DIED

ORDINANCE NO: G-2015-22

INTRODUCED BY: John Friend
COMMITTEE: ASD

AN ORDINANCE AMENDING CHAPTER 2.160 (INFORMATION TECHNOLOGY) OF THE EVANSVILLE MUNICIPAL CODE

WHEREAS, the IT Department recommends that Chapter 2.160 of the Evansville Municipal Code be amended.

WHEREAS, the City Council of the City of Evansville ("City Council") wishes to adopt such recommendation by amending Chapter 2.160 of the Evansville Municipal Code.

NOW, THEREFORE, BE IT HEREBY ORDAINED by the City Council of the City of Evansville, Indiana, that Chapter 2.160 of the Evansville Municipal Code is hereby amended as follows:

SECTION 1. AMENDMENT OF SECTION 2.160.010 OF THE EVANSVILLE MUNICIPAL CODE.

Subsection (A) of Section 2.160.010 of the Evansville Municipal Code is amended by deleting said Subsection as presently constituted and substituting the following in lieu thereof:

> "(A) The purpose of this chapter is to establish direction as it applies to joint resources of the City and County regarding Information Technology ("IT") and to provide a forum for input by establishing an Enterprise Governance Board ("EGB") to assist the Chief Information Office (CIO) by reviewing and making recommendations relating IT matters."

SECTION 2. AMENDMENT OF SECTION 2.160.020 OF THE EVANSVILLE MUNICIPAL CODE.

Section 2.160.020 of the Evansville Municipal Code shall be amended by deleting the definitions for "Contract Administrator", "Dedicated", "Functional subcommittee group(s)", "ITAC", "ITGS", and "Joint resources".

SECTION 3. AMENDMENT OF SECTION 2.160.020 OF THE EVANSVILLE MUNICIPAL CODE.

Section 2.160.020 of the Evansville Municipal Code shall be amended by deleting the definition of "Enterprise" in its entirety and substituting the following in lieu thereof:

FILED
AUG 05 2015
Dana Widner
CITY CLERK

"Enterprise" shall mean the City, the County, the courts, the office holders and all departments there under."

SECTION 4. AMENDMENT OF SECTION 2.160.020 OF THE EVANSVILLE MUNICIPAL CODE.

Section 2.160.020 of the Evansville Municipal Code shall be amended by adding in alphabetical order new definitions for "Citizen", "EGB", and "Organization" as follows:

"Citizen" shall mean an individual who is not employed by the City, County, Courts or elected official or who not are themselves, elected officials. Because of the strategic nature of the duties undertaken, experience in a business of similar size and complexity should be a primary qualification."

"EGB" shall mean the Enterprise Governance Board (EGB) for the City and County."

"Organization" shall mean the organization of IT resources, including the JITD, used to perform the group(s) of tasks required to support the delivery of IT and non-IT services to the Enterprise."

SECTION 5. AMENDMENT OF SECTION 2.160.040 OF THE EVANSVILLE MUNICIPAL CODE.

Section 2.160.040 of the Evansville Municipal Code shall be amended by deleting said Section in its entirety.

SECTION 6. AMENDMENT OF SECTION 2.160.050 OF THE EVANSVILLE MUNICIPAL CODE.

Section 2.160.050 of the Evansville Municipal Code shall be amended by changing the number of said Section to read "2.160.040".

Section 2.160.050 (now 2.160.040) of the Evansville Municipal Code shall be amended by substituting the word "EGB" in place of the acronym "ITAC" in every place that the acronym "ITAC" appears in said Section.

Subsection (B) of Section 2.160.050 (now 2.160.040) of the Evansville Municipal Code shall be amended by substituting the word "Organization" in place of the word "enterprise" in every place that "enterprise" appears in said Subsection.

Subsection (C) of Section 2.160.050 (now 2.160.040) shall be amended by adding the following Subsections:

"(2) Serve as a voting member of EGB."

"(7) Review all proposed agreements between the City and/or the County with vendors of IT products and services."
"(15) Implement the guidance, policies, and prioritizations defined by the EGB."

"(16) Effect cost effective technology acquisition by consolidating and managing technology acquisition for the enterprise so that those purchases take advantage of the aggregated volume of the enterprise, and that those acquisitions are consistent and compatible with established strategy, direction and policies."

"(17) Act as advisor to stakeholders in the use and management of technology to improve efficiency and service delivery."

