

# Minutes

| Enterprise GIS Steering Committee |   |                                   |
|-----------------------------------|---|-----------------------------------|
| 6.7.2012                          | 1:31pm – 3:38pm   | Annex 3 <sup>rd</sup> Floor CR330 |
| Chair                             | Pam Dubov, Property Appraiser's Office  |                                   |
| Vice Chair                        | Larry Arrington, Planning   |                                   |
| Facilitator                       | David James, Business Technology Services   |                                   |
| Note taker                        | Becky Reed, Business Technology Services  |                                   |
| Attendees                         | <p><u>Voting Committee Members</u><br/> Sally Bishop, Emergency Management<br/> Kristin Preston, representing Jim Main</p> <p><u>Guests</u><br/> Mike Alband, Business Technology Services<br/> Paul Alexander, Business Technology Services<br/> Mike Dawson, Business Technology Services<br/> Charlie Dye, Property Appraiser's Office<br/> Carl Erickson, Public Safety Services<br/> Tom Fredrick, Business Technology Services<br/> Carol Ginski, Business Technology Services<br/> Jason Graziano, Business Technology Services<br/> Jason Griffin, Business Technology Services<br/> Elizabeth Hubbert, DEI<br/> Jason Malpass, Business Technology Services<br/> Michael Schoderbock, Pinellas Planning Council<br/> Toni Smith, Business Technology Services<br/> Larry Solien, DEI<br/> David Walker, Planning</p> |                                   |
| Agenda                            | <ol style="list-style-type: none"> <li>1. Approval of April 5, 2012 and May 3, 2012 meeting minutes</li> <li>2. Standing Reports: <ol style="list-style-type: none"> <li>a. EGIS Bureau update</li> <li>b. EGIS Technology update</li> </ol> </li> <li>3. EGIS Deployment Strategy</li> <li>4. New Business / Open Discussion</li> </ol>  |                                   |

## Agenda Items

| Approval of minutes from April 5, 2012 and May 3, 2012 meetings |  |
|---|--|
| Presenter   | David James  |
| Discussion  | No changes to either set of minutes.   |
| Conclusions   | David made a motion to approve both sets of minutes. Sally seconded his motion, with all in favor. |

# Minutes

| Standing Report – EGIS Bureau update  |   |          |
|---|---|----------|
| Presenter   | David James / Toni Smith  |          |
| Discussion  | <p>David presented a report to show the status of the datasets the Bureau has been working on. All the datasets are owned by the Planning Department. Datasets requiring cleanup go through editing and QA by the Bureau before moving on to Planning for review and approval to publish. The Zoning dataset is currently in Planning for review and approval.</p> <p>Pam expressed concern about publishing data that has not been reviewed first. David thinks maybe a disclaimer will limit the County's liability of the Public's use of the data, not that we would not be publishing as accurate data as possible. Larry agrees with this being a dilemma. Paul expressed the importance of the data and its reliability. He feels the only data to be published should be current, reliable, and accurate. Pam would rather have the data delayed then to publish outdated data.</p> <p>Sally is not clear on the difference between posting the data and publishing it. The new data after Bureau changes is only posted for access by the Bureau and the data owners. Publishing it makes it available to the public. Sally supports not publishing the data until it is edited and accurate. Pam thinks maybe there should be a 2-step process: internal then external publication process. David suggested this conversation be tabled until we get closer to publishing the first dataset.</p> <p>Current Bureau Projects:</p> <ol style="list-style-type: none"><li>1. Adjust County Outline (working with Planning and using Pictometry in some cases) – 50% complete.</li><li>2. Municipal Boundaries (comparing Planning and PAO data to determine which data is correct). Pam suggested we may have to consult the County Attorney to obtain a legal opinion regarding the boundary definitions. Toni has written up a proposal to discuss with David and Pam.</li><li>3. Beta Testing of ArcGIS Online for Organizations (Jason Griffin) – 45 participants were interested; 41 accepted. Invitations have expired. GoToMeeting sessions were held to review the project. Participants have already been creating maps. David presented several of them.</li><li>4. Map branding for EGIS Map products (working with Mike Roiland to develop standards).</li><li>5. Tax Collector interactive map requested by Doug Peat (map to see how people are paying their taxes). Current data is being used to create the map. This will help the Tax Collector with their planning and marketing.</li></ol> |          |
| <p>Pam: Do we have a way to track or catalog how much time each dataset awaits review and approval by the department? Pam's concerned the dataset information will become outdated as it waits for review. Toni said tracking the time is possible. The Bureau is currently working with Planning to reassess the review and approval process in order to speed it up. David noted that because this is the initial assessment, it requires more time; however, future changes will be fewer and not take as much time to review. Larry agrees with Pam's concerns and thinks we need to close any gaps in time.</p> <p>How many Planning staff hours may be needed to work through reviewing and approving edited datasets? David Walker was not able to give an estimate during the meeting; but, he will get an estimate to Pam in the next couple weeks. Michael Schoderbock has gone through this process before. With a multi-step process and 3 people, it took approximately two months. Temporary employees or contractors may be able to work on the front end, then employ the subject matter experts at the back end of data review. The Bureau is currently doing the front end review/edit. Toni said the Bureau is flagging some of the data that looks questionable and asking Planning to review and comment on this data. Jason Griffin offered a few of the Bureau staff to work with Planning, if needed.</p> |   |          |
| Larry: No questions. Comments included in Pam's questions.  |   |          |
| Sally: No questions. Comments included in the Discussion.   |   |          |
| Action Items  | Person Responsible  | Deadline |
| Discuss gaps in review and approval process of dataset modifications with Jason Griffin and the Bureau.   | David James   | 6/22/12  |
| Provide Pam an estimate of hours and an end date for review of Planning datasets.   | David James / David Walker  | 6/22/12  |

