



CITY OF BIGGS Planning Staff Report

TO: CITY OF BIGGS CITY COUNCIL

FROM: Scott Friend, AICP – City Planner

MEETING DATE: November 10, 2015; 6:30 p.m.
Biggs City Hall, 3016 Sixth Street, Biggs, CA 95917

SUBJECT: Funding Request: GIS Services and Equipment

REQUEST

Staff requests that the City Council authorizes funding and authorize the City Administrator to enter into an agreement with the Geographic Information Center (GIC) at Chico State for an annual professional service contract in an amount up to, and not to exceed, \$10,000.00 dollars to allow the GIC to provide professional Geographic Information System (GIS) services to the City.

DISCUSSION

The Geographic Information Center (GIC) at Chico State provides professional GIS support services to local cities (Chico, Orland, Oroville), the County of Butte and BCAG through the Chico State Foundation. The Center has provided GIS services to local government and non-profit entities for well over two decades using paid, professional staff supported by students learning GIS at the University. This arrangement provides for a low-cost GIS services option available which is made available to local agencies and non-profits and which is supported by full-time, experienced GIS professionals, for a fraction of what it would cost to staff such a position internally.

The proposed contract would authorize the Center to provide full-service GIS support to the City of Biggs that would allow for the construction of a functional GIS database (to include utility, property ownership, planning and zoning, etc. information); internal and external publication of mapping; creation of a new public GIS webpage allowing residents, property owners, and interested persons to quickly and accurately get parcel information (zoning, size, ownership, etc.); and, which would allow the City to begin to compile, organize, digitize and publish maps and information vital to the Public Works and Engineering functions of the City. An example of the product that would result from this engagement can be viewed/utilized at <http://gis.cityoforland.com/>.

Staff believes that the engagement of the GIC to assist the City with its GIS needs is both a very important and very timely need relative to the City's efforts to update its MSR and SOI, construct a new wastewater land application project, build upon the work done as part of the City's General Plan Update and to make information available to decision makers, City staff and the public that will assist all parties going forward.

The proposed engagement is supported by two (2) separate scope of work and fee proposals which combined could result in an annual fee of up to \$10,000. The first scope of work is for the

development of a functional GIS system (\$5,000) and the second is for the on-going annual maintenance and hosting of the system (\$5,000). Staff believes that the GIS system development proposal represents a one-time cost to the City and that the operations and maintenance cost would be an on-going annual cost.

ENVIRONMENTAL REVIEW

Not Applicable.

PUBLIC COMMENT

No comment has been sought on this matter and none has been received.

FISCAL IMPACT

GIS Services: \$10,000.00 / GIS Software and Hardware: \$1,750.

Funds have not been allocated in the Department's approved FY 15-16 budget for these purposes and the existing Department budget does not accommodate this request as currently budgeted. Sufficient monies are available in the City's General City Services and Utility Development Impact Fee funds to cover the portion of this request for software and hardware purchases.

RECOMMENDATION

Staff recommends that the City Council consider the request and approve funding for this task in the amount of up to \$10,000.00 and, requests authorization allowing for the City Administrator to pursue the completion of the contract for these services. Additionally, staff requests Council approval of an additional \$1,750 dollars to cover costs to the City to purchase computer software necessary to operate and use the information to be prepared by the Center. Of the total request of \$11,750.00, staff believes that \$6,750 is a one-time expenditure that can be partially off-set by Development Impact Fee monies already collected and available for use by the City.

ATTACHMENT(S):

- System Development Fee Proposal and Scope of Services from the Geographic Information Center at CSUC
- System Maintenance Fee Proposal and Scope of Services from the Geographic Information Center at CSUC

AGREEMENT WITH THE CSU, CHICO RESEARCH FOUNDATION

Agreement is hereby made between the CSU, Chico Research Foundation (FOUNDATION), on behalf of the Geographical Information Center (GIC), and the City of Biggs (CLIENT) according to the following terms, conditions and provisions:

Identity of Client:

Mark Sorensen, City Administrator
City of Biggs
465 C Street / P.O. Box 307
Biggs, CA 95917
530.868.0100 (Office)
530.868.5493 (City Hall)
530.868.1124 (fax)
mark@biggs-ca.gov

Foundation:

The CSU, Chico Research Foundation
California State University
Chico, CA 95929-0870

Contact person for Contractual Matters:

John Miner, Contracts Officer
Office of Sponsored Programs
530.898.5700 (office)

Contact person for Project Matters:

Jason Schwenkler, Director
Geographical Information Center
530.898.4372 (office)
530.898.6781 (fax)
jschwenkler@csuchico.edu

*Agreement with CSU, Chico Research Foundation (City of Biggs)
GIS Services 2015-2016 Fiscal Year*

City of Biggs GIS Development Workslope:

CLIENT desires that FOUNDATION perform, and FOUNDATION agrees to perform, the following:

FOUNDATION will:

Scope:

The Geographical Information Center (GIC), an auxiliary agency of the non-profit California State University, Chico Research Foundation, agrees to populate an ArcSDE Enterprise Relational Database Management System, publish ArcGIS Server map services, develop a public Planning Information Lookup web mapping application, and develop a Notification Mailings web mapping application through the end of the 2015-2016 fiscal year.

