

Enterprise GIS Steering Committee (EGIS)

Meeting Minutes

October 7, 2010

I. Call to Order

The EGIS Steering Committee meeting was called to order at 1:30 pm on 10/7/2010 in the BTS Conference Room 330, Clearwater Annex building 3rd Floor.

II. Attendance

Property Appraiser – Pam Dubov, Charlie Dye
Sheriff's Office – Jill Hoersch (for Jim Main)
Public Works and Planning – David Walker (for Pete Yauch)
SOE – Rick Becker, Mark Gillette
Utilities – Kevin Becotte
County Administration: Public Safety – James Dates
BTS – David James

III. Approval of Minutes from Last Meeting

The minutes from the September 2, 2010 meeting were approved by James Dates, seconded by Kevin Becotte, with all in favor.

IV. EGIS Operating Guidelines – Review/Approve

This document, available on the EGIS SharePoint site, is currently in version 4, which has comments from the County Attorney and Property Appraiser, as well as general comments from this committee meeting, incorporated. David did not receive any updates or comments after our September meeting. David made a recommendation this committee accepts this document in its version 2 state, and then make amendments, as necessary. David then asked the committee if there are any additional comments or questions about this document. Kevin hadn't reviewed the newest version and asked if there were any substantial changes. He also suggested, in the future, any changes made be tracked with strikeouts, red font, etc. The only changes were elaborations to areas the document already had. David proceeded to read the Executive Summary aloud. Pam questioned if our committee actually has the authority to 'enforce' compliance (referring to 2nd sentence of 3.0 Executive Summary section of document - In addition the Executive Committee will ensure that all Pinellas County GIS stake holders comply with and support GIS policies and standards where required.). Pam suggested the word 'ensure' be changed to 'encourage'. David updated the document. Rick expressed concern that 'comply' and 'required' may be too strong of verbiage also. Kevin suggested removing 'comply'; but, Pam suggested keeping it (no change made in reference to this suggestion). David pointed out that one of the most important things our committee will do is assess, review, approve/deny, and/or obtain funding for initiatives brought to the committee for consideration. David also showed the committee the Business Case document, an Excel spreadsheet with tabs of questions and scoring tables. Low Risk/High Value scored initiatives are preferred, with High Risk/Low Value scored initiatives less ideal. Kevin suggested the purpose of the committee be to help departments understand what their business need actually is and have alternative suggestions available to their proposed initiatives. David has and will continue to broadcast events (via email to departments) that might be helpful for our customers to understand GIS. Kevin moved to approve this document after changes are made, Rick seconded, with all in favor. The approved document will be posted on the SharePoint site once suggested revisions are finalized.

V. EGIS Service Level Agreement – Review/Approve

This document is, in essence, in conjunction with the Operating Guidelines. It is a contract, currently in version 2, describing the relationship and responsibilities between BTS and the EGIS committee and its represented departments. Version 2 includes feedback from the County Attorney, as well as comments and suggestions made during our last meeting. David recommended approving version 2 of this document, with amendments made on

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an as needed basis. David proceeded to summarize the purpose of the document. James commented this SLA is similar to the SLA for the BCC TSC. Motion to approve made by James Dates, second by Kevin Becotte, with all in favor. The approved document will be posted on the SharePoint site.

VI. Aerial Imagery Request for Funding – Review/Update/Approve

Significant progress has been made with this effort. David provided the committee a history of how this initiative started – Pam recognized obtaining these photos would be beneficial to the County. Coastline imagery was purchased earlier this year in effort to be proactive if our area was affected by the oil spill in the Gulf. The County Administrator was then approached to acquire more imagery on a bi-annual basis. David, Pam, and Charlie [Dye] reached out to SWFWMD in hopes of leveraging a contract they were finalizing through an RFP process. An interlocal agreement between the County and SWFWMD is pending final approval from County Administrator. The estimated cost to the County will be \$160K to acquire the images bi-annually. The BTS Board approved the request for funding. Formal approval for the funding will be requested from the BCC at their October 26th 3pm meeting; John Woodruff, OMB, will be requesting the approval of funding into the BTS budget on a bi-annual basis. This was collaboration with Purchasing, BTS, Charlie [Dye], and the County Attorney. Total cost is actually \$230K: \$150K funded by Pinellas County, \$42K funded by the District, \$40K funded by USGS, and includes a 10% Contingency. Timing of receiving oblique images had to be worked out with the vendor, which slowed down the effort. The Property Appraiser needs these images by February every year; so, oblique images will be taken in December with delivery by the end of January. Regular aerials will be taken and delivered later in the year.

VII. County GIS Data Maintenance Resources - Review

With recent layoffs, GIS staff resources have been significantly reduced, leaving the County in a difficult situation. Concerns have actually been expressed by the Commissioners. Jackie Weinrich has expressed concern about address maintenance for 911 purposes. David [Walker] expressed concern about rate maps – some panels are not on the website – and the fact the parcel base has not been maintained for a while. He recommends removing these panels (because they are not up to date) and instead link to FEMA. BTS – Joe Borries and Janet Deane – are helping when and where they can. In the short term, we have to find ways to collaborate and complete urgent requests.

