Office of the CIO **Technology Directive**	NUMBER: **TD 12-02**
SUBJECT: **Enterprise Geographic Information Systems Central Repository**	DATE ISSUED: OCTOBER 24, 2012
	EXPIRES: UNTIL RESCINDED
	CIO PROGRAM: ENTERPRISE GIS
REFERENCES:	

Distribution

Board Information Technology Deputies
Department Heads and Chief Deputies
CIO Council
Enterprise GIS Committee

Purpose

1. Enhances GIS data access and sharing;
2. Eliminates redundant data development;
3. Increases data accuracy;
4. Reduces storage duplication and costs;
5. Improves collaboration and coordination; and
6. Supports the development of best practices.

Background & Context

County departments acquire, develop, maintain, and act as stewards for over 500 layers of Geographic Information Systems (GIS) data (e.g., aerial imagery, streets, landmarks, population estimates). The lack of a central GIS repository for authoritative GIS data has resulted in duplicate data copies being created and stored by departments, as well as increased costs for building and maintaining these redundant repositories. Creating a central Enterprise GIS (eGIS) repository storing all County data layers by departments will reduce costs and improve data accuracy and disaster recovery capabilities.

Directive

1. County departments will work with the County's Geographic Information Officer to identify and maintain a list of authoritative County GIS data layers and stewards.

2. County departments will be responsible for maintaining updated copies of GIS data layers in the eGIS Repository.

3. The County's eGIS Program will develop and publish business rules to ensure the currency of information in the eGIS Repository.

4. Non-confidential/restricted data will be available for public access on the County's GIS Data Portal (http://gis.lacounty.gov/dataportal).

Departments will be allowed to maintain data locally and load copies to the Central Repository, or update data directly in the eGIS Repository. Departments will use the existing eGIS Repository security controls to ensure confidential and private data is available only to approved users.

Scope & Applicability	All departments that develop, maintain, or are stewards for GIS data are subject to this Technology Directive (Directive). The County's Chief Information Office (CIO) will coordinate with the Internal Services Department (ISD) eGIS Program to ensure compliance with this Directive.
Exceptions	GIS data that is highly confidential and may not be shared between departments will be exempt from this Directive. The County's CIO will review exemption requests and notify the Chief Executive Officer of any and all exemptions granted for this Directive.
Definitions	**eGIS Program** – Enterprise Geographic Information Program is operated by ISD and provides GIS storage, data maintenance, application hosting, and access to mapping tools. **GIS** – Geographic information systems are designed to capture, store, manipulate, analyze, manage, and present all types of geographical data.
Approved	*Richard Sanchez* Richard Sanchez, Chief Information Officer County of Los Angeles

Please contact the Office of the CIO (213-253-5600) or info@cio.lacounty.gov) for questions concerning this Technology Directive. This document is also available online at http://ciointranet.lacounty.gov/.

Office of the CIO
Technology Directive

NUMBER:	**TD 12-03**

SUBJECT:	DATE ISSUED:
Enterprise Geographic Information Systems Centralized Software Management	OCTOBER 24, 2012
	EXPIRES: UNTIL RESCINDED
	CIO PROGRAM: ENTERPRISE GIS

REFERENCES:

Distribution	Board Information Technology Deputies Department Heads and Chief Deputies CIO Council Enterprise GIS Committee
Purpose	1. Reduce GIS software licensing costs; 2. Monitor software utilization to optimize the use of GIS software; 3. Improve the efficiency of software maintenance; and 4. Increase the speed of software deployment.
Background & Context	County departments, on average, spend close to $600,000 annually for Geographic Information Systems (GIS) software products and services from the Environmental Systems Research Institute (ESRI). These separate licensing agreements may not reflect optimal license counts and levels, limit the ability to transfer unused licenses, and result in increased costs.
Directive	1. All licenses for ESRI GIS software will be managed through a Countywide software license agreement by the County's Enterprise GIS (eGIS) Program. 2. The eGIS Program will provide a software license management tool for departments to monitor their license utilization and support optimized license usage. 3. Departments will transfer licenses from internal license servers to the centralized license server hosted by the eGIS Program. The Countywide software license agreement with ESRI ensures access to new software versions, technical support, and reduces administration costs for departments. All ESRI GIS Software will be transferred from departmental maintenance agreements to the Countywide agreement "as-is". The eGIS Program will administer the agreement and bill departments for the cost of their

licenses without an overhead charge.

