

**Enterprise GIS Steering Committee (EGIS)**  
**Meeting Minutes**  
September 2, 2010

**I. Call to Order**

The EGIS Steering Committee meeting was called to order at 1:32 pm on 9/2/2010 in the BTS Conference Room 330, Clearwater Annex building 3<sup>rd</sup> Floor.

**II. Attendance**

Property Appraiser – Pam Dubov, Charlie Dye  
Sheriff’s Office – Jim Main, Kristin Preston  
Public Works and Planning – Pete Yauch, David Walker  
Utilities – Kevin Becotte  
County Administration: Public Safety – James Dates  
BTS – David James

**III. Approval of Minutes from Last Meeting**

The minutes from the July 29, 2010 meeting were approved by James Dates, seconded by Pete Yauch, with all in favor.

**IV. EGIS SharePoint site – Review/Approve**

David walked the committee through the new SharePoint site created by Becky Reed. It is a hosted SharePoint and could eventually be accessed by others outside the County. Announcements of upcoming events (ESRI Community Basemap Workshop and USF GIS Day) are on the site, as well as links to related GIS websites. All related documents discussed in these meetings are available on the site. If we want to create a logo for this committee, we can discuss it at a later time.

**V. EGIS Operating Guidelines – Review/Approve**

David received feedback from Pam and Dennis Long, County Attorney’s Office, on the first draft of this document. This feedback has been consolidated into the latest version, which is available on the SharePoint site. This document defines the purpose of the EGIS committee and describes its role and how it’s intended to operate at a strategic level, making decisions about county GIS systems and initiatives. It also gives an explanation of how EGIS will obtain funding for projects. If the committee approves the latest version of this document, we can release it from draft version, making it a formal living document. James is not ready to give his approval since additional comments had been incorporated just yesterday. Pete pointed out a spelling error in section 4.2 Composition, which David will correct. Pam commented on Section 5 explaining this document ‘presumes we are going down a road that the bureau supports this exists within BTS’. The committee will review the latest version of this document before the next meeting, at which time approval of the document will be discussed.

**VI. EGIS Service Level Agreement – Review/Approve**

David explained this document as a working relationship between this committee and BTS. Section 7.0 provides the responsibilities for this committee and BTS. David received feedback from Pam and Dennis resulting in very few changes to the original draft sent out to the committee members after the July meeting. This SLA is only with BTS. In the future, there may be a separate bureau involved, at which time an SLA document will exist between this committee and the bureau. David made a point there should always be an SLA between this committee and BTS, to provide estimates on projected work, at the least. An example would be if the Sheriff put in a request for a new crime mapping tool on the web and the Committee agreed to move forward with it, BTS would have to provide a ROM (an estimate of work required and the cost to build and implement this new tool). The committee will review the latest version of this document before the next meeting, at which time approval of the document will be discussed.

**Enterprise GIS Steering Committee (EGIS)**  
**Meeting Minutes**  
September 2, 2010

**VII. Aerial Imagery Request for Funding – Review/Approve**

David gave an overview of this document drafted by Greg Carro, BTS Financial Manager. David stressed this document needs to be reviewed and approved by September 10<sup>th</sup> in order to have it placed on the September 16<sup>th</sup> BTS Board agenda. If the BTS Board approves the document and funding, it will go before the BCC at their next meeting on September 21<sup>st</sup>. currently, the estimated cost pending approval is \$167K biannually. This money will be put into a BTS fund only available for use with this committee's approval. Pete asked what the odds are of receiving the grant. Charlie responded the grant status is still up for discussion. SWFWMD told Charlie 'if we don't get [the grant], [SWFWMD] will make it up another way' and that they will 'try' to get the funding. Pete asked what happens if we don't get the grant. Does that mean we won't acquire the 6inch resolution images? The EGIS Committee wanted to ensure that sufficient funds are available in the event that the USGS grant funding was not available. David responded that Greg came up with this estimate based on several discussions with the Office of Management and Budget. The budget request includes 10% contingency. If we want to have more contingency just in case we don't get the USGS grant funding, we can increase the 10%. Per Pam, Pictometry is willing to receive funding annually; but, since this request also involves ortho aerial photography, which is separate, they could not work it out as an annual payment. In general the feeling of the EGIS Committee was that if USGS does not come through with the grant funding, SWFWMD should make up the difference. Charlie stated Pictometry is not approved by USGS for ortho aerial photography, primarily on a quality basis. Pictometry has always had the oblique market; but, they are new in the aerial photography arena. The EGIS Committee requested Charlie Dye to contact SWFWMD to confirm they are willing to assume responsibility for making up the difference if USGS does not approve the grant. Charlie agreed to confirm SWFWMD's position within the next couple days. The consensus of the EGIS Committee was to increase the budget request to \$175,000 to offset the potential loss of the USGS grant funding. Pam had one more change to the draft – substitute Supervisor of Elections for the Tax Collector. Tax Collector does not have use for this imagery. Pam made a motion to approve pending revisions. Pete approved, James seconded, with all in favor.

