REQUEST FOR BOARD ACTION

ITEM NO. 8a

DATE OF MEETING: July 5, 2016

REQUESTED BY: Kyle M. Breuer, Director, Planning and Community Development

SHORT TITLE: Approval of Purchase Order to Highland Mapping for GIS Data and Website Maintenance in the amount of $10,500.00.

BACKGROUND: Highland Mapping, Inc. currently provides support services to Pender County by assisting in updating and maintaining ArcGIS services. Specifically, their technical assistance manages servers that maintain all county GIS data as well as website development and maintenance.

The services rendered by Highland Mapping, Inc. include two separate items: Database/Application and Website. The database and application involves software upgrades, database migration, troubleshooting, development and support of custom applications (i.e. Land Records and Addressing), development and support custom workflows, and development and support for other vendor applications (i.e. support for integration with new permitting software), to highlight a few. The website application of their service covers software upgrades, troubleshooting, maintenance and updates to customer website, assistance with publication of web services for other applications, and emergency support.

GIS management of data is a critical component in assuring that all services are functioning correctly and are able to provide the best available information to staff and the citizens and customers of Pender County. The GIS Administrator position works directly with Highland Mapping to assure proper management of data as well as assisting internal staff in their daily job functions.

Funds have been budgeted for this purchase order within the Planning and Community Development Departmental Budget (FY 16-17) within account #653-404523

SPECIFIC ACTION REQUESTED: To consider the approval of a purchase order to Highland Mapping for GIS Data and website maintenance in the amount of $10,500.00.