



CHARLOTTE.

**Address Governance Committee
CHARTER**

The Address Governance Committee (AGC) is chartered under the City's GIS Enterprise Team (GET) with executive sponsorship by the Senior Business Team (SBT).

General

An Executive Leadership Team will set strategic direction for governance of the City's Address Source Data and Address Repository (Service Impact Messaging by Address - SIMBA). The Address Governance Committee oversees and advises on the management of the City's Address Source Data.

Address Source Data

- Master Address Table
- City-County Street Centerline
- Tax/CAMA Data
- Mailing Addresses
- Service Addresses
- Street Names
- Atlas Points of Interest
- Mile Markers
- Regional Centerline Data

Purpose:

Comprised of representatives from City departments and Mecklenburg County Land Records, the Address Governance Committee will:

- Identify Data Stewards
- Assign ownership of key master data elements to Data Stewards
- Formulate practices, processes, and procedures for master data governance
- Identify and assist in resolving data quality issues
- Share findings with the GET and Senior Technology Advisory Team (STAT)
- Define training needs analysis and workforce transition plans to help implement governance successfully
- Define/refine address related standards
- Support address data standards within their department
- Constantly communicate to stakeholders about importance of governance initiatives
- Ensure compliance to address data practices, processes, and procedures in their department

Authority: Each member of the Committee represents their agency (department, team, or committee) and is empowered to implement the data governance address related practices, processes, and procedures.

Governance:

The Address Governance Committee will establish its own governance rules for internal operations. These rules will include, but are not limited to:

- Roles and responsibilities of members
- Meeting procedures
- Establishment and management of subcommittees or workgroups
- Business workflow and change management documents
- Relevant governance documents are included as appendices to the Charter as follows:
 - Appendix A: Address Governance Structure
 - Appendix B: Address Governance Committee Operating Guidelines
 - Appendix C: Address Governance Executive Leadership Team and Committee Membership List

Address Governance Executive Leadership Team:

Selected based on providing resource commitments for SIMBA, this team will include the following members:

- Solid Waste Services – City Address Coordinator
- GET – Chair
- Innovation & Technology – Corporate Technology Program Manager
- Solid Waste Services – Deputy Director
- Utilities – Deputy Director
- Engineering & Property Management – Deputy Director
- Planning – GIS/Planning Coordinator

Address Governance Committee Members:

Selected based on recommendations from the GET and approved by the SBT, Members of the Address Governance Committee will include representatives from the following agencies:

- Solid Waste Services – City Address Coordinator – Chair
- Innovation & Technology
- Neighborhood and Business Services
- Charlotte-Mecklenburg Planning Department
- Charlotte Department of Transportation
- Engineering and Property Management
- Engineering and Property Management/ Charlotte-Mecklenburg Storm Water Services

- Charlotte-Mecklenburg Police Department
- Charlotte Fire Department
- Charlotte-Mecklenburg Utilities Department
- Solid Waste Services
- Charlotte Area Transit System
- Charlotte-Mecklenburg 311
- GET Chair
- STAT Member
- Mecklenburg County/Land Records

Quorum:

Policy recommendations, charter modifications, adoption of practices, and governance rule changes require a quorum for approval. A quorum for the Address Governance Committee will consist of two-thirds (2/3) of the total Committee members.

Approved items will go forth as recommendations to the Address Governance Executive Leadership Team for a final vote by quorum and approval.

Charter Changes:

To ensure the flexibility to respond adequately to the needs of the business stakeholders, amendments, and modification to the Address Governance Committee Charter may be necessary from time to time. Approved changes to the Address Governance Committee Charter will occur after a 30-day notice to the GET, STAT, and SBT. The Address Governance Committee may recommend changes to its Charter by:

- Considering the change as a business item at a regular business meeting of the Address Data Governance Steering Committee for approval
- Redistributing the revised charter upon approval of Charter modification

Charter Review:

The Charter will be reviewed annually by the Committee. Any proposed changes will follow the process identified in the Charter Changes section of this Charter.

Appendices

- [Address Governance Structure](#)
- [Address Governance Committee Operating Guidelines](#)
- [Address Governance Membership List](#)

Document History:

Version	Date	Name	Description
0.0	March 12, 2013	DeLisa Tolbert	Initial draft
1.0	March 14, 2013	ADGSC	Committee's revised version based on the review of the initial draft at the Kick-Off Meeting; Minor modifications and additions
1.1	March 21, 2013	AGC	Additional refinements by the Committee ; 311 Agency Added
1.2	April 11, 2013	AGC	Additional refinements by the Committee
1.3	April 23, 2013	AGC	Minor refinements; Final version
1.4	September 23, 2013	D. Tolbert	Revised based on SIMBA Implementation to include SIMBA Governance and Committee named changed from Address Data Governance Committee to Address Governance Committee
1.5	November 3, 2014	D. Tolbert	Added appendices into document

GET Approval and Date  Nov 2014
GET Chair, Lew Harford – Innovation & Technology