with the latest version of ArcGIS.

BACKGROUND

The primary duties of the Assessor's GIS mapping staff include maintaining parcel information in a book/page format, assigning parcel numbers and maintaining records of individual parcel deeds. The Assessor is required by state law to continually update the maps to reflect transfers, conveyances, acquisitions or any other event that changes the boundary of any parcel. The maps must readily disclose precisely what land is covered by any particular parcel number.

Upon approval by the Board of County Commissioners on September 12, 2017, GIS data was delivered to The Sidwell Company for conversion to parcel fabric. The conversion

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of that data is nearly complete; however, approximately 1,350 new parcels have been created since the original data was cut.

Conversion of these additional new parcels will allow both our internal GIS staff and Washoe County Technology Services quicker access to accurate and current data. It will also minimize the impact on external users during the transition to the new software.

FISCAL IMPACT

No County General Funds will be used for the purchase and implementation. This project will be funded by the Washoe County Assessor's Office Technology Fund as authorized by Nevada State Legislature. The cost center for the Assessor's Technology Fund is IN20280-710100.

RECOMMENDATION

It is recommended that the Board of County Commissioners approve the request for additional funds to purchase professional services in the amount of [\$11,600.00] in relation to The Sidwell Company's Parcel Administrator and Annotation Toolset software to convert additional GIS data to parcel fabric to manage digital cadastral records in a central environment with the latest version of ArcGIS and authorize the Purchasing and Contracts Manager to authorize the expenditure.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be:

"Move to approve additional funds to purchase professional services in the amount of [\$11,600.00] in relation to The Sidwell Company's Parcel Administrator and Annotation Toolset software to convert additional GIS data to parcel fabric to manage digital cadastral records in a central environment with the latest version of ArcGIS and authorize the Purchasing and Contracts Manager to authorize the expenditure."