**VIII. County GIS Data Maintenance Resources - Review**

Pam was listening to replay of a recent budget meeting where Pete was questioned by Commissioner Welch about jobs cut held by people responsible for zoning changes, line work, etc. Commissioner Welch is curious who and how changes to the database, mapping, line work, etc. would be maintain if all these positions are cut. Pam stated the Property Appraiser could put zoning information on website; but, is wondering if we might need to create an Enterprise GIS Services bureau? Funding for an Enterprise GIS Bureau would need to be secured. The Property Appraiser's budget can not consume this task. This bureau would have to be separately funded and would establish a resource pool of skilled mapping staff resources. Lee County has a similar bureau available to support departments across the enterprise. Both Pete and James support this idea. The allocation of resources would be available across projects and departments. James is in favor of the bureau being separate from BTS. The EGIS Committee generally agreed that that it would be important to protect the Bureau from budget reductions. Pam agreed with James. The Property Appraiser has skilled staff; but, they are skilled in limited applications. Pam does not think we should pull all the GIS skilled people from all the departments into one pool but rather keep specialized staff in departments, with multiple application skilled staff in the bureau. The Committee needs to be prepared to align priorities and resources, as well as argue budget cuts and/or designate which projects will be cut to meet budget reductions. David explained how this came about. Bob LaSala picked up on a trend occurring statewide and asked David to do some research on other counties to find out their operations. David found a few counties and municipalities with an Enterprise GIS Services Bureau. David stated that BTS hosts data but doesn't maintain or edit it. BTS is a shared service and knows how to take, track, manage, and report on service requests. BTS could help get this bureau started. Departments would have the choice to use their internal staff or the bureau. Utilities and the Sheriff may not leverage the bureau; but, Public Works may want to, as well as other departments. The County Administrator's Office is committed to reduce GIS technology costs wherever possible; a bureau assists in this initiative. The creation of a GIS Bureau would

**Enterprise GIS Steering Committee (EGIS)**  
**Meeting Minutes**  
September 2, 2010

potentially allow expensive GIS mapping software license costs to be reduced. The bureau should consist of experienced GIS and mapping staff. Pam stated that it would be a good idea if each committee member to create an inventory of their mapping needs, as well as the numbers of staff performing GIS tasks. Also state whether your department's mapping needs are better served by a bureau or a SME within the department. Each committee member is asked to compile this information before the next meeting.

**IX. Strategic Planning Proposal – Review**

David has received each committee member's nominations of staff to be involved in putting together the Committee's Strategic Plan. The objectives, plan, timeline, and final document are all detailed in the proposal available on the SharePoint site. In the short term, David would like to publish an online questionnaire (included in the proposal) and schedule a workshop (possibly for late September/mid October?). BTS uses this approach with Strategic Planning. David asked if this questionnaire should be made available on a wide-scale or sent to each committee member to forward on to specific staff they choose. Pam asked how this information would reach the Clerk or Tax Collector since they are not on this committee. Pete suggested disseminating the questionnaire to all directors to make sure all departments are reached. David will revise the questions to ensure that confusing GIS terminology is removed. A draft version of the questionnaire will be forwarded to EGIS committee members for review and approval. ESRI has offered to help with workshop, providing a SME or two. David asked if we, as a committee, are comfortable with [ESRI] helping. If Joe Lauro, Purchasing, is aware and approves of ESRI's involvement, James is good with it. The document provides the target audience for the questionnaire and workshop – BCC, Utilities, Public Works, Planning, Public Safety Services, Emergency Management, and Economic Development. Are there any other departments to target? James suggested Animal Services, Building Development/Review Services, Health and Human Services, Justice and Consumer Services should also be invited. Pam wants to make sure all agencies represented on the BTS Board are involved – Property Appraiser, Supervisor of Elections, etc. Pete asked about municipalities, if they should be involved. David said Tarpon Springs, who currently has no mapping capabilities, and Safety Harbor have both shown interested. Pam suggested Clearwater. David would like to get the questionnaire out within the next few days, with the workshop to following shortly after receiving and compiling responses. Pam stated late September is too soon with budget workshops and meetings, which could go into October. Trim notices also go out in early/mid October. Late October would definitely be better for the workshop. David said the end result would be similar to the BTS Strategic Plan document, except it would be specifically geared to GIS. David will explain the document as we step through drafting it.

**X. Open Discussion**

Right now, we are getting our committee and documentation organized. Once that part of the process is completed, we can move on and start to formulate an effective plan of action. Pam would really like Bob LaSala invited to the workshop. Also, James suggested we reach out to cities through the City Managers group, chaired by Bill Horne, via Bob LaSala. Pam recalls they were really interested. Pete asked if there a 10 minute training/intro video on GIS basics we could use to kick off the workshop. If the video is available through ESRI, make sure Joe Lauro approves before utilizing it.

**XI. Adjournment**

The meeting was adjourned at 2:24pm.

Minutes taken and submitted by Becky Reed.

**Enterprise GIS Steering Committee (EGIS)**  
**Meeting Minutes**  
September 2, 2010

**Action Items from September, 2010 meeting**

<b>Action Item Number</b>	<b>Description</b>	<b>Assigned To</b>
20100902-A	Review latest version (v 03) of EGIS Operating Guidelines	All members
20100902-B	Review latest version (v 02) of EGIS Service Level Agreement	All members
20100902-C	Revise Aerial Imagery Request for Funding and submit as item on next BTS Board Agenda	David James
20100902-D	Contact SWFWMD re: USGS grant	Charlie Dye
20100902-E	Inventory department's mapping needs and GIS staff	All members
20100902-F	Revise questionnaire and disseminate to committee members for review and approval	David James
20100902-G	Review revised questionnaire once received by David James and respond with suggestions/changes and/or approval	All members
20100902-H	Gain approval from Joe Lauro, Purchasing, to utilize ESRI SME(s) at workshop	David James
20100902-I	Contact City Managers group to determine if there is interest in participating in upcoming workshop	David James
20100902-J	Locate short GIS introductory video for use at workshop	David James