# Minutes

| Standing Report – EGIS Technology update |   |
|--|---|
| Presenter                                | David James   |
| Discussion                               | eGIS Data Migration – BTS is working with the data owners, after determining who they are, to make sure the owners are comfortable with the data they are responsible for. Some issues are being addressed: data replication, storm surge/evacuation levels, and address services.  |
| Presenter                                | David James   |
| Discussion                               | eGIS Infrastructure – 18 servers are installed to support the production, testing, and development environments, awaiting software. Disaster Recovery servers will soon be installed at ERB. BTS would ideally like to engage ESRI to support final configuration and testing of equipment and necessary software. A plan for ArcGIS 10.1 deployment is being developed, with the goal of bringing all users to 10.1. |

# Minutes

| EGIS Deployment Strategy   |  |
|--|--|
| Presenter  | David James  |
| Discussion   | <p>We have the infrastructure hardware and software. Now, we need to engage the stakeholders and users.</p> <p>David provided an overview of our <b>current application environment</b>, which includes data duplication and some data that stands alone used only by a single department. MapGuide, ESRI, and Munsys are applications being used. Some servers and applications are no longer supported. Target environment is ESRI ArcGIS Online with unlimited access to their software through the ELA.</p> <p><b>Guiding Principles</b> involve this Committee, stakeholders, and collaboration amongst stakeholders. Be common when possible and different when necessary. Retire legacy applications. Involve users at every stage of the implementation cycle. Optimize ESRI standard products avoiding customization. Implementations subject to IT industry best practices, limited to 12 weeks by utilizing best practices and having the right governance in place. Design applications for mobile access first.</p> <p>Pam and Sally expressed concern about the Design for Mobile First guiding principle. Larry suggested removing it.</p> <p><b>Initial Implementation Proposal:</b> Complete infrastructure by early July with the assistance of ESRI using their EEAP credits (a value of \$10K). Retire MapGuide-based applications and replace with ArcGIS Online for Organizations application (currently in Beta Testing). Migrate legacy data into ESRI data models (BTS is currently working on this). Supplement ArcGIS Online with ESRI desktop tools. Develop and implement user training plan. Larry pointed out the migration from MapGuide to ESRI will be difficult and needs to be approached delicately. David then pointed out that MapGuide is no longer supported by the vendor and, as such, should not be relied upon for extended future use. This migration will be a gradual process. Pam would like to know which MapGuide applications need to be migrated to make it easier for approval (there are currently 29 used by 8 departments). Paul pointed out that approval is for BTS to work with applicable stakeholders to make sure migration will work. Pam is concerned that putting a retire date on MapGuide could create an adverse reaction from users. Larry is concerned about how this migration is approached. We need to ensure sufficient involvement of management and ensure they are aware of the urgency around retiring MapGuide. BDRS, DEI, Animal Services, and Planning all use MapGuide applications. Larry suggested maybe taking a field trip to visit these departments to see what they are using MapGuide for. Anyone can view MapGuide maps via the Intranet <a href="http://bccisweb/gi/">http://bccisweb/gi/</a>. <b>Implementation Plan:</b> Basic citizen-facing web GIS service based on standard ESRI template. Capture business requirements for next implementations. Presented lifecycle flowchart. Intent to engage the users and stakeholders throughout the lifecycle.</p> <p><b>Business Requirements and Justification:</b> Baseline initial implementation, identify further requirements with stakeholders, develop standard requirements and justification process, establish requirements repository, Committee review/prioritization of subsequent implementations.</p> <p>Paul suggests: Approval from this Committee to have ESRI come in to assist with infrastructure configuration and approval from this Committee to engage in a discussion the stakeholders' leadership around MapGuide and migration to ArcGIS.</p> <p><b>Committee Requested Action:</b> Approval to move forward with implementation while involving stakeholders for guidance, guiding principles (Pam thought we already approved these), and EEAP point usage.</p> <p>Pam made a motion for approval. Larry approved and Sally seconded with all in favor. Pam suggests posting this type of information requiring approval on SharePoint before the meeting, possibly even scheduling one-on-one meetings to review the material. Pam thinks a position may be required to oversee this process.</p> |
| Pam: Thinks we need to narrow our focus to what is highest priority now and wants to avoid our Committee being a bottleneck; Sally agrees.   |  |
| Larry: Expressed concern about how this is a linear process yet users will request needs that require more scrutiny, while other requests can be pushed through quickly. He does not want this Committee to be a bottleneck in this process. |  |

# Minutes

Sally: Is concerned about the impact of all these changes, especially since we are all on over-allocated already. Adjustments to the proposed or targeted dates will come as the business relationships are developed and discussions ensue. Awareness and familiarization are keys with an incremental approach and training provided.

| Action Items   | Person Responsible         | Deadline |
|--|----------------------------|----------|
| Provide Pam a list of MapGuide user departments and their applications.                      | David James / Carol Ginski | 6/22/12  |
| Schedule one-on-one meetings for Pam and David to review agenda items prior to each meeting. | Becky Reed                 | 6/22/12  |

Meeting adjourned at 3:38pm. Minutes submitted by Becky Reed.

Note: All 3 presentations can be found on the EGIS SharePoint site under:  
Meeting Minutes / Minutes – 2012 / Presentation Materials – 2012