

# MINUTES

## eGIS Steering Committee

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December 5, 2019

1:38pm – 3:10pm

Facilitator – Jamie Munro, GIS Manager

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### In Attendance

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#### Committee Members:

##### **PRESENT**

**Mike Twitty** – Chair – Pinellas County Property Appraiser

##### **ABSENT**

**Rahim Harji** – Vice Chair – Pinellas County ACA (Parks & Conservation Resources, Public Works, Solid Waste, Utilities, Office of Asset Management)

**Jason Malpass** – Pinellas County Sheriff Office

**Paul Sacco** – Pinellas County Solid Waste

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

**Megan Ross** – Pinellas County Utilities Director

**Marc Gillette** – Supervisor of Elections

**Jake Stowers** – Pinellas County ACA (Airport, Building Services, Development Review Services, Economic Development, Planning)

#### Attendees:

Tom Almonte – Pinellas County ACA – *(proxy for Rahim Harji)*

Jared Austin – Forward Pinellas

Joe Borries – Emergency Management

Jeremy Capes – Utilities – *(proxy for Meghan Ross)*

Mike Dawson – Business Technology Services – eGIS

Allison Goldberg – Business Technology Services – eGIS

Belinda Huggins – Business Technology Services

Christy Kretschmann – Business Technology Services – eGIS

Jill DeGood – Pinellas County Sheriff's Office *(proxy for Jason Malpass)*

Blake Lyon – Development Review Services *(proxy for Jake Stowers)*

Jamie Munro – Business Technology Services – eGIS

Bryan Zumwalt – Office of Technology and Innovation

Jeff Rohrs – Business Technology Services

April Rosier – Business Technology Services – eGIS

Penny Simone – Public Works

Josh Kirchmann – Solid Waste

Caitlin Murphy – Planning

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## Agenda

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1. Call to Order
2. Welcome and Introductions
3. Citizens to be Heard
4. Approval of Minutes from the October 29th, 2019 meeting
5. Review/Update eGIS Steering Committee Operating Guidelines
  - a. 4.2 Composition
  - b. 4.3 Chair and Secretary
  - c. 5.1 Meeting Schedule
  - d. 5.2 Attendance
6. Aerial Photography
7. Esri Conferences
  - a. Developer Summit March 10-13, 2020
  - b. Esri User Conference July 13-17, 2020
8. Project Round Table Discussion
9. Next Meeting

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## Call to Order

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The meeting was called to order at 1:38pm by Mike Twitty and attendees were introduced.

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## Citizens to be Heard

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

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## Approval of Minutes

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Mike Twitty asked if there were any changes to the October 29, 2019 meeting minutes, none were noted. Blake Lyon motioned to approve, Tom Almonte seconded, all in favor. Minutes approved.

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## Review/Update eGIS Steering Committee Operating Guidelines

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Jamie Munro introduced changes to the eGIS Steering Committee page on Pinellas County's website and discussed the need to update the eGIS Operating Guidelines. The current document includes outdated members of the Steering Committee and Jamie Munro made the changes to reflect the current board members. Jamie Munro welcomes discussion about potential membership opportunities. Mike Twitty mentioned the differences between the Steering Committee and Working Group in the sense that the Steering Committee should consist of Executive/Constitutional members. The most recent Steering Committee documents suggested meeting two times per year and Mike Twitty suggested increasing the number of Working Group meetings, with the Working Group members then attending the Steering Committee meetings to update on projects and other information. Bryan Zumwalt mentioned that the Steering Committee has become the "everything" group, whereas it should be the very high-level group determining funding and resolving any project priority conflicts. The most recently updated Operating Guidelines document determined that the Working Group should be the entity approving projects - not the Steering Committee. Mike Twitty suggested the Working Group should create project "packages" to discuss at the Steering Committee if funding is needed.

Joe Borries asked what kinds of things should be accomplished at the Working Group, Mike Twitty said details of the projects and requirements can be determined without Steering Committee involvement. Mike Twitty asked how many Working Group meetings generally occur in a year, Jeremy Capes and Jamie Munro said potentially two. Mike Twitty suggested this schedule should be reversed, with more Working Group meetings than Steering Committee meetings. Jeremy Capes suggested looking at changes in technology since 2016 related to project updates, these changes may help people to see project updates prior to meetings or in between meeting dates.

Another item noticed in the governance document was the Chair was required to be the Property Appraiser. In the 2016 document this requirement was changed. Mike Twitty suggested opening the position to nominations, he's happy to be chair but would like others to be considered. There is also no mention of Vice Chair in the documents, however this is something that should be added to the documents. Jeff Rohrs said this will simplify procedures if the chair is not able to attend. Tom Almonte has been nominated to take over permanently for Rahim Harji. Blake Lyon asked about the number of members with Jake Stowers' impending retirement. There was discussion about how many Assistant County Administrators should be included. Belinda Huggins suggested having an odd number of members to break any potential deadlocks in voting. Mike Dawson mentioned the inclusion of a representative of all areas of the county. Bryan Zumwalt agreed and suggested Blake Lyon as a permanent member. The concern is a lack of representation from Public Works and representation from the BCC. Jamie Munro is not a voting member of the committee. The current committee will determine nominees for future committee members by the next meeting for a vote.

