



**FINAL DRAFT**

Office of the CIO  
**Technology Directive**

SUBJECT: <b>Enterprise Geographic Information Systems (eGIS) Central GIS Repository</b>	NUMBER: <b>TD 12-02</b>
REFERENCES:	DATE ISSUED: TBD
	EXPIRES: UNTIL RESCINDED
	CIO PROGRAM: ENTERPRISE GIS

**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,
  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). Due to the lack of a single access point for authoritative Countywide GIS data, duplicate data copies have been created and stored, creating redundant effort, reducing accuracy, increasing storage costs, and reducing disaster recovery capabilities.

- Directive**
1. Departments will work with the Geographic Information Officer to maintain a list of authoritative County GIS data layers and stewards.
  2. Data stewards will maintain updated copies of GIS data layers they are responsible for in the LA County Enterprise GIS Repository.
  3. GIS data not confidential or restricted will be made available on the LA County GIS Data Portal.

County departments will work with the Geographic Information Officer to maintain a list of authoritative data for the County, and ensure that data is

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current in the LA County Enterprise GIS Repository (managed by the eGIS Program).

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

The eGIS Program will develop and publish business rules to help departments ensure that information in the eGIS Repository is current.

The LA County GIS Data Portal (<http://gis.lacounty.gov/dataportal>) makes public (non-confidential) data available to County agencies, other jurisdictions, and the public. County departments will use the LA County GIS Data portal to provide public access to non-confidential, non-restricted data.

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***Scope & Applicability***

All Departments that develop, maintain, or are stewards for GIS data are subject to this Technology Directive.

The CIO will coordinate with the Internal Services Department (ISD) Enterprise GIS (eGIS) Program to ensure compliance with this Technology Directive.

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***Exceptions***

GIS data that is highly confidential and may not be shared between departments will be exempt from this Technology Directive.

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***Definitions***

**GIS** – Geographic Information Systems  
**CIO** – County of Los Angeles, Chief Information Office.  
**CEO** – County of Los Angeles, Chief Executive Office  
**ISD** – County of Los Angeles, Internal Services Department

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***Approved***

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Richard Sanchez, Chief Information Officer  
 County of Los Angeles

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Please contact the Office of the CIO (213.253.5600 or [info@cio.lacounty.gov](mailto:info@cio.lacounty.gov)) for questions concerning this Technology Directive. This document is also available online at <http://ciointranet.lacounty.gov/>



**FINAL DRAFT**

Office of the CIO  
**Technology Directive**

SUBJECT: <b>Enterprise Geographic Information Systems (eGIS) Centralized GIS Software Management</b>	NUMBER: <b>TD 12-03</b>
REFERENCES:	DATE ISSUED: TBD  EXPIRES: UNTIL RESCINDED  CIO PROGRAM: ENTERPRISE GIS

**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,
  4. Increase the speed of software deployment.

**Background & Context** The County, on average, spends close to \$600,000 annually for GIS software products and services from ESRI. These licensing costs may not reflect optimal license counts and levels, and separate licensing agreements limit the ability to transfer unused licenses to departments that need additional licenses, increasing cost.

- Directive**
1. All licenses for GIS software from Environmental Systems Research Institute (ESRI) will be managed through a countywide agreement established by the Internal Services Department (ISD).
  2. The Enterprise GIS Program will provide a tool for department to monitor their license utilization to support optimized license usage.
  3. Departments will transfer licenses from internal license servers to the centralized license server hosted by the eGIS Program.

The eGIS Program manages a Countywide license maintenance agreement with ESRI (customer #20) which ensures access to new software versions, technical support, and reduces administration costs for departments.

All GIS Software from ESRI will be transferred from departmental maintenance agreements to the Countywide agreement “as-is”. ISD will

manage the central maintenance contract with ESRI, and bill departments for the cost of their licenses, without an overhead charge.

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

The eGIS Program will use a software license management tool (OpenLM or equivalent) to monitor and provide license usage statistics for each department to support license optimization before licenses are transferred to the central license pool.

Departments will transfer their licenses to the central license server pool which enables users to “check out” licenses as they are used.

**Note:** Departments can work with ISD 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.

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**Scope & Applicability**

All Departments that acquire and maintain GIS software from ESRI are subject to this Technology Directive.

The CIO will coordinate with the Internal Services Department (ISD) Enterprise GIS (eGIS) Program to ensure compliance with this Technology Directive.

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**Exceptions**

There are no exceptions for the centralized maintenance agreement. Public safety and confidential systems may be exempt from the central license pool as approved by the Geographic Information Officer.

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**ESRI** – Environmental Systems Research Institute  
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**ISD** – County of Los Angeles, Internal Services Department

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**Approved**

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**FINAL DRAFT**

Office of the CIO  
**Technology Directive**

SUBJECT: <b>Enterprise Geographic Information Systems (eGIS) Central GIS Infrastructure</b>	NUMBER: <b>TD 12-04</b>
	DATE ISSUED: TBD
	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. Reduces GIS hardware and software costs
  3. Improves collaboration and coordination
  4. Increases application development speed
  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 Enterprise GIS Program has established a Central GIS infrastructure at the Internal Services Department (ISD) for all County departments to support County 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 Enterprise GIS 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.

The CIO will coordinate with the Enterprise GIS Program to ensure

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compliance with this Technology Directive.

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***Exceptions***

GIS applications that are internal and leverage local data resources that would be impacted by network distance, use confidential GIS data, or applications hosted by vendors, may be exempted from this Technology Directive based upon approval by the County’s Geographic Information Officer.

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