

ADMINISTRATIVE ORDER No. 57

Establishment of City Geographical Information System Management Steering Committee Technical Steering Committee

In the GIS Implementation Plan for the City of Billings prepared by the City's Consultant, Stuart Blundell, Integrated Geoscience, Inc., it is recommended [pp.23-24] that the City establish Joint GIS Management Steering & GIS Technical Committees. This Administrative Order provides the basis for the City to enter into joint management and technical committee structures for the purpose of cooperation, coordination, and development of the GIS technology resources available in partnership with Yellowstone County, as well as other public and private sector entities.

PURPOSE:

The Management Steering Committee is established to provide decision-making, leadership, and direction in the organization's GIS development through:

- GIS policy direction in relationship to the elected policy body & the public
- direction for departmental development of GIS
- oversight of GIS projects
- project updates
- financial & budgetary decisions
- encouragement of GIS public-private partnerships
- approval of special license agreements & product pricing

The Technical Steering Committee is established to provide technical guidance and expertise in the applications of GIS technology through:

- technical direction
- recommendations for GIS projects & studies
- recommendations for database/application development
- addressing system integration/expansion issues
- conducting user training
- determining product policies & standards

MEMBERSHIP:

Management Steering Committee: The membership of the Management Steering Committee shall reflect and represent City Administration and members of the Department Leadership Team that have indicated support for becoming major GIS user departments:

Assistant City Administrator, Chair
Fire Chief
PRPL Director

Police Chief
Public Utilities Director

Technical Steering Committee: The membership of the Technical Committee shall reflect those individuals who have demonstrated or have potential technical expertise in GIS. The Chair would be the City Information Technology Manager, and include:

John R. Madden, Chairman

Ron Frisbie, Public Utilities

Joe Karls, Public Works

GIS Project Consultant [This is applicable under the current contract with Integrated GeoScience, Inc.]

Meetings: Meetings will be called by the Chairmen of the Management & Technical Committees on an as needed basis, or as requested by the Technical Committee for management guidance, project status reports, project authorizations and/or approvals.

[signed]

William J. McGill
Acting City Administrator

Effective Date: June 9, 1999