

**Enterprise GIS  
Working Group  
Operating Guidelines**

# Enterprise GIS Steering Committee Operating Guidelines

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# Enterprise GIS Steering Committee Operating Guidelines

## 1.0 Document Control

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## 2.0 Revision History

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Change Description</b>
DRAFT v.01	05.28.2020	J. Munro	Initial creation.
APPRVED v1.0	06.30.2020	J. Munro	Updated base on resolution from GIS Steering Committee during June 4, 2020 meeting.

*If reviewing a printed copy of this document, there may be a more current electronic version of this document available on the SharePoint site.*

# Enterprise GIS Steering Committee Operating Guidelines

## 3.0 Executive Summary

This document provides the Operating Guidelines for the Enterprise GIS Working Group (Working Group).

The purpose of the Working Group is to have key GIS stakeholders within Pinellas County come together and collaborate to provide recommendations to the Enterprise GIS Steering Committee (Executive Committee). Also, this provides a forum for County and local GIS professionals to network and share GIS knowledge and experiences. The Working Group will make recommendations that ensure that Pinellas County GIS interests are carefully considered and where appropriate supported through the effective use of GIS technology, staff resources and funding. The Working Group will support the information gathering process and the development, that leads to the approval and publication of an Enterprise GIS Strategic Plan by the Executive Committee. The Working Group will support annual updates and revisions to ensure that the Strategic plan is kept current with ongoing requirements.

The Working Group will recommend the establishment and adoption of Enterprise GIS policies, procedures and standards. In addition, the Working Group will encourage Pinellas County GIS stakeholders to 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 Working Group will make recommendations that help the Executive Committee 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 Working Group will make recommendations to ensure 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. Initiatives 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 Working Group 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 remainder of this document will focus on the composition of the Working Group, the process of project approval and the interaction with BTS.

# Enterprise GIS Steering Committee Operating Guidelines

## 4.0 Working Group

### 4.1 Role

The Working Group’s role includes responsibility for the following:

- Recommend the best organizational structure and staffing for delivery of Enterprise GIS services.
- Make recommendations that 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 Executive Committee.
- Foster collaboration for County and local GIS professionals to share GIS knowledge and experiences.

The Committee provides recommendations in four areas to new GIS initiatives that are greater than 160 hours:

- New initiatives requests:
  - To review the viability and justifications for new requests
- 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, recommend 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 Working Group will be composed as follows:

Department	Primary	Secondary
Building Department	Blake Lyon	David Howdeshell
Business Technology Services	Jamie Munro	Belinda Huggins
Department of Administrative Services	Diana Sweeney	Keith Royster
Emergency Management	Joe Borries	Caleb Jones
Forward Pinellas	Jared Austin	Linda Fisher
Human Services	Deborah Berry	Tim Burns
Parks and Conservation	Steve Harper	Emilly Baechle
Planning	Alan Shellhorn	Corey Gray
Property Appraiser	Steven Smith	Marie Swift
Public Works	Marcia Colby	Jamie Frank
Safety & Emergency Services	Rick Cody	Morgan Pyle
Sheriff	Jill DeGood	Jacqueline Danzig
Solid Waste	Joshua Kirchmann	Shawnee McQuillen
Supervisor of Elections	Nicole Sokolowski	David Wise
Utilities	Jeremy Capes	Joel Kelsey

# Enterprise GIS Steering Committee Operating Guidelines

## 4.3 Chair and Vice Chair

The Executive Committee has the authority (if necessary) to approve the Working Group nomination and voting on a Chair and Vice Chair for the Working Group. The Chair will preside over the Working Group sessions and is a voting member. The Chair will also be responsible for representing the Working Group at Executive Committee meetings. The Vice Chair will fill-in for the Chair as needed and may serve as the next Chair at the end of the current Chair's term.

Responsibilities Include:

- Chairs the Working Group meetings.
- Reports project status as well as other presentations to the Executive Committee.
- Develops and approves meeting agendas as well as calling the meetings.

## 5.0 Working Group Operation

### 5.1 Meeting Schedules

Meetings will be established in the following manner.

- Scheduled monthly, on the 2<sup>st</sup> Thursday, for the purpose of preserving time on members calendars.
- Meet a minimum of quarterly.
- Scheduled dates that are not needed will be cancelled.
- Ad Hoc meetings will be called, if needed.
- Virtual meetings may be used, particularly if required by an urgent situation.

### 5.2 Attendance

The Working Group members are expected to attend and participate on a regular basis. When the Primary member of a department is not available, the Secondary member (of that department) will represent the department. A quorum will be reached with seven (7) of the scheduled attendees present.

### 5.3 Agenda

The Working Group sessions will be driven by an agenda prepared by the Chair or Vice Chair.

### 5.4 Voting

To the maximum extent possible, Working Group 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 Working Group members to allow further discussion to continue immediately, or table discussion until the next scheduled session.

# Enterprise GIS Steering Committee Operating Guidelines

## 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 Working Group to reach complete and impartial decisions.



Figure 1. County department submits request. Request reviewed by the BTS Enterprise GIS Team. If necessary, request is then brought to the Enterprise GIS Working Group. If approved, the request proceeds to the Enterprise GIS Steering Committee, followed by the Business Technology Services Board.

### 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 (must meet all points below):

- BTS effort < 80 hours or < \$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. or ≥ \$20,000 (third party products/services costs)

## 6.0 Reporting

The Working Group will receive standard Project Management reporting on ongoing projects.

Metrics around the activities of the Working Group will be developed, measured and reported.