

MINUTES

eGIS Steering Committee

June 4, 2020

1:33pm – 3:06pm

Facilitator – Jamie Munro, GIS Manager

In Attendance

Committee Members:

PRESENT

Mike Twitty – Chair – Pinellas County Property Appraiser

Jason Malpass – Pinellas County Sheriff's Office

Marc Gillette – Supervisor of Elections

Lourdes Benedict – Pinellas County ACA (Animal Services, Emergency Management, Human Services, Safety and Emergency Services)

ABSENT

Tom Almonte – Pinellas County ACA (Building & Development Review Services, Office of Technology and Innovation, Planning)

Bryan Zumwalt – Office of Technology and Innovation

Attendees:

Jared Austin – Planning

Thuyen Buendia – Business Technology Services/eGIS

Marcia Colby – Public Works

Jill DeGood – Pinellas County Sheriff's Office

Lisa Foster – Public Works

Belinda Huggins – Business Technology Services

Christy Kretschmann – Business Technology Services/eGIS

Blake Lyon – Development Review Services

David Palek

Jeff Rohrs – Business Technology Services

Alan Shellhorn – Planning

Toni Smith – Business Technology Services/eGIS

Joe Borries – Emergency Management

Jeremy Capes – Utilities

Mike Dawson – Business Technology Services/eGIS

Kelly Dickie – Business Technology Services/eGIS

Allison Goldberg – Business Technology Services/eGIS

Joel Kelsey – Utilities

Susan Leverette – Office of Asset Management

Curt Nielsen – Pinellas County Property Appraiser

Eric Pieniak – Utilities

April Rosier – Business Technology Services/eGIS

Penny Simone – Public Works

Jeremy Waugh – Office of Asset Management

Agenda

1. Call to Order
2. Welcome and Introductions
3. Citizens to be Heard
4. Approval of Minutes from the March 5th, 2020 meeting
5. Vice Chair Appointment
6. Esri Contract Executed
7. Virtual Esri User Conference
8. Working Group Presentation
 - a. Governance
 - b. Significant Ongoing Projects
 - c. Upcoming Data Initiatives
9. Project Dashboard Discussions
10. Next Meeting/Adjournment

Call to Order

The virtual meeting was called to order at 1:33pm by Mike Twitty.

Citizens to be Heard

The opportunity was offered for citizens to make comments. None were present.

Approval of Minutes

Mike Twitty asked if there were any changes to the March 5th, 2020 meeting minutes, none were noted. Jason Malpass motioned to approve, Marc Gillette seconded, all in favor. Minutes approved.

Vice Chair Appointment

Mike Twitty mentioned Bryan Zumwalt may have an interest in the Vice Chair position, however the floor is open for nominations. Marc Gillette nominated Bryan Zumwalt. Jason Malpass seconded the nomination. All in favor appointing Bryan Zumwalt as Vice Chair.

Esri Contract Executed

Jamie Munro highlighted the great work from the Steering Committee to get the Esri contract executed. Jeremy Capes laid a lot of the foundation negotiating the contract which then went to the Board of County Commissioners in April and was passed. We are currently using the new contract, with new licensing being leveraged. The contract brings more training opportunities and credits for use (200 for development, 200 for training).

Virtual Esri User Conference

The 2020 Annual Esri User Conference is now a virtual conference starting July 13th – July 17th. Anyone in our organization may attend for free. Please visit <https://www.esri.com/en-us/about/events/uc/overview> for more information on the conference.

Please encourage staff to register. Email egis@pinellascounty.org with questions or for more information about registration.

Working Group Presentation

Governance –

Jamie Munro discussed establishing governance for the Working Group. In the March 5th, 2020 eGIS Steering Committee Meeting, the committee directed the Working Group to create documentation for operating guidelines. There were two Working Group governance meetings held and were very well attended, close to 40 people each meeting.

Using the guidelines set for the Steering Committee, the Working Group adjusted them accordingly:

In the guidelines where the Executive Committee was reference it was changed to the Working Group.

