

RESOLUTION NO. 13- 132

BOARD OF COUNTY COMMISSIONERS  
COUNTY OF EL PASO, STATE OF COLORADO

**RESOLUTION TO APPROVE THE GEOGRAPHIC INFORMATION SYSTEM PRODUCT  
DISTRIBUTION POLICIES, WHICH UPDATE THE LICENSE AGREEMENTS AND FEE  
SCHEDULES TO DISTRIBUTE GEOSPATIAL DATA AND MAPS**

**WHEREAS**, El Paso County maintains a Geographic Information System (GIS) to support the statutory functions and public services it provides; and

**WHEREAS**, the content, nature, and organization of GIS products is of significant value to County, public and private interests; and

**WHEREAS**, Colorado Revised Statutes 24-72-203(4) authorize the State of Colorado and its political subdivisions to obtain and enforce trademark or copyright protection for any public record; and

**WHEREAS**, Colorado Revised Statutes 24-72-205(4) authorize the State of Colorado and its political subdivisions to recover the actual incremental costs of providing public records together with a reasonable portion of the costs associated with building and maintaining the information system; and

**WHEREAS**, the Board has reviewed the policies and determines it would be in the best interest of the public to provide access to GIS products in the manner described herein;

**NOW, THEREFORE, BE IT RESOLVED** the Board of County Commissioners of El Paso County, Colorado, hereby approves the Geographic Information System Product Distribution Policies, as well as the two supporting geospatial data license agreements, as attached hereto and incorporated by reference herein as Exhibit A, Attachment 1, and Attachment 2, respectively;

**BE IT FURTHER RESOLVED** the provisions of this Resolution shall be effective immediately and shall remain in effect until otherwise revised or repealed by resolution of the Board or by law;

**AND BE IT FURTHER RESOLVED** all previous Board resolutions and polices are hereby repealed to the extent they are inconsistent with this Resolution.

WAYNE W. WILLIAMS

El Paso County, CO

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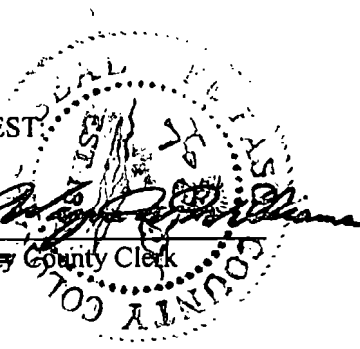
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DONE THIS 21st day of March 2013, at Colorado Springs, Colorado.

BOARD OF COUNTY COMMISSIONERS  
OF EL PASO COUNTY, COLORADO

ATTEST:

By: [Signature]  
Deputy County Clerk



By: [Signature]  
Chair



**Support Services Department  
Information Technologies Division**

**Geographic Information System  
Product Distribution Policies**

**Preface**

**1. Purpose**

Geographic Information System (GIS) Product Distribution Policies define the requirements to license the use of El Paso County Colorado (County) GIS products to external entities. The County develops and maintains a GIS to support the statutory functions and public services it provides. Distribution policies establish a simple, fair and consistent product delivery process.

**2. General**

- a. The County General Fund receives revenues generated by GIS Products.
- b. The County licenses GIS data for external use and retains ownership as described in end user license agreements.
- c. The County licenses GIS data in individual tiles. A continuous grid of 4000-foot-by-4000-foot units or tiles defines the County tile pattern. The tile pattern is available for download from the County website.
- d. The Information Technologies Department is responsible for policy administration.
- e. The El Paso County Support Services Executive Director is authorized to sign license agreements on behalf of El Paso County.

**3. Definitions**

- a. GIS Data – geographic point, line and polygon features, coordinates and attributes used to map, analyze or otherwise complete County statutory or administrative functions. Common GIS data storage formats include ESRI geodatabase, ESRI shape file, ESRI coverage, geoTIFF, TIF/TFW, JPEG2000, ERDAS IMG, LAS, and XML.
- b. GIS Products – GIS data, paper maps or static map images produced from GIS in the performance of statutory or administrative functions.

