

Minutes

Enterprise GIS Steering Committee		
8.4.2016	1:30pm – 2:55pm	Clerk's 4 th Floor Conference Room
Chair	Pam Dubov, Property Appraiser's Office (PAO)	
Vice-Chair	John Bennett, Assistant County Administrator	
Attendees	<p><u>Voting Committee Members</u> Pam Dubov, Property Appraiser's Office PAO Marc Gillette, Supervisor of Elections (SOE) ABSENT Jake Stowers, Assistant County Administrator ABSENT Paul Sacco, Assistant County Administrator ABSENT John Bennett, Assistant County Administrator Jason Malpass, Pinellas County Sheriff's Office (PCSO) ABSENT Kelli Hammer Levy, Public Works/Utilities/Solid Waste/Airport</p> <p>Tom Lancto, Sheriff (for Jason Malpass)</p> <p><u>Guests</u> Deborah Berry, JCS Joe Borries, EM Jeremy Capes, Utilities Jacqueline Danzig, PCSO Mike Dawson, BTS Jill DeGood, PCSO Michael Engelmann, Utilities Jim Fletcher, BTS/EAM Tom Fredrick, BTS Trudy Futch, BTS Dan Glaser, BCC/Engineering Linda Morrill, BTS Curt Nielsen, PAO Gregg Obarski, BTS Susanna Rominger, BTS Martin Rose, BTS Toni Smith, BTS (Note taker) Bryan Zumwalt, BTS</p>	
Agenda	<ol style="list-style-type: none"> 1. Call to Order 2. Approval of Minutes 3. ESRI Conference Highlights 4. Proposed Updates to Project Management/Governance 5. Proposed Disaster Recovery Funding for EGIS 6. Project Updates <ol style="list-style-type: none"> a. LIDAR b. SWFWMD Cooperative Funding Initiative c. EGIS Pipeline 7. Open Discussion/Adjournment 	

Agenda Items

Call to Order	
Presenter	Pam Dubov
	The meeting was called to order at 1:30 pm.

Approval of minutes from June 2nd, 2016 meeting	
Presenter	Pam Dubov
Discussion	It was asked by Pam if there were any changes to the June 2nd, 2016 meeting minutes, none were noted.
Conclusions	Kelli Hammer Levy motioned to approve, John Bennett seconded, all in favor. Minutes approved.

Minutes

ESRI Conference Highlights	
Presenter	Bryan Zumwalt
Discussion	<p>Bryan began by noting some of the highlights of the ESRI User Conference (June 27th - July 1st) in which ESRI unveiled some new tools such as Insights for Business Intelligence, GeoHub for Citizen Engagement and Drone2Map for spatial data collection via drones.</p> <p>At the conference, Pinellas County Enterprise GIS was awarded by ESRI the Enterprise GIS Award. This award was given to the county for innovating a smart community governance model.</p> <p>Follow this link for a short clip of the awards presentation. http://video.esri.com/watch/5147/awards</p> <p>In addition, ESRI has also featured Pinellas County Enterprise GIS in their Smart Communities publication.</p> <p>Follow this link to view the article. http://www.esri.com/smart-communities</p> <p>John Bennett asked how many customers ESRI has and the answer was close to a million. He mentioned that as a small county it is an honor to be chosen to be the 1 in a million for this award. Some of the previous year's award winners included the government of Abu Dhabi. Pam requested that the award video and the link to the Smart Communities be presented at the next BTS Board meeting.</p> <p>Many acknowledgements were given in respect to how this organization was formalized and the continuation of progress.</p> <ul style="list-style-type: none">• Pam acknowledged the following:<ul style="list-style-type: none">Bob LaSala for helping move this effort to a centralized GIS instead of 3 separate GIS shops in the county.David James for taking on the role to organize and facilitate EGIS, which was not an enviable position and he took the blunt on most of the issues.Mike Dawson and Toni Smith for being there from the beginning of EGIS and working hard to keep it going.Bryan Zumwalt for accepting the position of the GIS Manager and moving EGIS to where we are today.The Working Group for working together to help EGIS move forward in a positive direction.• Marty Rose thanked Pam for her leadership in GIS for the county and that without her, EGIS would not be where we are today. Marty also mentioned that because of EGIS, the county is being showcased in different forums, such as the CIO conference and ESRI presenting us as a model for GIS.• Bryan Zumwalt stressed that all of our achievements starts with the direction from the governance that was set up and worked thru by the Steering Committee. <p>It was also mentioned that it took a little longer for departments to compromise and work together than anticipated. Pam admitted that the Property Appraiser's office was a part of the problem and it took changing some ways in order for things to fall into place. Marty mentioned that he has spoken with Commissioner Welch and the award will be presented at the BCC Meeting on August 23rd, 2016 by Commissioner Justice.</p>