- For Section 3.0 – Executive Summary - the Working Group will make recommendations to the Steering Committee rather than approving items.
- For Section 4.1 – Role of the Working Group - Jamie Munro discussed new language in the documents, specifically collaboration within the Working Group and having the discussions between departments to share knowledge and experiences. Jamie Munro would like to leverage Esri to engage us with presentations and display new technology or ideas.
- For Section 4.2 – Composition - in the Working Group meetings, it was decided that there are 15 departments that should have representation, each with a primary and secondary representative. Jamie Munro showed the list of the departments along with the representatives that we have received so far. Some groups asked for more than one representative or more than one vote given the amount of work they do or need. It was also mentioned that was 15 representatives too much. Jamie Munro asked Mike Twitty and Lourdes Benedict for input on representation. Lourdes Benedict asked why the Health and Human Services/Emergency Management group representative names were blank, and it answered that there had not been a response for representation as of yet. Joe Borries stated he would be a representative for Emergency Management. Mike Twitty asked if it made sense to group Building and Planning together. Blake Lyon agreed, with Alan Shellhorn and himself as representatives. Although later in the discussion Alan Shellhorn mentioned that Planning has a number of specific projects and combining them with building may not be helpful. It was decided to keep both Planning and Building. Lourdes Benedict also mentioned her groups are very distinct and would not want to combine any of them. Mike Twitty and Jason Malpass both weighed in that BTS/eGIS should be represented also, which could help mitigate projects before being presented to the Steering Committee. Jeremy Waugh stated that the Office of Asset Management is supported by departments on the list and eGIS, so they would give up their spot on the list to BTS/eGIS. Mike Twitty encouraged GIS stakeholders to attend and participate in the Working Group meetings but recommended the voting members be limited to just the 15 departments.
- For Section 4.3 – Chair and Vice Chair - There will also be a Chair and Vice Chair of the Working Group who will represent the group at the Steering Committee.
- For Section 5.1 – Meeting Schedules – it was set that the Working Group would meet monthly with looking at the 2nd Thursday of every month.
- For Section 5.2 – Attendance – it was set out that since there were 15 departments to be represented, the quorum for voting would be 8. There was discussion on changing the quorum to either 7 or 9 to keep as an odd number.

- For Section 5.6.2 – Request Classification - there was a discussion initiated of moving the bar for projects needing a mechanism for approval from 40hrs to 160hrs. Many projects are easily 40hrs and can be accomplished more quickly. All eGIS projects that are estimated to be 40hrs or more are to be in the Business Technology Services (BTS) pipeline and monitored. Mike Twitty asked for Jeff Rohrs and Belinda Huggins to discuss the project management from their perspective on the 160hr level. Jeff Rohrs suggested an 80hr threshold instead of 160hrs. Jamie Munro mentioned the reason the Steering Committee was created was due to GIS siloes that were created within Pinellas County in the past and the issues with collaboration throughout the County. This is happening again within the County with new GIS personnel in other departments and new projects being undertaken without Steering Committee/Working Group oversight or visibility. Mike Twitty agreed that the County needs to benefit from knowledge of what other departments are working on to prevent redundancies and double work. It was recommended to change the Rough Order of Magnitude to 80hrs and reducing the dollar amount of third-party services/costs to \$20k. Lourdes Benedict asked how projects are prioritized related to Esri credits and emergency projects like the COAD/VOAD project during Covid-19. Jamie Munro discussed the use of credits during an emergency order didn't need to be approved by the Committee.

Jason Malpass made a motion to approve Working Group governance document with following changes:

- For Section 4.2 - remove Working Group representative for Office of Asset Management and replace with Business Technology Services/eGIS representation.
- For Section 5.2 - changing Working Group quorum from 8 to 7 members and removing alternates and replacing Working Group representation with primary/secondary members.
- For Section 5.6.2 - moving Working Group overall project approval thresholds to BTS effort of < 80hrs or <\$20,000.

Motion was seconded by Marc Gillette, all in favor.

Significant Ongoing Projects – 3D Building Footprint Decision

Jamie Munro discussed the 3D Building Footprints projects where what is currently scoped with Esri cleaning up building footprints greater than 5000 square feet. Jamie Munro showed examples of building footprint deliveries and how the data was cleaned by Esri. Mike Twitty mentioned that the Property Appraiser's Office (PAO) footprints usually include the roof overhang. Jamie Munro suggested using the Raw Lidar going forward as a consistent rule for developing the footprints. The Microsoft footprints were generally not as accurate; however, these were vetted for due diligence since the footprints are available at no charge. By doing the footprints greater than 5000 square feet didn't catch as many buildings as anticipated. Jamie Munro is waiting for estimates from Esri to clean up footprints from the 2000 square feet to 5000 square feet range. Estimates are also being requested for 1000-1500 square feet range and a per building cost for clean-up. Jamie Munro asked for support from the Steering Committee to get the 2000-5000 square foot images if the estimated cost came in between \$75,000-100,000. Jamie Munro showed a spreadsheet with the number of extracted buildings within the County from Esri. Mike Twitty agreed that the 2000-5000 square foot range sounds reasonable for approval. The question of maintenance was brought up by Jamie Munro, he mentioned doing a similar effort every 5 years or so with updates to existing data. This would not exclude the PAO or any other department from using the data. The committee asked for more information with harder numbers and more justifications as to whether this is beneficial to the County. The committee asked that the Working Group work on getting this information so that they can provide approval. If the Working Group can get this information before the next Steering Committee meeting, they asked for a special meeting to be called before then.