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- c.** Local Governments - a Colorado county, municipality, city, town, taxing district, school district, special district, council of governments, or any agency or instrument of a Colorado local government.
- d.** County contractors - an entity awarded a County contract resulting from an official Procurement & Contracts Department competitive bidding process. Common competitive bidding processes include request for quote, invitation for bid, request for proposal or similar.
- e.** County Partnerships – informal or special agreements made with governments, quasi-governmental entities, non-profit groups or educational institutions involving the use of County GIS Products.
- f.** County Custodian - an office or employee of the County who is responsible for the development, maintenance and care of a GIS Product
- g.** Quasi-Governmental Entity – a regulatory, coordination, oversight or other public interest entity that is not a political subdivision or has no authority to levy taxes. Examples include non-profits, study groups, associations, boards, alliances and commissions.
- h.** Standard Map - a thematic graphical product, constructed from GIS data, printed on paper or published in a digital image format. Standard maps typically contain a design layout and content template and are pre-formatted to meet a common or recurring request. County standard maps are 8.5" X 11", 8.5" X 14", 11" X 17", 24" X 36", 30" X 36" or 36" X 48" in size.
- i.** Custom Map - a thematic graphical product, constructed from GIS data, printed on paper or published in a digital image format. The public, businesses, government or other external entities request County custom maps. These maps include a custom subject and content or are a variation of the size, content or layout of a standard map.
- j.** Assessor GIS Parcel Feature Data - the electronic mapping of County land ownership tracts used in apportioning taxes. See the County website for additional details on this data set.
- k.** Elevation Contour Line Feature Data – a series of lines that join points of equal elevation, generally measured from sea level in varying intervals and units of measurement. El Paso County contour lines are delivered in 2-ft intervals. See the County website for additional details on this data set.



## Map Composition Distribution Policy

### 1. Purpose

The policy establishes the parameters and fees for distributing GIS based paper or digital image map compositions.

### 2. Scope

- a. The policy covers:
  - i. Paper maps and map images produced or derived from GIS data;
  - ii. Output from software capable of reading and rendering GIS data including GIS, computer aided drafting and graphic arts;
  - iii. All users of County maintained networks, software and systems
- b. The policy does not cover:
  - i. Maps, images or products produced by software that does not use or incorporate GIS data;
  - ii. Internet mapping applications (e.g. ESRI ArcGIS Server site) that deliver map images as part of the routine function of the application.
  - iii. Map series images downloadable from the County website including parcel and zoning map sheets;
  - iv. County park maps, park images or park brochures
- c. The policy does not set the fees for Assessor parcel maps, Clerk & Recorder election and political representation maps or the Department of Transportation Highway map.

### 3. Description

- a. Standard Maps
  - i. Standard maps include office or department products that use a standard design and content layers and an area of interest that may change from map to map.
  - ii. Standard maps include a copyright and usage restrictions as printed on the final product.
  - iii. The County makes no warranty as to the fitness and or suitability of the final product.



**iv. Standard Map Fees**

8.5" X 11" – \$3

8.5" X 14" – \$5

11" X 17" – \$10

24" X 36" - \$20

30" X 36" - \$30

36" X 48" – \$40

**b. Custom Maps**

- i.** Custom maps are available at the discretion of individual county offices or departments. The County reserves the right to refuse requests for custom maps and considers these requests when workload permits.
- ii.** Map use is subject to copyright and other restrictions printed on the final product.
- iii.** The County makes no warranty as to the fitness or suitability of final products.
- iv.** Customers will be charged \$75/hour for time spent by County staff in preparing, printing and delivering custom maps. A GIS data surcharge will apply to custom maps larger than 187 square inches (11" X 17").
- v.** A \$40 data surcharge applies to custom maps having a final paper size with a square area greater than 187 inches (11" X 17") and equal to or less than 1728 inches (36" X 48").
- vi.** A \$0.05/in<sup>2</sup> data surcharge applies to custom maps having a final paper size with a square area greater than 1728 inches (36" X 48").

**c. Assessor Parcel Maps**

- i.** Maps have a standard design and content and are pre-formatted to meet a common or recurring request.
- ii.** Maps primarily contain parcel feature and annotation data maintained by Assessor GIS staff.
- iii.** The Assessor develops and distributes these maps.
- iv.** The Assessor establishes map sizes and fees.

