PIMA COUNTY REGIONAL FLOOD CONTROL DISTRICT
ADMINISTRATIVE PROCEDURE

PROCEDURE NO: Administrative Procedure, ADM-222 **EFFECTIVE DATE: 2/1/2012**

PROCEDURE TITLE: Internal Floodplain Study GIS Data Maintenance

PURPOSE: An internal process to ensure the consistent entry of data into GIS for internal floodplain studies with respect to accuracy and completeness.

BACKGROUND: Floodplain studies can be generated by different department staff. In order to standardize the transfer of important information to GIS the following procedure outlines the responsibilities of all parties in this process.

PROCEDURE:

Process Responsibility
Project Manager
FPM Staff
GIS Staff

Upon completion of the hydrology portion of a Special Study.

1) Obtain a Special Study number from Floodplain Management and provide regulatory discharge data and study boundary to GIS staff.

2) Update Library GIS Data
GIS staff will update the Regulatory Discharge Points layer (fp_dschg) with the provided information. Wash line attributes will be modified to match if necessary.

Attributes assigned to each Discharge Point shall be:
Project Number (eg. Special Study Number)
Discharge Point Name (eg. CP-A)
Date Point Approved
100-year peak discharge value in CFS

Add the study boundary to the Internal Study Status layer (fp_stat). Identify the study as "In Progress".

Upon completion of the hydraulics portion of the study

1) Request that the Internal Study Status layer be changed to show "Review Complete"
An email notifying GIS staff that the study is ready for update should be sent. The email should include the study name and study number.

Upon approval of the Special Study by the Chief Engineer the following steps shall be taken to finalize the data within the GIS library.

1) Provide the FPM Division with the study information.
This data should include a complete PDF of all reports and maps as well as hard copies of the reports and maps.

2) FPM Study Filing

Files the PDF copy of the study in the proper directory and creates a web link on the reports page at http://rfcd.pima.gov/reports/ The paper copy of the report and all paper maps are filed behind the front counter.

3) Provide the GIS workgroup with the relevant feature classes.

Information should include shapefiles for the floodplain delineation, flow corridors and cross-sections or FLO-2D BFE lines, as applicable. Floodplain and flow corridor delineations should be polygonal features. Watershed delineations should be polygonal features separated into sub-basins if appropriate for the study. Cross-Sections should be linear features.

4) Update Library GIS Data

GIS will add the floodplain to the fp_ss data layer and will add the study area to the fp_sfsa data layer. If cross sections are available for the study they will be added to the fp_lxsec layer. If flow corridors are available they will be added to the fp_lflcd layer. GIS will coordinate the relevant attributes with the FPM group. If wash lines break the floodplain limits they should be edited to be contained by the floodplain. Correct attributing will allow a link from the Special Study boundary to the PDF report. The study boundary within the Internal Study Status layer should be indentified as "Approved"

Once the data is finalized in the GIS library the study should be archived.

1) Archive all study information.

Reports and written documentation will be archived into the online e-library. Shapefiles will be archived into a compressed folder at \\gislib\rfcd\projects\floodplain_studies a folder will be created with the watershed name and the date the study was completed (example: castle_20101217).

APPROVED BY:

Suzanne Shields 4/6/2012

Suzanne Shields
Director

Date

Original Policy Approved:
Date(s) Revised: