TO: ALL COUNTY PERSONNEL

FROM: ROBERT WEISMAN
                    COUNTY ADMINISTRATOR

PREPARED BY: GEOGRAPHIC INFORMATION SYSTEM POLICY ADVISORY
                    COMMITTEE (GIS-PAC) / ISS

SUBJECT: ENTERPRISE GEOGRAPHIC INFORMATION SYSTEM
                    MAINTENANCE AND MANAGEMENT

PPM #:   CW-R-009

ISSUE DATE   **EFFECTIVE DATE**
August 25, 2011   **August 25, 2011**

PURPOSE:

To establish policies and procedures for maintenance and management of Palm Beach County's Countywide Enterprise Geographic Information System (GIS). The Enterprise GIS will provide a common platform for data collection and storage, improve the workflow of respective departments and disseminate information for the benefit of the public at large.

UPDATES:

Future updates to PPM #CW-R-009 will be the responsibility of the Director of ISS.

AUTHORITY:

These procedures are developed in support of the County's Geographic Information Systems Policy Advisory Committee (GIS-PAC) established by Resolution 98-2048, or as amended, adopted by the Palm Beach County Board of County Commissioners .

POLICY OVERVIEW:

The GIS-PAC shall recommend GIS Operating Standards and Procedures for efficient information processing and access to the County's investment in GIS.

POLICY PROVISIONS:

This policy applies to all employees, consultants and contractors involved in the creation, operation and maintenance of data to be incorporated into Palm Beach County's Countywide Enterprise GIS.
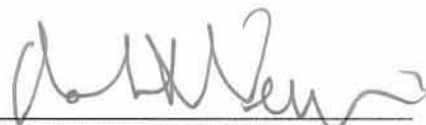
RESPONSIBILITIES:

The ISS GIS Service Bureau shall have the responsibility for update and maintenance of the Countywide Enterprise GIS, and departments and agencies shall have the responsibility for the update and maintenance of the geographic data for which they are custodians. Primary responsibilities relating to geographic data maintenance and management are outlined below.

GIS Service Bureau:

1. Establish procedures to load and update enterprise geographic data;
2. Maintain metadata catalog of available geographic data layers;
3. Disseminate data to all departments and to the public;
4. Provide technical expertise and support;
5. Create and automate workflows, processes and procedures;
6. Develop custom applications utilizing Enterprise GIS; and
7. Provide backup, redundancy and security sufficient to maintain the integrity of the Enterprise GIS.

Custodial Departments and Agencies:

1. Establish departmental policy and procedures for geographic data maintenance and management;
2. Each custodial agency is to maintain and update their enterprise datasets and metadata; and assure data integrity and compliance to department and Countywide GIS standards, as well as any other applicable standards;
3. Identify new datasets to be included in the Countywide Enterprise GIS and submit to the Countywide GIS Project Management Team for review. This review will identify duplication, conformity, completeness and facilitate information sharing; and,
4. By definition, geographic data published by departments independently of the County's enterprise application infrastructure will be considered Countywide Enterprise GIS data. Therefore, this data must reside in the Countywide Enterprise GIS database prior to publication and those departments will comply with the responsibilities set forth in this PPM.

ROBERT WEISMAN
COUNTY ADMINISTRATOR

Supersession History:
PPM# CW-R-009, issued 6/1/01
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