SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM

SUBJECT: Land File Cleanup: UCF Intergovernmental Work Agreement

DEPARTMENT: Planning and Development **DIVISION:** Community Resources

AUTHORIZED BY: Dan Matthys **CONTACT:** Colleen Rotella **EXT.** 7351

Agenda Date 10/11/05 Regular ☐ Consent ☒ Work Session ☐ Briefing ☐

Public Hearing – 1:30 ☐ Public Hearing – 7:00 ☐

MOTION/RECOMMENDATION:

Approve and authorize execution of Intergovernmental Work Agreement with the University of Central Florida to cleanup and restructure the Seminole County land file and addressing database.

BACKGROUND:

During Phases I and II of the SciNet project, UCF conducted an in-depth assessment and streamlining of the Planning and Development business processes. One major finding of the assessment discussed with the Board during the Budget Workshop, is the land file addressing database, which contains invalid and duplicate information. This database serves as an important nucleus to connect data from multiple Divisions within Planning and Development, and is utilized by the Public Safety/E-911 Division, the Environmental Services Department, the Seminole County Property Appraiser's Office and the Seminole County Sheriff's Office. Functions that rely on this database include the E-911 system, building permitting and utility billing. Existing technology is approaching obsolescence and does not support standard verification methods to maintain accuracy and stability. It is recommended that the existing database undergo an extensive review and cleanup in preparation for migration to a more accurate, stable, cost effective structure which is being developed as a part of SciNet.

Reviewed by:
Co Atty:
DFS:
Other:
DCM:
CM:

File No. cpdc04

The attached Agreement details the review and background of the assessment. Completion of this project will result in:

- One geographic database/source for all addresses under our jurisdiction
- Rules built into database that do not allow for further corruption of data
- Full integration with the PAO database and access with SCSO
- Removal of all redundant data (4 current databases)
- Tools built to maintain the data once complete
- Address points identified on latest aerials

The Agreement also provides background information regarding the land file assessment, necessary cleanup and restructuring for a cost of $249,417 to be completed within 12 months. A budget of $250,000 was included in the FY05/06 budget to support the project. Given the impact of the project, funding is spit equally between the General, E-911, Environmental Services and Development Review Funds.

STAFF RECOMMENDATION:

Staff recommends the Board approve and authorize execution of the Intergovernmental Work Agreement with the University of Central Florida.

INTERGOVERNMENTAL WORK AGREEMENT
(LAND FILE CLEANUP)
BETWEEN SEMINOLE COUNTY AND THE
UNIVERSITY OF CENTRAL FLORIDA

THIS INTERGOVERNMENTAL WORK AGREEMENT is effective as of the ___ day of _____, 2005, by and between **SEMINOLE COUNTY**, a political subdivision of the State of Florida, whose address is Seminole County Services Building, 1101 East First Street, Sanford, Florida 32771, hereinafter referred to as the ."COUNTY," and the **UNIVERSITY OF CENTRAL FLORIDA**, on behalf of its Board of Trustees, a university existing and operating under the laws of the State of Florida, whose place of business is 12443 Research Parkway, Suite 207, Orlando, Florida 32826-3252 hereinafter referred to as "UCF."

WITNESSETH:

WHEREAS, UCF has analyzed certain of the COUNTY's computer software programs and systems; and

WHEREAS, UCF has made certain recommendations regarding the COUNTY's Land File and associated databases; and

WHEREAS, the COUNTY desires to retain UCF to perform certain services regarding the recommendations made by UCF; and

WHEREAS, UCF has submitted a price proposal for the required services, detailed the required tasks and established a schedule for performance; and

WHEREAS, the COUNTY has budgeted $250,000.00 for the performance of those services, including the deliverables associated with those services.

NOW, THEREFORE, in consideration of the mutual promises, covenants and the good and valuable monetary consideration all hereinafter set forth, the sufficiency of which is hereby acknowledged, the parties do hereby covenant and agree as follows:

SECTION 1. RECITALS The above recitals are true and correct and form a material part of this Agreement upon which the parties have relied.

