

# Minutes

Enterprise GIS Steering Committee		
1.10.2013	1:31pm – 2:54pm	Annex 3 <sup>rd</sup> Floor CR330
Chair	Pam Dubov, Property Appraiser's Office (PAO)	
Vice Chair	Larry Arrington, Planning (not in attendance)	
Facilitator	David James, Business Technology Services (BTS)	
Note taker	Becky Reed, BTS	
Attendees	<p><u>Voting Committee Members</u>  Sally Bishop, Emergency Management (EMA)  Marc Gillette, Supervisor of Elections (SOE)  David Scott, Department of Environment and Infrastructure (DEI)</p> <p><u>Guests</u>  Mike Dawson, BTS  Charlie Dye, PAO  Jason Graziano, BTS  Christy Kretschmann, eGIS Bureau  Ana Mena, City of Safety Harbor  Mike Roiland, BTS  Alan Shellhorn, Planning  Penny Simone, DEI  Heather Smith, BTS  Toni Smith, eGIS Bureau  Art Stadlin, BTS</p>	
Agenda	<ol style="list-style-type: none"> <li>1. Call to Order</li> <li>2. Approval of December 6, 2012 meeting minutes</li> <li>3. eGIS Bureau update</li> <li>4. eGIS Development update</li> <li>5. eGIS Working Group update</li> <li>6. Google Maps utilization review</li> <li>7. Open Discussion</li> <li>8. Adjournment</li> </ol>	

## Agenda Items

Approval of minutes from December 6, 2012 meetings	
<b>Presenter</b>	Pam Dubov
<b>Discussion</b>	No changes to the minutes.
<b>Conclusions</b>	<p>Pam Dubov made a motion to approve the minutes. David Scott approved, Sally Bishop seconded, with all in favor.</p> <p>Pam welcomed David Scott to the Committee and briefed him on the history of this project as the meeting progressed.</p>

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eGIS Bureau update	
<b>Presenter</b>	Toni Smith
<b>Discussion</b>	<p>Planning has reviewed and approved 5 more datasets, now ready to be published. They have the last 4 datasets to review. Planning and Public Safety Services are discussing the Fire Districts dataset. The Municipal Boundaries dataset is being reviewed by Alan Shellhorn.</p> <p>The Metropolitan Planning Organization (MPO) Bikes and Trails application data was not reviewed by the Bureau before it was recently moved into Production; however, the MPO would now like the Bureau to review it and clean it up.</p> <p>EMA datasets have been copied from MapGuide to ESRI and are in the process of validation.</p> <p>David James added that the Community Maps agreement with ESRI has been signed. Progress is being made to publish these maps.</p>
<b>Comments</b>	<p>The SOE has a dataset of jurisdictions that may be eligible for migration. Pam encouraged Marc to submit a request to the Working Group for consideration.</p> <p>Sally pointed out that some of the EMA datasets actually belong to other departments.</p>

eGIS Development update	
<b>Presenter</b>	Jason Graziano / Mike Dawson
<b>Discussion</b>	<p>2012 Q4 Go-Live was completed 1/9/13, with the exception of: (1) Configure Tax Parcel Viewer and (2) 1-2 Years Aerial Images.</p> <p>Aerial Image Services for 2011 are in the NAD83 and NAD27 formats.</p> <p>The Infrastructure Load Test final report has not been received from ESRI yet. The Test did find that our infrastructure can handle 420K hits per hour externally, as well as the same internally.</p> <p>ArcGIS 10.1 has been released and is currently on 15 desktop units. Requests for installs are received and completed by the BTS CSC. Contact the CSC at 453-HELP, if you would like to have it installed on your desktop.</p> <p>Mike provided a demo of the MPO Bikes and Trails application. It is in production; however, it is not available to the public until the MPO puts the link on their website. Pam would like the designation of unincorporated areas added. Mike will discuss this with the MPO.</p> <p>Jason reviewed the Legacy Data Migration Project status. The team was due to bring a Legacy Data Migration project schedule to the eGIS Steering Committee at this meeting; but, the schedule was not completed in time due to a resource constraint. This is a critical dependency for the 2013 Q1 release, as well as to moving forward with any future Legacy MapGuide Retirement effort. The 2013 Q1 Release will include the legacy data migration and publishing of EM, PSS and some base datasets. The remaining legacy datasets will also need to be included in the project schedule. Art noted that there is a very extensive draft of this project schedule already in progress; however, it is not ready to be reviewed with the eGIS Steering Committee. He was able to commit to having iteration 1 of the schedule completed for the datasets required for the 2013 Q1 release by the next eGIS Steering Committee meeting. We will then be able to work on the remainder of the schedule (iteration 2) for all other datasets.</p>
<b>Comments</b>	<p>Pam pointed out that focusing on these smaller applications has allowed technologists and the Bureau to become familiar with the new platform, while cleaning up the larger applications/datasets.</p> <p>Migration of the legacy datasets is high priority. If resourcing becomes an issue, Pam can lead the effort to make appropriate stakeholders aware of the situation and obtain necessary resources. David James noted that project management is absolutely necessary to manage this project; however, Art is currently assigned to a couple high profile projects, which is creating the resource constraint Jason mentioned. David James will discuss this with Paul Alexander and Jim Russell to make them aware of the situation.</p>

