

Memorandum Date: March 8, 2011  
Order Date: March 16, 2011

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**TO:** Board of County Commissioners

**DEPARTMENT:** Public Works

**PRESENTED BY:** Melissa Crane, Transportation Planning & Traffic Division,  
GIS Services Supervisor

**AGENDA ITEM TITLE:** ORDER/IN THE MATTER OF APPROVING A NEW FEE  
SCHEDULE FOR GEOGRAPHIC INFORMATION SYSTEMS  
(GIS) AND AMENDING CHAPTER 60 OF LANE MANUAL  
TO ADD FEES FOR GIS (LM 60.856) EFFECTIVE MARCH  
16, 2011.

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**I. MOTION**

Please move approval.

**II. AGENDA ITEM SUMMARY**

The Board is being asked to ratify current fees and establish new fees for the GIS Program. The Board is also being asked to amend Chapter 60 of Lane Manual to reflect the GIS fees.

**III. BACKGROUND/IMPLICATIONS OF ACTION**

**A. Board Action and Other History**

The GIS Program provides a variety of GIS services to Lane County departments and the community including custom maps, mapping applications, and data analysis. We also plan to provide higher resolution topographic contours (1, 2, or 5 foot contours) for areas specified by the customer. Currently, a fee schedule is not in place.

The Finance and Audit Committee considered the matter at their February 17, 2011 meeting and voted 3-0 recommending to forward the request to the Board of County Commissioners.

**B. Policy Issues**

There is no specific policy in place regarding this issue. The policy question facing the Board is:

Shall Lane County allow the addition of a new fee schedule that provides revenue to support the GIS Program?

**C. Board Goals**

Approving the proposed fee schedule is consistent with the Lane County Strategic Plan 2001–2005. The following strategies support the implementation of this fee schedule:

- *Strategy B1: Include a strategy for Geographic Information System (GIS) coordination, maintenance and funding.*
- *Strategy D1: Develop balanced revenue strategies.*
- *Strategy D2: Identify and recover user fees and charges.*
- *Strategy D3: Pursue entrepreneurial opportunities by marketing of GIS, property records, and other enhanced data development.*

Approving the proposed fee schedule is also consistent with Lane County Goals 2008–2010. The following goals support the implementation of this fee schedule:

- *Enhance the County's website and internet communications.*

**D. Financial and/or Resource Considerations**

The proposed fee schedule to be added as new Lane Manual section 60.856 is designed to recover costs associated with providing GIS services. The customization fees are determined from actual labor costs. The printing fees were derived from the actual cost of paper and ink per linear foot. The fees associated with data, map packages, subscription services, and LiDAR contour generation were derived by estimating the number of requests per month and the cost of recovering hardware and software costs over a four year period. Four years is typically the life cycle of computer hardware before it becomes obsolete.

Based on the number of requests received monthly for various products, the GIS Program estimates yearly revenue to be approximately \$12,000 for services and products.

## **E. Analysis**

The GIS Program is requesting these fees for the following reasons 1) Environmental Systems Research Institute, Inc. (ESRI), the GIS software manufacturer, is retiring the current technology used for LaneCountyMaps, Zone & Plan Maps, and other Intranet and Internet mapping applications. New hardware and software need to be purchased to upgrade to the new technology and staff need to be trained in the new software, and 2) providing these data and services will assist the community with property information and development, aid in decision making, and generally provide better access to maps and other information, and 3) charging direct fees for GIS products and services is consistent with established Lane County goals and associated strategies.

Many of our citizens benefit from LaneCountyMaps, Zone & Plan Maps, maps associated with Surveyor's Images & Documents Online (SIDO), and the road closure and construction map. The software that these applications were developed with is being retired and the GIS Program needs to migrate to the latest version of the software and purchase new hardware for the new software technology. It is reasonable to collect fees for GIS services and products to provide funding for the implementation of new hardware and software that will benefit all citizens by providing faster web mapping applications and additional tools and data to help them find information they are seeking.

## **F. Alternatives/Options**

1. To accept the motion and approve the new GIS fees. This will allow the collection of revenue at a level that is expected to be sufficient to support program costs.
2. Not to accept the motion. This option may hinder the development of increased operational efficiencies and improvements in customer service derived from the GIS Program and affect departments and citizens reliant on GIS for maps, data, and analyses.
3. To accept the motion with changes. The proposed fee schedule is based upon analysis that carefully considers actual costs.

## **V. TIMING/IMPLEMENTATION**

The new fee schedule will be implemented effective March 16, 2011 upon Board approval.