**d. Clerk & Recorder Election and Political Representation Maps**

- i.** Maps depict election precincts, polling places, state representative districts, state senate districts or County commissioner districts.
- ii.** Maps have a standard design and content and are pre-formatted to meet a common or recurring request.
- iii.** Maps primarily contain election or political representation features developed and maintained by Clerk & Recorder GIS staff.

- iv.** The Clerk & Recorder develops and distributes election and political representation maps.
- v.** The Clerk & Recorder establishes map sizes and fees for election and political representation maps.



## GIS Data Distribution Policy

### 1. Purpose

The policy establishes license requirements and fee schedules for distribution of GIS Data.

### 2. Scope

#### a. The policy covers:

- i. Delivery of GIS Products to all entities except County contractors and County partnerships;
- ii. GIS Data that El Paso County developed, purchased or otherwise wholly owns or has a legal right to distribute through MOU or IGA;
- iii. Features and derivatives of parcels, elevation contours, aerial photography, political districts and election precincts

#### b. The policy does not cover:

- i. Delivery of GIS Data regulated by an existing Intergovernmental Agreement, Memorandum of Understanding or contract;
  - ii. Generally available or public domain GIS Data available from other non-County entities;
  - iii. County boundary, townships, sections, survey points, national forest boundary and military boundary GIS data maintained by the County Assessor. These GIS data sets are generally available by download from the County website or by directly contacting the Assessor GIS Mapping Office;
  - iv. City limit, school district, fire district, water/sanitation/metropolitan district and similar special district boundary GIS data maintained by the County Assessor. These GIS data sets are generally available by download from the County website or by directly contacting the Assessor GIS Mapping Office.
  - v. Major highways, railroads, zoning polygons, land use polygons, Public Services-Transportation maintained road centerlines, parks and trails. These GIS data sets are generally available by download from the County website
  - vi. Data sets that are not specifically referenced in the scope of this policy and are designated for public domain distribution by County Custodians.
- c. The County does not distribute data sets owned by Colorado Springs Utilities, El Paso – Teller E911 Authority or other governments.





### 3. Description

- a. Recipients complete a Geographic Information System Product License Agreement before the County delivers GIS Data. Attachment 1 of this document is the Geographic Information System Product License Agreement.
- b. Recipients pay applicable license fees before the County delivers GIS Data.
- c. Each County Custodian authorizes the release of their GIS products. The County does not release GIS Products without the written approval of the corresponding County Custodian.

### 4. Assessor GIS Parcel Feature Data Fee Schedule

- a. The County Assessor is the Custodian of GIS Parcel Features.
- b. 3 Year Short Term License with semiannual update (upon request)
  - i. First tile: \$150
  - ii. 2 - 999 tiles: \$10/tile
  - iii. 1000 or more tiles: \$10,000
- c. 10 Year Intermediate Term License with semiannual update (upon request)
  - i. First tile: \$200
  - ii. 2 - 999 tiles: \$30/tile
  - iii. 1000 or more tiles: \$30,000
- d. 25 Year Long Term License with semiannual update (upon request)
  - i. First tile: \$250
  - ii. 2 - 999 tiles: \$75/tile
  - iii. 1000 or more tiles: \$75,000
- e. Colorado Springs Utilities (CSU) owns GIS parcel data in portions of the County within their service territory. The County refers requests for CSU owned GIS parcel data to CSU. See Figure A for a map of CSU owned GIS parcel data.

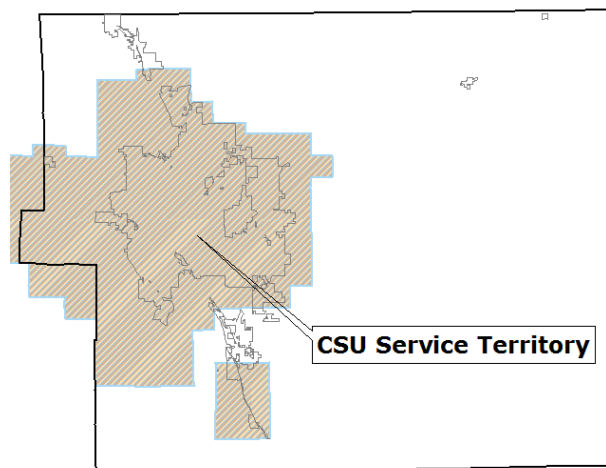


Figure A – Colorado Springs Utilities Service Area

## **5. Elevation Contour Feature Data Fee Schedule**

- a.** The Information Technologies Department is the Custodian of the Elevation Contours.
- b.** Three (3) Year License
  - i.** \$100/tile

