

**CITY OF SUFFOLK, VIRGINIA  
GIS DATA DISTRIBUTION AND PRICING  
POLICY**

**Suffolk**

V I R G I N I A

*It's a good time to be in Suffolk*

The City of Suffolk has invested a large amount of effort into the development of a Citywide Geographic Information System (GIS). The GIS implementation provided the city with a tool to make and support well-informed and intelligent decisions regarding the future of the city. The GIS implementation included the gathering of a large amount of spatial and non-spatial information. The information contained in the GIS supports the daily activities of several departments within the City. The City realizes that private citizens and organizations may also be able to use this GIS information to support their activities. This Data Release and Pricing Policy will outline the methods and procedures that the City of Suffolk will use to provide the information contained in the GIS to other agencies.

## **I. Overview of GIS Content**

The City of Suffolk GIS data is stored in a series of spatial databases. Environmental Systems Research Institute's (ESRI) ArcSDE manages these databases using a series of logical groupings called Feature Datasets. A Feature Dataset contains one or more Feature Data Classes that maintain the geographic and attribute information. All GIS data released by the City of Suffolk will originate in one of these spatial databases.

The City of Suffolk GIS uses the Virginia State Plane Coordinate System, South Zone, and uses Feet as the Unit of Measure. All data layers are two-dimensional (X and Y coordinates), but the elevation (Z coordinate) has been included as an attribute where it was readily available and appropriate.

For the purposes of Data Release, the contents of the GIS will be collapsed into a series of logical groups:

### **TOPOGRAPHIC INFORMATION**

- 2 Foot Stereometrically Compiled Contour Lines
- Stereometrically Compiled Spot Elevations

### **BASE MAP INFORMATION**

- Land Parcels
- Zoning
- Development Restrictions
- Geodetic Control Monumentation
- 2001 Voter Borough Boundaries
- 2001 Voter Precinct Boundaries
- Building Rooflines (> 120 square feet)
- Road Centerlines
- Bridges (Vehicle and Rail)
- Transportation Areas (Paved and Unpaved Travel Surfaces)
- Parking Areas (> 5 vehicles capacity)
- Driveways (> 100 feet in length)

Railroads (Single Track and Rail Bed)  
Hydrography  
Swamps and Marshes (derived from photography)  
Manmade Structures (Dams, Piers, Docks, Rip Rap)  
Vegetation  
Recreation Areas (In-ground Pools, Parks, Athletic Fields, Golf Courses)  
Specialized Landuses  
Fences (Non-residential)  
Airfields/Airports/Landing Strips  
Utilities (Power Poles, Street Lights, Communication Towers, Electric Transmission Facilities)

## **DIGITAL ORTHOPHOTOGRAPHIC INFORMATION**

Mr. Sid Mosaic of Entire City (March 1999 Flyover - Black and White)  
Individual TIFF Images

In addition to these groups, Public Utilities and Public Works data will be developed in the future. This policy will be revised to address the release of this information when it becomes available. The costs associated with each Data Group is outlined in the Pricing Schedule included in this policy.

### **II. Data Not Distributed**

The City of Suffolk GIS will not redistribute digital information that staff or contractors working for the City has not generated. Several data items are included in the GIS that were generated by other agencies (Census Geography & Attributes, USDA Soil Survey, National Wetlands Inventory), but the City of Suffolk will not redistribute this information. The requestor should contact the agency responsible for creating these data items directly. The City GIS staff will work with the requesting party to locate the source of the information as appropriate.

The City of Suffolk GIS will honor the Copyright requirements of any spatial data used by city staff. The GIS staff will assure that the required citation and crediting information is included on all map products released by the city. The data requestor is advised that the City of Suffolk GIS complies with these Copyright protections, and is reminded to comply with these requirements as well.

### **III. Non-digital Data Distribution**

The City of Suffolk GIS will release map and tabular information as appropriate. The GIS staff will periodically reproduce the Real Estate Tax Maps to assure that the information presented on them is current. The GIS staff will also produce copies of any existing tabular report generated using the GIS upon request. The reproduction costs of this non-digital information are outlined in the Pricing Schedule included in this policy.