Jamie Munro mentioned the requirement for each voting member to attend meetings instead of sending a proxy. 1 proxy per year will be allowed per year for each member. The minimum required number of meetings for the Steering Committee will be 2 per year, with additional meetings as needed. Belinda Huggins suggested having the meetings scheduled in advance and cancel if necessary. Mike Twitty suggested leaving the wording as stated in the current document. The 1<sup>st</sup> Thursday requirement is something that helps with future schedules, but Mike Twitty suggested changing the wording to allow the meeting to be scheduled on a date most suitable for all members. The wording for a quorum should be changed to 4 voting members.

Mike Twitty asked how many people are attending the Working Group, Jeremy Capes suggested 15-30 depending on the meeting. Belinda Huggins said the new format of project updates and different composition of these meetings may encourage attendance. Jamie Munro said the Working Group may be a good opportunity for municipalities to participate and have Esri showcase new information. Jamie Munro has plans for the Steering Committee to help define the roles between Working Group, Steering Committee and eGIS team roles and to address GIS maturity within the county. Jeremy Capes mentioned the changing technology and how this affects the user base. Bryan Zumwalt added that not long ago the GIS tools required specialized skills and now just about anybody can create advanced GIS maps or applications. Mike Twitty wants eGIS to keep an eye on everything being created around the county. Jeremy Capes mentioned eGIS is also the Quality Control gatekeeper and creates standards for the county and this needs to be emphasized to the user base.

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## Aerial Photography

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Southwest Florida Water Management District (SWFWMD) will be flying aerials and Pinellas County will receive a copy of the aerials. We are getting this data at a discounted rate, \$14,000 vs. \$100,000. The goal is to have new aerial photography every 2 years and there have been opportunities during the gap years for flights. The contract renewal for Pictometry is coming up, Bryan Zumwalt suggested an RFP because there are quite a few more options available. Mike Twitty asked if we move away from Pictometry as a vendor, do we lose access to their library. Bryan Zumwalt said this is something to look into because this access has been integrated into a few applications and may be worth keeping the relationship. Jeremy Capes mentioned we also get a discount on online licensing. Penny Simone asked about MrSID files, Jamie Munro said Pictometry would be sending him specifications on what we would receive. Mike Twitty asked how much an oblique flight cost, Jamie Munro said \$155,000. Jamie Munro will be following up with the specifications for the obliques. The Property Appraiser's Office has a requirement to get aerials every 5 years by statute. Jamie Munro mentioned new APIs and new training within our contract. Pictometry flying new aerials within 24 hours of any event should be built into any future contract. Mike Twitty asked about the status of State Digital Elevation Model and LiDAR, Jeremy Capes said SWFWMD is supposed to be reaching out regarding both. Jeremy Capes mentioned that the LiDAR goal was to get images every 5 years and that the negotiated price for the most recent contract was less than anticipated so budget considerations for the next contract should be for a higher price. Another thing to consider is the frequency of LiDAR, 5 years may not be the correct timeframe. Jamie Munro mentioned a meeting with Esri related to 3D Basemap, the deliverable will be immediately out of date since the data is from 2018, there will need to be discussions on how this dataset will be updated going forward.

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## Esri Conferences

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The main deliverable from last meeting was to get potential attendees for the 25 complimentary passes to the 2020 Esri User Conference in San Diego, CA. There are currently 24 passes spoken for, Mike Twitty requested to use the last remaining complimentary pass since the Property Appraiser's Office only requested one. Historically we have had 20 complimentary passes, this year we have 25. Esri has also given us 10 complimentary passes to the Southeast Regional Conference in Charlotte, NC which is a great local conference. Jamie Munro will follow up with Blake Lyon, Penny Simone and Joe Borries to see if additional people want to attend. eGIS is sending 4 people to the Developer's Summit in Palm Springs, CA which costs 1 Enterprise License Agreement Training credit per person.

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## Project Round Table Discussion

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Jamie Munro presented the Business Technology Services (BTS) project dashboard with a high-level view of anything greater than 40 hours of effort and described the "t-shirt sizing" method of categorizing the projects. The first 11 eGIS projects in the dashboard are related to maintaining production and the next group of projects are considered pillars. There are quite a few projects in the 90-95% completed level, which will be closed out by the end of the year. There are also quite a few projects that were almost completed and either scope or requirements changed and they have not been completed. There will be a policy change within eGIS to ensure department participation in the process so projects are reviewed and completed in a timely fashion. Jeff Rohrs mentioned that BTS has been using this project dashboard internally to visualize status quickly and the dashboards also show a history of the project. This has been very helpful to show scope, schedule, resources and security impacts. Jeremy Capes asked about prioritization for smaller projects, Jamie Munro suggested the Working Group will work to prioritize items. There is an option for a parking lot/backlog of projects, which should encourage promotion without waiting for governance.

