

## Street Addressing Project Overview and Timeline

In 2015 the Office of Property Data (OPD) contracted with Berry Dunn McNeil & Parker, LLC (BerryDunn) to complete a 4-month, extensive review of Street Addressing procedures & issues within City departments. Specifically, the intent was to review the existing street addressing process to further the objective of improving the collection, maintenance, and distribution of current and accurate property data across all City agencies. BerryDunn worked with a team of City professionals from approximately 15 departments to conduct research, issue a fact-finding summary, create a comprehensive list of business requirements, and develop recommendations to streamline business processes, improve address format standards and usage, and strengthen quality control procedures to ensure data integrity across City agencies.

### Recommendations

BerryDunn and the city team conducted a detailed fact-finding process that included input from almost 100 city employees and outlined key challenges and conflicts that exist in the way we currently manage addresses. After all information was gathered and current processes were benchmarked against industry best practices, the team identified 11 distinct recommendations that would improve addressing procedures and allow for better information sharing citywide.

The recommendations are as follows:

Improvement Recommendations		
No.	Recommendation	Priority
1	Develop and adopt a consistent citywide address database format	2
2	Develop and implement citywide address assignment policies	3
3	Identify the City Addressing Authority	1
4	Develop and implement a Master Address Repository	5
5	Define and implement a unique Parcel Identification Number (PIN) for all City parcels	4
6	Create and implement maintenance procedures for a single citywide parcel GIS data layer	9
7	Re-design and implement processes for ULRS to accommodate support for new address data and parcel identifier standards	7
8	Develop a process for documenting deed discrepancies and sharing of discrepancy information with other City agencies	10
9	Revise procedures, processes, and database format for GIS street centerline update	8
10	Ensure that systems being implemented support the address standard format	6
11	Revisit legacy systems to update and cleanse data to meet new address standard format	11

## **Implementation Considerations**

While full completion of the Addressing Project will take some time, the most critical work is done during the first phase. Phase 1 will consist of implementing the top two priority recommendations because they lay the foundation for successful completion of all others.

- The City Addressing Authority (Priority #1, Recommendation #3) will provide enforcement of address standards as well as develop guidelines and policies for how addresses should be managed citywide. It will be responsible for assigning all official City addresses (taxable and non-taxable), and managing sub-addresses that support specific business functions. Creation of this Authority will provide clarity in roles and responsibilities related to addressing processes.
- Developing and adopting a consistent citywide address database format (Priority #2, Recommendation #1) is critical to all City activities related to address data management. It will speed the data entry process and will eliminate ambiguity and the possibility of multiple addresses being assigned for the same property. Most importantly, it provides the technical environment for integration of multiple City systems with greatly reduced need for manual intervention and verification.

## **Timeline for Implementation**

The projected implementation timeline for full build-out of Recommendations #1-10 is approximately 3 years. Of these, recommendations # 1 & 3 would be done as Phase 1 as they provide a foundation for the tasks that follow. It is anticipated that Phase 1 (recommendations 1 and 3) would take approximately six months to complete. Number 11 will be an ongoing process as we continue to update and/or phase out antiquated legacy systems. A detailed chart of the implementation schedule is attached. An RFP for technical support and professional services is currently under development and will be ready for release within the next 30 days. While the project team has preliminary cost estimates based upon benchmarking against other similar projects, a full budget will be developed once proposals are received from the vendor community.







