

# **Enterprise GIS Steering Committee (EGIS)**

## **Meeting Minutes**

December 1, 2011

### **I. Call to Order**

The EGIS Steering Committee meeting was called to order at 1:32 pm on 12/1/2011 in the BTS Conference Room 330, Clearwater Annex building 3<sup>rd</sup> Floor.

### **II. Attendance**

Business Technology Services (BTS):

Paul Alexander, David James, Mike Dawson,

Jason Griffin, Carol Ginski, Becky Reed

Department of Environmental Infrastructure (DEI):

John Wesley White, Don Lord, Elizabeth

Hubbert, Rob Burnes, Kelli Levy, Larry

Solien, Jay Perkins

EGIS Bureau:

Christy Kretschmann

Planning:

Larry Arrington, David Walker

Planning Council:

Linda Fisher

Property Appraiser's Office (PAO):

Pam Dubov

Sheriff's Office (SO):

Jim Main, Kristin Preston

SOE:

Nicole Foglio

### **III. Approval of Minutes from the October 6, 2011 meeting**

David James made a motion to approve the minutes, no corrections necessary. Jim Main seconded, with all in favor. Introductions were made around the room.

### **IV. EGIS Benchmark Update**

David summarized the purpose and steps of the EGIS Benchmark: evaluate new software, pull together a new team from BTS and Property Appraiser's Office to form the EGIS Bureau, look at legacy data, configure and test new software. The Benchmark is focusing on 4 segments:

#### **a. Technology**

- A new GIS technology framework was configured using ESRI software.
- The Bureau is successfully using ArcGIS tools with the County's legacy data.
- An assessment will be completed to determine how other County users will be provided with access to ArcGIS tools, such as ArcGIS Desktop and ArcGIS Online. Arc GIS Online is a web-based solution that is hosted by ESRI in 'the Cloud' and can be used at an organizational level within the County, as well as shared with municipalities and possibly with the Public.
- The Bureau will be evaluating ESRI Cloud Services for accessing crime data, health demographics, etc.
- ESRI has a partnership with Amazon for Disaster Recovery.
- Public Users will transition rather quickly to ArcGIS server-based web services.
- Enterprise images will be transitioned to the ArcGIS server.
- At this time, only legacy GIS data is in production; new data and tools are still in test.
- ArcGIS Server platform supports mobile technology as well as web and desktop technology.

#### **Questions/Comments:**

- Will data go through a quality control process before published online? The Bureau and the publishing department will work together reviewing and approving data prior to publishing. The system will likely include a disclaimer that the data could be inaccurate or outdated.
- While data is going through the quality control process, will it be available in the Cloud to the Public? The data will be in-house until approved for publishing.
- Kelli Levy mentioned she has been working with FDEP on a project using ArcGIS. David asked Kelli if she could share with BTS and the Bureau lessons-learned from this project.

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### **b. Data**

- The new GIS system is an Oracle-based data model where ESRI tools will be used to make any required data conversion seamless to end users and consumers.
- The Bureau has been working with the Planning Department assessing their Zoning and Land Use data and would like to transition it from the legacy system to the new system.
- BTS GIS and DBA staff will be working with the Bureau and will continue supporting the legacy data.
- ESRI took the County's base map data and created a new map, which will soon be available to view and use.

#### Questions/Comments:

- Will the Bureau provide guidance and support of metadata? Standards will be developed to address how data is documented and catalogued. Collaboration between the Bureau, the EGIS Committee, and departments will help facilitate and resolve any issues. Pam suggested maybe having temporarily assigned smaller committees to focus on developing standards.
- Larry Arrington supports the enterprise GIS platform. He suggests contacting applicable departments to attain their GIS needs and priorities. David and Pam provided Larry a little history behind the early stages of this project. At the beginning, interviews with departments were in progress but changes put a halt on these interviews. John Wesley White also supports the needs assessment, establishing priorities, and encouraging collaboration amongst BCC departments. David, Larry, John, and Sally Bishop will meet to conceptualize how to move forward.
- DEI's GIS group has been collecting and developing a report of how all DEI staff use GIS data in order to develop a vision of the future of GIS in their department. Larry would like to collect this data on an enterprise level.
- Kelli Levy made a point that there are departments that could and should use GIS but may not be aware of its availability and capabilities. John Wesley White supports Kelli's suggestion to present the GIS benefits to all departments that may be able to engage the data for their work efficiencies. Larry suggests an integrated approach amongst all departments. In addition, David suggested inviting ESRI to put on a showcase event to include the current and future GIS opportunities. David will be meeting with DEI's Leadership Council in January and will plan to bring ESRI virtually to provide an overview and introduction to their technology offerings.
- Pam was reviewing notes from previous meetings and realized our accomplishments have been more focused on developing the framework around GIS. This is actually the first meeting where everyone is engaged. We have had the BCC Board and BTS Board support from the onset; but, now, we have true interest in collaborating on an enterprise level. Pam noted that the Benchmark has identified where some of the discrepancies are and where quick fixes may resolve these discrepancies.
- Once we have the needs assessed, we can truly see what resources are necessary and which approach will be best. Pam agrees and knows the 5-person Bureau and 3 GIS developers are not enough to support the enterprise GIS needs. This will be a work in progress and will adjust as needs are determined and realized. Larry suggests we get more consumers involved as we go through the process of formulating our vision and focus.

