

Resolution No. 2013- 7865

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF PLUMAS, STATE OF CALIFORNIA, TO APPROVE A FEE SCHEDULE AND FORMS FOR PROVIDING GEOGRAPHIC INFORMATION SYSTEM (GIS) SERVICES FOR MAP CREATION, DATA DISSEMINATION, ANALYSES, REPORTS, AND OTHER SUCH MATERIALS PRODUCED IN RESPONSE TO SUCH REQUESTS.**

---

**WHEREAS**, the County now has a Geographic Information System (GIS) division responsible for acquisition, maintenance, analysis, and dissemination of geographic information within Plumas County; and

**WHEREAS**, the County wishes to recover a reasonable portion of the costs associated with the development, maintenance, and dissemination of GIS data to reduce the cost burden on other County funds; and

**WHEREAS**, Chapter 12.5 of Part 1 of Division 2 of Title 5 of the California Government Code (commencing with §54985) and Chapter 8 of Division 1 or Title 7 of the California Government Code (commencing with §66016) authorize the County to establish fees to recover the cost of providing services, other than mere duplication of existing records, as long as such fees do not exceed the cost of providing such services; and

**WHEREAS**, GIS refers to an integrated collection of computer software and data used to view and manage information about geographical places, analyze spatial relationships, and model spatial process; and

**WHEREAS**, this integration means that both software and data constitute a unified "computer mapping system," as that term is used in California Government Code §6254.9(b); and

**WHEREAS**, California Government Code §6254.9 states that computer mapping systems are not public records; and

**WHEREAS**, the fees being approved by this Board will not exceed the reasonable cost of providing the products or services for which the fees are being charged and do not exceed the reasonable costs to the County of providing the service or product; and

**WHEREAS**, a list of GIS charges and fees for the various GIS products, publications, and services will be maintained by Plumas County GIS Division and said list being subject to periodic revision and approval by the Board of Supervisor resolution.

**NOW, THEREFORE**, the Board of Supervisors of the County of Plumas, State of California, does hereby resolve as follows:

**Section 1: Fee Schedule.**

The fee schedule for GIS services is hereby established and attached hereto as Exhibit "D" and incorporated by reference herein, to be effective sixty days from the date of approval of this Resolution.



## EXHIBIT "A"

### Access to Public Records Act:

#### **GIS Case Law:**

Can a County of California charge for GIS digital data?

COUNTY OF SANTA CLARA v. THE SUPERIOR COURT of Santa Clara County (Case No. H031658), February 05, 2009 – California law provides for copyright for software and not for public records – data can't be copyrighted nor can a fee be charged greater than the cost of reproduction.

#### **Summary:**

- Local agencies may charge only the fee on a schedule adopted by the fiscal body. May not exceed the actual cost for providing a copy of the public record.
- Actual cost is the cost of the paper and per page cost for use of the equipment.
- APRA's general provisions on fees are superseded by a specific statute allowing higher fee.

#### ***Fees for providing copies of public records:***

- A public agency may charge a fee for providing an electronic map that is based upon a reasonable percentage of the agency's direct cost of maintaining, upgrading, and enhancing the electronic map plus direct costs.
- The fee may be waived for non-commercial uses, including
  - Public agency program support.
  - Nonprofit activities.
  - Journalism.
  - Academic research.

### Plumas County Ownership and GIS Data:

Plumas County GIS Division will not provide parcel, land or home ownership information via the Internet. Section 6254.21 of the California Government Code prohibits the posting of home addresses or telephone numbers of any elected or appointed official (or their family) on the Internet without first obtaining the written permission of that individual. Effective January 1, 2003, Chapter 621 amends section 6254.21 to extend this prohibition to "public safety officials" (and their family).

Due to the difficulty of identifying all such officials (and their families) and duly removing their names and addresses from the Internet enabled databases that may be part of the record, Plumas County's GIS Division will not make these records available via the Internet. All ownership requests will be referred to Plumas County's Assessor's Office to release at their discretion.