Software license utilization will be monitored using a software license management tool (OpenLM or equivalent) that will provide license usage statistics for each department to support license optimization before licenses are transferred to the central license pool.

The eGIS Program will work with departments to maintain a local backup license server and license pool to ensure continued access to GIS software in case of disasters or network connectivity issues.

The County's Geographic Information Officer will review requests for additional licenses to determine if unused licenses can be transferred to requesting departments, reducing license acquisition costs.

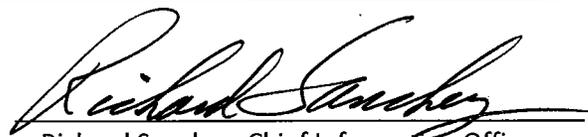|	
Scope & **Applicability**	All Departments that acquire and maintain ESRI GIS software are subject to this Technology Directive (Directive).
	The County's Chief Information Office (CIO) will coordinate the eGIS Program to ensure compliance with this Directive.
Exceptions	There are no exceptions from using the Countywide software license agreement.
	Public safety and highly confidential systems may be exempt from the central license pool. The County's CIO will review exemption requests and notify the Chief Executive Officer of any and all exemptions granted for this Directive.
Definitions	**ESRI** – Environmental Systems Research Institute is the leading supplier of GIS software and is the County's de facto standard for this GIS software.
	eGIS Program – Enterprise Geographic Information Program is operated by the Internal Services Department and provides GIS storage, data maintenance, application hosting, and access to mapping tools.
	GIS – Geographic information systems are designed to capture, store, manipulate, analyze, manage, and present all types of geographical data.
Approved	

Richard Sanchez, Chief Information Officer
County of Los Angeles

		NUMBER:
Office of the CIO **Technology Directive**		**TD 12-04**

SUBJECT:	DATE ISSUED:
Enterprise Geographic Information Systems Central Infrastructure	OCTOBER 24, 2012
	EXPIRES: UNTIL RESCINDED
	CIO PROGRAM: ENTERPRISE GIS

REFERENCES:

Distribution	Board Information Technology Deputies CEO Executive Committee Department Heads and Chief Deputies CIO Council Enterprise GIS Committee
Purpose	1. Enhances GIS data access and sharing; 2. Reduces GIS hardware and software costs; 3. Improves collaboration and coordination; 4. Increases application development speed; and 5. Supports the development of best practices.
Background & Context	Departments have historically managed their own GIS server mapping infrastructure, duplicating hardware and software investments. The County's Enterprise GIS (eGIS) Program has established a Central GIS Infrastructure at the Internal Services Department (ISD) for all County departments to support the County's GIS applications.
Directive	1. Geographic Information Systems (GIS) server software used to support Web-based mapping and GIS capabilities will be hosted in the Central GIS Infrastructure 2. Departments building applications using commercial mapping providers shall leverage the eGIS Program's enterprise licenses. Departments will work with the eGIS Program to establish service level agreements (SLAs) to ensure availability, access, and maintenance requirements.
Scope & Applicability	All Departments that develop and maintain GIS mapping applications are subject to this Technology Directive (Directive). The County Chief Information Office (CIO) will coordinate with the eGIS

Exceptions	GIS applications for internal use and leveraging local data resources that would be impacted by network distance, applications using confidential GIS data, or vendor hosted applications may be exempted from this Directive. The County's CIO will review exemption requests and notify the Chief Executive Officer of any and all exemptions granted for this Directive.
Definitions	**eGIS Program** – Enterprise Geographic Information Program is operated by the ISD and provides GIS storage, data maintenance, application hosting, and access to mapping tools. **GIS** – Geographic information systems are designed to capture, store, manipulate, analyze, manage, and present all types of geographical data.
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