

**RESOLUTION NO. 050906-04**

**ENTITLED:** “A RESOLUTION ESTABLISHING THE CHEYENNE/LARAMIE COUNTY COOPERATIVE GIS PROGRAM, EXECUTIVE COMMITTEE, TECHNICAL AND USER GROUPS, TRAINING AND TECHNICAL RESOURCE CONSORTIUM, AND TO ESTABLISH GUIDELINES FOR THE DISTRIBUTION OF PRODUCTS OF THE PROGRAM”

**WHEREAS,** agencies of the City of Cheyenne and Laramie County have worked together in the coordination and development of a fully functional GIS program and would like it now referred to as the Cheyenne/Laramie County Cooperative GIS Program.

**WHEREAS,** those agencies, and the governing bodies recognize that coordination of effort of this GIS program facilitates a multi-use platform consistent with a cooperative GIS program; and

**WHEREAS,** those agencies and governing bodies have created an Executive Committee to assist in the development and coordination of Policy and Pricing Guidelines; and

**WHEREAS,** those agencies have established Technical and User groups to coordinate, disseminate and educate agency participants in the development and use of the cooperative GIS data; and

**WHEREAS,** those agencies now wish to have these committees and groups recognized by the governing bodies of the City of Cheyenne and Laramie County. These committees and groups shall continue to provide the technical assistance and policy direction needed to develop, maintain and enhance this Cheyenne/Laramie County Cooperative GIS Program; and

**WHEREAS,** these agencies and the governing bodies recognize the importance of a multi-jurisdictional cooperative sharing of data as a means of avoiding duplication of development and effort; and

**WHEREAS,** these agencies receive requests for GIS data and are in need of pricing guidelines for distribution so that these resources are made available to the public; and

**WHEREAS,** adoption of this resolution will repeal and replace Laramie County Resolution #010501-07

**ENTITLED: “A RESOLUTION ESTABLISHING THE CHEYENNE/LARAMIE COUNTY COOPERATIVE GIS PROGRAM, EXECUTIVE COMMITTEE, TECHNICAL AND USER GROUPS, TRAINING AND TECHNICAL RESOURCE CONSORTIUM, AND TO ESTABLISH GUIDELINES FOR THE DISTRIBUTION OF PRODUCTS OF THE PROGRAM”**

**NOW, THEREFORE, BE IT RESOLVED BY THE LARAMIE COUNTY COMMISSIONERS THAT:**

**SECTION 1:**

The Cheyenne/Laramie County Cooperative GIS Program is established.

**SECTION 2:**

The Executive Committee to the Cheyenne/Laramie County Cooperative GIS Program is hereby established. This Committee will be comprised of a representative of each of the following organizations with one vote each:

- City of Cheyenne – Mayor
- City of Cheyenne City Council
- Laramie County Commissioners
- Laramie County Elected Officials
- City of Cheyenne Board of Public Utilities
- Metropolitan Planning Organization

This Committee shall also be comprised of the following ex-officio members:

- Department Directors of any agency involved in the Cheyenne/Laramie County Cooperative GIS Program
- Technical Group representative
- Those organizations that fully adopt this resolution to become a member of this Cooperative

This group will be charged with the responsibility of addressing policy issues, implementation issues, standards issues, and pricing guidelines. This group will review, update and approve the Product Guidelines (Attachments I through IV) annually, as needed. This approval process will rest solely with this group and will not require approval by the individual governing bodies.

**SECTION 3:**

The Technical Group of the Cheyenne/Laramie County Cooperative GIS Program is hereby established. This group will be comprised of a representative of each department or agency involved in the development and implementation of GIS. This group shall send a representative to report to the Executive Committee.

**SECTION 4:**

The User Group to the Cheyenne/Laramie County Cooperative GIS Program is hereby established. This group will be comprised of a representative of each of the departments or agencies interested in the development and implementation of GIS.

**SECTION 5:**

The Training and Technical Resource Consortium is hereby established. This group will be comprised of members of the Technical Group. When a department or an agency of the Cheyenne/Laramie County Cooperative GIS Program requires training or technical support, then a written request will be made to the Technical Group prior to their scheduled monthly meeting. This request will be reviewed by the Committee to determine a training or resource schedule utilizing the existing technical personnel and/or recommendation for seeking formal training or support in the area requested.

**SECTION 6:**

The governing bodies hereby adopt the Cheyenne/Laramie County Cooperative GIS Program Product Guidelines including the Policy Statements, Pricing Guideline, Glossary of Terms and GIS Program Logo attached to this resolution as Attachments I, II, III and IV. The Executive Committee will annually review and approve the Product Guidelines.


**THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF LARAMIE COUNTY, WYOMING,** to adopt this resolution with attachments, establishing the CHEYENNE/LARAMIE COUNTY COOPERATIVE GIS PROGRAM, Executive Committee, Technical and User Groups, Training and Technical Resource Consortium, and Product Guidelines.

PRESENTED, READ AND ADOPTED this 6<sup>th</sup> day of September, 2005.

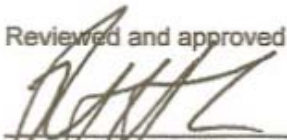
BOARD OF LARAMIE COUNTY COMMISSIONERS

  
Diane Humphrey, Chairman

ATTEST:

  
Debra K. Lathrop, Laramie County Clerk

Reviewed and approved as to form:

  
Peter Froelicher, Laramie County Attorney

# PRODUCT GUIDELINES

Attachment I

## Cheyenne/Laramie County Cooperative GIS Program

### Policy Statements

#### I. GIS Data Information Sharing

- A. All City/County agencies agree to provide GIS data to other City/County agencies to aid in the development and advancement of the Cheyenne/Laramie County Cooperative GIS Program.
- B. GIS data that is subject to statutory provisions and cannot be made available for dissemination to the public will be handled in accordance with the statutory requirements and safeguarded appropriately.

#### II. Areas of Responsibilities and Limitations:

- A. The City will provide digital *Base Mapping Information* for all of the “Zoned” area.
- B. The County will provide digital *Base Mapping Information* for Laramie County outside the “Zoned” area.
- C. The City/County agencies may sell or otherwise provide digital data that they have prepared, subject to the *Cheyenne/Laramie County Cooperative GIS Pricing Guidelines*.
- D. The City/County agencies shall provide digital data to a common distribution source and this data may be viewed or plotted by the City/County agencies within the limits of the associated metadata. All data must be accompanied by metadata.

#### III. Cost for Products:

- A. Pricing of GIS data is based on the *Cheyenne/Laramie County Cooperative GIS Pricing Guidelines*. (Attachment II).
- B. Funds from the sale of GIS products shall be used as a supplement to help to operate maintain and enhance the Cheyenne/Laramie County Cooperative GIS Program. These funds will be placed in a separate GIS revenue account. City/County agencies will keep records as to who acquires GIS products and the cost associated with the acquisition.

#### IV. Cheyenne/Laramie County Cooperative GIS Logo:

- A. A Cheyenne/Laramie County Cooperative GIS Logo has been adopted by the Executive Committee. This logo, which symbolizes the commitment to the Cheyenne/Laramie County Cooperative GIS Program, as established by this Resolution, will be placed on all GIS Products. (See Attachment IV).

# PRODUCT GUIDELINES

Attachment II

## Cheyenne/Laramie County Cooperative GIS Program

### Pricing Guideline

#### DIGITAL GIS DATA

<b>User</b>	<b>Media</b>	<b>Setup</b>	<b>Cost/mb</b>
Public	Cost	\$____/hr – 15 min	\$____*
Private Business – Agreement	N/A	N/A	N/A
Private Business – Non Agreement	Cost	\$____/hr – 15 min	\$____*
Federal Agencies – Agreement	Cost	(Complete Data sets)	N/C
State Agencies – Wyoming	Cost	(Complete Data sets)	N/C
Education Agencies	Cost	(Complete Data sets)	N/C
State Agencies – Other States	Cost	\$____/hr – 15 min	\$____*

\* City and County themes known as Subdivision, Streets and Address are \$\_\_\_\_\_ each.

2005 - 6" resolution aerial imagery purchased by the Cooperative	\$_____ per ¼ Section
2005 - 1-Meter aerial imagery purchased by the Cooperative	\$_____ per DOQQ

#### PLOTTING OF GIS DATA

CUSTOM MAPS:

<b>User</b>	<b>Setup</b>
Public	\$____/hr – 15 min
Private Business – Agreement	\$____/hr – 15 min
Private Business – Non Agreement	\$____/hr – 15 min
Federal Agencies	\$____/hr – 15 min
State Agencies – Wyoming	\$____/hr – 15 min
Education Agencies	\$____/hr – 15 min
State Agencies – Other States	\$____/hr – 15 min

TEMPLATE MAPS:

11" X 17" Map with any data layers	\$ _____
18" X 24" Map with any data layers	\$ _____
24" X 36" Map with any data layers	\$ _____
Larger than 24" X 36" with any data layers	\$ _____

