Enterprise GIS Steering Committee (EGIS)
Meeting Minutes
August 4, 2011

I.   **Call to Order**

The EGIS Steering Committee meeting was called to order at 1:30 pm on 8/4/2011 in the BTS Conference Room 330, Clearwater Annex building 3rd Floor.

II.   **Attendance**

Business Technology Services (BTS):	David James
Property Appraiser's Office (PAO):	Pam Dubov, Charlie Dye
Department of Environmental Infrastructure (DEI):	Don Lord, James Hall, Elizabeth Hubbert
Planning:	David Walker
Planning Council:	Michael Schoderbock
Sheriff's Office (SO):	Jim Main
Supervisor of Elections (SOE):	Marc Gillette, Nicole Foglio
City of St. Petersburg:	Lesley Ward, Sharon Welch

III.   **Approval of Minutes from the July 7, 2011 and July 12, 2011 meetings**

No corrections to the minutes. David made a motion to approve the minutes from both meetings. All in favor.

IV.   **EGIS Bureau Proposal update**

The BTS Board approved the proposal to transfer the funding for the Bureau from BTS to PAO. Bob LaSala agrees in principal. However, after further consideration it has been determined that funding for the Bureau will not be transferred from BTS to PAO until FY12/13. The PAO budget must be approved by the Department of Revenue, then by the BCC, by August 15th. Unfortunately, due to the BCC meeting schedule and pending TRIM notices, meeting this deadline is not possible. The Bureau will remain under BTS for FY11/12.

Don commented about the PAO quality control process, asking if the PAO will help the Bureau in this process. Since the Bureau will be physically located in the PAO, quality control will be under their supervision. 3 Bureau members are from the PAO and know the quality control process. The Bureau will not be able to do PAO work; only Bureau project work. Charlie offered tours of the new area, which includes extra office space to allow other project staff room to work with the Bureau.

Don then questioned the process of Special Projects. The EGIS Committee will work with DEI, and other County organizations, to determine funding of special projects. Prioritizing the approved and funded projects, as well as deciding if hiring a contractor is necessary in some situations, will be the responsibility of this Committee. We will work through getting these projects staffed and completed, as they come along. Pam mentioned grants may occasionally be available to complete some of the special projects. David added the fact Sally Bishop found a grant related to GIS and E-Team they were able to take advantage of. David summarized the proposal reviewing the before and after EGIS Bureau organization charts.

V.   **EGIS Benchmark Training Plan update**

David stepped through the tentative training schedule. It is tentative because a few issues with Purchasing could cause a delay in the start date of training, bumping the completion from September to later in the year. This training is all on the internet hosted live (not pre-recorded) by ESRI. Attendees will not only include the Bureau staff; BTS and PAO staff that will be working with the Bureau will also attend. The training schedule breakdown: ArcGIS Desktop II (3 days); Building Geodatabases (3 days); Data Management in Multiuser Geodatabase (3 days); ArcGIS Server Configuration & Tuning for Oracle (2 days); ArcGIS Server WebAdmin using Microsoft .Net (3 days); and, ArcGIS Server Jumpstart (TBD). After training is completed, ESRI consultants will be onsite for 3 days. Seats are available for anyone interested in attending, if they have funding to pay for their attendance. Costs are approximately $800-1000 per day. Observing the class is an option, as well. Pam has another consultant with related

experience; he is not certified though and the training he would provide is more on a basic level. ESRI is the only one able to train on v.10.1. Once this schedule is confirmed, Becky will post it on SharePoint.

VI.   **EGIS Benchmark Plan update**
David presented the Benchmark Plan Gantt chart, which includes the tasks, duration, start dates, etc., for the project. The chart does not include the training scheduled mentioned above. Some work is already underway. Hardware purchased for the Justice project, as well as some new PCs in the PAO, is temporarily being utilized for this project. ESRI technical consultants are overseeing this project to make sure we are getting this done correctly. This project will be focused on land use, zoning, address, parcels, and streets datasets. Our data will be used in the ESRI conversion process and then reviewed by all stakeholders to make sure the conversion is correct. Pam noted the schedule was very optimistic and that she anticipated some challenges with the data conversion process. David noted that the datasets chosen are relatively simple and the conversion should be relatively easy and go smoothly. The 11 days does not include fixing the data after conversion. The current schedule for Developing Data Maintenance Workflows (August 30th through September 28th) may have to be moved depending on the how training dates fall. Ultimately, the Benchmark Plan will result in a Strategic Plan (by October 13th) on how to progress with the Bureau and its work and how funding will be handled. David is hopeful the benchmark will wrap up by the end of October.

VII.   **Open Discussion**
David showed an example of a pre-built application, Election Results Viewer, via the internet using the ArcGIS server. Other applications are available on the ArcGIS Resource Center Local Government Gallery website. Don asked Pam if she intends to map structures. Pam's answer was yes; but, it not available for use yet. Pam said what is currently on file is not spatially correct when the parcel involves multiple buildings; single buildings are OK.

David asked Capt. Main to summarize the conference he attended in San Diego mid-July. Capt. Main's comments: It was overwhelming for a non-GIS person. Attendance was around 15K. It was actually more of a training environment than a conference. The lower floor was an expo hall with 3rd party vendors sectioned off in specialized areas. The upper floor had approximately 30-40 rooms of technical training. Highly recommend this conference but plan early. Pam agreed. Start looking into it now, if the interest is there. Next year's conference will be July 23-27, 2012. David is working with Purchasing on the Enterprise License Agreement, which would include a number of free registrations for this conference depending on the number of licenses we maintain.

Pictometry images and software are being rolled out. If you need the software, contact the CSC (43457) for a package to be automatically installed on your desktop. The City of St. Petersburg is interested and was advised to get in touch with David. The PAO staff is using the images and is able to assess about ½ the properties now. Don asked the status of the Street Level Imagery with Facet Technologies. Pam is not currently building a business case for this purchase because getting the TRIM notices completed is a higher priority. David mentioned that the proposed BTS FY11/12 budget has earmarked $1.4M for EGIS, which includes $400K for street level imagery. The purchase would have to go through the bid process. There are 432K parcels in Pinellas County. Pam says there is a problem quantifying the number of images actually needed.

David Walker inquired as to who would support applications if Janet Deane and Joe Borries are now in the Bureau. David James informed David that the responsibilities will be transitioned to other BTS staff. In the meantime, Joe and Janet will do both support applications and Bureau work. Pam had been questioned by Sally Bishop as for EOC tasks related to GIS and was told Joe would still be available for support.

VIII.   **Adjournment**
This meeting was adjourned at 2:32 pm.