Subsection (C) of Section 2.160.050 (now 2.160.040) of the Evansville Municipal Code shall be amended by deleting Subsection (7) as presently constituted and by substituting the following in place thereof:

"(7) Manage the JITD and all Organization resources including, but not limited to:

Managing hardware, software other technologies that shall be used in the enterprise or that connect to the enterprise network.

Managing how technology is implemented and configured within the enterprise.

Managing daily technology operations including authorizing any changes they may deem necessary."

Subsection (9) of Subsection (C) of Section 2.160.050 (now 2.160.040) of the Evansville Municipal Code is amended by inserting the word "all" following the word "Administer" and before the word "agreements" in the first line of said Subsection, and by changing the word "between" in the first line thereof to read "by".

Subsection (C) of Section 2.160.050 (now 2.160.040) shall be amended by renumbering Subsection (2) to be (3), Subsection (5) to be (4), Subsection (6) to be (5), Subsection (7) to be (6), Subsection (9) to be (8), Subsection (11) to be (9), Subsection (12) to be (10), Subsection (13) to be (11), Subsection (14) to be (12), Subsection (15) to be (13), and Subsection (16) to be (14).

SECTION 7. AMENDMENT OF SECTION 2.160.060 OF THE EVANSVILLE MUNICIPAL CODE.

Section 2.160.060 of the Evansville Municipal Code is deleted in its entirety.

SECTION 8. AMENDMENT OF SECTION 2.160.070 OF THE EVANSVILLE MUNICIPAL CODE.

Section 2.160.070 of the Evansville Municipal Code shall be amended by changing the number of said Section to read "2.160.050".

Section 2.160.070 (now 2.160.050) of the Evansville Municipal Code shall be amended by deleting said Subsection as presently constituted and substituting the following in lieu thereof:

> "Change Management (CM) is the formal process used to ensure that changes to a system or service are introduced in a controlled and coordinated manner. The purpose of CM is to ensure that the impact of changes to a system or service are assessed and minimized, and implementation is coordinated through a standardized process of governance.
>
> In order to implement an effective CM process, the CIO will work with the EGB to define and implement a formal Change Control Process (CCP). All changes to technology resources must be processed through the CCP whether or not the change's impact is expected to be solely within the requesting department. The defined CCP must provide timely feedback to requested changes."

SECTION 9. AMENDMENT OF CHAPTER 2.160 OF THE EVANSVILLE MUNICIPAL CODE.

Chapter 2.160 is amended by adding a new Subsection 2.160.060 Enterprise Governance Board which new Subsection shall read as follows:

"Enterprise Governance Board

(A) Creation

There is created an Enterprise Governance Board (EGB) that will make recommendations and provide input on an overall technology vision and direction for the enterprise, provide a forum for departments, office holders and courts to discuss and provide input on technology-related issues, and act to secure the funding necessary to enact that vision. The EGB will review initiatives received from the Steering Committees to ensure that those initiatives are in keeping with the strategic goals and direction of the enterprise. They will also consider the potential for reuse/sharing of initiatives across the enterprise and make recommendations regarding changes or reconsideration of initiatives received from the Steering Committees.

In addition, the EGB will assist the CIO by making recommendations regarding the management of the enterprise and enterprise resources. The responsibilities of the EGB shall include, but are not limited to, the following:

(1) Serve as the primary technology advisory body to the Chief Information Officer and senior management across the enterprise.

(2) Work to ensure that decisions of the Steering Committees are supportive of the enterprise operational environment, are achievable within the existing resource constraints, and are implemented across the enterprise. They will work to encourage strategies that minimize and mitigate risk to the enterprise and its technology environment.

(3) Recommend strategic direction related to technology resource planning, content and information sharing, enterprise optimization and standardization, policy compliance, investment funding and management, and enterprise-level initiatives including migration to new technologies.

(4) Provide recommendations on those initiatives considered to shape or directly affect the enterprise. This includes, but is not limited to, identifying opportunities to maximize enterprise-level effectiveness and efficiency.

(5) Ensure technology investment decisions and programs support enterprise policies, strategies and objectives.

(6) Identify and secure funding for the recommended initiatives.

(7) Provide guidance on enterprise architecture development and conformance to established standards.

(8) Monitor implementation of, and compliance in accordance with applicable laws, regulations and policies.

