

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**ARKANSAS ASSESSMENT COORDINATION DEPARTMENT**

**ARKANSAS GEOGRAPHIC INFORMATION OFFICE**

**AND**

\_\_\_\_\_ **COUNTY**

**FOR**

**GEOSPATIAL TECHNOLOGY TRANSFER IN SUPPORT OF ARKANSAS  
ASSESSORS**

**FOR THE DEVELOPMENT OF DIGITAL CADASTRE**

**October 22, 2002**

Memorandum of Understanding  
Between  
Arkansas Assessment Coordination Department,  
Arkansas Geographic Information Office  
And  
\_\_\_\_\_ County  
For  
Geospatial Technology Transfer in Support of Arkansas Assessors for the Development of  
Digital Cadastre

**I. PURPOSE**

This Memorandum of Understanding (MOU) is established between the Arkansas Assessment Coordination Department (AACD), the Arkansas Geographic Information Office (AGIO) and \_\_\_\_\_ County.

Its purpose is to establish a framework for the exchange of information, technical expertise, strategies and standards promulgation in developing the digital cadastre in Arkansas.

This MOU supports the mission of the AGIO to build comprehensive geographic information and programs to benefits the citizens of Arkansas.

This MOU supports the objectives of AACD in ensuring the fair and equitable valuation of property for ad valorem tax purposes.

This MOU supports the objectives of \_\_\_\_\_ County Assessor to record information about land and improvements of all property in the county.

**II. BACKGROUND**

Increasingly the AGIO and AACD have worked closely on the development of educational activities throughout Arkansas related to the adoption and use of geographic information systems and data in the function of the County Assessor Office. These educational activities led to increasing interest among the County Assessors of Arkansas to acquire, develop and begin to create digital cadastre and related information. In recognition of the opportunity to accelerate these activities each organization mutually agrees to cooperate under the following authorities:

The Arkansas Code 15-21-502 defines cadastral as:

The storage and manipulation of computerized representations of parcel maps and linked parcel databases. The digital cadastre manages and provides access to cadastral information. (For the purpose of this Act, digital cadastre does not represent

legal property boundary descriptions, nor is it suitable for boundary determination of the individual parcels included in the cadastre.)

Arkansas Code 15-21-503 sets the following mandate:

(d) The (land information) board will develop, and implement a program to further the process of land records modernization. The board, using the technical support provided by the Arkansas Geographic Information Office, shall conduct a comprehensive study of the costs, requirements and benefits of a digital cadastre system.

Arkansas Code 26-26-1904 sets the objectives of the Assessment Coordination Department:

- 1) To establish and promote a uniform system of real property assessments within each county of the state and among the counties;
- 2) To provide for the certification of appraisers who perform services under this subchapter and to assure that each has the training determined by the Assessment Coordination Department to be necessary to perform accurate estimations of the valuation of market-value real property and to conduct county-wide reappraisals which are of a high quality to aid the state in its realization of the objectives of this subchapter;
- 3) To establish planning and quality assurance guidelines in each county to ensure that all laws and regulations are met, standards of appraisal accuracy are maintained, work is finished on time, and staff and resources are used wisely;
- 4) To furnish materials to aid appraisers in assessing real property;
- 5) To pay the costs and expenses of reappraisals as determined by the department to be necessary, prudent, and reasonable in the implementation of this subchapter; and
- 6) To ensure that all funds expended by the state for reappraisal services are monitored by the department and only that progress and performance of those services as measured by the department to be within the guidelines established by the department are to be compensated by the state.

Arkansas Code 26-28-303 sets the duty of County Assessor as follows:

- 1) It is the duty of the county assessor of each county to enter upon the assessment record of the county the adjusted or equalized assessed value of any and all property as found and fixed by the county equalization board;

Arkansas Code 26-26-302 requiring assessment records to be kept current.

(a) It shall be the duty of each county assessor to keep his appraisal and assessment data and records current by securing the necessary field data and making changes in valuations as changes occur in land use and improvements, and as errors are discovered and corrected, so that his records will at all times show the valuation of property in accordance with the provisions of this subchapter.

(b) Whenever land assessed on an acreage basis is subdivided into lots, the land shall be reassessed on the basis of lots, and whenever land is rezoned for a different use, the land shall be reassessed on the basis of its new classification

Arkansas Code 26-26-717 requires an accurate description of all tracts required.