**Methodology Worksheet to Determine  
Fee, Charge or Assessment  
For Plumas County 2012/13  
For GIS Hourly Rate**

**DEPARTMENTAL OVERHEAD**

	<b>Salary &amp; Benefits</b>	<b>Employee Cost</b>
Planning Director (3.6%	\$3,900	\$3,900
Department Fiscal Offi	\$8,755	\$8,755

**Total Overhead Cost** **\$12,655**

Communications	\$500
Office Expense	\$520
Copy Machine Lease	\$150
Annual GIS Map Server Fee	\$4,800
Travel - In County	\$100
Travel - Out of County	\$500
Liability Self-Funded Insurance	\$581
<b>Department Service &amp; Supply Cost</b>	<b>\$7,151</b>

**Total Administration and Service and Supp** **\$19,806**

**AVERAGE AMOUNT OF HOURS SPENT ON SERVICE** **1**

GIS Staff Positions	1
Net Productive Hours	1490.4
Total Staff Hours	1490.4

Percentage of Total Staff Time  
Spent on this Service 0.000671

**TOTAL OVERHEAD COST RELATED TO THIS SPECIF** **\$13.29**

**DIRECT COSTS**

	<b>Salary &amp; Benefits</b>	<b>Hourly Rate</b>
GIS Planner II	\$75,689	\$50.78

**Average Hourly Cost** **\$50.78**

**EMPLOYEE COST PER SERVICE** **\$50.78**

**Total Cost of Services & Supplies** **\$13.29**

**TOTAL OF ALL DIRECT AND OVERHEAD CHARGES** **\$64.07**

Indirect Overhead Cost \$3.47

**TOTAL COST OF SERVICE** **\$68**

**RECOMMENDED FEE** **\$68**

**EXHIBIT "B"**

**Plumas County**  
**Geographic Information Services**  
*Fee Schedule Methodology*

**Cost to Print Maps**

Product	Device	Cost per item (incl. CA sales tax)*	Quantity	Total Cost (Rounded)
<b>Ink</b>				
<b>Plotter (HP Design Jet 500)</b>				
<i>Print Yield at approx. 5% coverage on 286 ft. roll paper (mixed text/graphics)</i>				
Cyan	Varies	\$50.39		\$50.39
Black	Varies	\$46.10		\$46.10
Magneta	Varies	\$50.39		\$50.39
Yellow	Varies	\$50.39		\$50.39

**Sub Total: \$197.27**

**Average Cost per Foot: \$0.69**

<b>Ink</b>				
<b>Inkjet (HP Inkjet 2800)</b>				
<i>Print Yield at approx. 5% coverage on 8½" x 11" paper (mixed text/graphics)</i>				
Cyan	2,180 standard pages	\$46.10	\$0.0211 / per sheet	\$46.10
Black	2,155 standard pages	\$46.10	\$0.0214 / per sheet	\$46.10
Magneta	1,995 standard pages	\$46.10	\$0.0231 / per sheet	\$46.10
Yellow	2,490 standard pages	\$46.10	\$0.0185 / per sheet	\$46.10

**Sub Total: \$184.40**

**Average Cost per Sheet \$0.02**

<b>Printheads</b>				
<b>Plotter (HP Design Jet 500)</b>				
<i>Printheads replaced once-twice year</i>				
Cyan	198 working days / item cost / year	\$46.10	\$0.02 / per sheet	\$46.10
Black	198 working days / item cost / year	\$46.10	\$0.02 / per sheet	\$46.10
Magneta	198 working days / item cost / year	\$46.10	\$0.02 / per sheet	\$46.10
Yellow	198 working days / item cost / year	\$46.10	\$0.02 / per sheet	\$46.10

**Sub Total: \$184.40**

**Average Cost per Sheet \$0.02**

<b>Printheads</b>				
<b>Inkjet (HP Inkjet 2800)</b>				
<i>Printheads replaced once-twice year</i>				
Cyan	198 working days / item cost / year	\$46.10	\$0.02 / per sheet	\$46.10
Black	198 working days / item cost / year	\$46.10	\$0.02 / per sheet	\$46.10
Magneta	198 working days / item cost / year	\$46.10	\$0.02 / per sheet	\$46.10
Yellow	198 working days / item cost / year	\$46.10	\$0.02 / per sheet	\$46.10