(9) Build consensus and support among key enterprise stakeholders and create "a cadre of champions" for critical technology initiatives.

(B) Membership

The EGB shall consist of representation from the stakeholder organizations within the enterprise. Appointees shall have knowledge and understanding of the business needs of their respective organizations and will have the authority and ability to make decisions and commitments on behalf of their organization. Alternate or proxy attendees will not be permitted to take on the duties and responsibilities of the appointed members.

(1) Appointee of the Mayor
(2) Appointee of the City Council
(3) Appointee of the County Commissioners
(4) Appointee of the County Council
(5) The Chief Information Officer

Voting members of the governance structure shall have no interest in current or future procurements of the enterprise. This interest could be through direct association with a current/potential vendor or through a business or familial association.

(C) Structure

The purpose of a steering committee is to provide guidance to the enterprise, make recommendations on strategic direction, and to be an "advocate" for adopted initiatives. The EGB shall establish and operate three (3) Steering Committees.

(1) City Steering Committee

The Committee will be made up of one representative each from the Mayor's Office, City Council, two City departments (one large department and one small department) and a Citizen.

This committee will consider initiatives and strategy impacting solely City offices. They will be responsible for establishing and recommending technology strategy, recommending projects within its scope of authority and prioritizing those same projects within the limits of available technology resources.

(2) County Steering Committee

The Committee would be made of one representative each from the Board of Commissioners, the County Council, a County department not operated by an elected official, the Courts, the elected County officials and a Citizen.

This committee will consider initiatives and strategy impacting solely County offices. They will be responsible for establishing and recommending technology strategy, recommending projects within its scope of authority and prioritizing those same projects within the limits of available technology resources.

(3) Shared Services Committee

This committee will consider initiatives that impact both City and County offices, particularly in, but not limited to, the areas of shared services, security, infrastructure, help desk, procurement, asset management, provisioning, optimization, standardization, business continuity and technology innovation. This committee will be responsible for establishing and recommending technology strategy, recommending projects within its scope of authority and prioritizing those same projects within the limits of available technology resources.

The Committee will be made up of representatives from the various City, County and Courts user communities as well as Citizens.

To allow the Shared Services Committee to work efficiently across such a broad range of topics and technologies, it will utilize advisory panels. In order to make the panels both efficient and effective they will consist of a small number of voting members (3-5). Adjunct, or non-voting members, will be included to provide a broader perspective and pool of thought. Members would come from the user community impacted by their scope of interest. The participation of Citizens, particularly those with demonstrated expertise in the area of interest, should be actively pursued.

Because of the small number of voting members, it is critical that voting members are active in the panel and attend sessions. Therefore, any panel member who does not attend 3 consecutive meetings, or fails to attend 3 of the previous 5 meetings, shall be removed from that panel and a replacement be appointed. Proxy or designated alternate representatives will not be allowed.

The Shared Services Committee will initially form a number of panels. The initial panels, along with expected areas of interest are listed below. The creation of new panels, or the dissolution of existing panels, will be the purview of the Shared Services Committee with guidance from the EGB and the CIO.

(a) Strategic Advisory Panel

(i) Ensure planning activities, strategic business goals, and operating plans are aligned with initiatives and managed as strategic business resources.

(ii) Provide guidance and feedback to the CIO regarding modifications to the service portfolio to accommodate internal and/or external legislative, regulatory, and business changes.

(iii) Recommend and develop p long-term, strategic objectives for technology use within the enterprise.

(iv) Review business application proposals for their alignment with adopted strategic objectives.

(v) Provide input to the information technology strategic plan.

(b) Business/Services Management Panel

(i) Recommend IT service management processes. This will include the specific services that are offered by the joint IT organization, how those services are funded, and how those services are ordered or purchased.

(ii) Recommend IT change management processes. This will include the processes that are used to determine the need for and impact of changes, publish pending changes to the technology environment, and schedule

approved changes to minimize the impact on the enterprise, end users and citizens.

(iii) Ensure enterprise systems and services meet the requirements, needs and expectations for performance of the stakeholders and end users. Reduce duplication of enterprise services and functions. Document and communicate to stakeholders changes impacting enterprise systems.

(iv) Act in an advisory capacity to the CIO in developing short-term, mid-term and strategic business objectives for the JITD.