(a)(1)(A) It shall be the duty of each assessor to make out, from such sources of information as shall be in his power, a correct and pertinent description of each tract or lot of real property in his county, so that it can be identified and distinguished from any other tracts or parts of tracts.

### **III. COOPERATIVE ACTIVITIES**

All parties to this MOU recognize that cooperating on research and sharing technical information will benefit all entities and the State of Arkansas. AACD, AGIO and

\_\_\_\_\_ County agree to cooperate, to share information, expertise, strategies, resources and the promulgation of standards for the development of digital cadastre data.

Activities may include:

- 1) Participating in meetings that pertain to geographic information coordination
- 2) Sharing technical information about mapping, geographic information systems (GIS), computer assisted mass appraisal (CAMA) systems and expertise
- 3) Participating in cooperative research between the participants
- 4) Participating in outreach activities as mutually agreed upon

Specific areas of cooperation may include, but are not limited to:

- 1) Developing an efficient, concise and consistent workflow for creating digital cadastre that counties can follow
- 2) Developing and providing training materials specifically focused on digital cadastre
- 3) Developing latitude and longitude based coordinates for every structure and or property within the county's CAMA system
- 4) Developing a plan that enables the linking of CAMA data to the latitude and longitude based coordinates
- 5) Developing an efficient mechanism for maintenance of the cadastral data layers
- 6) Developing (GIS) polygons to represent the geographic location of parcels within the county

- 7) Developing an efficient mechanism that enables the spatial data to be sent to the AGIO and or directly loaded into GeoStor the state geographic information clearinghouse
- 8) Establishment of long-term data maintenance techniques for the integration of key digital cadastre related geospatial data layers into GeoStor
- 9) Promoting the use of CAMA systems based upon structured query language (SQL) compliant relational database system architecture
- 10) Joint research and development of web-enabled training materials for digital cadastre development

#### **IV. AUTHORITIES AND POLICIES**

##### **1. Authorities**

This MOU is entered into by the Arkansas Geographic Information Office under the legal authority of the Arkansas Code 15-21-504, the authorizing legislation of the Arkansas Assessment Coordination Department Arkansas Code 25-28-101 and the authority established of the County Assessor.

##### **2. Policies**

This MOU is established between the AACD, AGIO and \_\_\_\_\_ County and shall follow geospatial policies of the Arkansas State Land Information Board including the state Global Positioning System Standard, the Arkansas Centerline File Standard, and the Federal Geographic Data Committee Metadata Content Standard and the Computer Assisted Mass Appraisal Standards as set by the AACD.

#### **V. FINANCIAL COMMITMENTS**

This MOU may serve as an umbrella mechanism for future agreements, such as Grants, Partnerships, or Data Sharing agreements. These subsequent agreements will become amendments to this MOU and will require additional documentation to obligate funds if required.

Each individual activity under this MOU shall be described in regard to its objectives, scope, schedule, cooperative agencies, and funding. Each Statement of Work will be written to describe the cooperative activities agreed upon by the agencies, the geographic areas, products, and project schedule.

#### **VI. PERIOD OF AGREEMENT**

##### **A. Effective Period**

This agreement shall be in effect from the date of the last signature and remain in effect until jointly modified, or terminated by the participating entities.

##### **B. Review Cycle**

This agreement may be reviewed annually or at the request of either party.

##### **C. Modifying or Terminating Clause**

This agreement may be modified at any time upon joint approval, or may be terminated by either agency upon 90 days written notice or at any time by mutual consent.

**VII. POINTS OF CONTACT**

The Arkansas Assessment Coordination Department and Arkansas Geographic Information Office will each designate one individual to serve as the primary contact for the resolution of questions related to the commitments specified in this agreement.

AACD

AGIO

Ms. Debra Asbury  
Director of AACD  
Assessment Coordination Department  
1614 West Third St.  
Little Rock, AR 72201

Mr. Shelby Johnson  
State Geographic Information Coordinator  
Arkansas Geographic Information Office  
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124 West Capitol, Suite 200  
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**VIII. APPROVALS**

This agreement is effective upon the date of the last signature.

\_\_\_\_\_ Name  
\_\_\_\_\_ Title  
\_\_\_\_\_ County \_\_\_\_\_ Date

\_\_\_\_\_  
Ms. Debra Asbury Date  
Director, Arkansas Assessment Coordination Department

\_\_\_\_\_  
Shelby Johnson Date  
Arkansas Geographic Information Coordinator

Arkansas Geographic Information Office