## **VI. RECOMMENDATION**

Option 1: Revenue from these services will allow for cost recovery for services, allow for replacement of obsolete hardware and software technology, and allow for continued customer service improvements.

## **VII. FOLLOW-UP**

Following Board approval, the GIS Program will notify users of the new fee schedule.

## **VIII. ATTACHMENTS**

Board Order and Lane Manual Updates

**60.856 Geographic Information System Fees, Transportation Planning & Traffic Division/  
Department of Public Works.**

The following fees must be paid to the Department of Public Works for Geographic Information Systems (GIS) products and services.

- (1) Copies ..... \$ 0.25 per page
- (2) Printing Charges:
- |                   |  |
|-------------------|--|
| 8.5x11 .....      | \$ 2.00 + customization fee            |
| 11x17 .....       | \$ 4.00 + customization fee            |
| 17x22 .....       | \$ 8.00 + customization fee            |
| 22x34 .....       | \$ 16.00 + customization fee           |
| 34x44 .....       | \$ 32.00 + customization fee           |
| Other Sizes ..... | \$ 3.25/linear ft. + customization fee |
- (3) Customization Fee:  
The actual hourly rate of GIS staff assigned to the request must be paid plus Direct Information Services Overhead (Account 512552) plus Public Works Administrative Overhead (Account 512559) plus County-wide Overhead. A minimum of one hour must be paid.
- (4) Products:
- |   |   |
|---|---|
| LiDAR Contours (for available areas)..... | \$ 200.00 + customization fee           |
| Standard Map Packages .....               | \$ 5.00 per map                         |
| Subscription Services                     |   |
| Individual .....                          | \$ 25.00 per month or \$250.00 per year |
| Two or more licenses .....                | \$ 50.00 per month or \$500.00 per year |
| 2008 Lane County Road Atlas.....          | \$ 35.00                                |
| Lane County Bicycle Map .....             | \$ 3.00                                 |
| Lane County Road & Recreation Map.....    | \$ 2.00                                 |
| Taxlot GIS Data .....                     | \$ 100.00                               |
| Other GIS Data .....                      | \$ 50.00                                |
- (5) Media Fee:
- |                |         |
|----------------|---------|
| CD Media.....  | \$ 1.00 |
| DVD Media..... | \$ 2.00 |
- (6) Payment:  
All charges incurred should be paid in cash or check upon delivery of the service or product. If a party requests an invoice, the minimum amount charged will be \$5.00.
- (7) Postage:  
The cost of postage will be added to any mailing.
- (8) Returned Check Fees:  
The maker of any check to Lane County that is returned for non-payable funds in the maker's checking account shall pay to the Department of Public Works a \$150.00 fee.

At left margin indicates changes  
Bold indicates material being added  
~~Strikethrough~~ indicates material being deleted  
60.856

LEGISLATIVE  
FORMAT

Lane Manual

60.856

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BEFORE THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO. 11-3-16-\_\_\_\_\_

IN THE MATTER OF APPROVING A NEW FEE SCHEDULE FOR GEOGRAPHIC INFORMATION SYSTEMS (GIS) AND AMENDING CHAPTER 60 OF LANE MANUAL TO ADD FEES FOR GIS (LM 60.856) EFFECTIVE MARCH 16, 2011.

**WHEREAS**, Geographic Information Systems (GIS) maximizes efficiency, aides in decision making, and provides critical information to staff and our community; and

**WHEREAS**, charging fees is consistent with established Lane County goals and strategies; and

**WHEREAS**, the GIS Program within the Public Works, Transportation Planning and Traffic Division has identified a fee schedule based upon costs associates with services provided to uses; and

**WHEREAS**, the Board carefully considered the matter in a regular work session on March 16, 2011, and determined that the proposed fee schedule is equitable and appropriate; now therefore, it is hereby

**ORDERED** that the Board of County Commissioners approves the new fee schedule; and it is

**FURTHER ORDERED** that Lane Manual Chapter 60 is hereby amended by removing, substituting and adding the following sections:

**REMOVE THESE SECTIONS**

none

**INSERT THESE SECTIONS**

60.856

(a total of 1 page)

Section 60.856 is attached hereto and incorporated herein by reference. The purpose of this substitution is to add a fee schedule for Geographic Information Systems (GIS) (LM 60.856), effective March 16, 2011.

Adopted this \_\_\_\_\_ day of March, 2011.

\_\_\_\_\_  
Faye Stewart, Chair  
Lane County Board of Commissioners

APPROVED AS TO FORM  
Date 3-8-11 Lane County

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OFFICE OF LEGAL COUNSEL