Minutes

Proposed Updates to Project Management/Governance	
Presenter	Bryan Zumwalt
Discussion	<p>In the June 2nd meeting it was requested by the Committee members to propose a new project management and governance of how the Enterprise GIS will be conducted in the future. Those proposals are:</p> <ul style="list-style-type: none"> • Transitioning from a “waterfall” project management to an “agile” methodology to quickly respond to customers/changes. • Discontinue the release process in favor of the BTS pipeline of projects. • Shift prioritization responsibilities to the Working Group. • Present a new reporting platform for tracking project progress. <p>Bryan went on to explain the proposed governing body roles:</p> <ul style="list-style-type: none"> • Working group would be responsible for project initiation and prioritization, along with the EGIS technical staff. This group would meet bi-monthly to keep the pipeline/backlog up to date. • EGIS technical staff would be responsible for project execution and status reporting to the working group and steering committee. This staff will meet continuously as part of rapid project execution strategy. • EGIS Steering Committee would be responsible for policy and guidance, project veto power and/or issue resolution, funding/decision packages, and BTS Board representation. The committee would meet quarterly for budget preparation and detailed project review, and could meet on an as-needed basis for project disputes or other member concerns. <p>The project management methodology and reporting would include:</p> <ul style="list-style-type: none"> • Officially adopt the “agile” methodology, which would include: <ul style="list-style-type: none"> Emphasis on service delivery and outcome. Requirements process would include subject to change mode to meet end users demands. Project estimates may change. Heavy engagement with users during the development “sprints”. Progress comes before perfection. • EGIS would leverage the existing BTS Pipeline of projects to track new and ongoing work efforts as well as tracking time and issues on projects, such as the BTS Service Desk and SharePoint, which the new project manager, Susanna Rominger, has created for everyone to view. In the list you can click on a project and drill down to see the progress and any notes concerning the project. Follow this link to view the EGIS project list: http://pinellas.collaborationhost.net/eGIS/projects/SitePages/Home.aspx <p>After explaining the proposed changes, Bryan asked if there were any questions or concerns.</p> <ul style="list-style-type: none"> • Joe Borries asked what the difference was between the BTS Pipeline and the Working Group repository. Bryan explained that they are one in the same. The BTS Pipeline is a reporting mechanism that BTS tracks all the department projects, which is shared with the BTS Board. All EGIS projects are entered into this list and with the help of the Working Group are set with a prioritization. BTS does not make the priority rating. • Joe Borries asked about how production support would be handled. Bryan responded that the EGIS team handles all production support, whether it is a break/fix or requests for maps/analyst collectively. The EGIS team has a team of developers and a team of analysts that share projects/production support. This should all still be handled through the BTS Operation Center. Incidents will take priority, of course. Marty Rose wanted to make clear that there is a difference on the priority of the incidents. • John Bennett asked about where our municipalities and regional partners come in. Bryan explained that some of the municipalities are part of our ArcGIS online organization which allows for them to have access to our data and can upload their own data and create maps/analysis. Right now only about half dozen municipalities participate. Pam explained that in the beginning, some of the cities were wanting to basically run their IT shops from EGIS and on our

Minutes

Proposed Updates to Project Management/Governance - Continued	
Presenter	Bryan Zumwalt
Discussion	<p>licenses. ESRI didn't support this and neither did the county attorney because the way that the cost would have to be recovered from the municipalities. This is something that could be done but the problem arises that each municipality would have their own level of services needed that we may not be capable of managing. Pam mentioned that it may be something to look into in the future. Marty mentioned to the committee that Manatee County had come up yesterday to talk about GIS and that he is meeting with other counties and cities to talk about this and other things. John asked to be included in those meetings. Kelli Hammer Levy mentioned that she is working with St. Petersburg on some projects and they are willing to come to the table with some money to contribute to GIS. Bryan said he would get with Kelli to discuss more.</p> <ul style="list-style-type: none"> • Tom Lancto asked how you figure priorities on the Pipeline. Bryan responded that the priority numbers on the pipeline just mean they are the most critical and most likely we are working on priority projects 1-5 at the same time. • Jim Fletcher asked if the EGIS projects on the pipeline were in conjunction with the other BTS projects on the pipeline. Bryan responded with a yes, that the copies that were handed out for the meeting of the EGIS projects were a filter of EGIS on the BTS Pipeline and are looked at in conjunction with other BTS initiatives. <p>Without any other discussion, Pam requested a motion to accept the proposal. John Bennett motioned, Kelli Hammer Levy seconded, all in favor, motion approved.</p>

