



MEMO

Date: October 28, 2016

To: Executive Committee

From: Bonnie Waninger, Executive Director

Re: GIS Services Policy Update

I am requesting Executive Committee approval of modifications to CVRPC's GIS Services Policy. The existing and proposed policies are enclosed.

Background

CVRPC's original GIS Services Policy was crafted in the late 1990s when RPCs were established as Regional GIS Service Centers. While RPCs still serve that role, GIS is more widely used and available to planners and in municipalities. Additionally, the current GIS Services Policy describes capital recovery as an included cost even though CVRPC does not apply this practice. It is administratively inefficient to calculate recovered cost as part of the indirect rate proposal. In summary, the language and billing rates included in CVRPC's current policy are out of date.

Proposed Policy

The proposed Policy moves the Commission a first step towards developing an overall Cost of Services Policy. It defines basic levels of assistance that should be available to all municipalities through CVRPC's existing programs (ACCD, TPI, Water Quality), and provides a 12-hour cap for free basic GIS services. It describes major assistance that will require a cost estimate and a contract.

The policy allows the Commission to complete private GIS work for a fee which working to avoid non-competitive competition by adjusting CVRPC's billing rate to be more in line with private rates. RPCs exist to serve municipal and regional planning needs. Legislative funding to RPCs underwrites public costs. To the extent possible, RPCs avoid competing with private business in serving private clients. The new private rates works to level the playing field for private businesses services to private clients.



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DRAFT Cost of Services Policy
Geographic Information Services (GIS)
Effective: January 1, 2017

STATEMENT OF INTENT AND GENERAL POLICY

This Policy is intended to provide guidelines to the Regional Commission and Executive Director in the delivery of professional services to its member municipalities. Furthermore, it will assist the Regional Commission in meeting the increasing demands for such services. It is the general policy of the Regional Commission to offer the maximum level of basic service to all its members, and to continue to offer additional special services as the needs and opportunities require.

To encourage efficient and economical use of professional staff in meeting the increasing needs of municipal planning and management duties, the Regional Commission shall use the following priorities in evaluating requests for services from a single community or a group of communities:

- 1) Projects which address state legislative requirements or projects involving issues of statutory compliance;
- 2) Projects addressing local and/or regional priorities as identified by municipal plans, the Regional Plan, or Annual Work Programs; and
- 3) Other such projects as may be determined to be of local and/or regional significance.

TYPES OF GIS ASSISTANCE

Basic Assistance

All municipal members of CVRPC receive the benefit of 12 hours of technical assistance, including draft plan maps, road name maps, State designation maps, and draft zoning maps without charge each fiscal year (July 1–June 30). Minor assistance does not require a contract.

Major Assistance

Major GIS technical assistance requiring more than 12 hours will be charged at actual cost for personnel and expenses, including data and GIS work, land use build-outs, online mapping, impervious surface analysis, other GIS work. Major assistance includes contracted work for which the municipality has obtained outside funding. CVRPC may provide major assistance at no charge to a municipality if CVRPC has obtained special project funding for the work. Major assistance requires a written estimate and a written contract or agreement.

1 **Other GIS Assistance**

2 For types of assistance not described above, a detailed description of the project should be
3 provided. CVRPC will develop a cost estimate based on this policy. Other GIS assistance may
4 requires an estimate and/or a contract or agreement based on a determination by CVRPC GIS
5 staff as to whether the services is minor or major
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7 **GIS SERVICE POLICY**

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9 Early consultation with CVRPC in advance of a project provides the greatest opportunity to build
10 the project into CVRPC’s annual workplan. The following guidelines will apply to all work for
11 GIS services from CVRPC:
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- 13 • It is the intent of the Regional Commission to provide GIS services to its member
14 municipalities on a cost recovery basis. Cost recovery rates are calculated using direct
15 and indirect charges. They vary from year-to-year based on actual salary, benefits, and
16 indirect rates calculated from audited numbers.
- 17 • Dues-paying members receive a higher priority for all services than non dues-paying
18 members, unless a compelling situation or need suggests otherwise.
- 19 • For municipalities, GIS staff will determine whether the proposed work is basic or major
20 and confirm this in writing for the municipality.
 - 21 ○ If basic, CVRPC will provide the municipality with an estimate of the number of
22 hours expected to be worked on the project/activity.
 - 23 ○ If major, CVRPC, in cooperation with the municipality, will develop a scope of
24 work with product review opportunities, milestones, deliverables, a schedule, and
25 a cost estimate. Cost estimates will be valid for one year from date of issuance.
- 26 • If a major project moves forward, CVRPC will develop a written agreement between the
27 contracting partner and CVRPC. Fees will be based on personnel rates in effect at the
28 time the work is completed and other expenses directly attributable to the project. If
29 work outside the original scope is requested during the project, CVRPC staff will notify
30 the contracting partner prior to completing the work. If the partner elects to have CVRPC
31 proceed with the work, a work order change will be issued.
- 32 • The final cost to a municipality, non-profit or government agency will be based on the
33 actual cost to CVRPC, even if the final amount will be less than the agreement cost.
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35 **Municipalities, as part of their annual budgeting and programming processes, are strongly**
36 **encouraged to consider budgeting local revenues for these services.** In some cases, grants
37 may be available to cover all or a portion of the costs for basic or major services. CVRPC staff
38 is available to assist in evaluating funding options.
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40 Municipal Planning Grants (MPG) are a good funding source for major GIS services.
41 Municipalities are advised to discuss an appropriate scope of work and budget with CVRPC
42 prior to submitting an application. Once the scope and budget are refined, CVRPC should be
43 listed as a consultant in the application. If CVRPC is not listed and the municipality uses a
44 Request for Proposal (RFP) process, CVRPC will not submit a proposal because it generally
45 does not compete with the private sector. CVRPC will provide services for certain tasks within a
46 consultant-based project if it is identified in the proposal.

