

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

## **Meeting Minutes**

January 5, 2012

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

The EGIS Steering Committee meeting was called to order at 1:31 pm on 1/5/2012 in the BTS Conference Room 330, Clearwater Annex building 3<sup>rd</sup> Floor.

### **II. Attendance**

Business Technology Services (BTS):

Paul Alexander, David James, Jason Griffin,  
Mike Dawson, Joe Borries, Carol Ginski,  
Becky Reed

Department of Environmental Infrastructure (DEI):

Larry Solien, Kelli Levy, Melanie Weed

Planning:

Larry Arrington, David Walker

Property Appraiser's Office (PAO):

Pam Dubov, Charlie Dye

Sheriff's Office (SO):

Capt. Jim Main, Kristin Preston

Supervisor of Elections (SOE):

Marc Gillette

### **III. Approval of Minutes from the December 1, 2011 meeting**

December meeting minutes were not posted for review until earlier today. Pam deferred approval of these minutes to February's meeting.

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

The EGIS Bureau has made a lot of progress on the Benchmark and has drafted a plan to integrate Planning's zoning and land use data into ESRI's ArcGIS for Local Government data model. The Bureau staff will be working closely with the Planning Department (David Walker) to ensure data integrity is good. The Bureau is in the process of getting infrastructure and data models in place and will then work on editing the data; however, the edited data will not be in production for a few months. All other pieces of the Benchmark have been completed. The Bureau is very close to moving into Production mode, at which time the Benchmark will be considered complete.

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

The City of St. Petersburg, as well as other municipalities, has expressed an interest in being included in the proposed Pinellas County Enterprise License Agreement (ELA). On December 16<sup>th</sup>, a meeting was held with ESRI to discuss the agreement and its inclusions. We want to control the dollar amount the annual maintenance can be increased on a yearly basis. We would also like to be able to include municipalities, allowing them to opt in to the agreement at a significant cost savings. Some of the smaller municipalities may want to leverage the software hosted by the County as opposed to installing the infrastructure required by ESRI. The end result will allow us to share data and collaborate more effectively. Pam confirmed that all Pinellas County departments and agencies will be included in the ELA.

Both the County and ESRI had a series of Action Items come out of this meeting. David is working closely with Dennis Long and ESRI to expedite the agreement review process. ESRI has been flexible thus far. ESRI has, by default, a non-disclosure clause in their agreements; however, we cannot comply with the clause due to the County's public records requirement. Pam had a similar situation with a vendor in the PAO. The contract kept the non-disclosure clause with slightly different verbiage. The discussions are not yet at the point to have a final cost estimate. Ideally, the agreement will be finalized by March in order to present it to the BCC Board for approval.

Paul would like to consider addressing this at the next BTS Board meeting and would like to talk about this agreement and its budget within his one-on-one meetings with the BCC Board beginning Monday. Pam recommended taking the \$1.3M and deducting the labor costs. David will send Capt. Main the list of

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software included in the agreement. Recurring maintenance costs are a key aspect of the ongoing discussions with ESRI. The County's objective is to secure predefined annual maintenance costs.

During DEI's EGIS meeting this morning, Paul noted they were concerned about Street Level Imagery. DEI has a need for it now and is afraid the enterprise approach we are taking may keep them from meeting their need. Pam suggested initiating the RFP with the assistance of our Purchasing department for the Street Level Imagery (estimated at \$480K). This ELA will be wrapped up by the time the RFP would be finished. Other business needs may need to be addressed sooner. David will meet with DEI to give them an update and more detail on the ELA process and find out if starting an RFP would be necessary at this time. Larry sees the need for a plan, a roadmap, and a needs assessment; but, he also understands Paul's desire to address urgent needs accordingly, to be responsive. Each issue would be handled on a case-by-case basis. Pam knows we need to have the ELA first and, then, Street Level Imagery can be addressed depending on how much funding is left over. Kelli suggests looking at the tool more closely before jumping into its purchase because it may not truly address everyone's needs. Larry Solien expressed the importance of completing an assessment of GIS needs countywide, then getting all departments with GIS needs together to discuss further the needs and products available. Larry also suggested looking into grants but David expressed the concern with our already limited resources. David has discussed grants with ESRI; and, they have agreed to keep David updated on any new grant opportunities that arise.