Jamie Munro discussed the Enterprise Asset Management go-live for Utilities and moving forward with Track 2. Mike Twitty asked if there were any anticipated hiccups with CityWorks and Trimble's acquisition of Azteca. Jamie Munro is optimistic with the acquisition. Mike Twitty said the Property Appraiser's Office will have a new Parcel Viewer which will have a lot more functionality and will be more user friendly. It should be released in early 2020. Jeremy Capes thanked Allison Goldberg for working with Utilities and making progress with a few applications. Jill DeGood mentioned working with Christy Kretschmann and Gregg Obarski on Crime Fighter, Crime Viewer and other Pinellas County Sheriff updates. Joe Borries is excited to get working on new items with April Rosier for the next hurricane season with updates to WebEOC, Damage Assessment/Collector and data integrations.

Joe Borries asked about using the protected parcel data, Mike Twitty asked what kind of information is needed and said the Memorandum of Understanding request will be elevated. Mike Twitty said the general requirement is to be careful with the data since it is protected, there will be an acknowledgement for the user to remind them this is protected data.

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## Next Meeting

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Quarterly meetings for 2020 will be scheduled and invitations will be sent out accordingly.

The meeting adjourned at 3:18pm.



### AGENDA

- Call to Order
- Welcome and Introductions
- Citizens to be Heard
- Approval of Minutes from the October 25<sup>th</sup>, 2019 meeting
- Review/Update eGIS Steering Committee Operating Guidelines
  - 4.2 Composition
  - 4.3 Chair and Secretary
  - 5.1 Meeting Schedule
  - 5.2 Attendance
- Aerial Photography
- Esri Conferences
  - Developer Summit March 10-13, 2020
  - Esri User Conference July 13-17, 2020
- Project Round Table Discussion

### EGIS STEERING COMMITTEE - OPERATING GUIDELINES

<b>EXISTING DOCUMENT</b>	<b>CURRENT STATUS</b>
<b>4.2 Composition</b> The Executive Committee will be composed as follows: <ul style="list-style-type: none"><li>• Pam Dubov, Property Appraiser</li><li>• Mark Gillette, Supervisor of Elections</li><li>• Jason Malpass, Sheriff's Office</li><li>• Kelly Levy, Utilities, Public Works, Airport, Solid Waste</li><li>• John Bennett, BOCC</li><li>• Paul Sacco, BOCC</li><li>• Jake Stowers, BOCC</li></ul>	<b>4.2 Composition</b> The Executive Committee will be composed as follows: <ul style="list-style-type: none"><li>• Mike Twitty, Property Appraiser</li><li>• Rahim Harji, BOCC</li><li>• Mark Gillette, Supervisor of Elections</li><li>• Jason Malpass, Sheriff's Office</li><li>• Lourdes Benedict, BOCC</li><li>• Paul Sacco, Solid Waste Director</li><li>• Jake Stowers, BOCC</li><li>• Megan Ross, Utilities Director</li></ul>

### EGIS STEERING COMMITTEE - OPERATING GUIDELINES

#### 4.3 Chair and Secretary

The Executive Committee will nominate and vote on a 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 to the SharePoint site located at <http://pinellas.sharepointsite.net/egis/default.aspx>.

### EGIS STEERING COMMITTEE - OPERATING GUIDELINES

#### 5.1 Meeting Schedules

Meetings will be established in the following manner.

- Scheduled quarterly, on the 1<sup>st</sup> Thursday, for the purpose of preserving time on members calendars
- Meet a minimum of bi-annually
- Scheduled dates that are not needed will be cancelled
- Ad Hoc meetings will be called if needed with an attempt to use a scheduled quarterly slot
- Virtual meetings may be used, particularly if required by an urgent situation

### EGIS STEERING COMMITTEE - OPERATING GUIDELINES

#### 5.2 Attendance

Members are expected to attend and participate on a regular basis. Alternates are allowed for any sitting Executive Committee member, and are expected to participate as a full voting proxy. A quorum will be reached with 3 of the scheduled attendees present.

## AERIAL PHOTOGRAPHY

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Ortho		PC	SWFW MD	PC	PC	SWFW MD		PC	SWFW MD	PC
Oblique		PC	PC	PC		PC		PC		PC
LIDAR				PC	State					PC
DEM				PC						
3D Basemap						PC				

## ESRI CONFERENCES

**Developer Summit – March 10-13, 2020**

**Esri User Conference – July 13-17, 2020**

## PROJECT ROUND TABLE DISCUSSION

## NEXT MEETING