Minutes

Enterprise GIS Steering Committee		
11.1.2012	1:33pm – 2:36pm	Annex 3rd Floor CR330
Chair	Pam Dubov, Property Appraiser's Office (PAO)	
Vice Chair	Larry Arrington, Planning	
Facilitator	David James, Business Technology Services (BTS)	
Note taker	Becky Reed, BTS	
Attendees	Voting Committee Members Sally Bishop, Emergency Management Jim Main, Sheriff Guests Rob Burnes, DEI Mike Dawson, BTS Charlie Dye, PAO Jason Graziano, BTS Christy Kretschmann, eGIS Bureau Ana Mena, City of Safety Harbor Kristin Preston, Sheriff Michael Schoderbock, Pinellas Planning Council Alan Shellhorn, Planning Penny Simone, DEI Toni Smith, eGIS Bureau Larry Solien, DEI Art Stadlin, BTS	
Agenda	1. Call to Order 2. Approval of September 6, 2012 meeting minutes 3. eGIS Bureau update 4. eGIS Development update 5. eGIS Working Group update 6. ESRI Training review 7. EAM / GIS update 8. Open Discussion 9. Adjournment	

Agenda Items

Approval of minutes from September 6, 2012 meetings	
Presenter	Pam Dubov
Discussion	No changes to the minutes.
Conclusions	Sally Bishop made a motion to approve the minutes. Jim Main seconded his motion, with all in favor.

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eGIS Bureau update	
Presenter	Toni Smith
Discussion	Toni summarized the status report, which is posted on the SharePoint site. Planning and the Bureau have accomplished a lot of work over the last 2 months. Planning is in the process of reviewing some data now. The Bureau is working on Future Land Use data and will meet with Planning next week. The Bureau and Carol Ginski have been working on Economic Development data. Mike Dawson is working on MPO data and the Bureau will be reviewing that data as soon as Mike is finished. Public Safety Services legacy data has been converted into the new environment and will soon be reviewed by the Bureau with PSS for cleanup. A new request from Communications for a Watershed Map has been received.
	Pam asked Toni if the Bureau has had enough or too much data to work and the workload of resources. At this point, the Bureau is breaking even. As more requests come in, resources may get strained and a backlog may build.

eGIS Development update	
Presenter	Mike Dawson
Discussion	Q3 2012 Release was implemented on October 7th, and included 2 applications: PAIRS and Election Polling Places. The Election Polling Places application will not go live in time for the upcoming election due to conflicts the Supervisor of Elections has encountered.
	ArcGIS 10.1 Zen Bundles should be released in the next week or so.
	CADD users are waiting on an ArcGIS tool.

eGIS Working Group update	
Presenter	Jason Graziano
Discussion	The Working Group met on October 30th. Discussions focused on the following:
	1. Q4 2012 Release contents:
	a. Tax Parcel Viewer (PAO)
	b. Bike and Trails Viewer (MPO)
	c. Aerial Image Services for 2011 (All)
	d. 1-2 Years Aerial Images (All)
	e. Infrastructure Load Test (All)
	2. Legacy Data Migration Project
	a. 300 layers of data that have to be migrated, some dependant on each other
	b. Planning and MapGuide data
	3. Requirements Gathering Process
	a. A process that runs parallel to releases and defines requirements and releases
	b. Priorities at this time are the replacement of the legacy MapGuide and Q1 2013 Release
	c. Q1 2013 Release contents will be determined as Requirements Gathering begins in November and will be presented for approval at this committee's December meeting.
	4. Next Steps:
	a. Execute Q4 2012 Release
	b. Initial prioritization methodology
	c. Refine requirements gathering process
	d. Prepare Q1 2013 release recommendations
Conclusions	Larry made a motion to approve the Q4 2012 Release definition. Sally seconded his motion, with all in favor.
	Sally made a motion to approve the Legacy Data Migration Project as a stand-alone project. Larry seconded her motion, with all in favor.
	Sally made a motion to approve the legacy MapGuide replacement and Q1 2013 Release as the priorities for requirements gathering. Larry seconded her motion, with all in favor.

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ESRI Training review	
Presenter	Jason Graziano
Discussion	The ELA included 350 training credits over the 4-year term of the ELA. Credits expire when the ELA expires. 40 of these credits have been used are for developer training (not for end-user training), which leaves 310 still available.
	Pam has an urgent need for some of her staff to attend training. She would like to utilize these training credits; but, she is concerned it will appear her office is unfairly and unevenly utilizing these credits.
	While ESRI may suggest training, suggestions need to be reviewed to ensure there is definitely a need.
	Sally suggests pinpointing departments with staff that would need the level of training these credits are intended for. Pam suggests the Working Group develops a process to receive and review training requests, in which the Group will then forward recommendations to this Committee.
	Sally would like to ensure this training availability is communicated.
	There are other local training options, such as USF, outside of our ELA. The County also has SMEs that could provide training for end users.

EAM / GIS update	
Presenter	David James
Discussion	Enterprise Asset Management, EAM, is another major project currently underway. Maximo is the software. It has been realized GIS needs should be incorporated into this project. BTS is currently collaborating with the EAM vendor, Starboard Consulting, and ESRI.

New Business / Open Discussion	
Item #1	Michael Schoderbock thanked Jason Graziano and David James for attending recent meetings.
Item #2	David is working with Bob Peacock on Street Light inventory in Safety Harbor.
Item #3	Pam mentioned her office has been working with a consultant reviewing their internal GIS processes, which has highlighted some issues that need to be addressed. One item relates to Aerial Images. Has Damage Assessment software been reviewed in order to replace our current database? Sally has recently received an email from Purchasing to move forward with the purchase of IDAM software for Damage Assessment; however, Sally does not see the need to invest a large chunk of money in something we do not use a lot. An ESRI-based product called GEOCOVE is also an option; however, Pam attended a demo in which she observed damage assessments would not be an easy process with this application. Pam did not see a solution in the demo presented.
Item #4	Pam has a project she would like to request the Bureau's assistance to complete. The Bureau has a process for receiving new work requests, which are reviewed and prioritized by Toni Smith. Pam will submit her project details to the Bureau for review.

Action Items	Person Responsible	Deadline
Develop a plan for the replacement of the existing Damage Assessment application.	**David James / Jason Graziano / Sally Bishop**	**1/3/13**