

Enterprise GIS
Steering Committee
Operating Guidelines

Enterprise GIS Steering Committee Operating Guidelines

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1.0 Document Control

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2.0 Revision History

Version	Date	Author	Change Description
Draft v.01	6.2.2010	D. James	Initial creation
Draft v.02	9.1.2010	D. James	Revisions based on feedback from County Attorney and EGIS Committee.
Draft v.03	9.1.2010	D. James	Revisions based on feedback from the Property Appraiser.
Draft v.04	9.3.2010	D. James	Revisions based on feedback from EGIS.
V1.0	10.13.2010	D. James	Approved by EGIS at 10.07.2010 Committee meeting.
V 1.1	02.02.2012	D. James	Updated Committee membership to include L Arrington and S Bishop.
V 1.2	10.27.2016	B. Zumwalt	Updated Governance Roles and Procedures.
V 2.0	03.05.2020	J. Munro	March 2020 Committee Meeting Updates to Sections 4.2, 4.3, 5.2.
V 2.1	06.04.2020	J. Munro	June and December 2020 Committee Meeting Updates to Sections 4.2, 5.2, 5.6.2.
V 2.2	01.07.2020	J. Munro	Removed SharePoint and other URL reverences from document.
V 2.3	06.02.2022	J. Munro	June 2022 Committee Meeting Removed SLA Language & Changed Committee Member References.

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3.0 Executive Summary

This document provides the Operating Guidelines for the Enterprise GIS Steering Committee (Executive Committee)

The purpose of the Executive Committee is to provide sponsorship and leadership that ensures that Pinellas County GIS interests are carefully considered and where appropriate supported through the effective use of GIS technology, staff resources and funding. The Executive Committee will act as sponsors for an information gathering process and the development, approval and publication of an Enterprise GIS Strategic Plan. The Executive Committee will also sponsor annual updates and revisions to ensure that the Strategic plan is kept current with ongoing requirements.

The Executive Committee will oversee the establishment and adoption of Enterprise GIS policies, procedures and standards. In addition, the Executive Committee will encourage Pinellas County GIS stake holders comply with and support GIS policies and standards. General technology oversight for GIS will be governed by policies, procedures and standards that have been established by BTS through consultation with other County agencies and the Pinellas County Technology Steering Collaborative.

The Executive Committee will also review, approve, prioritize and obtain funding for all Pinellas County GIS initiatives including any GIS application development activities and the purchase of GIS technology, data and consulting services. The Executive Committee will be responsible for ensuring that GIS solutions are implemented when required to support legislatively mandated requirements, improve efficiency, enhance the accountability of our business and provide more effective delivery of services to our internal users, external customers and Citizens. Initiates will be prioritized by the eGIS Working Group based on the factors of quality, business understanding, and effective cost management with oversight/veto responsibility from the Executive Committee.

The Executive Committee will look to Business Technology Services as a major working partner for assistance with classification and justification of new initiatives, as well as for delivery of approved GIS solutions. The business relationship between the Executive Committee and BTS will be defined in a separate Service Level Agreement.

A high-level graphic of the working relationship is included both within the Procedures section of this document.

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The remainder of this document will focus on the composition of the Executive Committee, the process of project approval and the interaction with BTS.

4.0 Executive Committee

4.1 Role

The Executive Committee's role includes responsibility for the following:

- Determine the best organizational structure and staffing for delivery of EGIS services.
- Align Enterprise GIS initiatives and projects with mandated requirements and Strategic Plans within the budgetary constraints of the County.
- Act as an advocate for funding and resources to the BTS Board and the BOCC.
- The Committee may create sub-committees to support specific initiatives and projects if they wish.
- Manage the business relationship and service level agreement (SLA) with BTS

The Committee provides decision making, guidance and oversight in four areas to new GIS initiatives:

