Enterprise GIS Steering Committee (EGIS)
Meeting Minutes
March 3, 2011

I.   Call to Order

The EGIS Steering Committee meeting was called to order at 1:31 pm on 3/3/2011 in the BTS Conference Room 330, Clearwater Annex building 3rd Floor.

II.   Attendance

Property Appraiser – Pam Dubov, Charlie Dye
Sheriff's Office – Kristin Preston
Planning – David Walker
Planning Council – Michael Schoderbock
Sunstar – Arthur McCooty
BTS – David James
ESRI – Adam Carnow, Michele Lundeen

III.   Approval of Minutes from Last Meeting

The approval of minutes from the January 6, 2011 meeting is delayed until all voting members are available for input.

IV.   Approval of Minutes from Workshop

V.   The approval of minutes from the February 16, 2011 workshop is delayed until all voting members are available for input.

VI.   Aerial Imagery – Update

a. Oblique Images – In reviewing the oblique images provided by Pictometry, reflections called lens flares are a concern for Charlie and Pam. Because Pictometry is actually a subcontractor of ACA with the contract managed by SWFWMD, Charlie has been working with SWFWMD in hopes of having these images of concern reflown. Pam has seen these images and it's clear they are not of any value due to the fact the lens flares could actually be hiding something, such as a new pool or an addition on a house. Ideally, Pictometry should provide reflown obliques within 3-4 weeks. Because of these problems, some of the oblique images will be dated December, 2010, which is when they were flown, while others dated March, 2011.

b. Ortho Images – The orthos were delivered this morning and are currently in Charlie's possession for review. SWFWMD actually received them for review first and found some problems. Those problems were resolved prior to delivery to Charlie. Pam provided clarification explaining the difference between ortho images, which are straight down aerials, and oblique images, which are more 3-dimensional with several angles. Kristin questioned the timeframe the ortho images viewed by her office for Officer Crawford's funeral. Charlie stated they are approximately a year old. The new images were yet to be received and reviewed. Every year, we receive new images but every other year, the images are of lower resolution. SWFWMD is considering changing this to every 3 years. To further elaborate, sometimes the ortho images are dated differently than when they were actually flown. The new images were flown in 2010; but, they will be labeled 2011 because we are currently in the 2011 tax roll.

c. Licensing and Agreement – Images from Pictometry are licensed, as is the software to view them. The County Attorney's Office has completed their review and amendments of Pictometry's agreement, ensuring public records requirements were addressed and authorized users included. The images are public records and we are required to provide the public access to these images. The County is now designated the parent licensee and assumes the authority to provide license rights to other County agencies. The Planning Council, as well as the Sheriff's Office, should have authorization.

VII. **EGIS Benchmark Planning – Review**

The EGIS workshop was held February 16th and attended by members of this committee, as well as Mark Woodard and Bob LaSala. An agreement was reached to benchmark an area of Pinellas County, in effort to find out what it will take to get the data into one dataset meeting ESRI standards and to achieve the best standard without requiring software customization. This benchmark is the first step necessary to establish a permanent bureau, which will be available to all agencies/departments for GIS purposes, as well as to host and maintain the data, standards, etc. The EGIS committee now has the green light to start this benchmark. David reviewed the plan, which was sent via email to all committee members prior to this meeting (hard copies were distributed during the meeting).

The County has been depleted of resources to maintain GIS data. Bob LaSala emphasized the lack of budget to support a GIS unit in each department. Some departments, such as Utilities, do have their own GIS data they maintain that would not qualify as enterprise data. Pam elaborated there could be enterprise data not maintained by the bureau. These instances would be addressed on a case-by-case basis. The ideal resolution is to eliminate duplication of maintaining the same data, such as addresses, in different datasets. Through this benchmark process and the Bureau, the way we do GIS will be redefined.

