Minutes

Enterprise GIS Steering Committee		
10.3.2013	1:31pm – 3:08pm	Clerk's 4th Floor Conf Room
Chair	Pam Dubov, Property Appraiser's Office (PAO) – not in attendance	
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 (EM) Marc Gillette, Supervisor of Elections (SoE) Bruce Moeller, Public Safety Services (PSS) David Scott, Department of Environment and Infrastructure (DEI) Guests Mike Alband, BTS Mike Dawson, BTS Charlie Dye, PAO Neal Fuhler, Clerk Jason Graziano, BTS Nancy Halvorsen, eGIS Bureau Christy Kretschmann, eGIS Bureau Kristin Preston, Sheriff Penny Simone, DEI Toni Smith, eGIS Bureau Larry Solien, DEI Art Stadlin, BTS David Walker, Planning	
Agenda	1. Call to Order 2. Approval of September meeting minutes 3. Introduction of new Committee Member – Jason Malpass, Sheriff 4. eGIS Bureau update 5. eGIS Development update 6. Aerial Imagery update 7. FEMA Flood update 8. Open Discussion 9. Adjournment	

Agenda Items

Approval of minutes from September meetings	
Presenter	David James
Discussion	No changes.
Conclusions	Bruce made a motion to approve the minutes. Marc seconded his motion. The Committee unanimously approved the minutes.

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Introduction of new Committee Member	
Presenter	David James
Discussion	Jason Malpass is taking David Anderson's place on this Committee. Unfortunately, he was not able to make this meeting.

eGIS Bureau update	
Presenter	Toni Smith / Nancy Halvorsen
Discussion	The Bureau PowerPoint presentation (posted on the SharePoint) included an update of the Wave 1 Data and New Data. Most of the data has been published and certified. Levels of certification (Gold, Silver, and Bronze) are determined by the data stewards. At this point, the Bureau and data stewards have completed 250 datasets out of approximately 400-450 datasets total.
	EMA and MPO data are being edited, working with the data stewards in the process.
	Ongoing projects include:
	• Restructuring Planning datasets for Zoning and Future Land Use
	• Updating school data
	• Conversion of PPC data
	• LaSala map project
	• GIS Day, which is November 20th. Displays will be set up in the Courthouse lobby. Open Houses will be held in the Planning and PPC departments. We may have a booth at USF's GIS Day November 19th.
	New projects include:
	• ArcGIS Online refresher courses
	• Fire District data cleanup
	• Q4 projects (Road Layer Routing Study, Campus Place Finder App, Park Finder App, PSTA data, and FEMA data)
	Wave 2 Legacy Data Migration will consume most of October. The Bureau will be working with Public Works and Environmental data / data stewards, as well as GIS Inc.

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eGIS Development update	
Presenter	Art Stadlin
Discussion	**Q2/Q3 Release** Q2/Q3 Release began April 29th and was completed September 30th. All components of the Release were completed, with the exception of the Community Map Project. The Community Map Project is in review by Esri. Recognition was given to the GIS Developers, eGIS Bureau, and stakeholders for their involvement in completing this release. Sally inquired as to how the Evaluation Level Processing component can be considered 100% complete when there are parcels still outstanding for review. Art spoke to Joe Borries yesterday and confirmed acceptance / completion. Jason noted the logic and development part of the Evacuation Level Processing component is considered complete; however, the parcels and data will continue to be worked on until completed, no matter how long it takes. Sally is concerned the quarterly schedule is being used more as a tool than a guideline and does not allow for new, higher priority projects or more time beyond deadline to complete additional requirements and/or scope creep. David is willing to consider other approaches in place of the quarterly release schedule. Larry emphasized the importance of communication with the user(s) to ensure everyone is on the same page and the requirements and scope are known. Sally emphasized the importance of data migration and the assurance of correct, complete, accurate data. **Q4 Release** Q4 Release began September 30th. Some of the components in this Release are: Storm Surge ITQ planning, Damage Assessment Service, PCU Maps replacement, PCSO Roadmap planning, DEI Development & Testing Environment / DB planning, Legacy Data Migration for EAM Datasets planning, New Data Projects, FEMA NFHL, and the Working Group Demo Session. Sally asked for clarification of the DEI Development & Testing Environment component. Is it, in essence, a Sandbox to allow DEI their own environment to work in? Yes, several organizations have the same environment of their own. If departments have the funding to bring in their own consultants / contractors to expedite their components of the project, it is acceptable as long as they 'go with the grain' and their developments are sustainable and conform to the Esri standards. Sally inquired about performance measures around the scheduling and components of these releases. Jason offered an explanation as to how releases are approached. Resource availability is discussed in order to determine how many hours are necessary for maintaining the production environment and the remainder of the available hours is allocated to release work. Sally was actually questioning how to see what items from previous releases are still being worked on even as a new release is started. Sally would like a summary of outstanding components each time a new release is presented. Art is willing to work with Sally to modify the presentation slides to provide more detail, if necessary. David is considering extending the duration of December's meeting to allow time for presenting all the applications now in the production environment. Art is requesting this Committee's approval to move forward with the Release as recommended by the Working Group September 24th. Bruce made a motion to approve and Marc seconded, with all in favor. **GIS Inc.** GIS Inc. project began August 15th and is currently in week 7 of a 17-week engagement. Stakeholders approved the requirements September 4th. Between then and now, the project was in a Design Freeze while DEI and other stakeholders have been involved in several workshops on legacy data migration requirements. The next stakeholder meeting is October 10th, at which time the Solution Set 1 User Acceptance Testing will be launched.

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Aerial Imagery update	
Presenter	David James / Charlie Dye
Discussion	Aerial Cartographics of America has been awarded the contract for $209K to take aerial and oblique images in December 2013. After initial flight has been completed, Charlie, David James, and Penny will travel to their offices in Orlando to review the images. The final images should be in our hands early 2014 for review and acceptance.

FEMA Flood update	
Presenter	Nancy Halvorsen
Discussion	Nancy has been working with the PAO to study the potential impacts of the implementation of the Biggert-Waters Flood Insurance Reform Act of 2012, which became effective on October 1, 2013. The Biggert-Waters Act removes the federal subsidies on consumers' Flood Insurance policies resulting in immediate rate increases. The FEMA NFHL (National Flood Hazard Layer) Special Flood Hazard Zone data was used along with current parcels to extract potentially affected Single Family Residential properties with a year of construction on or prior to their respective communities' pre-FIRM dates. The Pre-FIRM date, provided by FEMA, is the date when each community accepted their first FIRM (Flood Insurance Rate Map). The demo showed FEMA data and various other data in ArcGIS Desktop. Nancy also presented a demo of the FEMA Single Family Residential Hot Spot Analysis as an internal web map using ArcGIS Online. She also passed around hard copy maps.

New Business / Open Discussion	
Reality of Innovation diagram	David presented a diagram illustrating the continuous improvement cycle and its impact on productivity and resources. He is requesting the Committee's support during the "Reality of Innovation" effect, which occurs while moving from an old, outdated, unsustainable process to a new, current, sustainable process. David also pointed out the importance of investing the effort to stay current on our applications and versioning of our systems. Larry supports what David presented and emphasized the importance of communication. Heather Smith will be key in providing communication to the user community. David suggested Art ensure user involvement is taken into account for their piece(s) of the project(s).
Sunshine Law	Sally asked for a status of this meeting as it pertains to the Sunshine Law. David said Dennis Long's interpretation of the law is that all these meetings (setting policy and direction for the County) should be Sunshine meetings.