**Sub Total: \$184.40**

**Average Cost per Sheet \$0.02**

<b>Paper</b>				
<b>150 ft. Roll at \$31.09</b>				
<b>Plotter (HP Design Jet 500)</b>				
ANSI C (17" x 22")	75 maps / roll	\$31.09	\$0.45 / per sheet	
ANSI D (22" x 34")	65 maps / roll	\$31.09	\$0.50 / per sheet	
ANSI E (34" x 44")	42 maps / roll	\$31.09	\$0.75 / per sheet	
<b>8 ½" x 11"</b>				
<b>Inkjet (HP Inkjet 2800)</b>				
ANSI A (8½" x 11")	Ream (500 sheets)	\$5.19	\$0.0104 / per sheet	
<b>11" x 17"</b>				
<b>Inkjet (HP Inkjet 2800)</b>				
ANSI B (11" x 17")	Ream (500 sheets)	\$20.36	\$0.0407 / per sheet	

**Plumas County**  
**Geographic Information Services**  
*Fee Schedule Methodology*

<b>Media Supplies (Digital Data)</b>				
DVD-R		\$21.44 (25 count)	\$0.85 / DVD-R	\$21.44
CD-R Discs		\$21.44 (50 count)	\$0.43 / per CD-R	\$21.44
Tyvek CD/DVD protective sleeve		\$40.12 (100 count)	\$0.40 / per sleeve	\$40.12
Avery Self-adhesive CD Labels	Inkjet (HP Inkjet 2800)	\$42.89 (100 count)	\$0.43 / per label	\$42.89
<b>Mailing Tubes and Disc Mailers</b>				
Mailing Tube		\$3.25 each	\$3.25 each	
CD/DVD Disc Mailer		\$121.18 (100 count)	\$1.21 / per mailer	\$121.18

**Sub Total: \$247.07**

**Average Cost per CD/DVD+mailer \$2.04**

**Average Cost (tube mailing only) \$3.25**

<b>Cost to Print Maps (Calculated from breakdowns above)</b>					
Device / Product	Labor per map (Setup, print, and trim)**	Print Cost (Ink and Printheads)	Paper Cost / per sheet	Direct Cost (per map printed)	Total Cost (Rounded)
Inkjet (HP Inkjet 2800) ANSI A (8 ½" x 11")	\$4.76	\$0.16	\$0.01	\$4.93	\$5.00
Inkjet (HP Inkjet 2800) ANSI B (11" x 17")	\$5.44	\$0.16	\$0.04	\$0.04	\$6.00
Plotter (HP Design Jet 500) ANSI C (17" x 22")	\$8.84	\$1.04	\$0.45	\$10.33	\$10.00
Plotter (HP Design Jet 500) ANSI D (22" x 34")	\$8.84	\$1.40	\$0.50	\$10.74	\$11.00
Plotter (HP Design Jet 500) ANSI E (34" x 44")	\$11.56	\$2.07	\$0.75	\$14.38	\$14.00

<b>Mailing and Data Upload Costs (Calculated from breakdowns above)</b>					
Type	Mailing Costs (Media, sleeve, envelope)	(Setup & package)**	Tube Mailing	Postage***	Total Cost (Rounded)
Digital Data	\$2.04	\$11.56	n/a	\$2.00	\$16.00
Printed Map	n/a	Please see 'Cost to Print Maps'	\$3.25	\$2.00	\$5.00
Digital Data Uploaded (see note below)	n/a	n/a	n/a	n/a	n/a

**Note: Electronic delivery of digital data (via email, FTP upload) is free of charge.**

\*Cost of Supplies effective as of 9/2012

\*\*Labor Rate of \$68.00/hour as of 9/2012 (Calculated 4-10 minutes per map). This rate is based on time required for file retrieval, research, redaction, review, copy, scan, create, analysis, and any other time related to the production of the requested documents.

\*\*\*Shipping Rate is variable as postage rates change, usually a \$2.00 minimum charge. Postage is charged at actual cost.



