STORMWATER DATA SYSTEM FUNCTION MATRIX

Function	Sub Function	Position (Title) Responsible for Managing and Implementing Sub Function	Source, Where Documented or Studied	Data Systems Utilized	Dept. with Primary Responsibility	Cross Departmental Coordination (Department)	Inner Departmental Coordination (Group/Division)	Level of Service (Level of Service shall be added as needed over time. Currently LOS has not been established for all functions)		Individuals with Notable Responsibility	Current Status	Known Gaps	Notes
								Existing	Target				
Track Stormwater Assets in GIS System	Establish procedures to enter data as projects are completed	Craig Ellis		GIS		GIS, PW, AW		TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study	Basin connectivity has not been included, Possibly create more automated procedures with GIS. S.O.P.s for entering data should be	
	Provide data from previously as-built drawings to GIS for entry			GIS		GIS, PW, AW		TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study	Unknown what the status of getting all previous project information into GIS. Desire has been expressed to add design storm frequency to GIS, possibly other hydraulic parameters.	Primary Additions are Ownership and As built Data
	Respond to requests for GIS data entry or query			GIS		GIS, PW, AW, other		TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study	GIS, Oracle, and Infor are not currently integrated to leverage all stormwater data	
	Complete the asset database for all asset types such as drop structures, energy dissipaters, etc.			GIS		GIS, PW, AW		TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study	The asset database currently does not include all storm drainage related infrastructure. An example is drop structures.	
	Survey and enter elevations for existing stormwater assets			GIS, other?		GIS, PW		TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study	Currently the GIS system does not have elevations for many asset types	Verify and record existing pipe, inlet, manhole, etc. sizes and materials during survey
	Establish minimum data quality req, and QC GIS stormwater data			GIS		GIS, PW, AW		TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study	Concern has been expressed regarding the reliability of data in the GIS system	
	Leverage UDFCD Data to reduce need for duplication							TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study		
	Establish naming conventions for all assets, channel reaches, etc.							TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study	This may have been done already?, Establish criteria for naming structure or pipe	Example of naming criteria: What structure would qualify as Flared End Section (FES) or Headwall (HW)?
Track Stormwater Assets Conditions, Photos, Videos, etc.	Provide condition assessments & asset management plans			INFOR, GIS?		AW		TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study	A number of gaps may exist in the Infor system, including full GIS and Oracle integration, usage of existing data, gaps in data, use of cost information, historic information, asset information, etc. Phase 1 of the AISWMP indicated that "building the asset database" was a primary gap in the program	Ensure all infrastructure is rated on same rating system in order to relate all areas
	Establish procedures, enter conditions assessment data into INFOR			INFOR, GIS?		AW		TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☑ Needs Further Study		Linking all systems and programs to share data could provide necessary process accuracy and streamlining
	Establish procedures, enter condition assessment data into GIS, if needed			INFOR, GIS?		AW		TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study		
	Provide and upload photos and videos			ORACLE, INFOR?		AW		TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study		Can provide database link in GIS for photos and videos
	Track Life Cycle Costs			INFOR, EXPERT CHOICE, GIS		AW		TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study		
	QC asset management and condition assessment data			INFOR		AW		TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study		
	Track projects from conditions assessments or replacement programs			INFOR		AW		TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study	Many other uses are possible using Infor, and a gap exists in that there needs to be work to identify whether these uses would be advantageous, save cost, eliminate repetition, etc.	
	Determine asset failure mode to assist in prioritizing CIP or maintenance projects			INFOR		AW		TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study		Asset failure mode needs to be established per each asset type and applied on universal scale
	Respond to requests for condition data			INFOR, GIS, ORACLE?		AW, PW		TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study		
Track Stormwater Hydrology, Hydraulic, and Conveyance Data	Enter H&H data from master plans or development projects			GIS		AW, PW		TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study	H & H data does not currently exist in GIS, Which H&H Data is Necessary?	
	Enter Conveyance data to GIS or other appropriate software			GIS		AW, PW		TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study	Data gaps exist, for example there has been desire expressed for design storm frequency and design flows.	
	QC data			GIS		AW		TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study	NEED to track sediment accumulation and erosion at conveyance systems	
	Respond to requests for conveyance data			GIS		AW		TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study	Efficiencies needed in data access to take advantage of existing systems	
	Coordinate data needs with UDFCD							TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study	There is currently no coordination taking place between the data that UDFCD is tracking in GIS and what the City is tracking. The desire was expressed to minimize duplication in the databases.	
Track Stormwater Documents	Enter stormwater as-built drawings into database for new projects			ORACLE, GIS?		AW, PW		TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study	Gaps exist in data set	
	Enter old stormwater as-builts to complete data set			ORACLE, GIS?				TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study	Gaps exist in data set	
	Enter and monitor development agreement terms and requirements			ORACLE, GIS?				TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study	Gaps exist in data set	
	Enter/track developer and outside agency maint. Agreements			ORACLE, GIS?		AW, PW		TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study	Gaps exist in data set	
	Enter drainage easements and terms			ORACLE, GIS?		PW		TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study	Gaps exist in data set	
	Track annexation agreement terms			ORACLE, GIS?		PW		TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study	Gaps exist in data set	
	Track development drainage reports			ORACLE, GIS?		PW		TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study	Gaps exist in data set	
											☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study		
Track Stormwater CIP Prioritization Data, Cost, Priority Parameters	Enter stormwater project parameters into Expert Choice			EXPERT CHOICE		AW		TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study	Phase 2 will initially address	Establish CIP priorities with all parties to ensure all needs are being met
	Enter projects into EC as master plans are completed			EXPERT CHOICE		AW		TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study	Phase 2 will initially address	Establish expert choice process and training for performing analysis and calibration on system when necessary
	Update EC Parameters for CIP projects annually			EXPERT CHOICE		AW		TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study	Phase 2 will initially address	Once again, ensure ranking system in universally used to ensure all assets are given adequate importance
	Perform EC Analysis			EXPERT CHOICE		AW		TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study	Phase 2 will initially address	
	QC EC results			EXPERT CHOICE		AW		TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study	Phase 2 will initially address	
											☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study		
Track Work orders and Inspection Reports	Enter inspections reports into database			INFOR		AW		TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study	Establish field computerized form and upload process for completing forms, establish training	
	Enter work orders into database			INFOR		AW		TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study	Possibly automate upload / entry process to prevent errors / inaccuracy occurring. Tablet based input of work done in field, inspections, etc. is desired.	
	Enter completed work orders and documentation of work completed			INFOR		AW		TBD	TBD		☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study	Possibly perform condition inspections during work orders, establish criteria / training per asset	

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											☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study	Training for the "map drawer" functionality of INFOR was noted as a need.	
											☐ Functioning as Needed ☐ Needs Improvement ☐ Needs Further Study		