#### **IV. Special Map or Data Analysis**

The City of Suffolk GIS staff will perform specialized Data Analysis, Reporting or Map Creation on an “As Requested” basis. The costs associated with this specialized analysis are outlined in the Pricing Schedule included in this policy.

#### **V. Digital Data Delivery Format**

The City of Suffolk GIS will distribute the digital map data in ESRI Personal GeoDatabase files. These shape files will reference the Virginia State Plane Coordinate System, South Zone and use Feet as the Unit of Measure. Any change of projection or file format will require an additional charge outlined in the Pricing Schedule included in this policy.

Industry standard CD-ROMs will be used for data delivery. The data may be compressed using WinZIP to assure that data is delivered on as few CDs as possible. If the requested data requires more than 1 CD-ROM, an additional charge will be assessed as outlined in the Pricing Schedule included in this policy.

The City of Suffolk GIS uses Safe Software’s Feature Manipulation Engine SR2006 (FME) to perform data migration. The GIS staff will translate (migrate) the requested data to a single format supported by FME. FME is developed by a third party and, as such, the City of Suffolk GIS staff will not assure the validity of the migration process or the usability of the digital data resulting from the migration.

The City of Suffolk will change the projection of the digital map data to any projection supported by the version of ESRI Arc/Info software in use by the City at the time of the request. Arc/Info is developed by a third party and, as such, the City of Suffolk GIS staff will not assure the validity of the reprojection process or the usability of the digital data resulting from the reprojection.

NOTE: THE CITY OF SUFFOLK WILL NOT OFFER TRANSLATION OR REPROJECTION SERVICES TO ANY OF THE DATA INCLUDED IN THE ORTHOPHOTOGRAPHIC INFORMATION DATA SET.

#### **VI. Data Disclaimer**

The City of Suffolk GIS displays the following disclaimer on all maps depicting GIS data:

**Disclaimer.** THE CITY OF SUFFOLK MAKES NO WARRANTY, REPRESENTATION, OR GUARANTEE OF ANY KIND REGARDING EITHER ANY MAPS OR OTHER INFORMATION PROVIDED HEREIN OR THE SOURCES OF SUCH MAPS OR OTHER INFORMATION. THE CITY OF SUFFOLK SPECIFICALLY DISCLAIMS ALL REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

The City of Suffolk assumes no liability either for any errors, omissions, or inaccuracies in the information provided regardless of the cause of such or for any decision made, action taken, or action not taken by the user in reliance upon any maps or information provided herein.

Parcel and Zoning information have been developed to provide a graphic representation of the Real Estate Property Tax Maps. The boundaries of any parcel may have been adjusted to provide a more visually pleasing presentation. User should refer to instrument of transfer (deed or plat) for legal boundary location and perimeter or area measurements.

The City of Suffolk GIS staff makes every reasonable effort to assure that the GIS information is correct, current and complete. The map data is assumed to be correct, but there is a possibility of errors being present in either the spatial or non-spatial information provided. The requestor is notified that the City of Suffolk cannot be held responsible for damages incurred by the requestor or any other party by using the data on their behalf.

## **VII. Source Citation**

The City of Suffolk GIS requires that the requestor of any digital map data agree to include a citation identifying the City of Suffolk GIS as the source of the applicable geographic or tabular information.

## **VIII. Classification of Requesting Party**

The applicability of the Pricing Schedule included in this policy will be determined based on the classification of the requestor. The determination of User Classification is made by examining the manner in which the data is to be used. The City of Suffolk GIS will classify the requests into two classifications: 1) Public Use and 2) Private Use.