**Plumas County**  
**Geographic Information Services**  
 555 Main Street  
 Quincy, CA 95971

For Internal Office Use:	
Date Request Completed: _____	Amount prepaid: _____
Approved: <input type="checkbox"/> Denied: <input type="checkbox"/>	Balance Due Before Release: _____
If denied, please provide reason(s): _____	Total Amount Paid: _____
Summary/Description of documents provided: _____	

**GIS Data Request Form**

**Procedure:**

- To request a published map, custom map, or digital data, please fill out, sign, and return the order form. For custom data production, please call Plumas County GIS at (530) 283-7011 to discuss your request.
- Sign** the data use disclaimer agreement on the second page.
- E-mail or FAX the completed request form and signed data use disclaimer agreement to:
  - E mail:** [beckyosborn@countyofplumas.com](mailto:beckyosborn@countyofplumas.com)
  - FAX:** (530) 283-6134
- For data requiring a fee, please mail (or in-person/drop-off) this form **with the signed data use agreement** and a check for the cost of the order (see fee schedule attached).
  - Make checks payable to:** County of Plumas. **Do not mail cash.**
  - Mail to:** Plumas County Planning – GIS Division, 555 Main Street, Quincy, CA 95971
- Plumas County currently provides access to GIS data in KML/KMZ format from the County's web site ([www.plumascounty.us](http://www.plumascounty.us)). Please visit the web site for more information and download instructions.

Requested By		Mailing Address	
<b>Name:</b> _____	<b>Street:</b> _____		
<b>Title:</b> _____			
<b>Agency/Company:</b> _____	<b>City:</b> _____		
<b>Department:</b> _____	<b>Zip:</b> _____		
<b>Phone:</b> _____	<b>E-mail:</b> _____		
<b>Date of Request:</b> _____			

**Frequently Requested Data:**

<input type="checkbox"/> County Parcels	<input type="checkbox"/> Airports-Heliports	<input type="checkbox"/> Special Plan Combining Zones
<input type="checkbox"/> Address Points	<input type="checkbox"/> Water Bodies	<input type="checkbox"/> General Plan Designations
<input type="checkbox"/> Roads ( <i>public and private</i> )	<input type="checkbox"/> Streams	<input type="checkbox"/> City of Portola Boundary
<input type="checkbox"/> County Boundary	<input type="checkbox"/> Communities	<input type="checkbox"/> Planned Development Zoning Designations
<input type="checkbox"/> Subdivisions	<input type="checkbox"/> Primary Zoning	<input type="checkbox"/> Special Districts ( <i>specify district under 'Brief Description of Request' below</i> )
<input type="checkbox"/> Other _____		

**Note:** This office does not provide parcel, land or home ownership information. To obtain owner information in regards to a specific property, please visit the Plumas County Assessor's Office or contact them by phone at (530) 283-6380.

**Purpose of Request (required):**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Display       | <input type="checkbox"/> Design        | <input type="checkbox"/> Preliminary Plan and Feasibility Study |
| <input type="checkbox"/> Site analysis | <input type="checkbox"/> Specific Plan | <input type="checkbox"/> Site Development and Permitting        |
| <input type="checkbox"/> Other : _____ |  |   |

**Brief Description of Request (required):** \_\_\_\_\_

**Data Format:**

Data delivery format is ESRI shapefile in NAD 1983, California State Plane (feet), Zone 1. We will not change the format or projection to meet your needs. Only datasets maintained or developed by Plumas County will be released.

- Shapefile     
  Geodatabase     
  Paper Map     
  Data Table

**Transfer Method:**

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> CD or DVD via US mail             | <input type="checkbox"/> Paper (Check size below): |   |   |
| <input type="checkbox"/> CD or DVD pickup                  | <input type="checkbox"/> ANSI A (8.5 x 11)         | <input type="checkbox"/> ANSI C (17 x 22) | <input type="checkbox"/> ANSI E (34 x 44) |
| <input type="checkbox"/> E-mail                            | <input type="checkbox"/> ANSI B (11 x 17)          | <input type="checkbox"/> ANSI D (22 x 34) |   |
| <input type="checkbox"/> FTP Site - <b>Web Link:</b> _____ |  | <b>Password:</b> _____                    |   |