## **6. Aerial Photography Data Fee Schedule**

- a.** The Information Technologies Department is the Custodian of Aerial Photography.
- b.** The license rate covers both current and historic aerial photography.
- c.** Aerial photography data sets acquired through the Pikes Peak Geospatial Alliance have license rates that are subject to change. Consult the El Paso County website for current license rates as established in the governing MOU for each aerial photography data set.
- d.** Three (3) Year License of County wholly owned aerial photography data sets.
  - i.** 1 foot or greater resolution - \$50/tile
  - ii.** Less than one foot resolution - \$100/tile

## **7. Clerk & Recorder Political Districts & Precincts**

- a.** The County Clerk & Recorder is the Custodian of Political Districts & Precincts.
- b.** Countywide political districts include Colorado State Senate, Colorado State House of Representatives and El Paso County Commissioner district boundaries.
- c.** Election precincts are the smallest geographic designation of US voting subdivisions.
- d.** Three (3) Year License
  - i.** \$50 for all countywide political subdivisions
  - ii.** \$50 for all countywide precincts and polling places



## County Contractor GIS Data Distribution Policy

### 1. Purpose

This policy establishes the license requirements for GIS data distribution to County contractors.

### 2. Scope

- a. The policy covers delivery of GIS Data to County contractors.
- b. The County does not release data sets it does not own nor has no legal right to distribute. The County will provide a list of public domain data sources to contractors upon request.
- c. The County does not release incomplete, draft or development stage GIS data.

### 3. Description

- a. The County contract or project manager makes requests for GIS Products to Information Technologies on behalf of the contractor.
- b. The County contract manager will provide a description of the proposed use of each geospatial data set requested.
- c. The County does not honor open-ended requests for 'everything you have'.
- d. Each County Custodian authorizes the release of their GIS products. The County does not release GIS Products without the written approval of the corresponding County Custodian.
- e. Contractors will complete a Geographic Information System County Contractor Product License Agreement before the County delivers GIS Products. Attachment 2 of this document is the Geographic Information System County Contractor Product License Agreement.
- f. Contractors are encouraged to complete a GIS license agreement at the time of initial project contracting.
- g. Allow two to four weeks delivery time after IT receives a signed license agreement.





## County Partnership GIS Data Distribution Policy

### 1. Purpose

This policy defines the process for distributing GIS Products to entities working in cooperation with the County on joint or mutual aid ventures.

### 2. Scope

- a. The policy covers:
  - i. Informal partnerships with governments, quasi-governmental entities, non-profit groups and educational institutions;
  - ii. Situations when the value of GIS Products qualifies as the County component of an in-kind contribution or local matching fund for grants or cooperative projects
- b. The policy does not cover:
  - i. Formal legal partnerships (MOU, IGA, etc.);
  - ii. County contractors;
  - iii. Contractors working for local, state, or federal governments
- c. This policy is not a substitute for establishing formal agreements to govern the continuing or long-term use of GIS Products by federal, state or local governments.

### 3. Description

- a. The GIS Map Composition and Data Distribution Policies establish the value of GIS Products used for County partnerships.
- b. The County Administrator authorizes the use of GIS Products for County partnerships.
- c. The County Administrator will formally notify Information Technologies of the decision to use GIS products in County partnerships. The notification contains a list of GIS products and the project area of interest.
- d. Information Technologies will facilitate the completion of license agreements and deliver GIS Products. However, Information Technologies does not act as sponsor of in-kind contribution or quasi-cooperative data requests.
- e. The County Administrator and Information Technologies will present, upon request, an annual report on the use of GIS Products in County partnerships to the Board of County Commissioners. The report will include the total value of GIS Products used in partnerships based on the fee schedules established in the General GIS Data Licensing Policy.
- f. All county partnership recipients of GIS Products will execute a Geographic Information System Product License Agreement.

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