### **c. Process**

- The Bureau has established workflow and quality control processes.
- The Bureau will also implement a request submission process.
- BTS will develop a Service Level Agreement.

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### **d. Organization & People**

- The Bureau is data focused, while the BTS GIS is technology focused.
- Both the Bureau and BTS GIS staff are reporting to this committee to determine priorities.
- Major requests will have to be presented and approved by this committee.
- SLAs will be developed for minor requests.

### **V. Proposed Next Steps Plan**

- Work on developing strategies, plans, and a foundation in order to transition from the Benchmark to production.
- BTS has developed an architecture that integrates ESRI's best practices.
- Mike Dawson summarized the architecture, acquisitions, and cost estimates.
- Funding of \$108K for Year One was approved and is in the BTS budget. David would like guidance on how we move forward with Year One expenses. Paul would like Flo to look at whether or not savings would be realized if we go with both year expenses up front, which is a total of \$190K. David suggested we bring this back as a formal recommendation to the next committee meeting.
- Larry questioned the projection of data storage expense. Was data growth taken into consideration in the Year One and Year Two expenses? Will estimated capacity be enough? BTS Infrastructure has a technique for estimating growth. There is approximately 5TB of data out there now, which allows for 5TB more data growth in the 10TB included in this purchase total.

### **VI. ESRI Enterprise License Agreement update**

- In the process of finalizing the Enterprise License Agreement (ELA) with ESRI. It would be ideal to have a 4-year agreement similar to Oracle and OBIEE. To buy licenses individually over the course of 4 years would cost approximately \$2.5M; however, under an ELA, the same quantity of licenses would be more like \$1M.
- Municipalities (St. Petersburg, Clearwater, Largo, etc.) have expressed an interest to join in on this agreement. Pam said the City of St. Petersburg was so close to having an ELA with ESRI but put it all to a halt to join our efforts.
- There is funding in the EGIS budget for this agreement.
- The County Attorney is working on the legal wording to include in the agreement, which will address new products.
- David is working closely with the County Attorney and Purchasing Department Director.

#### **Questions/Comments:**

- Will the ELA encompass everything ESRI offers, current and new? Per David, the ELA will be all encompassing; however, it will not include 3<sup>rd</sup> party software.
- Paul asked if ESRI will lock in the maintenance pricing. ESRI really wants this agreement.
- Will the ELA include support, maintenance, and training? Yes, the hope is to have all that included in the ELA.
- Where will the actual contract reside? The Master Agreement would be with the County.

### **VII. Open Discussion**

Kelli offered the assistance of volunteers if we need more resources.

### **VIII. Adjournment**

This meeting was adjourned at 3:06 pm.

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**Action Items**

Action Item	Assignee	Due Date	Status
Post EGIS Benchmark Initiative presentation on SharePoint	Becky Reed	11/2/11	Completed
Meet with City of St. Pete to discuss Enterprise License Agreement	Pam Dubov	11/2/11	Completed
Contact City of Clearwater re: Enterprise License Agreement	Pam Dubov	11/2/11	Completed
Contact City of Largo re: Enterprise License Agreement	Muslim Gadiwalla	11/2/11	Completed
Post draft Enterprise License Agreement on SharePoint	Becky Reed	11/2/11	Completed
Email David if interested in being on Street Level Imagery committee	All Attendees	11/2/11	Ongoing
Research Google Maps as an option for Street Level Imagery	Pam Dubov	11/2/11	Ongoing