VIII. Strategic Planning Proposal – Review

David distributed a Common Requirements Interview document, which can be used to assess current stakeholders' GIS functions, requirements, and situations. The feedback from these documents will drive our committee's Strategic Plan. David asked each committee member to review this document and provide him with feedback. Palm Beach and Leon counties were used as input for this questionnaire.

David proposed a process – with Charlie [Dye] and Jason [Malpass, BTS] – to conduct a series of interviews with each stakeholder (using committee member's recommended designees), and consolidate the feedback into a report, which will be posted on the SharePoint site. Once the report is completed, a workshop will be scheduled to review the report and define the Strategic Plan. Ideally, the first draft of the Strategic Plan will be completed by the end of January and presented to this committee for review. Any budget requirements could then be included in the budget for FY12.

David is moving this along aggressively because it is important due to projects and efforts falling between the cracks with layoffs and lack of funding. Pam has not seen agencies, including her own, convey the urgency of our situation – how maps, images, and zoning have become outdated and how difficult and detrimental it is to keep this data updated – to the Commissioners; though, Commissioner Welch seems to understand the impact. We need to share that urgency with all Commissioners. Pam emphasized the importance of each agency making the time for these interviews. Kevin recognized that during budget cuts, functions that may have had little impact

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in the department it was cut from actually had a big impact on other departments. David James mentioned he reached out to other counties at Bob LaSala's request and found some of them had implemented a GIS bureau, providing expert shared resources to all County departments but not assigned in one specific department. Kevin said there is benefit to having a bureau but not if the bureau is under one department. He suggested a 'hybrid' version – the bureau can have resources available for smaller departments or departments that don't need GIS specific employees all year round. Supervisor of Elections is good example. The SOE cannot maintain a permanent staff but they need GIS resources at specific times of the year. James sees value in having a group where GIS work is the priority, with resources available for the entire enterprise. Pam likes the 'hybrid' version Kevin suggested. The bureau idea will be a part of the Strategic Plan discussions.

David asked if everyone is OK with Jason [Malpass], David [James], and Charlie [Dye] as the interviewers. No objections were expressed by the committee. David stated he would like to start the interviews around October 25th with the goal to complete them by Thanksgiving. The workshop would then be scheduled for sometime in December. Workshop will identify current gaps. Pam suggested inviting Bob LaSala to this workshop. Rick Becker asked if the SOE could be the first department interview. Mark Gillette worked for GIS department in another county; his experience and knowledge might be useful as we start pulling together the Strategic Plan. Pam asked Mark if he would assist; he agreed to once the elections are done. When the Sheriff's Office is interviewed, it would be great to have Jim Main in that discussion, per David.

IX. Open Discussion

David followed up on a couple Action Items from September's meeting:

- He met with Joe Lauro about having vendor involvement in the workshop. Joe advised against it.
- David has not contacted the City Managers group to ask if they'd like to be part of our workshop. Defer this item to the next meeting.

David has received positive feedback on the EGIS Sharepoint site. A lot of people have asked for access to the site. Are there any objections to making the site available to county employees? No objections were expressed by the committee. All discussions of this committee are public access. Access will be granted by Becky as requests come in. What about employees no longer with the County? Pam is supportive of a publicly available webpage on the County's site. Becky will work with Mike Roiland to draft a webpage. Before going live with it, Pam will be asked for her review.

David received a GIS Summary from the SOE. It is posted on the SharePoint for review.

Pam mentioned an upcoming event hosted by ESRI at the Tampa Marriott Waterside. It is a daylong event beginning at 9am, ending at 3pm October 14th highlighting ArcGIS 10. Charlie [Dye] is going. If you are interested, get in touch with Pam or Charlie. Event will be posted on the SharePoint site.

David mentioned a couple other upcoming events already posted on the SharePoint site – a Community Basemap Workshop on October 16th and a USF GIS Day on November 17th.

X. Adjournment

The meeting was adjourned at 2:35pm.

Minutes taken and submitted by Becky Reed.

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Action Items from September, 2010 meeting

Action Item Number	Description	Assigned To
20100902-E	Inventory department's mapping needs and GIS staff	All members
20100902-G	Review revised questionnaire once received by David James and respond with suggestions/changes and/or approval	All members
20100902-I	Contact City Managers group to determine if there is interest in participating in upcoming workshop	David James

Action Items from October, 2010 meeting

Action Item Number	Description	Assigned To
20101007-A	Post approved Operating Guidelines and Service Level Agreement documents on SharePoint site.	David James
20101007-B	Schedule and begin Common Requirements interviews	David James
20101007-C	Forward SharePoint site access requests by County employees to Becky Reed.	All members
20101007-D	Create EGIS webpage on County's website.	Becky Reed