Proposed Disaster Recovery Funding for EGIS	
Presenter	Bryan Zumwalt
Discussion	<p>The Disaster Recovering funding for EGIS has been brought up at previous meetings because the current environment capacity is undersized. Originally it was only designed to store the database and the three current applications (Know Your Zone, Storm Surge and Damage Assessment). Since 2012, EGIS applications have expanded to over 50. BTS has been researching and developing cost estimates for both on premise and cloud solutions. The estimated costs for the on premise solution was either \$233,340 for 1 year or \$396,060 for 5 years. The cloud solution (Amazon) was \$43,650 for 1 year or \$218,252 for 5 years, although these estimates are conservative. Before a vote on recommending support for the EGIS Cloud for the disaster recovery funding for FY17 some questions were asked.</p> <ul style="list-style-type: none"> • John Bennett asked if there were different levels of readiness. Marty Rose described the different levels: <ul style="list-style-type: none"> <u>Active/Active -</u> One-to-one production environment Environment runs 24x7 No customer impact. <u>Warm Standby Horizontal -</u> One-to-one production environment scaled down number of servers to patch, update, etc. Environment runs X time per day/week/month Scale out when needed for production use, i.e., add application server No customer impact <u>Warm Standby Vertical -</u> One-to-one production environment scaled down computing power to patch, update, etc. Environment runs X time per day/week/month Scale up when needed for production use, i.e., add cpu, add memory Customer impact <u>Pilot Light -</u> Environment turned down Data mirroring/replication to AWS only Scale up or turn on when needed for production use Customer impact

Minutes

Proposed Disaster Recovery Funding for EGIS - Continued	
Presenter	Bryan Zumwalt
Discussion	<p>Marty mentioned that the Vertical would serve best for now but can always upgrade. John mentioned that he has seen this and believes Amazon is doing a great job.</p> <ul style="list-style-type: none"> • Joe Borries asked for clarification on the DR capacity now. Bryan explained that the servers out there were only capable of handling the editing database and the 3 applications. It isn't that it won't fail over and work it will just be slow. Pam mentioned that the DR just didn't horsepower right now for what EGIS has grown into. • Joe Borries asked if a regional event took place and we expect to use the cloud, what happens if the internet goes down. Bryan said that if the internet is out throughout the county then yes, we couldn't get to the cloud. Marty added that this could also happen between the PSC and the ERB. • Jim Fletcher asked what is being seen coming down the road. Bryan responded that EAM will impact the DR in 3-4 years and at that time it can be scaled up to accommodate. • Marty Rose also mentioned that with Amazon you are able to stay with certain versions, whereas other vendors automatically upgrade. • John Bennett appreciated the fact that these options were being researched as it is easy to just rely on the ERB. Kelli Hammer Levy also mentioned that the ERB is a hardened facility but that it does have its challenges, especially since it is in a flood plain and that she is actually more comfortable with the cloud. Pam added that in the future the ability to operate from remote locations would be better than reporting to the ERB. <p>Without any other discussion, Pam requested a motion to accept the recommendation. John Bennett motioned, Kelli Hammer Levy seconded, all in favor, recommendation approved.</p>

Project Updates - LIDAR	
Presenter	Bryan Zumwalt
Discussion	<p>The acquisition of the LIDAR and all derivative products has been delayed pending control point field verification. The initial delivery from Harris Corporation contained incorrect vertical registration due to an errant ground control point which left the LIDAR skewed from 1/10th to 4/10th of a foot. Less than 1/10th is desirable. Pinellas County Survey department will be surveying the points in question and will be sent back to Harris Corporation to recalibrate the data. The target of delivery was set for summer 2016 and it may now be set back to fall 2016 (November). Kelli Hammer Levy mentioned that she has projects that are dependent on the LIDAR involving FEMA. Pam asked if there was a financial component to this to where if we or departments had money, if it would speed up the recalibration in order to get the LIDAR earlier than November. Kelli and Bryan will get with the survey department to see how to expedite this project of resurveying 18 control points. Bryan mentioned that Harris could provide the LIDAR for specific areas that may be needed first. Kelli reminded all that the derivative products need to be signed and sealed. If there is a cost to speed up the delivery, Bryan is to get with Pam to discuss and from there it will be decided about if a special meeting is needed.</p>