- New initiatives requests:
 - To review the viability and justifications for new requests. Approved requests will be prioritized and funded by the eGIS Working Group before they are initiated
- Ongoing Projects:
 - To review status and comment of all ongoing projects, both mandated and discretionary
 - To review the budget-to-actual expenditures for the ongoing projects
 - Make a determination to continue, delay or terminate the project
 - Where appropriate, approve funding for continued projects
- Rejected requests:
 - To consider rebuttals pertaining to rejected requests
- Exceptions:
 - To consider and determine the validity of request for exceptions. Exceptions are limited to:
 - Changing the scope and budget of a project
 - Evaluating a request for re-prioritization of a project
 - Evaluating a request for prioritizing an unplanned project, such as a legislative mandate

4.2 Composition

The Executive Committee will be composed as follows:

- Property Appraiser's Office Representative
- Supervisor of Elections Representative
- Sheriff's Office Representative
- Board of County Commissioners Representative
- Board of County Commissioners Representative

The current list of individual representatives designated by each agency will be maintained on the Pinellas County Enterprise GIS (EGIS) Steering Committee homepage.

4.3 Chair, Vice Chair, and Secretary

The Executive Committee will nominate and vote on a Chair and Vice Chair from the Executive Committee. The Chair will preside over the Committee sessions and is a voting member. The Chair will also be responsible for representing EGIS at the BTS Board and securing a Secretary to prepare agendas, record meeting minutes and publish same. The Vice Chair will stand in in absence of the Chair.

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5.0 Executive Committee Operation

5.1 Meeting Schedules

Meetings will be established in the following manner.

- Scheduled quarterly, on the 1st Thursday, for the purpose of preserving time on members calendars
- Meet a minimum of bi-annually
- Scheduled dates that are not needed will be cancelled
- Ad Hoc meetings will be called if needed with an attempt to use a scheduled quarterly slot
- Virtual meetings may be used, particularly if required by an urgent situation

5.2 Attendance

Members are expected to attend and participate on a regular basis. Alternates are allowed for any sitting Executive Committee member and are expected to participate as a full voting proxy. A quorum will be reached with 3 of the scheduled attendees present.

5.3 Agenda

The Executive Committee sessions will be driven by an agenda prepared by the Secretary and published to the Pinellas County Public Meeting Calendar web page in advance of the meeting. The agenda content will contain standing items such as approval of meeting minutes and review of the monthly project summary status report. The agenda and other relevant documentation will be made available on the Pinellas County Enterprise GIS (EGIS) Steering Committee homepage.

5.4 Voting

To the maximum extent possible, Executive Committee decisions should be based on consensus. In the absence of consensus, a vote will be taken following majority rule. In the event of a tie vote, the tie breaker will be provided by the Chair at a later date.

5.5 Time Management

In consideration of time management, the Chair will be responsible for setting the meeting time span based on agenda items to be considered. The Chair will control the timetable of each agenda item. In the event of longer than expected discussion, the Chair may request a motion from other board members to allow further discussion to continue immediately, or table discussion until the next scheduled session.

5.6 Procedures

The procedures described below are intended to ensure that all new GIS initiatives are considered on an objective and transparent basis, allowing the Executive Committee to reach complete and impartial decisions.

5.6.1 Request Initiation

The initial request will be submitted to BTS by the requesting Department. This can be done in several ways, such as through the Business Relationship Manager (BRM, the BTS liaison to the Department), or with a call or email to the Customer Support Center (CSC). BTS will log the request and work with the Department to gain understanding. BTS will then produce a Rough Order of Magnitude cost and schedule estimate (ROM).

5.6.2 Request Classification

The request is then classified by the Department and BTS by comparing the ROM to the thresholds listed below. The thresholds determine if a business case is needed.

Items handled directly by BTS with no Business Case or Working Group review (has to meet all points below)

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- BTS effort < 80 hours & < \$20,000 (third party products/services costs)
- No impact to approved projects
- No negative impact to others if the Service is Enterprise
- No customization
- Requesting Department provides funding

Items requiring no Business Case, but brought to the attention of Working Group

- Mandates (Legislative or otherwise)
 - Could be major or minor work
 - Could impact existing approved work

Items requiring a Business Case for Working Group action

- BTS effort > 80 ROM hrs. & ≥ \$20,000 (third party products/services costs)

6.0 Reporting

The Executive Committee will receive standard Project Management reporting on ongoing projects.

Metrics around the activities of the Executive Committee will be developed, measured, and reported.