

# Minutes

Enterprise GIS Steering Committee		
2.7.2013	1:31pm – 3:03pm	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)  Jim Main, Sheriff  Bob Peacock, Department of Environment and Infrastructure (DEI)</p> <p><u>Guests</u>  Rick Cody, PSS  Mike Dawson, BTS  Charlie Dye, PAO  Neal Fuhler, Clerk  Carol Ginski, BTS  Jason Graziano, BTS  Elizabeth Hubbert, DEI  Sandra Knoebel, Metropolitan Planning Organization (MPO)  Christy Kretschmann, eGIS Bureau  Ana Mena, City of Safety Harbor  Jim Russell, BTS  Michael Schoderbock, Planning  Penny Simone, DEI  Heather Smith, BTS  Toni Smith, eGIS Bureau  Art Stadlin, BTS  Gail Tyburski, Public Safety Services (PSS)  Rick Webster, PSS</p>	
Agenda	<ol style="list-style-type: none"> <li>1. Call to Order</li> <li>2. Approval of January 10, 2013 meeting minutes</li> <li>3. eGIS Enterprise License Agreement update</li> <li>4. ArcGIS for Local Government application demo provided by ESRI</li> <li>5. eGIS Bureau update</li> <li>6. eGIS Development update</li> <li>7. eGIS Working Group update</li> <li>8. Open Discussion</li> <li>9. Adjournment</li> </ol>	

## Agenda Items

Approval of minutes from January 10, 2013 meetings	
<b>Presenter</b>	Pam Dubov
<b>Discussion</b>	No changes to the minutes.
<b>Conclusions</b>	Pam Dubov made a motion to approve the minutes. Approved with all in favor.

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eGIS Enterprise License Agreement update	
<b>Presenter</b>	David James
<b>Discussion</b>	<p>Two amendments have been made to the ELA:</p> <ul style="list-style-type: none"> <li>Amendment #1 – Addition of the ArcGIS Online subscription. This subscription is available to an unlimited number of users, up to 23K annual credits annually. These credits are included in the ELA. This amendment went through the contract review process back in September/October, 2012.</li> <li>Amendment #2 – Clarification of verbiage in the Eligible Agency Acknowledgement Statement of the ELA. This amendment is in the contract review process and should be presented to the Board February 26, 2013.</li> </ul>

eGIS Bureau update	
<b>Presenter</b>	Toni Smith
<b>Discussion</b>	<ul style="list-style-type: none"> <li>The Bureau continues to work with Planning on their remaining datasets. The EMA and MPO datasets (Bike and Trails application) have gone through QA. EMA data is now being reviewed by EMA. The Bureau will meet with the MPO soon to review their data. Once the departments have reviewed and approved, the data will be moved into ArcGIS.</li> <li>The Bureau has an open GIS Data Maintenance &amp; Analysis position, which just posted Sunday, February 3<sup>rd</sup>. So far, 33 applications have been received. Interviews will begin in 7-10 days.</li> <li>There will be an opportunity for County GIS users to gain some hands-on ArcGIS Desktop 10.i editing experience working with Bureau staff near the end of February, for 3-4 weeks. If anyone would like to take advantage of this opportunity, please contact David James and/or Toni Smith.</li> </ul>

eGIS Development update	
<b>Presenter</b>	Pam Dubov / Art Stadlin
<b>Discussion</b>	<ul style="list-style-type: none"> <li>BTS has an open GIS Developer position. The position has been advertised a few weeks. Pam spoke with Tom Fredrick, BTS Manager, to get a status. Per Tom, several applications have been received and reviewed; however, none of the applicants have been a good fit the preferred qualifications. Jim Russell, BTS Interim Director, has spoken to Tom about possibly modifying the position requirements to allow room to train applicants. Pam is willing to work with BTS and possibly speak to Human Resources about reviewing compensations and their assessment of applicants.</li> <li>2012 Q4 Release was completed in January. Lessons Learned, which included Opportunities and Wins, for this release were summarized.</li> <li>2013 Q1 Release is in progress. One of the items, PCSO GIS Security, had to be delayed and is expected to be higher priority in the 2013 Q2 Release.</li> <li>The eGIS Legacy Data Migration Workflow has been created. Steps 1-3 are completed by the GIS developers, the Bureau, and the data owners. After these steps are completed, the validated and approved data is moved into the ESRI Data Vault, with limited editing capabilities in both ESRI and Legacy systems. The data quality is then certified as Bronze, Silver, or Gold. (Standards will be developed for the certifications in the near future.) There will be a point in time when editing of data will strictly be in ESRI; editing of legacy data will be disabled.</li> <li>The “theoretical” Legacy Data Migration Schedule (for Base &amp; Non-DEI Asset Management Data only) was reviewed. Carol Ginski has made significant progress on conversion of datasets. The Bureau then validates and reviews the data with the data owners. Data is then published in the ESRI Data Vault, followed by data cleansing and quality control. If all goes according to this schedule, the Base &amp; EMA Data portion of the migration will be completed by early March.</li> </ul>
<b>Comments</b>	<p>Pam – How soon are legacy applications going to be retired? Legacy data migration is top priority with MapGuide retirement second priority and retirement of Legacy applications third priority. MapGuide needs to be retired as soon as possible due to lack of maintenance support.</p>

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eGIS Working Group update	
<b>Presenter</b>	Jason Graziano
<b>Discussion</b>	<ul style="list-style-type: none"> <li>The ArcGIS Online for Local Government application rollout plan is being drafted. When the plan is finalized and the application is ready to roll out, departments will be notified and users requiring access will be requested.</li> <li>The eGIS Access Agreement between the County and Eligible Agencies draft is in progress, currently in the County Attorney's Office. Once this agreement is finalized, Eligible Agencies will be authorized to access eGIS.</li> <li>The Requirements gathering process for the retirement of MapGuide is in progress to identify how stakeholders use MapGuide and what their requirements are. This will generate a requirements list and solutions design. Deliverables are expected to be included in 2013 Q2 and/or Q3 releases. Deliverables depend on the Legacy Data Migration progress.</li> </ul> <p>Next Steps – A meeting to review draft materials for the MapGuide Retirement Plan is scheduled for February 27<sup>th</sup>, with the final drafts meeting March 19<sup>th</sup>. 2013 Q2 and Q3 releases will then be defined. ESRI demos/consultations are in the process of being scheduled. The use of available training credits is an outstanding item of the Working Group.</p>
<b>Comments</b>	Sally mentioned that the WebEOC project will include Road Closure & Debris Clearing; therefore, ArcGIS Online will not need to focus on this application. Jason Graziano will touch base with the project manager, Linda Morrill, and Doug Blackwell about this application.

New Business / Open Discussion	
<b>Item #1</b> <b>David James</b>	David met with Charlie Dye and Jeff Byrkit earlier today to discuss Aerial Imaging. There are 3 options to obtain these images: State, SWFWMD, and County procurement. The images must be CCNA statute compliant. David would like a member of the County Survey team to be included in the procurement process. Penny said it would either be herself or Charlie Gibson. The committee approves of the Survey team's involvement.
<b>Item #2</b> <b>Marc Gillette</b>	Marc indicated the City of St. Petersburg will soon be redistricting and suggested having a member of the Bureau observe their process during that time. Toni Smith will have a Bureau member work with Marc.