Enterprise GIS Steering Committee (EGIS)
Meeting Minutes
February 2, 2012

I. **Call to Order**

The EGIS Steering Committee meeting was called to order at 1:30 pm on 2/2/2012 in the BTS Conference Room 330, Clearwater Annex building 3rd Floor.

II. **Attendance**

Business Technology Services (BTS):	David James (v), Jason Malpass, Carol Ginski, Toni Smith, Mike Dawson, Becky Reed
Emergency Management (EMA):	Sally Bishop (v)
EMS:	Arthur McCooty
Planning:	Larry Arrington (v), David Walker
Planning Council:	Michael Schoderbock
Property Appraiser's Office (PAO):	Pam Dubov (Chair), Charlie Dye
Sheriff's Office (SO):	Capt. Jim Main (v), Kristin Preston
Supervisor of Elections (SOE):	Marc Gillette (v)

III. **Review of Meeting Protocol**

Before proceeding with the meeting, Pam felt the need to review meeting protocol. While she enjoys the informal discussions that ensue during these meetings, the official EGIS Committee is made up of only 6 members. She requests non-Committee members speaking on their own behalf, as opposed to their department representative's behalf, to identify this before speaking.

If you have an item to be added to the agenda, please email it to David James or Becky Reed at least 7 days before the scheduled meeting date.

IV. **Introduction of Committee Members and Voting Authority**

Welcome Sally Bishop to the Committee representing the Emergency Management department. In addition to Sally, the Committee includes: Pam Dubov (Chair), Capt. Jim Main, David James, Larry Arrington, and Rick Becker. The Committee members have the authority to vote on items for presented for approval. If a Committee member is unable to attend a meeting, a delegate should attend in their place.

V. **Approval of Minutes from the December 1, 2011 and January 5, 2012 meetings**

December and January meeting minutes were approved by the Committee.

VI. **Election of Vice Chair**

Electing a Vice Chair will fill the void at times when the Committee Chair cannot attend a meeting. Nominations were requested from the Committee. David has spoken to Larry Arrington and he is interested in taking this position. David made a motion to elect Larry as the Vice Chair; Sally seconded with all in favor.

VII. **ESRI Bureau Update**

Toni Smith, EGIS Bureau member, provided an update on the EGIS Benchmark. As of last Thursday, the zoning data is in production. The Bureau found their initial 'work areas' were not feasible to work with; so, they came up with 57 different 'work areas' assigned amongst the Bureau members.

Toni reviewed the workflow process: data is edited, and then sent through quality control by another Bureau member. If further edits are needed, the process starts over. [(This part of the process has not yet been implemented.) If further edits are not needed, the data goes through quality control by the requesting department. If edits are still necessary, the process starts again. If not, edits are approved and posted.]

The Production Question / Change Form was presented, which will enable an audit trail to reference in the future, if needed. The Bureau maintains a Production Progress Map, which they update on a regular basis and plan to post on the SharePoint for others to access. Since going into Production, 10 areas have been edited but 4 areas have been returned to the Bureau for further edits. The rate of progress the Bureau is making has far exceeded expectations.

VIII. <u>**EGIS Technology Update**</u>
The EGIS Technology group is comprised of Mike Dawson, Jason Griffin, and Carol Ginski. Mike demonstrated some of the progress this group has made utilizing the ESRI templates. These reconfigured templates are intended to replace legacy applications. Controls will be in place to maintain the legitimacy of the data. The group is currently working on VM servers; so, they are anxiously awaiting the proposed infrastructure to be installed and operational. Larry Arrington questioned how some of the applications that will require customization will be addressed. ESRI is willing to work with us, if their assistance is needed. Updates to the Countywide Plan, changing the underlying land-use designations, are in progress. In this case, customizations will likely be required. It is inevitable customizations will be requested by departments and we will need to make sure we have controls in place for the handling of these requests. The requesting department may need to submit a Business Case to justify the request. David has been working with SOE previewing an ESRI application off-the-shelf to see if any customizations would be needed. SOE did not see any need for changes to the off-the-shelf application. Larry suggests implementing a plan to review and prioritize these requests to ensure we stay in budget and address needs appropriately. Sally supports completing the needs assessment process in order to determine users' levels of knowledge in addition to their GIS needs.

