Enterprise GIS Steering Committee (EGIS)
Meeting Minutes
July 29, 2010

I. Call to Order

The inaugural meeting of the EGIS was called to order at 10:04 am on 7/29/2010 in the Property Appraiser's Conference Room, Clearwater Courthouse, 2nd Floor.

The Property Appraiser provided the following opening remarks to start the meeting: There are questions every year during budget sessions regarding GIS systems in the County. Two independent GIS system have evolved, one serving the BCC Departments and another supporting Property Appraiser functions. The Enterprise GIS Steering Committee is charged with leading an enterprise approach to GIS that will eliminate any redundancy or duplication of costs or work efforts. The BTS Board approved this committee and this important GIS initiative that could ultimately be available to municipalities and other surrounding counties, as well as other organizations.

II. Attendance

Property Appraiser – Pam Dubov, Charlie Dye
Sheriff's Office – Jim Main, Kristin Preston
Public Works and Planning – Pete Yauch, David Walker
Utilities – Kevin Becotte
County Administration: Public Safety – James Dates
BTS – David James, Paul Alexander, Tom Fredrick, Jim Russell
County Attorney – Dennis Long

III. Approval of Minutes from Last Meeting

Not applicable due to this being the inaugural meeting of this committee.

IV. Review of Committee operating procedures – Dennis Long

The primary mission of this committee is to process and assess information, develop a plan to provide GIS services at an enterprise level, and make recommendations to appropriate entities – constitutional officers, appointing authorities, and the Board of County Commissioners. Because this committee functions as a policy-making committee to rank, screen, and eliminate different policy considerations, the Sunshine Law is necessary.

Dennis distributed a handout - a summary of the Sunshine Law requirements. If two or more members of the committee are together discussing anything around topics of this committee, they are under the Sunshine Law. Even if these topics come up in another meeting, the Sunshine Law still applies. Minutes are required and appropriate notification of at least a week prior to the meeting is necessary. An agenda is not necessary. The meetings must be in a non-restricted access facility. There are several exceptions to the Law, such as security systems, risk management programs. There will be law-related issues and questions from time to time that will need to be addressed, in which Dennis can be contacted to discuss.

V. Current State of County GIS – David James (presentation)

Earlier this year, Bob LaSala approached Paul Alexander and David James to initiate a process of discovery of the County's current GIS state. David begins his presentation with a diagram of where EGIS sits in relation to other BTS Board committees – OBAEC, BCC TSC, CJIS Policy Board, TSC, and the Security Panel. Each committee has a Service Level Agreement (SLA). One of our tasks will be to develop a Service Level Agreement for this EGIS. Bob asked David to reach out to other Counties to find out how they're addressing

their GIS systems. Among many contacts made, David found Palm Beach and Leon counties have received recognition for their GIS consolidation efforts. They have an EGIS; an EGIS Coordinator, a Development and Support group, and an EGIS Services Bureau (analysts) within their respective IT departments; and, their EGIS User Community communicates problems or suggestions via Service Requests. We should decide if we want to mirror or change this structure. An overview of responsibilities was detailed for each part of the EGIS – Leadership Committee, Bureau, GIS Specialists Team, and BTS Technologists. In other counties, GIS departments could no longer call upon experts individually due to budget constraints; so, they formed an enterprise level group to call upon.

EGIS may wish evaluate the appointment of a GIS coordinator and the option to consolidate resources to form a GIS Services bureau.

a. **Current organizations involved in GIS**
   - GIS use is countywide: BCC departments (Utilities, Public Works, Planning, Environmental Management, Emergency Management, Public Safety Services, Economic Development, and Building and Development Review Services); Property Appraiser, Sheriff's Office, and Supervisor of Elections.
   - David has categorized the GIS community as Users (experts) probably around 10 - 15, Doers (run reports, etc.) probably around 20 -50, and Viewers (browse) probably 100's, depending on how they utilize GIS. Exact numbers of each type is unknown at this point.
   - Due to budget cuts, expert GIS resources have been reduced and some important GIS data maintenance functions are no longer supported, yet they are critical for internal and external use, and possibly legislative.
   - The Property Appraiser is in transition between a legacy homegrown system and a COTS system.
   - Sheriff's Office has WebEnforcer, WebSpot, and CrimeViewer.
   - Supervisor of Elections has the need for GIS but currently does not have the resources and sometimes has to rely upon other organizations for analysis, etc.
   - Citizens use GIS extensively – over a million hits per month.

b. **Hardware and software**
   - Consolidating our infrastructure could potentially offer some modest cost savings.
   - Hardware – BTS hosts: BCC depts., except stand-alone GIS components within Public Safety Services, Environmental Management, and the Sheriff's Office. Property Appraiser hosts all imagery for the County. We have several GIS databases. Fortunately, we all use Oracle for our GIS data.
   - Desktop Software – BCC departments have AutoCAD Map 3D and ESRI. Property Appraiser has ESRI.
   - Server Software – BCC departments have AutoCAD Mapguide (not supported any longer and needs to be replaced as a matter of urgency) and ESRI ArcGIS Server. Property Appraiser has ESRI ArcGIS Server and Image Server.