It was also mentioned that the Southwest Florida Water Management District updated orthophotography images from this year. The County has taken delivery of oblique photography/Pictometry images. The statewide Lidar project from last year status is still pending. Delivery anticipated soon.

In the interests of time and some of the committee member having to leave, the meeting was adjourned.

Next Meeting

The next meeting is scheduled for September 3rd, 2020.

Lourdes Benedict motioned for the meeting to be adjourned, Marc Gillette seconded with the need for a special meeting on the 3D Footprints, if needed.

The meeting adjourned at 3:06pm.

Power Point Presentation

Pinellas County
Enterprise GIS
Steering Committee Meeting
June 4th, 2020

Pinellas County
www.pinellas.gov

Agenda

- Call to Order
- Welcome & Introductions
- Citizens to be Heard
- Approval of minutes from the March 5th, 2020 Meeting
- Vice Chair Appointment
- ESRI Contract Executed
- Virtual ESRI User Conference
- Working Group Presentation
 - Governance
 - Significant Ongoing Projects
 - Upcoming Data Initiatives
- Project Dashboard Discussions
- Next Meeting/Adjournment

Pinellas County
www.pinellas.gov

Vice Chair Appointment

4.3 Chair, Vice Chair, and Secretary

The Executive Committee will nominate and vote on a Chair and Vice Chair from the Executive Committee. The Chair will preside over the Committee sessions and is a voting member. The Chair will also be responsible for representing EGIS at the BTS Board and securing a Secretary to prepare agendas, record meeting minutes and publish same. The Vice Chair will stand in in absence of the Chair.

Committee Members

- Property Appraiser - Mike Twitty - Chair
- Pinellas County Sheriff's Office - Jason Malpass, IT Director
- Supervisor of Elections - Marc Gillette, Elections Technology Administrator
- Assistant County Administrator - Tom Almonte
- Assistant County Administrator - Lourdes Benedict
- Assistant County Administrator - Vacant
- Office of Technology and Innovation - Bryan Zumwalt, Director

Pinellas County
www.pinellas.gov

ESRI Contract Executed



Pinellas County
www.pinellas.gov

Virtual ESRI User Conference

- Currently have 65 registered from Pinellas County



Esri User Conference
Join us virtually this year
July 13-15, 2020 | The world's largest, virtual GIS event

Pinellas County
www.pinellas.gov

**Working Group Presentation
Governance**


Enterprise GIS
~~Steering Committee~~ **Working
Group**
Operating Guidelines

Pinellas County
www.pinellas.gov

Working Group Presentation Governance

The Executive Committee Working Group will oversee recommend the establishment and adoption of Enterprise GIS policies, procedures and standards. In addition, the Executive Committee Working Group will encourage Pinellas County GIS stakeholders to comply with and support GIS policies and standards. General technology oversight for GIS will be governed by policies, procedures and standards that have been established by BTS through consultation with other County agencies and the Pinellas County Technology Steering Collaborative.

The Executive Committee Working Group will also make recommendations that help the Executive Committee review, approve, prioritize and obtain funding for all Pinellas County GIS initiatives including any GIS application development activities and the purchase of GIS technology, data and consulting services. The Executive Committee Working Group will be responsible for ensuring make recommendations to ensure that GIS solutions are implemented when required to support legislatively mandated requirements, improve efficiency, enhance the accountability of our business and provide more effective delivery of services to our internal users, external customers and Citizens. Initiatives will be prioritized by the eGIS Working Group based on the factors of quality, business understanding, and effective cost management with oversight/veto responsibility from the Executive Committee.




Working Group Presentation Governance

3.0 Executive Summary

This document provides the Operating Guidelines for the Enterprise GIS Working Group (Working Group)

The purpose of the Working Group is to have key GIS stakeholders within Pinellas County come together and collaborate to provide recommendations to the Enterprise GIS Steering Committee (Executive Committee). Also, this provides a forum for County and local GIS professionals to network and share GIS knowledge and experiences. The Working Group will make recommendations that ensure that Pinellas County GIS interests are carefully considered and where appropriate supported through the effective use of GIS technology, staff resources and funding. The Working Group will support the information gathering process and the development, that leads to the approval and publication of an Enterprise GIS Strategic Plan by the Executive Committee. The Working Group will support annual updates and revisions to ensure that the Strategic plan is kept current with ongoing requirements.




