




City of Bandon


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Bandon by the Sea

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Torrey Contreras, City Manager 

INITIATED BY: Dana Nichols, Planning Director 

DATE: March 4th, 2024

SUBJECT: **ITEM 4.3 INTERGOVERNMENTAL AGREEMENT: GEOGRAPHIC INFORMATION SYSTEM (GIS) CONTRACT WITH THE LANE COUNCIL OF GOVERNMENTS**

BACKGROUND:

The Planning Department requested \$10,000 in the FY23-24 budget to develop a Geographic Information System (GIS) for the Planning and Public Works Departments. The goal of this project is to provide an external facing map for community use showing zoning, public utilities, and planned improvements. To save time and resources, the City requested this service from the Lane Council of Governments (LCOG), who already provide GIS support for other small cities in the area. Because LCOG is a governmental entity, the City can enter into an *Intergovernmental Agreement* for the provision of this service.

ANALYSIS OF THE ISSUES:

Currently, residents rely upon the GIS programs provided by Coos County. These existing sites are limited to data sources developed or managed by Coos County, which include the County Assessors' Map and the Coos County Planning Department maps. City Staff uses these maps frequently, though in some cases the data for Bandon is incorrect. City Staff would like to develop City maps that are able to be update as needed when circumstances change (i.e. zone or comprehensive plan map changes, overlay zones, etc.). Fortunately, these mapping layers already exist as they were developed through recent grant-funded projects.

The largest gap in our data is city infrastructure maps. The Dyer Partnership developed infrastructure maps for the City in 1999, however these maps have not been updated nor maintained over time. Any new development, or modifications to the existing systems, only exist in individual paper maps. The most time-intensive component of this project will be assembling and digitizing these paper maps and developing an updated comprehensive map of the City.

City staff anticipate that the first six months to one year of this project will primarily focus on data collection and compilation, with a public facing map available in year two. Once all paper maps are digitized, Planning Staff will work with the Public Works Department to fill in any gaps through field data collection using City-owned iPads.

FISCAL IMPACT:

The scope of work for the proposed IGA is attached for City Council review and consideration. The scope is split into two phases: Phase 1 will develop a new upgraded GIS geodatabase and web mapping application, while Phase 2 provides the City with on-going support. The total projected cost for Phase 1 is between \$4,500 - \$5,400, which is a one-time fee. Phase 2 will require an annual contract until such a time that the City has staff to manage the GIS program. The project annual cost for Phase 2 is between \$2,800 - \$4,200. The City already incurs the cost of the annual subscriptions for ArcGIS Online services, which are shared with the Electric Department.

If the Council agrees with the proposed scope of work, the Council should authorize the City Manager to sign an Intergovernmental Agreement with the Lane Council of Government to cover the remainder of the fiscal year ending June 30th, in an amount not-to-exceed \$10,000. Funding for this projected was appropriated in the FY 23-24 Budget, under Planning Department expenses titled, "Contractual Services."

RECOMMENDATION:

The following is recommended to the City Council:

1. Review and discuss the information provided; and
2. Authorize the City Manager to enter into an Intergovernmental Agreement with the Lane Council of Governments for the work described in Attachment A, Scope of Work, in an amount not to exceed \$10,000.

Attachments:

Attachment 1: Proposed Scope of Work provided by the Lane Council of Governments.

Phase 1 - Data development and updates

Task	Activity Description	Detail notes	Deliverable	Hours	Cost
1	Develop a new upgraded GIS geodatabase and web mapping application	Task includes multiple related components:			
	a	GIS Database Creation	Organize current GIS/Digital Data, and create new GIS data from CAD and/or non-digital sources	15-20	\$1,500 - \$2,000
	b	ArcGIS online dashboard creation	Public Online map viewer. Included would be any requested and available regional layers (taxlots, roads, zoning, etc.)	14-18	\$1,400 - \$1,800
	c	Review and Updating of initial published layers		8-10	\$1,200 - \$1,600
2	Project Management	Project and contract Management	Meetings, Reports and communications	6	\$600
				45-54	\$4,500 - \$5,400

Note: billing rates reflected here are through June 30th 2024

Phase 2 - Ongoing Maintenance & GIS Support

Task	Activity Description	Detail notes	Deliverable	Hours	Cost
1	ArcGIS Online Support				
	a	ArcGIS online dashboard maintenance		8-10	\$800 - \$1,000
	b	Ongoing maintenance/support of internal data		10-12	\$1,000 - \$1,200
	c	On-Call & Project-Based GIS Services	As needed*	10-20	\$1,000 - \$2,000
				28-42	\$2,800 - \$4,200
Direct Cost		ArcGIS license & credits (cloud storage)		\$150	
				\$7,450 - \$9,750	

*LCOG will respond to all project requests by providing Bandon staff with a project scope, description of deliverables, cost estimate, and timeframe to complete the work. LCOG must receive approval from Bandon before beginning work on the project. GIS work that is expected to exceed 10 hours will be considered a project and is subject to the Project-Based GIS Services process.