SECTION 2. SCOPE OF SERVICES Subject to the terms of this agreement, the COUNTY agrees to purchase from UCF, and UCF agrees to provide to the COUNTY, the services described in Exhibit "A" attached hereto and incorporated herein by this reference (the "Services").

SECTION 3. TERM Unless terminated earlier, this Agreement shall

remain in effect until completion of the Services.

SECTION 4. TOTAL COST OF THE SERVICES   The parties agree that the total cost of the Services is TWO HUNDRED FORTY NINE THOUSAND FOUR HUNDRED SEVENTEEN AND NO/100 DOLLARS ($249,417.00) as shown on the attached Exhibit "A".

SECTION 5. REPORTS AND BILLINGS   Beginning three (3) months after the execution of this Agreement and each quarter thereafter UCF shall deliver one fourth (1/4) of the deliverables. Billing shall be on a quarterly basis and shall reflect the percentage of completion of the applicable Services.

SECTION 6. FORCE MAJEURE   In the event any party hereto is prevented from performing this Agreement in a timely manner due to hurricane, flood, tornado, civil disorder, act of God, or other force majeure, then said party shall not be in default hereunder if it provides prompt notice to the other party; provided, however, that performance shall recommence upon the cessation of such event and its effects that caused the inability to perform.

SECTION 7. ASSIGNMENT   This Agreement shall not be assigned by either party without the prior written approval of the other.

SECTION 8. PUBLIC RECORDS   In accordance with Chapter 119, Florida Statutes, the parties shall retain and allow public access to all documents, papers, letters and other materials which have been made or received in conjunction with this Agreement and the Services, except for records disposed of in compliance with Section 119.041, Florida Statutes. If either party asserts an exemption from disclosure of the contents of any record, that exemption shall not be binding on the other party unless it receives adequate notice of such exemption from the asserting party.

SECTION 9. RECORDS AND AUDITS   UCF shall maintain at its Office of Research, 12443 Research Parkway, Suite 207, Orlando, Florida 32826, or at the Finance and Accounting Office, 12424 Research Parkway Suite 300, Orlando, Florida 32826, all non-exempt books, documents, papers and other evidence related to the Services or this Agreement, unless UCF gives notice of the actual location of another site under UCF's control where such records may be accessed by the public. As used herein, "non-exempt" means that the record is not exempt from public disclosure under the public records laws of the State of Florida. All of UCF's records related to this

Agreement, exempt or non-exempt, shall be maintained for at least five (5) years after the last to occur of the following events: completion of an audit by the COUNTY's auditor; or termination of the Agreement, or resolution of any claim or litigation. UCF will provide proper facilities for inspection and copying of such records. The COUNTY or its duly authorized representative shall have access to audit, examine and copy any of UCF's exempt or non-exempt books, documents, papers and records related to this Agreement. UCF agrees that payments made under this Agreement shall be subject to refund for any amounts overcharged as shown by a later audit.

SECTION 10. NOTICES

(a) Whenever either party desires to give notice unto the other, such notice will be sufficient only if sent in writing, with an original signature of the party's authorized officer or employee to:

For COUNTY:

Colleen Rotella, Community Resources Manager
Seminole County Services Building 1101 East First Street
Sanford, Florida 32771

For UCF:

Kim Smith
Contract Administrator, Office of Research
University of Central Florida
12443 Research Parkway, Suite 207
Orlando, Florida 32826-3252

(b) Either of the parties may change, by written notice as provided herein, the address or persons for receipt of notices or invoices. All notices shall be effective upon receipt, or, if evidenced by a receipt of the third-party carrier or post office, the day of dispatch.

(c) UCF shall deliver invoices, deliverables to be provided as in Exhibit "A" only to the foregoing person and address shown for Seminole County or to such other addressee as the COUNTY may by notice designate for this purpose from time to time.

