

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

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<u>ISSUE DATE</u>	<u>EFFECTIVE DATE</u>
June 1, 2001	June 1, 2001

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PURPOSE:

To establish procedures and guidelines for maintenance and management of Palm Beach County's Countywide Enterprise Geographic Information System (GIS) for land information.

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; and
3. Provide access to authorized users.

Custodial Departments and Agencies:

1. Establish departmental policy and procedures for geographic data maintenance and management;
2. Each custodial agency is to maintain datasets as identified in the Countywide Enterprise GIS Data Resources and Update Schedule (Attachment A);
3. Submit datasets in GeoMedia or ESRI format with completed metadata worksheet (Attachment B) to Countywide GIS Coordination for review and data loading; and
4. Identify new datasets to be included in the Countywide Enterprise GIS and submit to the Countywide GIS Project Management Team for review.

ROBERT WEISMAN
COUNTY ADMINISTRATOR

Countywide Enterprise GIS Data Resources and Update Schedule

AGENCY /
LAYER

UPDATE CYCLE ODM LOAD
FREQUENCY

Countywide GIS/GIS Service Bureau

B&W Digital Orthos (a of county flown each year)	3 years	Annual
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Planimetric Mapping	As updated	As provided
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Engineering

Centerlines	Daily	Monthly
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County Boundary	As needed	As provided
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PLSS Grid	As needed	As provided
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Water Bodies	As needed	As provided
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Planning, Zoning and Building

Commission Districts	As needed	As provided
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Municipal Boundaries	Quarterly	Quarterly
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Property Appraiser's Office

Parcel Map	Daily	Annual
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Note: Above schedule to be revised as additional data layers become available. For a list of planned data layers contact Countywide GIS Coordination.

Contact's Name: [Name]

Custodial Agency Name: [Organization]

Address: [Address]

City:[City]

State:[State]

Zip:[zip]

Telephone:[Telephone]

Fax:[Fax Number]

Email:[Email]

Dataset: [Title]

Publication Date:

Description (What information is in the data set? What area is covered?)

Purpose (Why was the data set created?)

Process (Describe the processing steps and each source used.)

Attributes (Include a description and label for each attribute to be loaded into the ODM with the dataset. Include primary key and foreign key information.)

NOTES:

Palm Beach County Coordinate System Information

Coordinate System: Florida State Plane, Florida East, Fips Zone 901

Coordinate Units: US Foot

Horizontal Datum: NAD 83/90

Vertical Datum: NGVD29

Geodetic Model GRS80