Public Use – For the purposes of applying the Data Pricing Schedule, a Public Use request is determined to be any request for GIS data by an entity performing work for the City of Suffolk. The determination of Public Use extends to the Primary Contracted agency and all agencies or individuals Subcontracted to perform work directly for the City of Suffolk, Virginia. Public Use will extend to all Local, State and Federal agencies and their contractors requesting GIS data, provided reciprocal data request privileges extend to the City of Suffolk GIS staff.

Public Use requests will not be subject to the Data Pricing Schedule when the data is requested in conjunction with the City department or agency for which the work is performed. Public Use requests, however, will be subject to a supplies fee for all CD-Rom disks and paper maps produced. The fees for these supplies are dictated by the City Fee Schedule.

Private Use – For the purposes of applying the Data Pricing Schedule, a Private Use request is determined to be any request for GIS data by an entity not performing work for the City of Suffolk. The determination of Private Use extends to requestor and all agencies or individuals subcontracted to perform work for an entity other than a user classified as Public.

## **IX. Processing Time**

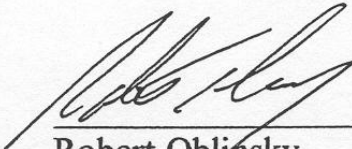
In order to assure that the City of Suffolk GIS staff has adequate time to process each data request, a minimum 15 working day turn-around will be required for processing of the request. The data requestor is advised that the City of Suffolk GIS staff is busy maintaining and validating the GIS on a daily basis, and does not typically have the data in a format readily distributable. Each request will be processed and filled separately, and the 15 working days assures the staff an adequate amount of time to process the request correctly.

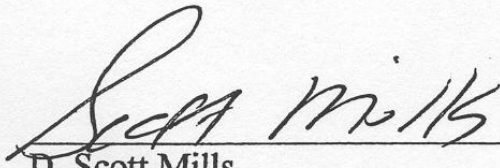
**X. Pricing Schedule**


<b>City of Suffolk GIS Data Pricing Schedule</b>				
<b>Item</b>	<b>Update Schedule</b>	<b>Delivery Method</b>	<b>Price</b>	<b>Unit</b>
<b>Digital Map Data</b>				
Base Map Data	Monthly	Personal GeoDatabase	\$100.00	File Set
Topographic Data	Monthly	Personal GeoDatabase	\$50.00	File Set
Orthophotography	As Needed	Mr. Sid Compressed Mosaic	\$50.00	Single Image
<b>Aerial Photography Originals</b>				
Original GeoTIFF Imagery	As Needed	GeoTIFF File	\$10.00	Single Tile
<b>Printed Map Products</b>				
GIS Tax Map	As Needed	Paper	\$5.00	Single Map
Census Tract Map	As Needed	Paper	\$5.00	Single Map
Voter Borough Map	As Needed	Paper	\$5.00	Single Map
Voter Precinct Map	As Needed	Paper	\$5.00	Single Map
Generalized City Base Map	As Needed	Paper	\$5.00	Single Map
Geodetic Control Monumentation Book	As Needed	Paper	\$25.00	Single Book
Tax Map CD-Rom	Quarterly	PDF Files	\$50.00	CD-Rom(s)
Other Map Product	As Needed	Paper	\$5.00	Single Map
<b>Data Migration and Reprojection Services</b>				
Translate File Format	As Requested	FME Output Format	\$150.00	File Set

Reproject Map Data	As Requested	Arc/Info Projection	\$150.00	File Set
<b>Specialized Map Services</b>				
Special Map Production Services	As Requested	User Defined	\$50.00	Per Hour
Specialized Data Analysis Services	As Requested	User Defined	\$50.00	Per Hour

This policy outlining the release of the digital Geographic Information developed by or for the City of Suffolk as well as the products and services resulting from that data is adopted and enforceable on the date this document is signed by the City Manager below.

 10/30/2002 Date  
Robert Oblinsky  
GIS Manager  
City of Suffolk, Virginia

 11/1/02 Date  
D. Scott Mills  
Director of Planning  
City of Suffolk, Virginia

 \_\_\_\_\_ Date  
Myles Standish  
City Manager  
City of Suffolk, Virginia