IX. <u>**Proposed EGIS Technology Infrastructure Review**</u>
David presented and explained the proposed infrastructure (see SharePoint for slides). Data Guard ensures replication of the Production environment in the Disaster Recovery environment. Sally inquired about the new Public Safety Building (PSB) and if this data will be replicated there. The answer depends on how long it takes to construct the PSB in comparison to completing the build of this infrastructure, estimated to take 3 years start to finish. The budget cost summary at this time is $120,186.31 but this cost fluctuates as the vendor's prices change. This cost summary is about $10K over the initial budgeted cost; however, other budgeted items have come in under initial estimates, keeping the budget for the project on track. David is requesting the Committee to approve funding not to exceed $130K for this infrastructure. Jim asked how the over budget $10K for infrastructure impacts the initial approved budget? The BTS Board previously approved flexibility with the funding. Pam mentioned the $90K in the budget to refly obliques; reflying these images is no longer necessary, which means this $90K is now available for other components of this project. Jim made a motion to approve $130K maximum for infrastructure. Sally seconded his motion, with all in favor.

X. <u>**Proposed ESRI Enterprise License Agreement Update**</u>
There are 6 formal agreement documents Dennis Long and ESRI are in the process of finalizing. These documents are very complex. We are asking ESRI to accommodate several changes: (1) ESRI's ELAs are typically limited to 3 years; but, we would like an optional 4th year added. ESRI has agreed to allow us to extend the ELA as is into the 4th year, if necessary. (2) ESRI only sells the software to the BCC departments within the County; however, we would like them to include other agencies, like the Tax Collector, Property Appraiser, Planning, etc., and the public. ESRI has complied. Larry asked if the Fire Districts are included; Pam said they are. (3) We have requested municipalities' be included in ability to access the ELA. ESRI, at first, thought it was a good idea; however, ESRI would like to streamline the administration with one invoice from ESRI to the County and the County follows through with billing

others for their access. We have reached an informal compromise. Some municipalities already have an ELA with ESRI, in which they would keep. Other municipalities would be able to use the County's ESRI ArcGIS Server licenses at no cost to them as long as the municipalities abide by the County's stipulations and as long as the County does not bill them for the use and would host the licenses and infrastructure.

David presented a slide of all ESRI licenses that will be included in the ELA. One license, the Data Review license, was missing and will be added to the list.

Enterprise Advantage Program – This program will be included in addition to the ELA and provides us advanced level support where we would have training available for us to take advantage of, ESRI assistance during a disaster recovery situation, and access to an ESRI consultant, as needed.

The estimated cost for this ELA per year is $350-400K. The BTS Board approved the agreement to proceed straight to the BCC Board for approval once the agreement is finalized by Dennis Long, David James, and ESRI, as long as the total EGIS budget previously approved is not exceeded due to the final pricing of this ELA. David would like direction on how to proceed once it is finalized but before going to the BCC Board. Capt. Main would like to review the ELA before it goes to the BCC Board. Dennis guesses the ELA would be ready for our review in about a week. David would like to distribute the ELA via email to the Committee for review. A week later, a special meeting will be scheduled to review and discuss this ELA. Dennis will be invited to attend this meeting. David mentioned working with ESRI has been going well. They have been patient but David did make a commitment to have the ELA completed and approved by the BCC Board by the BCC Board's March meeting.

XI.   **Open Discussion**
During the January meeting, Larry brought up for discussion an idea to develop a few workshops/training classes around communication of ESRI, Maximo, and Oracle tools. These workshops are being scheduled as a 2-day event in March – the 1st day will be an educational event with ESRI, Maximo, and Oracle representatives presenting their products and how they can all work together; the 2nd day will be in the Collaborative Lab in hopes to pull all the possibilities together into something that will work for all the stakeholders. 50-60 people will be invited to attend. If invitees are not able to attend, they will be requested to send a delegate. A constraint is the Maximo Upgrade project, which we want to make sure we don't impact. Larry found many levels of knowledge of these products and a great interest in learning more as he was in communications with others. The BTS Board, Bob LaSala, and Pam Dubov support this initiative. After completing these workshops, we will need to address how we communicate the Vision.

Pam's presentation to the BCC Board on January 10th went very well. The Board is very supportive of the initiative.

Sally participated in a conference call with the RNC last week. The RNC is pulling together a spreadsheet of available resources to determine where gaps are. The Bureau will likely receive requests from the RNC for data, which will tap into the legacy data system. Sally and Capt. Main will keep the Committee updated on the RNC's progress.

XII.   **Adjournment**
This meeting adjourned at 2:48 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	ongoing
Research Google Maps as an option for Street Level Imagery	Pam Dubov	11/2/11	ongoing
Review EGIS Infrastructure	David James Capt. Main	1/20/12	completed
Meet with Pam to discuss Maximo	David James		completed
Meet to discuss EGIS Strategic Plan	Paul Alexander David James Jason Malpass Charlie Dye	2/12/12	ongoing
Add Sally Bishop to list of Committee members on SharePoint and update Larry Arrington as Vice Chair	Becky Reed	2/10/12	completed
Distribute finalized ELA to Committee members via email for review and schedule a special meeting for discussion	David James		ongoing