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eGIS Working Group update	
<b>Presenter</b>	Jason Graziano
<b>Discussion</b>	<p>Jason reviewed the 2013 Q1 Release candidates, which include:</p> <ul style="list-style-type: none"> <li>#61 Emergency Management MapGuide Retirement (partial), including: <ul style="list-style-type: none"> <li>Legacy Data Migration for EM/PSS data and Base data</li> <li>#61a Hurricane Evacuation Lookup</li> <li>#61b Hurricane Evacuation Lookup (Know Your Zone)</li> </ul> </li> <li>#60 Legacy MapGuide Retirement – Solution Design Only</li> <li>#62 Justice CCMS GIS Interface Prototype (Warrants &amp; Subpoenas)</li> <li>#9a Tax Parcel Viewer (PAO)</li> <li>#57 ArcGIS Online – Research Only</li> <li>#25 Community Map – Initial Set-up Only</li> <li>#27 Configuration Manual – Complete First Edition</li> <li>#40/46 PCSO Vehicle Locator/Warrant Mapping – Security architecture research only</li> </ul> <p>Note that some of the candidates involve only the initial research, with technical deliverables to be addressed in later releases. Jason requested the Committee's approval of the list.</p> <p>Next Steps for the Group:</p> <ul style="list-style-type: none"> <li>• Today is the official start of 2013 Q1 Release, as approved</li> <li>• Create Legacy MapGuide Retirement "gotta-haves" list and solution design</li> <li>• Complete Legacy Data Migration schedule</li> <li>• Develop 2013 Q2 Release recommendation</li> <li>• Decisions/recommendations on how to use remaining training credits. The Working Group has started but not been able to complete discussion on this topic. It is still outstanding.</li> <li>• Attendance to the next ESRI User Conference (10 free passes). Jason has only received 2 or 3 recommendations and DEI is deciding who will attend. Once Jason has the final list of nominees from the Working Group, he will initiate discussion via email to approve the list of recipients for the free passes.</li> </ul> <p>Heather Smith presented a draft version of the first EGIS Newsletter for the Committee's review. Please provide her feedback/changes by the 17<sup>th</sup>. Heather requested the Committee's approval to distribute the newsletter, as well as approval for the Working Group to assume review and approval of future issues.</p>
<b>Comments</b>	<p>Pam suggested all acronyms be spelled out in the newsletter, for the public's benefit. Mike Roiland noted staff names are generally not published for the public to see and also suggested adding the Pinellas County branding. David James would like Heather to discuss web policy for data published externally, as well as branding, with Mike Roiland prior to sending out the newsletter, to ensure standards are met.</p>
<b>Conclusions</b>	<p>Pam made a motion to approve the 2013 Q1 Release candidates list; Sally approved and David James seconded with all in favor.</p> <p>David James made a motion to approve publishing the newsletter issue, once suggested edits are incorporated. Sally approved, David Scott seconded, with all in favor.</p> <p>The committee approves the Working Group assuming the review and approval of future issues of the newsletter.</p>

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Google Maps utilization review	
<b>Presenter</b>	David James / Mike Roiland
<b>Discussion</b>	<p>Google has recently implemented thresholds and notified Mike Roiland that the County is exceeding the maximum threshold. The bulk of the maps are on the PSS website for EMS/Fire active calls, which is primarily utilized by the media, per Sally. Google's pricing is \$.50 per thousand; but, they are willing to work with the County on an agreement. A 24-hour audit report was done on our website, which estimated 20M hits over the last year. At minimum, the agreement would be approximately \$70K annually, which may be worth the expense for reliability. David James has a meeting with PSS Director Bruce Moeller to discuss possibly moving the active calls map into ESRI; though, the transition would take some time. In the meantime, funding for Google may need to be requested from the BCC.</p> <p>Sally made a suggestion. If the bulk of the access is the media, it may be a good idea to consider charging them for their access.</p>

New Business / Open Discussion	
<b>Item #1</b> <b>David James</b>	The ESRI Enterprise License Agreement dispute has been resolved, with the help of the County Attorney. There may be a minor amendment for BCC review and approval.
<b>Item #2</b> <b>Pam Dubov</b>	<p>What is the status of the Project's vacant positions: (1) position in the eGIS Bureau and (1) position in BTS GIS?</p> <ul style="list-style-type: none"><li>• The eGIS Bureau position is in the process of being advertised.</li><li>• The BTS GIS position is in the interviewing stage. Contact Tom Fredrick for further details.</li></ul>
<b>Item #3</b> <b>David James / Charlie Dye</b>	Aerial imagery photos were not taken in December 2012; therefore, it is suggested initiating the process now for SWFWMD to take these photos in December 2013. These flights need to be included in the 2013/14 budget. 6" pixel photos would be ideal. David will confirm the status of \$90K included in the 2011/12 and 2012/13 budgets and noted \$90K will be in the 2013/14 budget as well. David James and Charlie Dye will work with SWFWMD and update the Committee.