Minutes

Enterprise GIS Steering Committee		
4.5.2012	1:35pm – 2:40pm	Annex 3rd Floor CR330
Chair	Pam Dubov, Property Appraiser's Office	
Vice Chair	Larry Arrington, Planning (not present)	
Facilitator	David James, Business Technology Services	
Note taker	Becky Reed, Business Technology Services	
Attendees	Voting Committee Members Sally Bishop, Emergency Management Marc Gillette, Supervisor of Elections, representing Rick Becker Jim Main, Sheriff David Walker, Planning, representing Larry Arrington Guests Mike Dawson, Business Technology Services Charlie Dye, Property Appraiser's Office Carol Ginski, Business Technology Services Jason Graziano, Business Technology Services Jason Griffin, Business Technology Services Michael Schoderbock, Planning Toni Smith, EGIS Bureau	

Agenda	1. Approval of February 2, 2012 meeting minutes.
	2. Standing Reports:
	    a. EGIS Bureau update
	    b. EGIS Technology update
	3. EGIS Enterprise License Agreement update
	4. New Business / Open Discussion	

Agenda Items

Approval of February 2, 2012 meeting minutes	
Presenter	Pam Dubov
Discussion	No changes to the minutes.
Conclusions	Motion made by Jim Main to approve the minutes, seconded by Sally Bishop with all in favor.

Standing Report – EGIS Bureau update	
Presenter	Toni Smith
Discussion	The EGIS Bureau is now tracking their work in the BTS Ticketing System. To submit a request for work, contact the Bureau by calling 582-EGIS. They will create a Request ticket, which will send the Request ticket number in an email to the Requestor. The assigned Bureau staff member will update the ticket as work progresses. Draft standards have been developed on roles, responsibilities, data, etc. A Bureau web page is in development. Update on Planning Dept. data – As of the end of February, some data has been through the cleanup process. The Bureau is waiting on feedback from Planning before moving forward with this data. Some areas are still in the data cleanup process. Other Bureau work in progress - Fiber Optics map for BTS; Payments Received map for Tax Collector; and, other mapping work for the Planning Dept.
Action Items	N/A

Minutes

Standing Report – EGIS Technology update	
Presenter	David James
Discussion	EGIS Infrastructure Hardware – During our February 2012 meeting, the Committee approved $130K for procurement of EGIS infrastructure hardware. 16 servers were purchased, received, and are in the process of configuration. Currently under budget (refurbished an OPUS server, which avoided the cost of 1 server).

ESRI ArcGIS Online – ArcGIS Online is a cloud-based ESRI hosted GIS Service with the purpose of storing and sharing data. This software is currently available in a Consumer version, as well as an Organization version. The Organization version is in the beta testing stage. David played a video to demonstrate the software; the video is available on the ESRI ArcGIS Online website.

David is seeking approval to join the beta testing process in order to test and assess the Organization version. There is no limit on the number of testers; but, there is a limit on the amount of data to test. There is no cost to be part of the beta test; but, we must provide them feedback and report bugs as we test. The Terms and Conditions will be reviewed by the County Attorney's Office. Capt. Main made a motion to form a group of users for beta testing; Marc Gillette seconded the motion, with all in favor. There have been several GIS staff using the Consumer level product, which is very similar to the Organization level product. We will pull together a group of 12: Sally Bishop, Michael Schoderbock, Jim Main, a PAO staff member, the EGIS Bureau, and BTS EGIS tech staff. Keep in mind any data tested in the beta program will likely be deleted at the end of testing and will not be retrievable.

Sally questioned where EGIS is moving from and to. Currently, the County's GIS is a legacy system in Map Guide, moving to ArcGIS.

How do we educate County staff of the GIS capabilities and availability? Larry is committed to communicate this information countywide. |
| Action Items | **David James – Send the Committee the ArcGIS Online video link.**
David James – Reach out to Planning, DEI, Economic Development, and SOE to get list of names to participate in the beta test. |

EGIS Enterprise License Agreement update	
Presenter	David James
Discussion	ESRI has made some significant concessions for us in this ELA, ones they have never done with any of their other customers before. They are committed to a long term, strategic partnership with us. They would also like to use us as a showcase to demonstrate how a large organization can be successful.

The ELA and MLA documents are currently in the final review process with Dennis Long followed by BTS, and the BCC contract approval circulation.

The ELA is a 4-year contract with unlimited deployment of software, which at the end of the contract, all software attained will be ours indefinitely. Any software involving 3rd-party vendors will not be included in the ELA but could be made available at a discount. The ELA also includes maintenance, training, consulting, 10 free annual conference registrations, and premium support. If we were to predict the quantity of software we would attain over the 4 year period, the value would be ~$2M. The software will be available to all County government departments. Other County agencies and municipalities will have unlimited use of County-hosted web GIS services; but, some of the services we might provide to municipalities around this service availability can be charged back. Some products will be available at a preset discounted rate. Total ELA cost $1.872M; recurring years 5 and 6 at $295K; recurring years 7-10 capped at 4%.

Next Steps – formalize Terms and Conditions with ESRI; complete review process 4/9 and 4/10; present to BCC for approval 4/24. |
| Action Items | N/A |

Minutes

New Business / Open Discussion	
Presenter	Pam Dubov
Discussion	It has been almost a year since EGIS and the EGIS Bureau has been in progress with David and Charlie managing the process. It is becoming overwhelming for both of them. We need to begin the process to bring in an EGIS manager to release David and Charlie from the managerial responsibilities of the EGIS Bureau. We also need to establish an EGIS Bureau Team Leader and are interested in promoting Toni Smith into this position. Pam asked the Committee if they had any concerns moving Toni into this role. No concerns were voiced.
Action Items	**Email concerns to David James re: Toni Smith moving into the Team Leader role.**
Presenter	David Walker
Discussion	Adam Carnow, ESRI, will be doing a demo next Tuesday, 4/10, at 2:30pm in Planning. Demo subject: Local Government Gallery and Community Analyst module. Adam will also be doing a demo 9am that morning in PAO. Demo subject: Land Records for local government.
Action Items	N/A