# PLUMAS COUNTY PLANNING DEPARTMENT

555 Main Street  
Quincy, CA 95971

[www.plumascounty.us](http://www.plumascounty.us)

Voice: (530) 283-7011  
FAX: (530) 283-6134



## Disclaimer, Restrictions, and Data Use Terms

In obtaining and using Plumas County GIS data, you are agreeing to the following restrictions:

### Specific Restrictions:

1. **Government entities, Educational entities or Cooperating Public Utilities:** you will not resale, redistribute, nor perform work for the benefit of a third party using the Plumas County GIS data.
2. **All other entities:** you will not resale or redistribute the Plumas County GIS data.

### General Disclaimer and Restrictions for all entities:

1. In the case that any kind of documents are created using the Plumas County GIS data, you will make a note on or within the document that you received the data from Plumas County California.
2. If you have edited the Plumas County GIS data to fit your needs, you will explicitly list that you received the data from Plumas County California, but that you alone are responsible for your edits or changes.
3. Plumas County shall not be held responsible for any misrepresentation or adjustment of the Plumas County GIS data through data manipulation, tabular edits or spatial edits.
  - a. Plumas County shall not be held responsible for inappropriate or incorrect use of this information.
  - b. The Plumas County GIS data is mapping grade not survey grade.
  - c. The Plumas County GIS data is for informational purposes only and should not be used to determine precise boundaries, parcel boundaries, appraisal, engineering, nor legal descriptions. The Plumas County GIS data shall not be construed or used as an official survey or legal description. Site specific evaluation should be verified by field inspection.
  - d. Primary sources from Plumas County GIS data must be consulted for verification of information contained in the data. Contact the Plumas County Planning Department for more information.
  - e. Plumas County GIS shall not be held liable for any errors in the GIS data. This includes errors of omission, commission, errors concerning the content of the data, and relative and positional accuracy of the data. No representation is made that the features presented accurately reflect true locations.
4. The Plumas County GIS data is deemed reliable but accuracy is not guaranteed. Use of this data should be with acknowledgement of the limitations of the data including the fact that the data is dynamic and is in a constant state of maintenance, correction, and update. It is your responsibility to verify any information derived from the GIS data before making any decisions or taking any actions based on the information. It is also your responsibility to contact us if you need future updates. Any errors or omissions should be reported to Plumas County GIS.
5. The Plumas County GIS data is distributed as is. We will not change the format or projection to meet your needs.
  - a. The Plumas County GIS data is provided in ESRI shapefile format in NAD 1983, California State Plane (feet), Zone 1.
  - b. The included metadata contains specific information regarding the attribute fields and other information about the data.

### **Questions or problems should be directed to:**

Becky Osborn, GIS Planner ♦ 555 Main Street, Quincy, CA 95971 ♦ Ph: (530) 283-6420

Email: [beckyosborn@countyofplumas.com](mailto:beckyosborn@countyofplumas.com)

## RECEIVING PARTY AGREEMENT

"I, \_\_\_\_\_, have read, understood and agree that I (and my organization, entity or agent) will abide with the above data use terms.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Organization/Agency: \_\_\_\_\_

