

Minutes

Enterprise GIS Steering Committee		
12.6.2012	1:30pm – 2:36pm	Annex 3 rd 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	<p><u>Voting Committee Members</u> Sally Bishop, Emergency Management Jim Main, Sheriff</p> <p><u>Guests</u> Mike Dawson, BTS Charlie Dye, PAO Jason Graziano, BTS Christy Kretschmann, eGIS Bureau Evan Mosby, ESRI Kristy Preston, Sheriff Toni Smith, eGIS Bureau Larry Solien, DEI Art Stadlin, BTS</p>	
Agenda	<ol style="list-style-type: none"> 1. Call to Order 2. Approval of November 1, 2012 meeting minutes 3. eGIS Bureau update 4. eGIS Development update 5. eGIS Working Group update 6. EAM / GIS update 7. Review of 2012 eGIS Accomplishments 8. Open Discussion 9. Adjournment 	

Agenda Items

Approval of minutes from November 1, 2012 meetings	
Presenter	Pam Dubov
Discussion	No changes to the minutes.
Conclusions	David James made a motion to approve the minutes. Sally Bishop seconded his motion, with all in favor.

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eGIS Bureau update	
Presenter	Toni Smith
Discussion	<p>The Monthly Status Report has a new format, which now includes other work the Bureau is focusing on (Economic Development, MPO, PSS, and Emergency Management). Some of the Planning data has been forwarded to Planning for review but resources have not been available. Carol Ginski has completed migration of the base data and is now working on migrating PSS and Emergency Management data.</p> <p>Toni explained that the Legacy Dataset Migration Process flowchart was created with the help of Art Stadlin, Project Manager.</p> <p>End of 2012 projects: Future Land Use, MPO Bike/Trail, and Annexation Workflow.</p> <p>Beginning of 2013 projects: PSS, Emergency Management, Existing Land Use, Department Workflow Processes, etc.</p> <p>Presented the Watershed Boundaries map, which was used during a previous eTownHall meeting.</p> <p>The presentation materials are posted on the eGIS SharePoint site.</p>
Comments	Pam added a comment about Planning's resources. Their workload has increased and could possibly continue increasing, depending on the economy and housing market. The Bureau will provide assistance to move their review/approval forward.

eGIS Development update	
Presenter	Mike Dawson
Discussion	<p>Evan Mosby, ESRI, and Mike Dawson are working on testing the infrastructure and development. A no-cost configuration change has been tested and resulted in substantial performance improvement; therefore, the change will be implemented. Test servers can be configured to provide additional resources if the Production servers are overtaxed and performance becomes degraded. The final report of testing results will be forwarded to the Committee once it's compiled.</p> <p>Legacy Data Migration Project update (continuance of Toni Smith's update above):</p> <ul style="list-style-type: none"> Legacy data clean-up will be deferred, due to Planning resources, until after publishing the data in eGIS. Publishing is either from legacy to the new database or to the public. We are currently in limbo between two databases. Jason would just like to move the legacy data into the new database, then continue cleanup in the new database. In the new database, the data that still needs to be cleaned up will just be available for access by the data owner, the Bureau, and BTS. Pam is concerned this will cause a problem because some data will be old in the new database. Before any of the old data is published to the public, it would be cleaned up and approved by the data owner. David pointed out that ESRI has a Data Dictionary, which tracks and classifies the cycles of data. Classifications (bronze, silver, gold) are designated by the data owner to indicate the quality of the data. This classification could be displayed in the Map legend. Pam and other Committee members support moving forward in this direction. A project plan is being finalized and will seek the Working Group's approval. This plan includes finalizing prioritization, developing a schedule to drive/track progress, and resources. Q4 2012 Release: Tax Parcel Viewer (configuration has been pushed to Q1 2013 Release), Bike and Trails Viewer, Aerial Image Services, 1-2 years Aerial Images (de-scoped), Infrastructure Load Test.

