GOVERNOR'S OFFICE OF STATE PLANNING AND BUDGET January 1, 1990

PRINCIPLES AND OBJECTIVES OF THE STATE GIS COORDINATOR

With the designated mission to encourage and facilitate effective Geographic Information System (GIS) implementation in Utah and to develop and direct this purpose in state government.

- A. Establish and administer the State GIS Coordinator's Office, including at least the following:
 - 1. State GIS Coordinator's operating budget.
 - 2. To help accomplish the objectives of the GIS Coordinator, enter into memoranda of understanding, form contracts, or cooperative agreements for the development of:
 - a) a State Geographic Information "corporate" Database.
 - b) State GIS policies, procedures, and standards.
 - c) a "friendly" environment for nontechnical persons to access and query the State Geographic Information Database.
 - d) GIS technical support as defined.
 - e) government's use of GIS technology through research and development.
 - 3. Review and comment on annual Data Processing Plans associated with the procurement of GIS hardware/software.

B. Provide leadership in the development and effective use of GIS.

- 1. Within the limits of available resources, support State and local governments, regional and local planning organizations, and private business and industries active in GIS technology.
- 2. Coordinate planning for GIS activities within State and local governments to assure compatibility.
- 3. Assist State agencies in developing a strategy, plan, and budget for implementing GIS technology.
 - a) Examine problems and pitfalls of new GIS installations, thereby providing a "support system" for struggling GIS organizations or those who are embarking on GIS applications.
- 4. Promote GIS research and development to fulfill current or planned applications.
- 5. Increase the awareness and understanding in State and local government of the concepts associated with the sharing of geographic information.
 - a) Encourage data exchange initiatives between federal, state, and local government and the private sector.
 - b) Promote intergovernmental data exchange to help avoid duplicate investments in similar data.
 - c) Encourage cooperative funding initiatives for mutually beneficial GIS automation or production activities.

- C. Create and staff a State GIS Advisory Committee to serve in the following capacity:
 - 1. Advise the State GIS Coordinator.
 - 2. Oversee the State Geographic Information "corporate" Database
 - 3. Review and comment on existing and proposed State GIS policies, procedures, and standards.
 - Review legal and policy issues related to State GIS data sharing and make recommendations to clarify unresolved issues.
 - b. Advise in methods of enforcing compliance to adopted State GIS standards.
 - 4. Evaluate "State Critical Issues" relevant to GIS and provide recommendations of a working participation to appropriate government agencies.
 - a. Review and recommend priorities for State GIS activities in automation, production and development.

5. - (price of GIS data acquisition singles by any State Agency. This will train multi-participant efforts and reduce reducing and inefficiently among sole agrees.

- D. Develop and maintain a State Geographic Information "corporate" Database (SGID) to serve in the best interest of the State as directed by the State GIS Advisory Committee.
 - 1. Establish as impetus for GIS policies, procedures, and standards.
 - a. Policy for state agencies to provide their own adopted standards for the State Geographic Information "corporate" Database data dictionary.
 - b. State and local government authorities of qualifiable information.
 - 2. Establish as central repository for sharing or exchanging cartographic and GIS data.
 - 3. Establish procedures to manage and monitor statewide GIS data production.
 - 4. Define base layers of applicable geographic information required by State agencies using or planning to use GIS technology.
- E. Develop State GIS policies, procedures and standards to include at least the following:
 - 1. State Geographic Information "corporate" Database.data collection and storage formats.
 - 2. Data interchange formats.
 - 3. GIS distributed network systems physical transport standards.

AGRC MANAGER DUTIES

The Automated Geographic Reference Center (AGRC) has been the recognized leader and technical authority for GIS in Utah. The AGRC Manager position requires performance of all aspects of providing leadership in GIS implementation in Utah State government.

- 1. Develop and revise regularly, short and long range plans and policy guidelines for GIS implementation and integration in State government and for AGRC direction, development, and expansion.
- 2. Facilitate and oversee implementation of programs or strategies to maintain a viable GIS in State government in areas including leadership, user support, data base development, training, and applications.
- 3. Develop budgetary and acquisition requirements to implement AGRC direction and goals.
- 4. Develop and review plans, estimates, and production management strategies for selected GIS applications in-house and with prospective agencies.
- 5. Develop a strategy to stimulate joint venture opportunities for multiple agency projects within State, Federal, and local governments.
- 6. Finalize design, construction, maintenance, management, and accessability proceedures of the Utah statewide geographic information database(SGID) and establish rules and policies on its use.
- 7. Develop a "marketing strategy" for AGRC and produce the necessary support materials.
- 8. Develop a strategy to integrate or network the various hardware and software technologies with GIS capablitites in use within the State.
- 9. Promote research and development activites to enhance GIS capablities and accessablity throughout State government.
- 10. Provide expertice to assist other State agencies in their GIS-related needs assessments, strategies, plans, and budgets for GIS implementation.
- 11. Supervise and manage AGRC staff as appropriate.
- 12. Remain current in GIS technology developments and incorporate those into Utah GIS implementation strategies.
- 13. Identify and participate in job-related actitvities designed to promote professional development.

AUTOMATED GEOGRAPHIC REFERENCE CENTER

The goals of the Automated Geographic Reference Center:

SERVICES PROVIDED

- Leadership for GIS implementation in Utah.
- Resource of GIS expertise for public sector agencies in Utah, with emphasis on state government.
- Access to GIS technology for agencies.
- Consultation and technical assistance necessary for development of GIS capabilities at user sites.
- Contract services such as needs assessments, project and production management, and geographic data modeling and analysis.
- Training in GIS concepts, software use, project management, and other related topics.
- Initiation and coordination of cooperative projects among state, federal, and local agencies.
- Maintains the state corporate GIS data base.

Coordination activities presently done by AGRC

AGRC is a cost recovery agency under the DAS, Division of Information Technology Services. Historically, AGRC received a major portion of its funding from direct legislative appropriation. With the move from OPB to ITS this is no longer the case. The funding has disappeared, but the responsibilities have not.

There are many activities important to the State that AGRC historically had responsibility for. These do not presently generate capital however. Some of these are listed in the Principles and Objectives of the State GIS Coordinator. AGRC certainly has the interest and capabilities to continue performing these activities but needs the funds to do so. In fact, because some of these activities lead to funded projects, we would prefer to do them. Optionally, the State GIS Coordinator could perform these activities.

Listed below are some of these activities:

- Construct, enhance, maintain, and market the SGID.
- Create and present demos of the SGID and GIS capabilities to interested agencies.
- Assist new or potential users in planning and decision making for GIS.
- Sponsor and coordinate activities of the Technical Interchange Group.
- Make educational/marketing presentations to interested agencies and groups.
- Initiate contacts with agencies or programs that might benefit from GIS technology.
- Produce informational/educational material as requested for publications, etc.
- Develop policies, procedures, and standards for State GIS use.
- Conduct research and development on current innovations and enhancements to various GIS products.
- Implement and enforce the Geographic Information Systems Data Sharing and Conformity Bill.
- Form and manage cooperatives to set standards and coordinate data acquisition for specific data layers.
- Maintain mailing lists and agency inventories.
- Develop sw/hw/comm. standards with other state agencies to allow data sharing.
- * Publish a quarterly GIS Newsletter.