

**Enterprise GIS Steering Committee (EGIS)**  
**Meeting Minutes**  
November 4, 2010

**I. Call to Order**

The EGIS Steering Committee meeting was called to order at 1:33 pm on 11/4/2010 in the BTS Conference Room 330, Clearwater Annex building 3<sup>rd</sup> Floor.

**II. Attendance**

Property Appraiser – Pam Dubov, Charlie Dye  
Sheriff's Office – Jim Main, Kristin Preston  
Public Works and Planning – Pete Yauch, David Walker  
SOE – 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 October 7, 2010 meeting were approved by Pete Yauch, seconded by James Dates, with all in favor.

**IV. Aerial Imagery – Update**

David provided an update on the budget request presented to the BCC on 10/26. The presentation went well, with no issues raised by the BCC. \$160K was approved for funding the purchase of images. David and Charlie have been working with SWFWMD, who is working with the vendor to arrange the flights, set to begin in December. David and Charlie will be attending a kick-off meeting 11/26 to meet with the flight plan operations staff. The aeriels will then been delivered to the Property Appraiser's Office no later than the end of January, with the ortho images delivered in May. The Property Appraiser's Office will take a few days to install the images, which will then be accessible by agencies that have the necessary software. Currently, the Sheriff's Office and the City of Clearwater have this software. The Property Appraiser's Office is working on getting the rest of the County set up with this software.

With Charlie's assistance, David would like to schedule a workshop for technical staff on installing the software necessary for access to these images. The data is stored on one of the Property Appraiser's Office servers; specific software is necessary to access the data on this server. Installation of this software can be slightly tricky. Invitations will be sent to this committee to forward on to their staff interested or deemed necessary to attend. Departments having access to these images could provide significant benefits. Pete mentioned BDRS, as well as Public Works, currently use the old images and would definitely appreciate having the new images. As a side note, Pam pointed out the coastal images we currently have do cover more than the coast; Code Enforcement and field staff could find them useful. She also stated their office will occasionally get calls from residents about property issues. These images will allow questions to be answered over the phone in lieu of a field visit. Charlie mentioned he is responsible for quality control of these images and wouldn't mind having a few other staff familiar with the images assisting him. He also mentioned Pictometry has offered a boot camp for one or two staff to become experts to support the product.

Pam anticipates questions about how we use these images and the cost savings around them, in effort to justify the funding. She also mentioned an additional negotiated item in the contract with Pictometry. The original contract provided for new images at a 50% reduced price in the aftermath of a hurricane or tornado in this area. She discovered the approved contract actually provides these images free of charge, a savings of around \$121K. Pete inquired the turnaround on the new images. Per Pam and Charlie, Pictometry will begin flights for new images as soon as weather permits and its safe. Once the images are taken, they are provided within the same week. Charlie will check with Lee County to find out how quickly the received new images.

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**V. ESRI Community Map Initiative – Review**

Several months ago, a local ESRI representative approached David, Pam, and Charlie with a proposal. ESRI would like to take our raw data (accurate but not attractive to look at), reformat the data, and then host it in the Cloud for everyone to share...at no cost to the County. Our only obligation, once a year, would be to provide them an update of the data. David, Pam, and Charlie decided to take some time to assess the offer. Recently, a BTS GIS staff member attended an ESRI technical workshop in St. Petersburg. She found there is essentially no additional work for the County if we pursue ESRI's offer. On the overhead projector, David provided a demonstration of what ESRI did for the City of Seattle. Seattle provided ESRI their data and they converted it to a common look and feel. The City's maps are very detailed, especially as you zoom in. Streets, parks, colleges, railroad tracks, they are all very clearly marked. Overpasses are shaded so you can see which one crosses over the other. ESRI is only able to offer this free service for a limited number of organizations. If we do not take the offer, they will take it elsewhere. Pam stated normally a service like this would cost around \$50K. Long term, ESRI is planning to take this data and build more intelligence into the roadwork. Pete asked if the mapping overlays to aerial photos. David responded with a yes but is not sure if Seattle's site is set up to demonstrate and did not want to spend any more meeting time navigating the site to find them. Pam asked if anyone had any issues or concerns, of which there were not any. If the committee approves, David will have Dennis Long review the offer and, if there are no red flags, David will pursue more detailed discussions with ESRI. (See Item VII for more details.)

**VI. Strategic Plan – Update/Review**

The Strategic Plan was discussed in detail at our last meeting. David has since been working with Jason Malpass (BTS Enterprise Architecture) on finalizing the interview questionnaire. David has also drafted a rough schedule of all departments to interview and when. Displayed on the overhead, David quickly ran through the schedule, filling in missing Contact Names as well as noting date changes (ie: Supervisor of Elections was originally scheduled for 11/9; but, per Marc, 11/14 or after would work better). David also mentioned the need to add the Juvenile Welfare Board and Health and Human Services; he's learned recently, these departments use GIS mapping regularly. James suggested adding the Medical Examiner's Office and Charlie suggested adding the Pinellas Planning Council. David will continue drafting the schedule and work with each department listed to get the interviews finalized. The interview process should be complete by the end of this month. David expects to have a draft of the Strategic Plan ready sometime in January.

**VII. Open Discussion**

December's meeting will have a very slim agenda; so, David asked if the meeting should be cancelled. With the holidays and the strategic planning effort underway, Pam was in favor of cancelling that meeting. Therefore, the next meeting will be January 6<sup>th</sup>.

Kevin asked how soon we need to get back to ESRI in response to their offer (see Item V above). David replied as long as ESRI knows we have engaged the County Attorney's Office, they will not take the offer elsewhere. Kevin suggested we vote on this issue now instead of waiting until January's meeting. If the County Attorney's Office reviews the offer and has no issues or concerns with it, Kevin approves moving forward with ESRI. David seconded, with all in favor.

James is retiring December 31<sup>st</sup>; so, this meeting will be his last EGIS meeting. In the near future, James and Bob LaSala plan to discuss whom will be appointed as their new EGIS committee representative beginning January.

**VIII. Adjournment**

The meeting was adjourned at 2:10pm.

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-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-B	Schedule and begin Common Requirements interviews	David James

**Action Items from November, 2010 meeting**

Action Item Number	Description	Assigned To
20101104-A	Schedule technical workshop for installing image viewing software	David James/Charlie Dye
20101104-B	Contact Lee County for Pictometry's new imagery turnaround time after natural disaster	Charlie Dye
20101104-C	Forward ESRI Community Initiative Mapping offer to County Attorney's Office for review	David James