## Geographic Information System (GIS) Fee Schedule

GIS Service Description	Fee Schedule										
<b>Media Shipping and Handling</b> <i>(Includes setup and package preparation)</i>	<ul style="list-style-type: none"> <li>\$16.00 CD/DVD</li> <li>\$5.00 (plus print costs by size below)</li> <li>Shipping: Variable, \$2.00 minimum</li> <li>Electronic delivery of digital data (email, FTP upload) free of charge</li> </ul>										
<b>Hourly Rate</b>	\$68.00 - Computed in 15 minute increments, plus media costs as listed. <i>(See additional information below.)</i>										
<b>Photocopies</b>	<table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">Letter (8 ½" x 11")</td> <td style="padding-left: 20px;">\$0.50 / per copy</td> </tr> <tr> <td style="padding-left: 20px;">Legal (8 ½" x 14")</td> <td style="padding-left: 20px;">\$0.50 / per copy</td> </tr> <tr> <td style="padding-left: 20px;">Tabloid (11" x 17")</td> <td style="padding-left: 20px;">\$1.00 / per copy</td> </tr> </table>	Letter (8 ½" x 11")	\$0.50 / per copy	Legal (8 ½" x 14")	\$0.50 / per copy	Tabloid (11" x 17")	\$1.00 / per copy				
Letter (8 ½" x 11")	\$0.50 / per copy										
Legal (8 ½" x 14")	\$0.50 / per copy										
Tabloid (11" x 17")	\$1.00 / per copy										
<b>Existing Hard Copy Maps*</b>	<table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">ANSI A (8 ½" x 11")</td> <td style="padding-left: 20px;">\$5.00 per map / Color Print</td> </tr> <tr> <td style="padding-left: 20px;">ANSI B (11" x 17")</td> <td style="padding-left: 20px;">\$6.00 per map / Color Print</td> </tr> <tr> <td style="padding-left: 20px;">ANSI C (17" x 22")</td> <td style="padding-left: 20px;">\$10.00 per map / Color Plot</td> </tr> <tr> <td style="padding-left: 20px;">ANSI D (22" x 34")</td> <td style="padding-left: 20px;">\$11.00 per map / Color Plot</td> </tr> <tr> <td style="padding-left: 20px;">ANSI E (34" x 44")</td> <td style="padding-left: 20px;">\$14.00 per map / Color Plot</td> </tr> </table>	ANSI A (8 ½" x 11")	\$5.00 per map / Color Print	ANSI B (11" x 17")	\$6.00 per map / Color Print	ANSI C (17" x 22")	\$10.00 per map / Color Plot	ANSI D (22" x 34")	\$11.00 per map / Color Plot	ANSI E (34" x 44")	\$14.00 per map / Color Plot
ANSI A (8 ½" x 11")	\$5.00 per map / Color Print										
ANSI B (11" x 17")	\$6.00 per map / Color Print										
ANSI C (17" x 22")	\$10.00 per map / Color Plot										
ANSI D (22" x 34")	\$11.00 per map / Color Plot										
ANSI E (34" x 44")	\$14.00 per map / Color Plot										
<b>Custom Data/Map Production**</b> Custom GIS mapping and analysis for planning purposes is available for \$68.00 per hour with a ½ hour minimum charge. To consult with a mapping specialist and to place a request for a custom map order, please contact the GIS Division at (530) 283-7011.											
<b>Notes:</b>											
<p><b><u>Existing Hard Copy Maps:*</u></b>            A map that is available as a hard copy or can easily be printed from digital data (i.e. it does not require any editing).</p> <p><b><u>Custom Data Production:**</u></b>            The development of custom digital maps and/or databases requiring data creation, analysis or manipulation of existing data. Custom data production work will only be undertaken if staff time is available.</p> <p><b><u>Priority Policy:</u></b>            When multiple requests for spatial data are received from different organizations in the same time period staff will respond to requests in the following order:</p> <ol style="list-style-type: none"> <li>1. County Departments</li> <li>2. Public or Non-Profit Organizations</li> <li>3. Private Organizations or Individuals</li> </ol> <p><b><u>How to Order:</u></b>            To request a published map, custom map, or digital data, please fill out, sign, and return the GIS Data Request form. Read and sign the Data Usage Agreement to agree to the terms and conditions of the Agreement. For custom data production, please call Plumas County GIS at (530) 283-7011 to discuss your request.</p> <p style="text-align: center;"><b><u>Additional Information:</u></b>  <i>Labor Rate of \$68.00/hour as of 9/2012. This rate is based on time required for file retrieval, research, redaction, review, copy, scan, create, analyze, and any other time related to the production of the requested documents. Shipping Rate is variable as postage rates change, usually a \$2.00 minimum charge. Postage is charged at actual cost.</i></p> <p style="text-align: center;"><b><u>NOTE:</u></b>  <i>The County of Plumas reserves the right to refuse requests for electronic data products or services that may unreasonably interfere with ongoing operations of the County by requiring an inordinate diversion of County manpower, materials, or equipment use or would necessitate utilization of an outside contractor.</i></p>											