SECTION 11. INDEMNITY AND INSURANCE

(a) Each party to the Agreement is responsible for all personal injury and property damage attributable to the negligent acts or omissions of that party and officers, employees and agents thereof.

(b) To the extent allowed by law, each party to this Agreement shall indemnify, defend and hold harmless the other and the other party's officers, employees and agents from and against all losses and all Claims, demands, payments, suits, actions, recoveries and judgments of every nature and description whatsoever, including claims for property damage and claims for injury to or death of persons brought or recovered against the other party to this Agreement by reason of any act or omission of the responsible party or its own officer's, agents, subcontractors or employees, in the provision of Services related to this Agreement.

(c) Nothing contained herein shall be construed or interpreted as denying to any party any remedy or defense available to such party under the laws of the State of Florida, nor as a waiver of sovereign immunity of the COUNTY or UCF beyond the waiver provided for in Section 768.28, Florida Statutes.

(d) UCF shall provide any necessary workers compensation coverage and unemployment compensation for its employees, students, and other agents.

SECTION 12. CONFLICT OF INTEREST

(a) UCF agrees that it will not knowingly engage in any action that would create a conflict of interest in the performance of its obligations pursuant to this Agreement with the COUNTY or which would violate or cause others to violate the provisions of Part III, Chapter 112, Florida Statutes, relating to ethics in government.

(b) UCF hereby certifies that to the best of its knowledge no officer, agent or employee of the COUNTY has any material interest (as defined in Section 112.312, Florida Statutes) either directly or indirectly, in the business of UCF to be conducted here and that no such person shall have any such interest at any time during the term of this Agreement.

(c) Pursuant to Section 216.347, Florida Statutes, UCF hereby agrees that monies received from the COUNTY pursuant to this Agreement will not be used for the purpose of lobbying the Legislature or other State or federal agency.

SECTION 13. EQUAL OPPORTUNITY EMPLOYMENT

a) UCF agrees that it will not discriminate against any contractor, employee or applicant for employment or work under this Agreement because or on account of race, color, religion, sex, age or national origin and will insure that applicants and employees are treated during employment without regard to race, color, religion, sex, age or

national origin. This provision shall include but not be limited to, the following: retention, award of contracts, employment, upgrading, demotion or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

(b) UCF agrees that it will comport all of its activities with the provisions of Chapter 760, Florida Statutes.

SECTION 14. COMPLIANCE WITH LAWS AND REGULATIONS In performing under this Agreement, the parties shall abide by all laws, statutes, ordinances, rules and regulations pertaining to, or regulating the performance set forth herein, including those now in effect and hereinafter adopted. Any material violation of said laws, statutes, ordinances, rules or regulations shall constitute a material breach of this Agreement, and shall entitle the non-violating party to terminate this Agreement immediately upon delivery of written notice of termination to the violating party.

SECTION 15. EMPLOYEE STATUS

(a) Persons employed or retained by UCF in the performance of services and functions pursuant to this Agreement shall have no claim to pension, workers' compensation, unemployment compensation, civil service or other employee rights or privileges granted to the COUNTY's officers and employees either by operation of law or by the COUNTY.

(b) UCF assumes total responsibility for salaries, employment benefits, contractual rights and benefits, contract payments, and federal, State and local employment taxes, if any, attributable to UCF personnel or employees.

(c) In performing this Agreement, planning, development, constructing, equipping and operating the project or carrying out any of the activities to be carried out by UCF, UCF will be acting independently, in the capacity of an independent entity and not as a joint venturer, partner, associate, employee, agent or representative of the COUNTY.

SECTION 16. NO THIRD PARTY BENEFICIARIES This Agreement is made for the sole benefit of the parties hereto and their respective successors and assigns, and is not intended to and shall not benefit a third party. No third party shall have any rights hereunder or as a result of this Agreement or any rights to enforce any provisions of this Agreement.