Working Group Presentation Governance

4.0 Working Group

4.1 Role

The Working Group's role includes responsibility for the following:

- Recommend the best organizational structure and staffing for delivery of Enterprise GIS services.
- Make recommendations that align Enterprise GIS initiatives and projects with mandated requirements and Strategic Plans within the budgetary constraints of the County.
- Act as an advocate for funding and resources to the Executive Committee.
- Foster collaboration for County and local GIS professionals to share GIS knowledge and experiences.




Working Group Presentation Governance

4.3 Chair and Vice Chair

The Executive Committee has the authority (if necessary) to approve the Working Group nomination and voting on a Chair and Vice Chair for the Working Group. The Chair will preside over the Working Group sessions and is a voting member. The Chair will also be responsible for representing the Working Group at Executive Committee meetings. The Vice Chair will fill-in for the Chair as needed and may serve as the next Chair at the end of the current Chair's term.

Responsibilities include:

- Chairs the Working Group meetings.
- Reports project status as well as other presentations to the Executive Committee.
- Develops and approves meeting agendas as well as calling the meetings.




Working Group Presentation Governance

4.2 Composition

The Working Group will be composed as follows:


- Building Services
- Department of Administrative Services
- Emergency Management
- Forward Pinellas
- Human Services
- Office of Asset Management
- Parks & Conservation Resources
- Planning
- Property Appraiser's Office
- Public Works
- Safety and Emergency Services
- Sheriff's Office
- Solid Waste
- Supervisor of Elections
- Utilities



Working Group Presentation Governance


4.2 Composition

Department	Primary	Secondary
1. Building	Blake Lyon	David Howdeshell
2. Department of Administrative Services	Diana Sweeney	Keith Royster
3. Emergency Management		
4. Forward Pinellas	Jared Austin	Linda Fisher
5. Human Services	Susan Leverette	Jeremy Waugh
6. Office of Asset Management	Steve Harper	TBD
7. Parks & Conservation Resources		
8. Planning	Steven Smith	Marie Swift
9. Property Appraiser's Office	Marcia Colby	Jamie Frank
10. Public Works	Rick Cody	Morgan Pyle
11. Safety & Emergency Services		
12. Sheriff's Office		
13. Solid Waste	Joshua Kirchmann	Shawnee McCullen
14. Supervisor of Elections	Nicole Sokolowski	David Wise
15. Utilities	Jeremy Capes	Joel Kelsey




Working Group Presentation Significant Ongoing Projects

- 3D Building Footprints – Decision
- COVID-19 - Update
- Ortho Photography
- Lidar



3D Building Footprint Development

- Currently scope:
 - Cleanup footprints > 5000 square feet
- Proposed:
 - Cleanup footprints > 2000 square feet
 - Look to possibly do > 1500 or 1000 square feet
- Next Steps
 - Obtain quote from Esri for > 2000 square feet and have cost for additional buildings on per building basis



2D/3D Project

- 5 Deliverable Areas

Pineblas County

Area 1 Delivered

- Area 1 contained 3,921 total buildings identified by LIDAR.
- 534 Buildings were > 5,000 ft² (~14%)

Pineblas County

Area 1 Buildings > 5000 ft²

- An area example of Buildings > 5000 ft²

Pineblas County

Zoomed In:

Aerial Raw Cleaned

Pineblas County

Area Buildings 2000-5000 ft²

- By adding the 2000 – 5000 ft² Building areas, we will have an additional 1,676 2D Cleaned footprints
- Red is 2000-5000
- Purple is already cleaned by ESRI

Pineblas County

Raw Deliverable of Area 1

- Boat docks picked up by LIDAR as buildings in GREEN.

Raw Data Aerial Only

Pineblas County

Raw PAO Microsoft Aerial Imagery Only Raw & PAO Raw, PAO & Microsoft

Pineblas County

1000 – 2000 sq ft

Aerial Imagery PAO Raw Microsoft PAO, Raw & Microsoft Microsoft

Pineblas County

Octagon House



PAO



Raw



Microsoft



Next Meeting/Adjournment

- Upcoming Meetings
 - September 3rd, 2020
 - December 3rd, 2020