The specific tasks are as follows:

- *Populate an ArcSDE Enterprise RDBMS for data storage and access;*
- *Publish and ArcGIS Server Map Services;*
- *Develop the City's GIS Planning Information Lookup web application to include addresses, parcels, land use, zoning, and infrastructure layers as provided by the City;*
- *Develop and the City's Notification Mailings web application layers to include addresses, roads and parcels;*

The fixed price contract in a not-to-exceed amount of **\$5,000** will extend **through June 30, 2016**, and is paid from funds as otherwise determined appropriate by the City of Biggs. Invoicing will occur quarterly.

Contact Information:

GIC:

Jason Schwenkler, Director, Geographical Information Center, California State University, Chico, CA 95929-0327; 530.898.4469; jschwenkler@csuchico.edu.

City of Biggs:

Mark Sorensen, City Administrator, 465 C Street, Biggs, CA 95917; 530.868.0100 (office); 530.868.5493 (City Hall); 530.868.1124 (fax); mark@biggs-ca.gov.

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GIS Services 2015-2016 Fiscal Year*

Terms of Payment:

As compensation for FOUNDATION's service, CLIENT shall pay FOUNDATION a fixed price not-to-exceed amount of **\$5,000** due and payable upon quarterly invoices.

Independence:

FOUNDATION understands FOUNDATION is not the CLIENT's employee and is not entitled to any benefits provided by CLIENT to its employees. FOUNDATION will perform all services in an independent capacity, subject to the CLIENT's direction and control only as to the result and not the manner or means of accomplishing that result. Except as specified above, FOUNDATION shall, at FOUNDATION's sole expense, provide all instrumentalities or supplies, any required licenses or permits, additional helpers or subcontractors, and any other expense incurred by FOUNDATION except as otherwise specified herein.

Insurance:

FOUNDATION assumes all risks as an independent contractor, and agrees to obtain all insurance necessary for FOUNDATION's protection in connection with work under this Agreement.

Indemnity:

Each party agrees to indemnify, defend, and hold harmless the other from any injuries, property damage, or other claims and losses resulting from the activities of each party or the party's agents in performance of this Agreement.

Ownership:

CLIENT will assume ownership of deliverables upon delivery by FOUNDATION. FOUNDATION may use deliverables and any working papers for its own purposes.

Termination Without Cause:

With reasonable cause, either party may terminate this Agreement effective immediately upon giving written notice of termination for cause. Reasonable cause shall include material violation of this Agreement and any act exposing the other party to liability to others for personal injury or property damage. The failure of either party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

Choice of Law:

Any dispute related to this Agreement shall be decided in accordance with the laws of the State of California.

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GIS Services 2015-2016 Fiscal Year*

Terms of Agreement:

This is the entire Agreement of the parties and cannot be modified orally. If any part of this Agreement shall be held unenforceable, the rest of this Agreement will nevertheless remain in force. This Agreement may be supplemented or amended only in writing by agreement of authorized representatives of the parties.

This Agreement becomes effective upon signature of both parties.

FOUNDATION:

John Minor

Printed Name of Foundation's Signatory:

BY: _____
Signature

Date: _____

CLIENT:

Mark Sorensen, City Administrator

BY: _____
Signature

Date: _____

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City of Biggs GIS Maintenance Workslope:

CLIENT desires that FOUNDATION perform, and FOUNDATION agrees to perform, the following:

FOUNDATION will:

Scope:

The Geographical Information Center (GIC), an auxiliary agency of the non-profit California State University, Chico Research Foundation, agrees to maintain an ArcSDE Enterprise Relational Database Management System, maintain ArcGIS Server map services, maintain a public Planning Information Lookup web mapping application, and maintain a Notification Mailings web mapping application through the end of the 2015-2016 fiscal year.

The specific tasks are as follows:

- *Maintain ArcSDE Enterprise RDBMS for data storage and access;*
- *Maintain ArcGIS Server Map Services;*
- *Maintain the City's GIS Planning Information Lookup web application to include addresses, parcels, land use, zoning, and infrastructure layers as provided by the City;*
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Insurance:

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This Agreement becomes effective upon signature of both parties.

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John Minor

Printed Name of Foundation's Signatory:

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