TO: ALL COUNTY PERSONNEL

FROM: VERDENIA C. BAKER
                COUNTY ADMINISTRATOR

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

SUBJECT: ENTERPRISE GEOGRAPHIC INFORMATION SYSTEM
                MAINTENANCE AND MANAGEMENT

PPM #:   CW-R-009
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ISSUE DATE   EFFECTIVE DATE
February 9, 2018   February 9, 2018
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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 this PPM are the responsibility of the Director of ISS.

AUTHORITY:

- Resolution 98-2048, as may be amended.

POLICY OVERVIEW:

The Geographic Information System -Policy Advisory Committee 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:

Countywide Geographic Information System:

Countywide GIS shall be responsible for staffing the GIS Policy Advisory Committee (GIS-PAC) and coordinating GIS-related projects and activities through the GIS Project Management Team (GIS-PMT).   Countywide GIS responsibilities also include intergovernmental coordination with the constitutional officers, local municipalities, and other governmental organizations.   Principal duties of the Countywide GIS program are listed below.

1. Develop partnerships with other GIS organizations;
2. Participate in the Countywide GIS Forum;
3. Provide administrative staffing for meetings of the GIS-PAC and GIS-PMT;
4. Administer GIS contracts;
5. Promote GIS education and awareness; and
6. Manage the GIS Service Bureau.

GIS Service Bureau:

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.

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 and maintain custom applications utilizing Enterprise GIS;
7. Provide user training; and
8. 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. Maintain and update departmental enterprise datasets and metadata; and assure data integrity and compliance to departmental 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. Comply with the responsibilities set forth in this PPM. 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.

VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History:
1. PPM# CW-R-009, issued 6/1/01
2. PPM# CW-R-009, revised 5/1/10