This has been deemed a high priority initiative. Once the plan is presented and approved by the BTS Board April 21st, the initiative will move forward. Paul Alexander will then request additional funding FY12 for GIS Bureau: staff resources, hardware, and any software necessary. The benchmark will begin in May and continue through September, though Pam thinks this timeline is a bit aggressive and ambitious. David agrees but emphasizes best efforts will be made to complete it by September. As soon as the benchmark is completed, results will be reported back to the EGIS committee. The benchmark and Bureau (2 managers and 5 specialists) will be administered by BTS; supervision and assignments will be given by the EGIS committee; David James and Charlie Dye will provide leadership; the Bureau will be physically located in the Property Appraiser's Office. An SLA between the EGIS committee and the Bureau, as well as an SLA between the EGIS committee and BTS, will be drafted. An important note: We do not intend to provide GIS services to the County, until after the benchmarking process has been completed. Palm Harbor will consume Bureau resources during initial stage while building the infrastructure. Emergencies can be handled case-by-case but routine requests will have to wait.

Other departments will need to provide input in order for this initiative to work, being realistic in requirements and minimizing customizations to the standard software model. ESRI will provide assistance, as well as share their other customers' successes, as we determine how all their software can be leveraged. An interim report, to include the plan, schedule, budget costs, and infrastructure investments required, will need to be prepared for the April BTS Board presentation. Bob LaSala envisions a single platform ultimately. Some technologies may be retired where cost savings and operational efficiencies can be achieved. Currently, our data is deteriorating and software lacks support. The MapGuide version we have is no longer supported, which is something we need to address. The greatest measure of success will be 'Are we on the latest standard provided by ESRI?' We will need to establish a workflow, making sure to include quality assurance.

Maintaining a data catalog will provide all details of the data being viewed so viewers know how current the data is. Our goal is to use standard off-the-shelf products from ESRI, no customizations, which will prevent problems when ESRI releases updated versions. Assistance from the ESRI representatives will be essential. It is possible we may not be able to do the entire Palm Harbor area; instead, the focus may be narrowed down to 4-6 scaled areas of Palm Harbor, establishing standards, guidelines, metrics, requirements, etc. ESRI suggested approaching this initiative by taking all our current data and converting it now to get a representation of where we currently stand, and then define the focus areas. It is actually no more work to do the entire county than just one area. The thought was that Palm Harbor would be a good representation but ESRI suggests using their reporting tools to determine if it's best. Pam stated we are more than willing to be guided by ESRI.

Deliverables expected now, to be used during the upcoming BTS Board meeting and the BCC Budget meeting: a revised enterprise licensing agreement with ESRI; hardware, data, and software cost estimates; Bureau recommendations. ESRI has reviewed this committee's documents. One goal is to replace MapGuide and it would be helpful if the benchmark included a web component. ESRI would like to offer including this web component in the benchmark. Some concerns were expressed regarding Emergency Management data; she has some really good data but would like to see them on a more reliable web platform. Their data will be included in the benchmark.

Kristin asked a question about the future of the Bureau. How can the Sheriff's Office get their data, such as WebEnforcer, in line with our datasets? Through the conversion process, the Committee will determine which datasets are up for conversion and will work with ESRI to make the conversion as seamless as possible. Is there anything the Sheriff's Office can do now to make the data as close to ready as possible? At this time, we can't say; but, this will be something unveiled during the benchmark. ESRI is a wealth of knowledge in the Law Enforcement area and doesn't foresee a problem.

VIII. **Open Discussion**

The interview process has slowed. The last interview was with the Public Works Survey department. If any attendees of this meeting are interested in participating in the interview process, send an email to David James and Charlie Dye. The Planning Council department is on the ESRI platform; but, they would like to be interviewed.

ESRI inquired when the Strategic Plan will be finalized. David emphasized it would be a living document but would like it to be ready for the BTS Board presentation in April and survive through the benchmarking process.

The SharePoint site and website are the Committee's main methods of communication. If attendees to the meeting would like access, send an email to Becky Reed.

IX. **Adjournment**

The meeting was adjourned at 2:39pm.

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

Action Items from November, 2010 meeting

Action Item Number	Description	Assigned To
20101104-B	Contact Lee County for Pictometry's new imagery turnaround time after natural disaster	Charlie Dye

Action Items from January, 2011 meeting

Action Item Number	Description	Assigned To
20110106-A	Review Pictometry agreements (with Dennis Long, County Attorney's Office)	David James/Pam Dubov
20110106-B	Develop schedule and related action items for Benchmark	David James/Charlie Dye
20110106-D	Contact Bob LaSala for Asst. County Administrator replacement of James Dates on Committee	David James
20110106-F	Request placement of EGIS Committee on BTS Board Agenda	Pam Dubov