SECTION 17. CONTINGENT FEES OR CONFLICTING EMPLOYMENT UCF covenants that it has employed and retained only bona fide employees working for UCF to solicit or secure this Agreement. The COUNTY warrants that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working for UCF, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award of making this Agreement. The COUNTY shall not be responsible for commissions or other consideration claimed by any third party.

SECTION 18. GOVERNING LAW This Agreement shall be construed according to the laws of the State of Florida. Jurisdiction and venue for any legal action in connection herewith, whether sounding in contract or tort, shall lie only in the Circuit Court of the Eighteenth Judicial Circuit in and for Seminole County, Florida.

SECTION 19. CONSTRUCTION OF AGREEMENT This Agreement shall not be construed more strictly against one party than against the other merely by virtue of the fact that it may have been prepared by counsel for one of the parties, it being recognized that both parties, the COUNTY and UCF, have contributed substantially and materially to the preparation hereof.

SECTION 20. AUTHORITY OF SIGNATORY The undersigned person signing for UCF represents that (s)he, as a corporate officer or contracting officer, has all legal authority necessary to make this Agreement on behalf of and binding upon UCF.

SECTION 21. COUNTERPARTS This Agreement may be executed in any number of counterparts each of which, when executed and delivered, shall be original, but all counterparts shall together constitute one and the same instrument.

SECTION 22. SEVERABILITY If any provision, term or clause of this Agreement is determined to be invalid or unenforceable, the parties intend the remainder to be effective.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date hereinabove first shown.

WITNESSES:

UNIVERSITY OF CENTRAL FLORIDA

_____

Name:

_____

Name:

Title:

_____

Date

ATTEST:

BOARD OF COUNTY COMMISSIONERS
SEMINOLE COUNTY, FLORIDA

_____
MARYANNE MORSE
Clerk to the Board of
County Commissioners of
Seminole County, Florida.

By:_____
CARLTON HENLEY, Chairman

Date:_____

For the use and reliance of
Seminole County only. Ap-
proved as to form and legal
sufficiency.

As authorized for execution by the Board
of County Commissioners at its _____,
2005, regular meeting

_____
County Attorney

SPL 9/15/05
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Exhibit A

Executive Overview of Land File and Addressing
Statement of Work for Land File Cleanup

Dr. Ron Eaglin
Karla Alvarado

Prepared for Seminole County
July 27, 2005

Summary

A number of major concerns have arisen around the management of the systems used to support the efforts of the Addressing Section at Seminole County. The existing system utilized by the employees (H.T.E.) has a low level of usability and allowed through the historic business processes incorrect and duplicate data to enter the addressing database. In addition multiple databases have arisen to give rise to the concerns of where the most correct and accurate data can be obtained. The personnel of the Addressing Section do not have sufficient time to "address" these issues as they are currently busy in the maintenance of the existing system and their normal workloads. Other departments and divisions within the county have a high reliance on the information managed in these databases. To correct these problems the following recommendations are made.

1. Implement policies as outlined in the SCINET addressing recommendations to ensure the quality of data entering the system.

2. A project will need to be initiated to clean the existing land file and SITUS databases and solve the issues of the integrity of the existing data.

3. Address the problem of the workload created by the required usage of the H.T.E. system. Recommendations are made in Section 6 of the SCINET Addressing review report to resolve these issues.

 Item 2 included above is expected to be a costly and difficult process. This may be performed in-house or by initiating a contract with UCF or other entity with ability to perform the tasks necessary. It is unlikely that the existing manpower available to Seminole County in-house will be capable of achieving the objective of item 2 in a timely manner.

PROPOSAL

PROBLEM STATEMENT:

Incorrect and duplicate information that currently resides in the GUI and Situs databases due to technology limitations in H.T.E. and insufficient process control are a major impediment to the efficient operation of multiple departments at Seminole County. Efforts to correct this problem should be initiated by the county. Steps should be put into place to ensure that only correct and non-duplicate data is placed into these databases. In addition the existing database will need to undergo an extensive review and cleaning. It is likely that a migration of all data to a new database will be the best method to complete the extensive task of cleaning the database.