# PRODUCT GUIDELINES

Attachment III

## Cheyenne/Laramie County Cooperative GIS Program

### GLOSSARY OF TERMS

- Acquisition** To get or have possession of by one's own effort or action
- Agreement** A written understanding between a city/county agency involved in the Cheyenne/Laramie County Cooperative GIS Program and another agency or contractor defining the parameters of work and production time line of project. This agreement shall include a "destruction of data" clause at the conclusion of the project, and shall make clear that the data is non-transferable.
- Amendments** Changes, additions and/or deletions to the original resolution or policy
- Byte** A memory and data storage unit composed of contiguous bits, usually eight byte. Simply put, its 8 bits. Think of it as a string of 1s and 0s that represents a number from 0 to 255. For example '01100101' is one byte of information.
- Public** Those individuals not represented by private business, federal agencies, state agencies, or educational facilities.
- City-Base Mapping Information** Data providing a framework of reference or contextual information for the Cheyenne/Laramie County Cooperative GIS Program. Base Mapping information for inside the zoned area shall include:
- City Subdivision theme
  - City Road centerline theme
  - Sections (PLSS) theme
  - Hydrology theme
  - Railroad centerline theme
- Base Mapping information for inside the City of Cheyenne city limits area shall include:
- Address theme
- County-Base Mapping Information** Data providing a framework of reference or contextual information for the Cheyenne/Laramie County Cooperative GIS Program. Base Mapping information for outside the zoned area shall include:
- County Subdivision theme
  - County Road centerline theme
  - Sections (PLSS) theme
  - Hydrology theme
  - Railroad centerline theme
- Base Mapping information for outside the City of Cheyenne city limits area shall include:
- Address theme
- Digital data** Information as created in the GIS that can be distributed electronically as requested. Data represented in a computer compatible format.

<b>Disseminate</b>	To distribute data as requested
<b>Education Agencies</b>	K-12, Colleges, Universities or Vocational/Technical facilities in Wyoming.
<b>GIS</b>	Geographic Information System. An organized collection of computer hardware software, geographic data and personnel designed to efficiently capture, store, update, manipulate, analyze and display all forms of geographically referenced information.
<b>Governing Bodies</b>	City of Cheyenne, Laramie County
<b>Mb</b>	Megabyte (One million bytes). This is 1,048,576 bytes (that's 1024 x 1024, or 2 <sup>20</sup> ).
<b>Media</b>	For digital data distribution this term includes but is not limited to: Floppy disks, CD ROM, CD re-writeable disk, tape, or other means used to distribute data as requested. For plotting of data this term includes but is not limited to: Plotter paper, copy paper, printer paper, plotting mylar, acetate or other supplies required to produce data as requested in hard copy format.
<b>Metadata</b>	Data about data and usage aspects of it. This information will often include some of the following: What it is about Where it is to be found Who one needs to ask to get it How much it costs Who can access it In what format it is available What is the quality of the data for a specified purpose What spatial location does it cover and over what time period When and where the data were collected and by whom and what purposes the data have been used for, by whom and what related data sets are available, etc.
<b>Non-Agreement</b>	Those businesses, agencies or private individuals that DO NOT have a written understanding between them and the city/county agency involved in the Cheyenne/Laramie County Cooperative GIS Program defining the parameters of the work and production time line of project.
<b>Setup</b>	Time involved in the creation and/or processing of an individual request for digital data distribution or map plotting.
<b>Statutory Provisions</b>	Restrictions as written into the laws approved by legislatures, parliaments or houses of assembly (i.e. politicians). Also known as "legislation". The written laws for the State of Wyoming are in a multi-volume set of books called the Wyoming Statutes.
<b>Zoned Area</b>	The "Zoned Area" as referenced for Laramie County includes the following descriptions: Township 13 North, Range 65 West, 6th Principal Meridian Sections 4 thru 9, 16 thru 21, 28 thru 33 Township 13 North, Range 66 West, 6th Principal Meridian Sections 1 thru 36 Township 13 North, Range 67 West, 6th Principal Meridian Sections 1 thru 5, 8 thru 17, 20 thru 29, 32 thru 36 Township 14 North, Range 65 West, 6th Principal Meridian Sections 4 thru 9, 16 thru 21, 27 lying south of the Interstate 80 right-of-way, 28 thru 33 Township 14 North, Range 66 West, 6th Principal Meridian

**Zoned Area**  
(continued)

Sections 1 thru 36  
Township 14 North, Range 67 West, 6th Principal Meridian  
Sections 1 thru 5, 8 thru 17, 20 thru 29, 32 thru 36  
Township 15 North, Range 65 West, 6th Principal Meridian  
Sections 31 thru 33  
Township 15 North, Range 66 West, 6th Principal Meridian  
Sections 31 thru 36  
Township 15 North, Range 67 West, 6th Principal Meridian  
Sections 32 thru 36



# PRODUCT GUIDELINES

Attachment IV

## Cheyenne/Laramie County Cooperative GIS LOGO

