

Floyd County Board of Commissioners
Ordinance Creating the Department of Geographic Information Services

Whereas, the Floyd County Board of Commissioners met on March 3, 2015, on this matter pursuant to establishing the authority of the Floyd County Department of Geographic Information Services.

Whereas, the Floyd County Board of Commissioners established authority for the control and management of the County Geographic Information Services to the Floyd County Department of Geographic Information Services


Whereas, the Floyd County Board of Commissioners under the powers provided in Indiana Code 6-1.1-5-1 to authorize the County Surveyor to maintain the civil plats of the County as described herein;


NOW, THEREFORE,

BE IT ORDAINED, that the Floyd County Commissioners creates the Floyd County Department of Geographic Information Services.


MAR. 3, 2015

BOARD OF COMMISSIONERS
OF THE COUNTY OF FLOYD


D. Mark Seabrook, President


Stephen A. Bush, Commissioner


Charles Freiburger, Commissioner

ATTEST:

Scott Clark, County Auditor

Section 1.01 – Title, Purpose and General Provisions

This purpose of this ordinance is to create the Floyd County Department of Geographic Information Services. It also will define the scope and services to be provided by the department.

Section 1.02 – Definitions

Data Integration Plan – means a plan:

1. To integrate GIS data and framework data developed and maintained by different units of government into a Countywide coverage of framework data; and
2. That includes details for:
 - a. An inventory of existing data;
 - b. Stakeholder data requirements;
 - c. Identification of data stewards;
 - d. Data standards and schema, costs, work flow, data transfer mechanisms, update frequency, and maintenance;
 - e. Identification of appropriate data sharing policies and mechanisms to facilitate data exchange

Electronic Map – means the copyrighted data provided by a public agency from an electronic geographic information system

Framework Data – means common electronic map information for a geographic area

The term includes the following:

1. Digital Orthophotography
2. Digital Cadaster
3. Public Land Survey System
4. Elevation
5. Geodetic Control
6. Governmental boundary units
7. Water features
8. Addresses
9. Streets
10. Other social-economic data and shape files
11. Public Infrastructure and Public Works Systems
12. Election boundaries
13. Any other electronic mapping that is not explicitly described as being exempt from this ordinance

Fund – the establishment of the Floyd County Department of Geographic Information Services Fund to collect all fees, grants, gifts or other money associated with the GIS services and GIS products of the department. The fund shall be established as a non-reverting fund.

GIS – Refers to Geographic Information Systems

GIS Working Group – an advisory committee of offices that provide data. Group shall be composed of the following offices to provide non-binding recommendations to the department and Commissioners. The Director of GIS shall serve as permanent chair of the Group.

1. County Surveyor or designatee
2. County Treasurer or designatee
3. County Assessor or designatee
4. County Auditor or designatee
5. (1) County Commissioner or designatee
6. County Director of Operations or designatee
7. Director of GIS

Section 1.03 – Responsibilities of Department

The Floyd County Department of Geographic Information Services shall be under the authority of the Floyd County Board of Commissioners. The Director of GIS shall report to the Floyd County Director of Operations. All employees of the Department are under the Floyd County Commissioners. The Floyd County Department of Geographic Information Services has the following responsibilities:

1. Function as the primary County GIS point of contact for communications and discussions with any and all federal, state and local governmental agencies, general public and vendors regarding GIS services and products
2. Prepares and Submitted a County Data Integration Plan for approval by the GIS Working Group and the Floyd County Board of Commissioners
3. Administrator for
 - a. all County standards and policies relating to GIS;
 - b. implementation of the County Data Integration Plan;
 - c. budgetary control for all fees collected for GIS services and products
 - d. publish an annual public report on GIS activities and services for Commissioners and GIS Working Group
 - e. shall provide monthly reports regarding plats and numbering to Surveyor
 - f. shall provide staffing for the quarterly meetings of the GIS Working Group
 - g. all other duties required in the development and operation of the County GIS system
4. Facilitate GIS data cooperation between various stakeholders through the GIS Working Group
 - a. The Working Group membership can be amended by a favorable recommendation of the Group to the Floyd County Board of Commissioners. The Floyd County Board of Commissioners shall have the final vote on the expansion or alteration of any rules of procedure or membership in relationship to the GIS Working Group.
5. Provide technical support for the public on matters of GIS

Section 1.04 Establishment of Fund

The Floyd County Department of Geographic Information Services Fund shall be established. The Fund shall be used to collect and distribute all fees associated with GIS services and products. The Floyd County Board of Commissioners have final approval on all budget and appropriations matters. The fund shall be a non-reverting fund.

The Fund shall fund the following purposes:

1. All administration duties associated with the services and products associated with GIS data and framework data
2. Capital outlays for computer equipment and programming associated with GIS data and framework data storage
3. Assistance for maintenance and operation of framework data for other county offices
4. Any projects that deemed to support and further the usage of GIS services and products for the benefit of the public good.

Section 1.05 Dissemination of GIS Data and Framework Data

From funds collected, the Department of Geographic Information Services and in consultation of the GIS working group shall do the following:

1. Ensure that there are adequate depositories of all GIS data and framework data obtained;
2. Acquire, publish, store and distribute GIS data and framework data through a public access system;
3. Integrate GIS data and framework data developed and maintained by offices into a County base map
4. Maintain a historic archive of GIS data, framework data and electronic maps
5. Provide assistance to government agencies regarding public access to GIS and framework data so that information is available to the public while confidentiality is protected for certain data from electronic maps
6. Develop and maintain Countywide framework data layers associated with Countywide base map or electronic map
7. Publish and distribute GIS data standards and County Data Integration Plan adopted under this ordinance.

Section 1.06 Designation of Responsibility for Civil Plats

Indiana code 6-1.1-5-1 allows the Floyd County Board of Commissioners to designate the County Surveyor as the office responsible to provide oversight regarding civil plats within the County.

The Board of County Commissioners hereby designate the County Surveyor responsible for providing the oversight of such activity. The Board of County Commissioners also will provide the services of the Department of GIS to conduct the day to day operation and maintenance of such records. The Board agrees to develop a memorandum of understanding in relationship to the platting activities with the County Surveyor office. This memorandum will outline the duties and responsibilities of the Department of GIS and County Surveyor, the reporting procedures required and the resolution process of outstanding issues regarding platting.