

# South Bay Cities Council of Governments

June 14, 2021

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, SBCCOG Executive Director

SUBJECT: SBCCOG GIS Services for Member Cities

## Adherence to Strategic Plan:

*Goal D: Organizational Stability.* Be a high performing organization with a clear path to long-term financial health, staffing continuity, and sustained board commitment.

## **BACKGROUND & OUTLINE OF SERVICES**

SBCCOG staff has identified a service that we may be able to provide to our member agencies to conduct Geographic Information Systems (GIS) functions. Over the last several months we have noticed that more and more city planning processes are requiring GIS to provide data and products to regional agencies as well as make decisions regarding land use – such as the Regional Housing Needs Assessment compliance. In addition, some grant applications are also requiring GIS products. Some cities have GIS technical staff, but many do not. For cities that have this technical resource, often there are only one or two staff members with GIS skills making it sometimes difficult to meet this growing demand.

Several members of SBCCOG staff have received formal training in GIS which led us to explore offering GIS services to member cities and other public agencies upon request with a fee for the service. SBCCOG staff is currently providing services to West Basin Municipal Water District under the annual contract the SBCCOG has with them. Current contract tasks include using GIS software to screen for participant eligibility and managing registration for residential water efficiency programs.

It is envisioned that SBCCOG staff could provide the following types of services to member agencies which could include:

- Map making (e.g. address geocoding and hotspot analysis)
- Applications development and data management
- Data collection and coordination with other public agencies (e.g. County of Los Angeles' Internal Services Department Enterprise GIS Group)
- Draft Request for Proposals (RFP) for GIS services (e.g. high resolution digital aerial imagery)

## **ACCESS TO SERVICES**

To access services, member agencies would submit a request along with a scope of work which would be reviewed by SBCCOG staff to determine feasibility, timeline, and cost. Once approved, SBCCOG staff would work with agencies to execute a purchase order to receive payment. Some projects may require phases which would be outlined in the purchase order along with the payment schedule.

### **COST OF SERVICES**

The cost of services would be \$78 per hour. However, SBCCOG staff is also proposing to offer up to a maximum of 20 hours of service per year at no cost to member agencies as part of their dues' - a \$1,560 value. Staff believes that 20 hours is adequate time to complete one small project. Any work exceeding this threshold will be charged at the \$78 per hour rate.

### **RECOMMENDATION**

Recommend Board approval for SBCCOG staff to offer GIS services to member agencies under purchase order agreements at a rate of \$78 per hour with a maximum of 20 hours per year at no costs to member agencies.

Prepared by Chandler Shields