Project Updates – SWFWMD Cooperative Funding Initiative	
Presenter	Bryan Zumwalt
Discussion	<p>It was decided in the previous Steering Committee meetings that we would partner with SWFWMD on flying aerials for 2017. Woolpert will be the vendor decided on by SWFWMD. Bryan is meeting with them on August 5th to discuss the funding arrangement for FY17/FY18. With this being done, it will allow for EGIS to work with Pictometry on fly the obliques for 2017. Pam mentioned that she would like to have these flown every year because it does help the Property Appraiser's office immensely.</p>

Minutes

Project Updates – EGIS Pipeline	
Presenter	Bryan Zumwalt
Discussion	<p>With handing out the EGIS project pipeline and showing the SharePoint site to where more information could be viewed, Bryan wanted to highlight some of the accomplishments since the June meeting.</p> <ul style="list-style-type: none"> • AVL (real-time vehicle locations) has been added to WebGIS and PCUGIS applications. • Street Light Districts were finalized for the tax roll for Trim. Kelli Hammer Levy wanted to officially thank Lori Shearer from the Property Appraiser's office for helping with this to run so smoothly. • During the Tropical Storm Colin, a Field EOC Operations viewer was created to view road closures and track public works work orders. As it was intended for just the storm, Public Works is using it for sunny days also. • Website/Story Map created for the Penny for Pinellas to highlight Penny-funded CIP Projects. • Developed technical requirements and set up Arc Training for Sheriff's Office for their Intelligence Led Policing Initiative. Jacqueline Danzig from the Sheriff's office described the initiative as supporting law enforcement activities, officer safety, and investigative reports. There are a total of 19 analyst so far in the project and right now it is only Sheriff's Office but hope to eventually include the municipalities. • Completed the Stormwater ESRI data model for migration to EGIS. Public Works has given a 3 week window to migrate the data and create collector applications to begin their new collection methods. • Completed digitization of the Street Sweeping Routes for Public Works. • Completed four Damage Assessment training sessions in June for municipalities and partner agencies.

Open Discussion/Adjournment	
Item #1	<p>Pam wanted to mention, for damage assessment purposes, that if anyone is looking for field tablets that they have found the more modern IPAD works wonders outside with minimal glare. They are like a desktop monitor. If anyone is interested in looking at the devices or getting more information on the costs, they can call Jeff Byrkit at 464-3972. Bryan also wanted to mention that Mike Dawson did a wonderful job in the June training sessions for Damage Assessment by showing a windows device, and IPAD and an Android Device all at once.</p>
Item #2	<p>Kelli Hammer Levy asked about the issue in the WebGIS viewer of categories disappearing and reappearing. Bryan answered that we have been troubleshooting and working with ESRI to figure this issue out and have come to the conclusion that it may be the version of web app builder that is being used. Gregg Obarski from the EGIS team is currently working on upgrading to the new version of web app builder. EGIS will keep all informed of the outcome.</p>
Adjournment	<p>The meeting was motioned to be adjourned at 2:55 pm by Pam Dubov.</p>

Minutes

Slide Presentation



Enterprise GIS Steering Committee

August 4th, 2016



Approval of Minutes

June 2nd, 2016 Meeting



ESRI Conference Highlights

June 26th – June 30th

- Pinellas County Awarded Enterprise GIS Award at Plenary Session
- ESRI Unveils "Insights" for Business Intelligence
- ESRI/Los Angeles Unveil "GeoHub" concept for Citizen Engagement
- ESRI Unveils "Drone2Map" allowing easy spatial data collection via drones
- ESRI Featured Pinellas County as a "Smart" Government and featured during Conference





ESRI Conference Highlights

June 26th – June 30th





ESRI Conference Highlights

June 26th – June 30th

ESRI Smart Communities Featuring Pinellas County



Proposed Updates to eGIS Project Management and Governance

What we want to accomplish today:

- Transition eGIS officially from traditional "Waterfall" project management methodology to an "Agile" methodology to quickly respond to customers/changes
- Discontinue eGIS Release process in favor of BTS Pipeline
- Shift responsibilities of project prioritization from eGIS Steering Committee to eGIS Working Group
- Agree on reporting mechanism/platform for tracking project progress