c. **GIS data (including aerial images)**
   - There are mixed standards and some data is not being maintained appropriately.
   - Property Appraiser is focused on parcels.
   - BCC departments have a wide range of datasets.
   - Sheriff's Office is more focused on crime data.
   - How should these be maintained? What should our priorities be?

d. Issues
- Executive sponsorship – There needs to be a clear direction for GIS.
- Strategic Plan
- Technical Architecture review to consolidate services.
- Data review
- GIS Staff Resources – utilization, consolidation.

e. Opportunities
- Consolidation – technology, data, and resources.
- Web 2.0 (lead by Bob LaSala) – citizen engagement and interaction, promoting Pinellas County (similar to eTownHall).
- Operational efficiencies – collaboration, conflict resolution (between departments), resource management (field service coordination, etc.), mobile operations.

f. Government GIS trends (based on feedback from ESRI user conference)
- Governance (previously no structure)
- Web 2.0 (Cities of Seattle and Boston are good examples)
- Mobile GIS (example: before 2007, no SmartPhones; now 175 million all with GIS capabilities)
- Logistics Management
- Crime Mapping
- Capital Investment Program Mapping
- "My Place" Citizen Engagement
- Environmental Awareness
- Constituent Relationship Management (similar to 3-1-1; good example is the City of Boston)
- Emergency and Disaster Management (example: oil disaster).

VI. Goals and Objectives review

Handouts provided: Draft Operating Guidelines and Draft Service Level Agreement.

Committee members were asked to review these documents, and send any comments or suggestions to David prior to our next meeting. We need to agree on the contents of these documents before developing a Strategic Plan.

VII. Short Term Plan review

a. Aerial Imagery purchasing activity
- Acquisition of oblique and aerial photographs is pending. Property Appraiser is working with SWFWMD. These images can be used in lieu of field inspections. Orange County has this capability already and utilizes it extensively.
- The cost would be $152K every other year for 6" resolution ortho aerials and obliques.
- SWFWMD is willing to work with us on this.
- Committee members with asked to provide feedback on the importance of this imagery at the next meeting.
- This is an enterprise and county-wide agreement, available to municipalities too.
- We had coastal oblique photographs taken by Pictometry recently (end of May) as before oil damage shots, paid for out of Property Appraiser funds.
- Code Enforcement has an interest.

- Ideally, Nov-Jan oblique photos are best; so, the first shots would be later this year. FY10/11 would be first budget affected. SWFWMD needs full payment of $152K every other year. It was suggested that funding could be managed from the Enterprise Technology fund.

b. **Collaboration with other County Municipalities**
   - City of Safety Harbor has shown interest for involvement due to budget constraints. There is a need for an interlocal agreement.
   - The Property Appraiser has a relationship with Clearwater and they are working collaboratively…sharing data with each other from each of their systems…seamlessly.
   - ESRI has an enterprise licensing agreement that may be worth consideration. We will be providing our data to ESRI for them to host in Cloud Computing, similar to Google. They will take our raw data and reformat it for sharing with the County's. In the event of a disaster, as long as we can access the Internet, we will have that data to utilize, kind of like a backup system.

c. **Strategic Plan Development**
   - Our committee needs to have a plan to be able to solidly present suggestions to the BTS Board and BCC. David and a staff member from the Property Appraiser staff member should move forward with developing this plan. All members approved of this effort. If any other members would like to be involved, let David know.

VIII. **Action Items from Previous Meetings**

   Not applicable due to this being the inaugural meeting of this committee.

IX. **Open Discussion**

   - Pete asked if there was a downside to working on the same platform compared to maintaining what we have now. It was agreed that the committee would assess the most cost effective approach.
   - Some concerns regarding data maintenance issues within the Planning Department were noted. These issues will be investigated further as part of the strategic planning activity.

X. **Adjournment**

   We will plan to meet on a monthly basis until we get to the point we can meet less frequently. The committee agreed on meeting the first Thursday of each month at 1:30pm, location to be determined possibly the Courthouse 4th Floor Conference Room. First meeting will be September 2nd.

   Be prepared to discuss SLA, Operating Guidelines handouts and your uses of oblique imagery and aerial photography, as well as your department's interest in the strategic planning process.

   The meeting was adjourned at 11:45 am.

   Minutes taken and submitted by Becky Reed.

Action Items from July, 2010 meeting

Action Item Number	Description	Assigned To
20100729-A	Review Operating Guidelines and SLA documents and email comments/suggestions to David James by August 20th.	All members
20100729-B	Provide a list of how your department uses or would use oblique imagery and aerial photographs.	All members
20100729-C	Provide name of staff member(s) to assist David James in the strategic planning process, if interested.	All members
20100729-D	Email members electronic versions of Operating Guidelines and SLA documents.	David James
20100729-E	Build EGIS Sharepoint site for documents and meeting information.	David James