These addresses are being used by other divisions and departments and additional information is being attached to these bad addresses. To solve this issue the need of a master system (database) and manual and automatic validation tool is necessary. Addressing Section will identify bad addresses through the validation software tool, an Addressing employee manually confirm those addresses before storing the addresses in the master system. Also, the current data in Situs needs to be cleaned up to avoid transferring bad data into the new system. The current process needs to be improved to expedite communication of possible bad addresses from E-911 personnel to Addressing personnel. It is highly recommended that Seminole County take steps immediately to cleanse the existing database of bad data. This situation entails a high level of risk due to the fact that safety and emergency response rely on accurate data. If the cleaning and validation of this data cannot be done by Seminole County employees, the cleanup should still be done by an external contract.

Land File Process Description

The Land File process is a subset of the processes performed by the Seminole County Addressing Section. Because of its importance to the rest of Seminole County Government and its strong reliance on the parcels and parcel numbers that are maintained

by the Seminole County Property Appraiser's Office (PAO), this process has been separated from the remainder of the Addressing Section Processes. There are two primary providers of information that composes the Land File data. They are the Addressing Section's Situs layer and the Property Appraiser's parcel layer – both of which are GIS databases.

Providers Background

Addressing

Addressing is a Section under the Community Resources Division, which is part of the P&D Department. The Section oversees all unincorporated addressing issues and handles addressing for the Cities of Longwood, Lake Mary, and Casselberry.

Property Appraiser's Office

The PAO is responsible for identifying, locating, and fairly valuing all property, both real and personal, within the county for tax purposes. The "market" value of real property is based on the current real estate market. Finding the "market" value of a property means discovering the price most people would pay for that property. Determining a fair and equitable value is the only role of this office in the taxing process.

The PAO has its own Information Services (IS), which are completely separate from the Seminole County IS Division. Appraisers are assisted by their own mapping department and utilize the Geographic Information System (GIS), which helps to provide detailed and up-to-date property ownership maps for field appraisers. The GIS system is updated daily to reflect new changes to the land in Seminole County. This information is also used to analyze property data and gives appraisers yet another tool for comparing similar properties.

User Background

Many users use other HTE modules that depend on the Land file. The users include:
- Building and Fire Division.

- Planning Division.
- Development Review Division.
- Water and Sewer in the Environmental Department.
- E-911 in the Public Safety Department.
- Financial Services Department.
- The Sheriff's Office.

1. The Building Division keeps track of all of their permits using the HTE software. No permit can be created until there is a parcel number and an address, both of which come from the Land File. Additional information on their processes can be found in the Building and Fire Division Report.

2. The Planning Division uses the land file to search for parcels of land by address and the parcel number. They need to know whether a parcel has been further subdivided. They also track some of their land use changes by parcel numbers. Additional information on their processes can be found in the Planning Division Report.

3. The Development Review Division also uses the land file to search for parcels. They use the parcel numbers as a key field in maintaining their information on preliminary plat proposals and all associated data. Additional information on their processes can be found in the Development Review Division Report.

4. Water and Sewer uses parcel information to determine where to deliver their services. They also use the associated addresses from the Land File to determine where to mail water and sewer bills. Water and Sewer also uses permit information that the Building Department puts into the HTE system.

5. At this time, E-911 uses a GIS street centerline and the national addressing database, Intrado, which receives its addresses from Telephone company databases as their source for addressing information. They also use the county parcels as a

background layer in their CAD dispatch system. They are considering using Situs data that is contained in the Land File in the future.

6. Financial Services currently accesses only old versions of data that existed before the HTE system. The County IS Division is developing a program for better access to more current data.

