



# Town of Pecos City, Texas

Department of Information Technology

115 W 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor

Telephone No. (432) 445-2421 Ext. 2238

Seth Sorenson, City Manager

Jesus Gomez, IT Director

Lucas J. Chavez, GIS Specialist

## GIS Data Distribution Policy

### **Purpose:**

The Town of Pecos City provides access to geographic information systems (GIS) data to allow the public more effectively access, maintain and analyze geographic information. The purpose of this policy is to provide a process for public access to both information contained in the City's GIS and map and data products developed by that system. For a list of available data, please contact the Town of Pecos City GIS Department.

Digital copies and hard copies of City GIS data are accessible to the public for a nominal fee in compliance with the Texas Public Information Act. For more information concerning the fees associated with available GIS data, see the GIS Data Fee Schedule.

Only those records deemed public records under the Public Information Act shall be made available to the public. Public records are hard copy or digital information that have been developed or produced in the normal course of activity for the operation and conduct of the City's government. In accordance with this definition, public records are information already in existence and will be provided to a requestor in the form that the information is stored and maintained during the day-to-day operation of the City GIS. If this data format is not acceptable to the requestor, another form may be obtained according to the attached fee schedule. This fee shall be equal to a minimum of the cost of work time for the GIS Administrator for a minimum of one hour. If the request requires more than one-hour, additional fees shall be applied in increments of this hourly rate.

Certain types of GIS data are exempt from the requirements of the Public Information Act, and shall be made available at the discretion of the City Manager. Please consult the attached GIS Data Layer Inventory for a list of these layers.

### **Policy Standard & Disclaimer:**

The Town of Pecos City makes every effort to ensure that the GIS data it maintains is as accurate as possible. However, requestors must be aware that data may contain errors and/or omissions and shall not be considered a legal document. Therefore, the City shall not be held liable for any errors in the data provided as a result of a data request. This shall include: errors of omission or commission; errors concerning the content of the data; and the relative positional accuracy of the data. The user of any data acquired from the City is advised to verify any information, based upon his or her personal inspection, before relying on the data. Accordingly, the City cannot be responsible for any damages, direct or consequential, which may occur as a result of the use of this information. This data may not be used for resale or commercial purposes, or used to create data for resale or commercial purposes.



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### **Information Request Procedure:**

All requests for digital data and hard copy maps must be made to the City's GIS Administrator. Requestors must identify the data layer(s) requested using the supplied GIS Data Request Form. In addition, the requestor must sign this form to acknowledge agreement with this policy and return it to the City GIS Administrator before the requested data may be released.

Upon receipt of the data request and a signed Data Request Form, a cost estimate and anticipated completion date shall be provided. Pursuant to the Texas Public Information Act, the City shall supply the requested data within a 10- business day period, unless otherwise noted. If the City is unable to process the request submitted, the City will notify the requestor as soon as possible. Custom map and data requests that shall require additional processing shall be reviewed by the GIS Administrator on a case-by-case basis and will be prepared on a time available basis.

To ensure that the primary services and functions of the City are protected, the City Manager, IT Director, or GIS Administrator, may deny the request on the basis of resource availability or specify an alternative time-frame or process for fulfilling the request.

I, the undersigned, understand and agree to the above terms and conditions of the Town of Pecos City Data Distribution Policy:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_



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## GIS Data Layer Inventory\*

### Cadastral:

- Parcels
- Ownership Parcels

### Political:

- Voting stations

### Public Information:

- Pecos trash roll-off locations
- City Limits
- City Limits ETJ

### Aerial Photography:

- 3<sup>rd</sup> party derived data

### Infrastructure:

- Sewer\*\*
- Water Distribution System\*\*
- Drainage/Stormwater system\*\*

### Public Safety:

- Fire Hydrants\*\*

### Transportation Infrastructure

- Street Centerlines\*
- Trash Pick-up routes\*
- City Road construction\*

### Zoning:

- City-wide Zoning

\* This data is in addition to what is publicly available from the Town of Pecos City GIS, which is not listed here. Pecos GIS data can be acquired by e-mail: [GIS@pecostx.gov](mailto:GIS@pecostx.gov)

\*\*This data is available on a case-by-case basis at the direction of the City Manager



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## GIS Data Request Fee Schedule

### **Please Note:**

- Fee schedule as of March 1, 2020. Pricing may change without notice.
- As indicated below, a rate equivalent to a minimum of the cost of one hour of work time by the time GIS Administrator shall be applied to each request. Should the request take longer than one hour, additional one-hour rate increments shall be added as applicable.
- The City of Pecos offers a 50% discount to students and educational institutions. Written proof required thereof.
  - Hard Copy Maps – Price / Page:
    - 8 x 11.5" \$2/page
    - 11 x 17" \$3/page
    - 24 x 36" \$4/page
    - 36 x 48" \$5/page
    - Custom Size Price upon request
  - Electronic Maps/ Data: No charge for data\*, but media and analysis charges may apply
  - Data DVD/ USB: Price of material (USB/DVD) + Cost of (time, labor, overhead)
  - GIS Analysis: \$75 / hour

\* Some third-party derived data or maps may be subject to charges or license restrictions

Other services not described may be charged at time + materials

### **Payment Methods**

Payment in check form or credit card payment. Returned checks will incur a \$30 USD fee

### **About Charges and Texas Law:**

- Government agencies, particularly those involved in public safety, and contractors/ vendors working for the Town of Pecos City may not be charged for services. However, the quantity of printed maps or analysis time will depend on the nature of the request.
- Charges are kept to a minimum and are designed to only reflect the costs related to the request.



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Texas Law: [Public Information Handbook](#); pgs. 290-300

*RULE §70.3 section (c) and section (d):*

Section c) states: Labor charge for programming. If a particular request requires the services of a programmer in order to execute an existing program or to create a new program so that requested information may be accessed and copied, the governmental body may charge for the programmer's time.

- 1) The hourly charge for a programmer is \$28.50 an hour. Only programming services shall be charged at this hourly rate.

Section d) states: Labor charge for locating, compiling, manipulating data, and reproducing public information.

(1) The charge for labor costs incurred in processing a request for public information is \$15 an hour. The labor charge includes the actual time to locate, compile, manipulate data, and reproduce the requested information

RULE §70.9 (4) TABLE 4 (Maps):

Cost of paper (Cost of Roll/Avg. # of Maps); + Cost of Toner (Black or Color, # of Maps per Toner Cartridge); + Labor charge (if applicable); + Overhead charge (if applicable) + Plotter/Computer resource Charge; + Actual cost of miscellaneous supplies (if applicable); + Postage and shipping (if applicable) = \$ TOTAL CHARGE



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## GIS Data Request Fee Schedule

Requested By:	Date:	Phone No.:
Organization:	Email:	
Address:		
Total Cost (if paying by check, please make payable to: Town of Pecos City):		

GIS Data Requested (See data inventory)	Area Specified (City-Wide is default)	Unit Price	Production Cost	Data Format (ESRI Shapefile or hard copy maps)	Subtotal
<b>Total:</b>					

Please return this form and your payment in full to:

Town of Pecos City, Attn: GIS, 115 W 3<sup>rd</sup> St., 2<sup>nd</sup> Floor, Pecos, Tx 79772