Minutes

Proposed eGIS Model

Governing Body Roles

- Project Initiation
- Project Prioritization (in concert with eGIS technical staff)
- Project Execution
- Status Reporting to Steering Committee
- Policy and Guidance
- Project Veto Power/ Issue Resolution
- Funding/ Decision Packages
- BTS Board Representation

Proposed Future eGIS Model

Battle Rhythm

- Technical Staff**
 - Meets continuously (AGILE) as part of rapid project execution strategy
- Working Group**
 - Meets bi-monthly to keep pipeline/backlog healthy
- Steering Committee**
 - Meets quarterly for budget preparation and detailed project review
 - Meets on as-needed basis during the year for project dispute or other member concerns

Proposed Future eGIS Model

Project Management Methodology and Reporting

Recommendation: "Officially" adopt Agile Methodologies and retire Waterfall (Release) process

Implications

- Emphasis on service delivery and outcomes
- Requirements process less formal and subject to change to meet targeted demands of end users
- Project estimates can change with user feedback
- Progress comes before perfection
- HEAVILY engaged with users during development "sprints"

Proposed Future eGIS Model

Project Management Methodology and Reporting

- Leverage the existing **BTS Pipeline** project to track new and ongoing work efforts
- Leverage the existing **BTS Service Desk** to track time and issues on projects
- Leverage the existing **Reporting Tools** from Sharepoint to provide regular reporting to Steering Committee and Working Group

Sharepoint as Progress Reporting Tool

Proposed Updates to eGIS Project Management and Governance

Vote:

- Recommendation:
 - Adopt BTS proposed Agile project management methodology, governance and reporting changes

Proposed Disaster Recovery Funding

- Requirement for more robust BTS/eGIS disaster recovery environment
- Current capacity at ERB Building off Drew Street is undersized
- Current environment designed to only run three applications deemed mission critical in 2012 (Know Your Zone, Storm Surge, Damage Assessment)
- Since 2012, eGIS application profile expanded to over 50 production applications

Minutes

Proposed Disaster Recovery Funding 

- BTS has been developing cost estimates for **both on-premise** (housed at the ERB Building – Drew St. and US 19) and **cloud** (Amazon Web Services) solutions for disaster recovery



Proposed Disaster Recovery Funding 

On Premise vs Cloud Infrastructure – Disaster Recovery Costs

- BTS has been developing cost estimates for **both on-premise** (housed at the ERB Building – Drew St. and US 19) and **cloud** (Amazon Web Services) solutions for disaster recovery

Application Name	Amazon Web-Services (Cloud) Worst Scenario (Historical)		ERB (On-Premise)	
	1 Yr.	5 Yr.	1 Yr.	5 Yr.
eGIS	\$43,650	\$218,252	\$233,340	\$396,060

These estimates are conservative and BTS is continuing to work with Amazon Web Services (cloud) to get best-cost pricing for cloud hosting services.

Proposed Disaster Recovery Funding 

DISCUSSION/COMMENTS

Proposed Disaster Recovery Funding 

Vote:

- Recommendation:

Support eGIS cloud disaster recovery funding for FY17

Project Updates – LIDAR 

- Atkins currently anticipating delayed delivery of LIDAR and all derivative products pending control point field validation (survey)
- Initial delivery from Harris Corporation contained incorrect vertical registration due to errant ground control point
- Harris will be required to recalibrate data using verified control points for transmission to Atkins
- Re-calibration will cause material delay in project (initial target was summer 2016)

Project Updates – Aerials/CFI 

Southwest Florida Water Management District has ranked their Aerial Vendors for the FY17 flights

- 1.) Woolpert
- 2.) Surdex
- 3.) Quantam Spatial

eGIS will be visiting SWFWMD on 8/5 to discuss Cooperative Funding Arrangement for FY17/FY18

Minutes

Project Updates – eGIS Pipeline 

Project Highlights/Accomplishments

- › Added support for AVL (real-time vehicle location) to WebGIS and PCUGIS applications
- › Finalized Street Light District Tax Roll for TRIM
- › Created Field EOC Operations Viewer for road closures, work tracking
- › Created Penny for Pinellas GIS website to highlight Penny-funded CIP projects
- › Developed technical requirements for Sheriff's office for Intelligence Led Policing Initiative
- › Completed stormwater ESRI data model for migration to EGIS
- › Digitized all street sweeping routes for Public Works
- › Completed damage assessment training for municipalities and partner agencies



Open Discussion