7. The Sheriff's Office is using a new internally developed dispatch system that is using the GIS Situs Layer to get a geographic location of the address that dispatch receives with every 911 call.

What is the Source of the Land File Data?

The Land File is a database whose core data is all parcel numbers and unincorporated addresses. It also contains addresses for the cities from which County Addressing maintains addressing data. It is the center of all of the HTE applications.

The PAO IS Department is broken into three sections: Programming, Operations, and GIS. *Programming* is responsible for the development and maintenance of all programs for the Appraisal, GIS, and Internet computer systems. *Operations* is responsible for maintaining all computer systems, researching and fixing any computer problems, and running all computer jobs (batch files) for the office. The *GIS* section utilizes ESRI GIS software to maintain the county basemap database.

The Appraisal Computer System utilizes an Oracle relational database to house the Appraisal database. This database is updated daily with name and address changes, sales data, and both real and personal property updates. The Internet Server contains a copy of the current year Appraisal database and the GIS parcel basemap. This database is updated daily with parcel changes (these include new platted subdivisions, combinations, splits, and cutouts). This is where new parcel numbers are created for each new parcel. They update their Internet Server weekly to reflect new additions and changes to the office databases.

The Addressing Section maintains the addressing information in their GIS database. They add addresses for new subdivisions and splits as the new parcels are created by the Property Appraiser's Office. They edit their existing addresses as possible errors are received from users of the data such as the Sheriff's Office and the Public Safety Department.

Process for Updating the Land File Weekly

The Property Appraiser's Office provides the Property Appraisal DB at 8am on Monday morning. Addressing starts the PAO_transfer program. This program transfers the file from the holding area to our library and converts it to a format readable by HTE. The end results are two SDF files, which are then queued and passed to the Land file on Saturday. The Situs and multi files are processed in a similar manner. Every week, Addressing finishes editing it usually on Thursday. The results here are two SDF files as well.

RECOMMENDATION:

There are several recommendations that if implemented would affect virtually all of the Addressing Procedures:

1. The most important would be requiring all submissions of plans, plats, and documents to be digital. Ideally, the customer would submit their maps in a Cad type format (.dwg). If the customer did not have that capability then they should submit them as scanned images. If the customer is not able to submit digitally then Seminole County would scan those maps at the beginning of any P&D process requiring them.

2. All old maps including site plans, address grids, plats, and readdress maps should be replaced with GIS, so that Addressing and other Divisions within P&D can use these documents to search for specific address locations. The existing paper maps that do not lend themselves to be converted to GIS layers need to be scanned and stored. For example, Addressing currently determines address ranges by using paper maps with

address grids. These should be replaced by using scanned maps until new GIS layers can be created.

3. Almost all of the processes at some point involve changing addressing data. There are four separate databases and when updates are filed information must be entered four separate times. Updating multiple databases must be eliminated to streamline the process. This would go along way to resolve two important issues: Accuracy and Efficiency. The new process would eliminate multiple entries and eliminate the possibility of different addresses being assigned to the same place. It would also reduce the amount of time wasted when Addressing staff is forced to make the same entry in multiple places.

4. Many of the processes start with an outside entity finding a problem with an existing address or needing a new address. Initial contact should provide the information that Addressing needs in a digital format replacing telephone calls which disrupt staff's scheduled activities increasing staff efficiency. All possible requests should be available on-line. Customers should be able to complete an application or a normal notification form that Addressing needs at that person's home, office, from the field using wireless technology, or on public computers such as the ones in the CRC. County staff such as firefighters, inspectors, and law enforcement should be able to enter this information from the field as they encounter these potential safety issues. They should also be able to transmit digital pictures if necessary. Once the data is received, new software should route the information to the correct person according to the new flowcharts.

5. Data Elements: The data elements that are needed by the various users of the Land File will be identified and the ability to access these elements will be determined for each group of users. This is a necessity of the integration of the user groups that use the land file system.