(c) Technology Innovation Panel

(i) Foster and facilitate technology innovation in order to improve business unit performance, maximize value and promote standardization across the enterprise.

(ii) Guide ideation and incubation processes and sponsor the assessment, evaluation and recommendation of innovative technologies.

(iii) Recommend to the CIO areas for further research.

(d) Technology Management Panel

(i) Advise the CIO on technical issues including policies and standards for privacy and security, applications, infrastructure and data management.

(e) Geospatial Technology Panel

(i) Recommend initiatives and policies impacting the use of geospatial technology in the enterprise.

(ii) Identify, coordinate and guide strategic investments in geospatial information technology systems, data and services.

(iii) Develop recommendations regarding the integration and cross-departmental use of GIS data and applications.

(f) Acquisitions Review Panel

(i) Develop recommendations on technology acquisition policies, review technology acquisitions for their suitability and compatibility with the technology strategy, make recommendations on technology expenditures, and identify duplicative initiatives.

(ii) Provide guidance to ensure that technology acquisitions are managed as strategic business resources and they adhere to acquisition and strategic sourcing policies.

(g) Project Review Panel

(i) Advise the CIO in implementing project management guidelines and best practices.

(ii) Review project status, plans and progress.

(iii) Advise the CIO and project teams on project risks related to scope, schedule, and budget. Provide assistance and support for successful project outcomes.

(h) Technology Security Panel

(i) Define, develop and promote technology security policies, procedures and initiatives.

(ii) Communicate security policies, procedures, issues and best practices to the enterprise.

(iii) Facilitate enterprise support and adoption of security initiatives, guide development of training programs and gather and analyze feedback on policy, procedures, standards and guidelines.

(iv) Research emerging security issues and their potential impact on the enterprise.

(i) Data Management

(i) Define, develop and champion information governance policies, procedures, processes and controls to manage information at an enterprise level. This encompasses areas such as records management and retention, privacy, electronic discovery, storage optimization, and metadata management.

(ii) Define, develop and champion the implementation of master data management (MDM). MDM comprises the processes, governance, policies, standards and tools that consistently define and manage the critical data of an organization to provide a single point of reference.

(iii) Define, develop and champion the implementation of enterprise information integration (EII). EII is the ability to provide a unified view of data and information within the enterprise through the implementation

of principles such as uniform data access and uniform information representation. EII will cause a large set of heterogeneous data sources to appear to a user or system as a single, homogeneous data source."

SECTION 10. AMENDMENT OF CHAPTER 2.160 OF THE EVANSVILLE MUNICIPAL CODE.

Section 2.160.080 of the Evansville Municipal Code shall be amended by changing the number of said Section to read "2.160.070".

SECTION 11. AMENDMENT OF CHAPTER 2.160 OF THE EVANSVILLE MUNICIPAL CODE.

A new Section 2.160.080 is hereby added as follows:

"2.160.080. Public Bidding of Certain Contracts. Any contract entered into by the JITD which exceeds ten percent (10%) of the annual budget of the JITD shall be publicly bid. The bid process shall be in accordance with the public bidding laws of the State of Indiana."

SECTION 12. EFFECTIVE DATE.

This Ordinance shall be in full force and effect after its passage by Vanderburgh County and the City Council and signing by the Mayor.

PASSED BY the Common Council of the City of Evansville, Indiana, on the _____ day of April, 2015, and on said day signed by the President of the Common Council and attested by the City Clerk.

_____
Dan Adams, President of the Common Council,
City of Evansville, Indiana

ATTEST: _____
Laura Windhorst, City Clerk
City of Evansville, Indiana

Presented by me, the undersigned City Clerk of the City of Evansville, Indiana, to the Mayor of said city, this _____ day of April, 2015, at _____ o'clock ___.m. for his consideration and action thereon.

_____
Laura Windhorst, City Clerk
City of Evansville, Indiana

Having examined the foregoing ordinance, I do now, as Mayor of the City of Evansville, Indiana, approve said ordinance and return the same to the City Clerk this _____ day of April, 2015, at _____ o'clock ___.m.

_____
Lloyd Winnecke, Mayor
City of Evansville, Indiana

APPROVED AS TO FORM
BY TED C. ZIEMER, JR., CORPORATION COUNSEL

h:\evansville, city of\ordinances\2015\ordinance amending chapter 2 160 information technology v2 redline.docx