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eGIS Working Group update	
Presenter	Jason Graziano
Discussion	<p>The Working Group's first meeting was October 30th. The series of three webinars has been underway since early November. The last webinar is scheduled for December 20th. All webinars have been well attended, with representatives from all stakeholders. The stakeholders are becoming very involved.</p> <p>Q1 2013 Release Candidates, as a result of the webinar series, include: Tax Parcel Viewer, PCSO Vehicle Locator, Building Footprints, Elections Polling Places update, Tax Collector data mapping, Community Map, Airport data layers, and migration of Pinellas Planning Council data layers to eGIS. So far, approximately 60 requests have been received by the Working Group for review and prioritization. Recommend approval for the Working Group to use the candidate list to form the Q1 2013 release definition (much smaller than the candidate list) and start work on January 2nd. The release definition will be reviewed January 10th by this Committee.</p> <p>Pam suggests that the Working Group take a closer look at the Building Footprints and the required work it would take to make it ready for release by March 2013. A deeper look may reveal significant work, which would possibly make the March release impossible.</p> <p>Sally expressed a concern about the lack of including the replication of legacy applications in the schedule. Sally was under the impression these applications would be replicated in the early stages of this project. Even if just to review and assess if the applications actually need to be replicated. Reviewing these legacy applications is still a priority while moving forward with the current releases.</p> <p>The Working Group is representing all stakeholders and is responsible for reviewing the new requests and the current resources to prioritize the work and best utilize the resources available. Pam pointed out that in a previous eGIS Steering Committee meeting, it was decided more technical review of the legacy systems was required and beyond the scope of this Committee. Pam supports Sally's suggestion to put more focus on the legacy applications.</p> <p>Next Steps include:</p> <ul style="list-style-type: none"> Initiating analysis for Legacy MapGuide evolution, which will be December through February. Art and Christy are already starting to survey the stakeholders to find out what legacy applications they use and how they use them. Jason is expecting significant progress by the end of January. The team would like to push the Legacy Data Migration to the new system quickly. Pam asked, with the dwindling GIS resources, if there is a way to evenly put focus on the Legacy data migration while working on the quarterly releases. For the needs and requirements analysis, there will be a need to pull a couple GIS resources from the releases to the Legacy Data Migration. Art believes the resources can be balanced accordingly in order to move forward with the Legacy Data Migration. Pam and Sally are both concerned and would like the primary focus shifted to migrating the legacy data. Go-live for Q4 2012 release is January 9th. <p>Reviewed the timeline dated September 6th to provide a status of defined deadlines.</p> <p>Reviewed the timeline dated December 6th to provide deadlines moving forward. Q1 2013 go-live is end of March, while Q2 2013 release is the beginning of April. Pam pointed out that if the need to increase time between go-live deadlines and release start deadlines arises, she approves the delay of deadlines.</p> <p>EGIS Newsletter draft will be presented at the January 10th meeting.</p>
Conclusions	<p>The Committee approved to move forward with the formation of the Q1 2013 candidate list (to include only essential items with an emphasis and higher priority on the Legacy MapGuide retirement) while allowing resources to also focus significant time on the analysis of the legacy data migration.</p>

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EAM / GIS update	
Presenter	David James
Discussion	<p>EAM (Enterprise Asset Management) is another major enterprise-wide project underway. During the Discovery Phase of this project, the need to incorporate migration of legacy GIS data was realized. An EAM / GIS Change Order is now in contract review with the goal of approval during the January 15th BCC Board meeting. The cost is \$193K, funded by the EAM project.</p> <p>The legacy GIS data mentioned only applies to assets in the EAM project.</p>

Review of 2012 eGIS Accomplishments	
Presenter	David James
Discussion	<p>Highlights include the Enterprise License Agreement, data migration, new data layers, new applications in production, ArcGIS Desktop 10.1 available for deployment, ArcGIS Online Pilot, and the EAM / GIS Change Order.</p>

New Business / Open Discussion		
Item #1	Tom Fredrick is reviewing applications and will soon hold interviews for his vacant GIS Developer position. Pam would like to know if Tom finds any stellar candidates for the developer position.	
Item #2	PSS (911) is looking for a vehicle routing data application. Some preliminary research has found Nokia and Tom-Tom. Tom-Tom looks more promising and is more cost-effective (\$8500 per year). Funding has not yet been determined though some funding from the eGIS project (for Pictometry images) has not been spent and could be used to fund this purchase. Charlie pointed out some of this Pictometry earmarked funding may be needed in 2014. Sally thinks 911 is able to use some of their funding for this initial purchase. Pam would prefer we do not use the eGIS funding. David will go back to PSS and ask if they will fund the first year and, because it is an enterprise solution, suggest adding it to next year's eGIS budget.	
Item #3	ESRI Annual User Conference registration is now open. David has received several nominations and expects to receive more. The Committee will need to review the nominations and determine who should attend, using the 10 free registrations.	
Item #4	City of St. Petersburg, Gulfport, Oldsmar, and Tarpon Springs have inquired about eGIS.	
Action Items		Deadline
Contact Bruce Moeller, PSS Director, to discuss vehicle routing data application first year purchase funding.		1/10/13