6. Control of the Addressing Database: Addressing employees currently maintain control of the Addressing database. Only Addressing employees are allowed to enter information into the database. The system needs to be modified to prevent bad data from being entered, and a simple check of basic entry rules needs to be performed. A training program for those employees should be implemented.

7. Property Appraiser's Office: The Property Appraiser's Office splits and combines parcels on a daily basis, which can render Situs information invalid. During the current weekly conversion process in HTE, some property appraiser parcels will not sync with the existing Situs Addressing information. To solve this issue, the current HTE system needs to be replaced with a new system that can identify changes in either database in real time. The system put into implementation should be sufficiently integrated with the Property Appraiser's office to identify parcel splits and combining in real time and make the modifications.

8. All redundant Addressing data in various databases should be eliminated as they are identified.

9. Provide a single entry for each new address which will be accessible to any other system needing addresses.

10. Acceptable values for each field needs to be established. Consistency of each field of every record needs to be verified.

11. Accuracy of questionable addresses needs to be verified through field checks.

12. Addresses that are incorrect or not consistent with existing address grid and current addressing standards need to be corrected (re-addressed). This includes all addresses in the county – whether addressed by the BCC addressing section or a municipal addressing section.

13. In accordance with current re-addressing procedures, all owners whose addresses will be changed must be notified. This should be preceded with a county-wide PR effort to inform the public of up coming improvements and the benefit to the general public. Additionally, all normal contacts (Post Offices, Power Companies, etc.) will need to be informed of all changes.

IMPLEMENTATION PLANNING – Description

The implementation timeline will follow the project through four major stages;

1. Implementation of **process control to prevent the addition of bad information** into the land file. This stage can be completed utilizing the existing land file, but will also be applied to the new land file upon completion of stages 2 and 3 of this project.
2. Development of a **new land file database**. The new land file database will duplicate the ability to track the information in the existing land file database, however the opportunity should be used to identify additional functionality and systems integration that might be achieved. The database will also include all maintenance tools necessary to correctly maintain the database and have documentation of structure sufficient to allow development of any tools that might be needed in the future.
3. **Cleaning and transferring of the land file data**. This phase will require personnel leadership at Seminole County working with UCF personnel to go through the existing database and remove redundancies, and cleanse data to ensure one good working copy. This will involve some development of software tools to assist in the cleanup and transfer of the data. This will also include georeferencing address points to the new rectified aerials. The finished database system will allow for remote access via web service interface and a graphical user interface to the data.

The project is expected to take 12 months to complete. Additional validation work will continue beyond the UCF contract period.

FUNDING DETAIL:

Personnel – For continuity of the project and due to the scope of the project it will be necessary to hire a full time project manager and a one year A&P position at UCF. Because of the existing work on the SCINET project and her in-depth knowledge of the land file, Karla Alvarado will be named project manager. Karla Alvarado will need to work in conjunction with a manager working for Seminole County. Indirect costs are for items that may need to be utilized for project; these funds will only be used when authorized by Seminole County Project Manager.

Item	Amount	Total
Project manager	$50,000 + A&P	$63,000
Project Oversight	$10,000	$10,000
OPS Support	6* $20,825	$124,950
Indirect	26%	$51,467
	Total Budget:	$249,417

TIMELINE

Project Phase	1	2	3	4	5	6	7	8	9	10	11	12
Project Kickoff	X											
Development of Modified Land File Processes	X											
Development of Software to Support Processes	X	X	X									
Validation of Land File Software			X	X	X							
Design of Land File Database		X	X									
Implementation of Land File Database			X	X	X							
Integration of Land File Database with Systems					X	X	X	X				
Evaluation of Current Land File Cleanliness	X	X	X									
Development of best Cleanup Strategy			X	X								
Implementation of Database Cleanup				X	X	X	X	X	X	X		
Validation of Results of Cleanup						X	X	X	X	X	X	X
Changeover to New Land File										X	X	X
Evaluation of Transition												X
Progress Reports						X			X			X