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2 **Personnel**

3 Personnel costs include salary/wages, fringe benefits, and indirect costs. All GIS services will be
4 charged at ¼-hour increments, which mirrors tracking CVRPC is required to complete for State
5 and Federal contracts. The first 30 minutes of service are free of charge to non-municipal
6 entities if the request relates to a public records request.

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8 **Member Municipalities**

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 - 12 hours of GIS service per fiscal year at no charge. These hours can be used for
10 map making, data development, GIS analysis, or GIS user assistance.
 - After 12 hours, GIS work will be charged at actual cost, including personnel and
11 expenses.

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13 **Nonprofit or Government Agencies**

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 - Services will be charged at actual cost, including personnel and expenses.
 - The Executive Director may waive any and all costs if the work is determined by
15 the Director to be advantageous to CVRPC and its mission.

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18 **For-Profit Businesses**

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 - Services will be charged at \$90.00/hour plus expenses.

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21 **Direct Expenses**

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23 **Printing**

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 - Plotter Prints: 24" x 24" = \$10.00
25 36" x 36" = \$12.00
26 42" x 42" = \$15.00
27 Over 72" long = \$30.00

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29 **Digital Copies***

- 30
 - CD-ROM (650 MB) = \$1.00
 - DVD (4.7GB) = \$2.00
 - 2 Gigabyte External "Thumb" Drive (USB 2.0, Type A Connection) = \$10.00
 - 32 Gigabyte External "Thumb" Drive (USB 2.0, Type A Connection) = \$90.00
 - 320 Gigabyte External Hard Drive (USB 2.0, Type A Connection) = \$100.00
 - 1 Terabyte External Hard Drive (USB 2.0, Type A Connection) = \$150.00

36
37 *Customers may opt to provide the digital device for large data transfers to avoid this
38 cost.

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40 **Other**

41 Other direct expenses include, but are not limited to, publishing fees for legal notices,
42 food for meetings, translation services, child care services, printing, room rental fees, and
43 supplies.



Regional GIS Service Center Cost of Services Policy

PURPOSE

It is the objective of CVRPC to maintain a state of the art computerized database management and mapping services system.

This Regional GIS Service Center is established for the following purposes:

1. LOCAL PLANNING ASSISTANCE

- to be the coordinator, converter and repository of digital data, both geographic (land based) and socio-economic information, for CVRPC's member municipalities; and
- to provide GIS mapping services, at cost, to assist in local planning efforts;

A copy of the list of GIS mapping services available to CVRPC's member municipalities is attached to and made part of this policy.

2. REGIONAL PLANNING ASSISTANCE

- to develop a Regional geographic and socio-economic database to assist in carrying out the duties of CVRPC in the development of the Central Vermont Regional Plan.

3. REGIONAL GEOGRAPHIC/INFORMATION CLEARINGHOUSE

- to provide for the dissemination of data of all types to all entities, public and private, as CVRPC may be requested to do from time to time.

COST OF MAPPING SERVICES POLICY

In keeping with the Contractual Services Policy of CVRPC, the following guidelines will apply to all agreements and contracts for municipalities obtaining services from CVRPC's GIS Office:

- specific work to be performed will be identified within a contract;
- cost estimates will be provided in advance;
- fees will be based on staff time and equipment and materials costs associated with providing GIS Services;
- the contract will be based on CVRPC's estimated cost and will contain a ceiling price which will include a contingency of 20%;
- the final cost of a contract to any municipality will be based on the actual time spent on activities related to the contract even if this means the final contract amount will be less than CVRPC's estimated cost.

HOURLY FEE AND RATES

Contracts with our member municipalities will be at the rate of \$55.00 per hour.

Contracts for services, other than with our member municipalities, will be based on an hourly fee based on the following costs:

COSTS INCLUDE:

This hourly fee includes all costs of operating the mapping equipment necessary to run the GIS Office. This fee also includes a capital recovery cost which reflects the replacement of hardware (computer, digitizer, plotter) within the GIS Office on a three year basis, the cost of maintenance contracts for the equipment, and the upgrade of software. It also reflects a share of costs to house the GIS Office on a percentage of total area basis. It includes the estimated staff time necessary to implement the GIS program.

This fee structure shall be reviewed on a periodic basis and is subject to change.

USE OF EQUIPMENT

It is the policy of CVRPC's GIS Service Center to permit only trained CVRPC personnel to use the GIS equipment and software.

DATA OWNERSHIP

It is the policy of CVRPC's GIS Service Center that data processed for clients, including member municipalities, is owned by those clients and can only be released with their written consent. Data developed or modified by the CVRPC GIS Service Center is owned by CVRPC and will be governed by licensing agreements and/or copyright laws.

GIS SERVICES PROVIDED BY CVRPC

CVRPC can provide the following services to municipalities on a fee for service basis:

Map Interpretation

- digitizing
- making map compositions
- plotting
- developing and maintaining data bases
- updating data layers
- updating parcel maps

Special Features

- prepare maps for presentations and reports
- provide paper working copies of data layers
- convert ARC/INFO data into standard CADD format
- provide tabular data
- create buffers
- calculate area
- produce applications and macros for town GIS systems; i.e. add modifications to the Vermont Town Menu System

Map Plots can be provided:

- in different sizes
- on paper or mylar
- at different scales
- single or multi color
- single layer or composite of several layers
- at the orthophoto base scale for overlay.

Data base management:

- create a data base
- update data base
- provide a copy of data base on floppy disk
- maintain data base with backups
- merge grand list data with ARC/INFO parcel data.