#### **VI. EGIS Infrastructure Proposal review**

David presented an updated Phase 1 Infrastructure Proposal. The original proposal was brought before the committee in December. The infrastructure has public facing and internal facing servers, an editing database, and a read-only database, all of which are replicated in disaster recovery. A user acceptance testing environment, a development environment, and data storage environment are all part of the infrastructure. The original budgetary cost estimate for the new EGIS infrastructure was \$108K; the latest estimate is around \$120K. David is waiting on final review and approval from Jeff Byrkit, PAO. David then presented the ideal growth plan of the infrastructure. Capt. Main would like more time to review the new proposed infrastructure before voting takes place. David will contact Dennis Long to see if voting can be done via email or if we will have to table it until February.

#### **VII. GIS Republican National Convention (RNC)**

Capt. Main has been involved in discussions regarding this event, which will be held in Tampa the last week in August. There will likely be events held in Pinellas County associated with the convention. Pinellas County's law enforcement agencies may be providing services at the Convention and/or during the associated events in Pinellas County. The County may receive requests/inquiries, some at the last minute, for GIS related data maps in order to develop routes of travel and locations for events. This could be a good opportunity for the Bureau to showcase the capabilities of the new platform/infrastructure.

Pam inquired what the RNC would need from us. At this time, our data is not in production. What kind of help can we provide? We would likely be requested to provide them data and maps, regardless of whether the data comes from the legacy system or production system. Joe Borries indicated we would work collaboratively with municipalities, when necessary.

#### **VIII. Open Discussion**

Pam continued discussion of how important the needs assessment is. She realizes we need to pick up that process again and finish it to ensure we encompass all the departments' needs. Charlie mentioned the strategic plan still needs to be completed. The needs assessment is part of the process of developing this plan. Larry Arrington seconded the importance of the assessments. Larry is willing to work with and under Pam's direction to get a complete and accurate assessment done. Pam agrees a roadmap and plan are

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extremely important to have completed before moving forward. Paul likes the idea of including a 3<sup>rd</sup> party to get this assessment completed. Paul wants to avoid missing opportunities to address business needs while we go through the ELA process. How do we find a balance of supporting organizational needs while going through this process? Larry Arrington believes he can get the needed support from Bob LaSala and John Wesley White to get this done correctly. Tuesday, Pam is briefing the BCC Board on the high-level view of the EGIS approach. She intends to mention the next big step to define the requirements of the County in order to develop a strategic plan to know we are truly addressing the County's needs. Larry Solien recommended using ESRI's Professional Services division to assist in the assessment. David responded we have actually been looking at a few organizations to utilize in this capacity. Larry Arrington sees Maximo, BI, and GIS as very much interrelated. We also need to learn what the ESRI software is capable of doing and how it can be used to its fullest capabilities. Paul also expressed the importance of performing a gap analysis. David will also review the Maximo system with Pam. Part of Maximo is asset management. GIS links to Maximo to physically see the assets and the BI software enables abundant uses of the data. For Maximo, David is working on putting together a 2-day collaborative lab event; he will include Pam. Kelli expressed the need to communicate the basic level of education around GIS and its capabilities. We also have departments that know exactly what their needs are. How do we balance discovering the basic level needs with the needs we are already aware of? Where is the industry going? What are the business needs? What do we currently have in place? David, Paul, Jason Malpass, and Charlie will meet and develop a proposal on how to move forward with developing a strategic plan.

If anyone has anything high-level to add to Pam's briefing to the BCC Board scheduled for Tuesday, January 10<sup>th</sup>, send her your input via email. Another opportunity would be on February 6<sup>th</sup> when the BCC Board and BTS Board workshop is scheduled.

**IX. Adjournment**

This meeting adjourned at 3:26 pm.

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**Action Items**

Action Item	Assignee	Due Date	Status
Email David if interested in being on Street Level Imagery committee	All Attendees	11/2/11	
Research Google Maps as an option for Street Level Imagery	Pam Dubov	11/2/11	
Review EGIS Infrastructure	David James Capt. Main	1/20/12	
Send list of software in Enterprise License Agreement to Capt. Main	Becky Reed	1/5/12	Completed
Meet with DEI to discuss Enterprise License Agreement and Street Level Imagery	David James	2/2/12	Completed
Contact Dennis Long re: voting via email	David James	2/2/12	Completed
Meet with Pam to discuss Maximo	David James		
Meet to discuss EGIS Strategic Plan	Paul Alexander David James Jason Malpass Charlie Dye	2/12/12	